

Aviation

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

Headquarters
Department of the Army
Washington, DC
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SUMMARY of CHANGE

AR 95-2

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

This revision--

- o Identifies specific responsibilities for air traffic control (para 2-1).
- o Changes qualification requirements for ATC personnel (para 2-2).
- o Changes controller certification and rating requirements (para 4-1).
- o Adds provisions for SAVES awards (para 5-4).
- o Changes addresses for DARR offices (table 6-1).
- o Provides for AID accounts (para 12-3).
- o Revises chapters 13 and 14.
- o Changes aircraft liability requirements (table 15-1).
- o Adds requirements for airport condition reporting (para 18-5).
- o Changes requirements and representation for DOD Policy Board on Federal Aviation (chap 19).

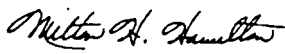
Aviation

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

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

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History. This UPDATE printing publishes a revision of this publication. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This regulation covers Army air traffic control general provisions; qualifications and ratings; air traffic control awards program; certification of airfields, airspace, and 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, the U.S. Army Reserve, except chapter 19, and all personnel who perform duties in Army ATC facilities and support facilities.

Proponent and exception authority. Not Applicable.

Army management control process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are contained in DA Circular 11-89-2.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval of HQDA (DAMO-FDV), WASH DC 20310-0460.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy

interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Operations and Plans. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Aviation Center, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265 (Parts One, Two, and Five), or Director, U.S. Army Aeronautical Services Office, ATTN: ATZQ-ATC-A, Cameron Station, Alexandria, VA 22304-5050 (Parts Three, Four, and Six).

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Contents (Listed by paragraph and page number)

Part One
Introduction, page 1

Chapter 1
General, page 1

Section I
Introduction, page 1
Purpose • 1-1, *page 1*
References • 1-2, *page 1*
Explanation of abbreviations and terms • 1-3, *page 1*

Section II
Responsibilities, page 1
Secretary of the Army • 1-4, *page 1*
The Assistant Secretary of the Army (Installations, Logistics, and Environment (ASA)(I,L&E)) • 1-5, *page 1*
The Deputy Chief of Staff for Operations and Plans (DCSOPS) • 1-6, *page 1*
The Deputy Chief of Staff for Intelligence (DCSINT) • 1-7, *page 1*
The Commanding General, U.S. Army Aviation Center (CG, USAAVNC) • 1-8, *page 1*

The Director, U.S. Army Air Traffic Control Activity (USAATCA) • 1-9, *page 1*
The Director, U.S. Army Aeronautical Services Office (USAASO) • 1-10, *page 1*
Major Army commands (MACOMs) and other commands • 1-11, *page 1*
ATC or facility chief • 1-12, *page 2*

Part Two
Air Traffic Control General Provisions, page 2

Chapter 2
General, page 2
Policy • 2-1, *page 2*
Deviations • 2-2, *page 2*
Waivers • 2-3, *page 2*

Chapter 3
Air Traffic Control Facilities Operations, Evaluations, and Standardization, page 2

Section I
Operations, page 2
Operational agreement • 3-1, *page 2*
Establishment of approach control • 3-2, *page 2*
Establishment of ATC service • 3-3, *page 3*

*This regulation supersedes AR 95-2, 15 September 1988.

Contents—Continued

Controlled airspace • 3–4, *page 3*

Section II

Evaluations and Standardization, page 3

Evaluations • 3–5, *page 3*

Standardization • 3–6, *page 3*

Safety • 3–7, *page 3*

Chapter 4

Controller Certification and Rating, page 3

Facility rating • 4–1, *page 3*

Proficiency and/or currency • 4–2, *page 4*

Air traffic control specialist (ATCS) certificate • 4–3, *page 4*

Examiners • 4–4, *page 5*

Chapter 5

Army Air Traffic Control Awards Program, page 5

General • 5–1, *page 5*

Purpose of the awards program • 5–2, *page 5*

Nominations and format • 5–3, *page 5*

Criteria • 5–4, *page 5*

Selection • 5–5, *page 6*

Awards presentation • 5–6, *page 6*

Air Traffic Control Association (ATCA) awards • 5–7, *page 6*

Part Three

Airspace and Special Military Operation Requirements, page 7

Chapter 6

General, page 7

Section I

Introduction, page 7

Airspace requirements • 6–1, *page 7*

Visits and statements • 6–2, *page 7*

Section 2

Responsibilities to the NAS and FAA, page 8

Coordinating authority • 6–3, *page 8*

Responsibility within the National Airspace System (NAS) • 6–4, *page 8*

Responsibility outside the NAS • 6–5, *page 8*

MACOMs • 6–6, *page 9*

MACOM air traffic and airspace (AT&A) officer • 6–7, *page 9*

Major subordinate commanders, State adjutant generals, and installation commanders • 6–8, *page 9*

Installation AT&A officer • 6–9, *page 9*

Section III

General Information, page 9

Supporting publications • 6–10, *page 9*

Waiver of administrative procedures • 6–11, *page 9*

Airspace over land or water outside the United States • 6–12, *page 9*

Environmental evaluations • 6–13, *page 9*

Letter of Agreement (LOA) or Letter of Procedure (LOP) • 6–14, *page 9*

Training requirements • 6–15, *page 10*

Chapter 7

Special Use Airspace, page 10

Section I

General, page 10

Scope • 7–1, *page 10*

Safety requirements • 7–2, *page 10*

Annual review of SUA • 7–3, *page 10*

Section II

Airspace Proposals, page 10

Proposal categories • 7–4, *page 10*

Initiating proposals • 7–5, *page 10*

Development of proposals • 7–6, *page 10*

Coordination of proposals • 7–7, *page 10*

Submission of rulemaking proposals • 7–8, *page 10*

Submission of nonrulemaking proposals • 7–9, *page 10*

Controversial proposals • 7–10, *page 10*

Submission of proposals to the FAA • 7–11, *page 10*

Processing time • 7–12, *page 11*

Proposals submitted by other NAS users • 7–13, *page 11*

Submission of objections to proposals • 7–14, *page 11*

Section III

Restricted Areas, page 11

Requirements for restricted areas • 7–15, *page 11*

Restricted area proposals • 7–16, *page 11*

Activities requiring restricted airspace • 7–17, *page 11*

Authorized use • 7–18, *page 11*

Changes • 7–19, *page 11*

Joint use • 7–20, *page 11*

Shared use • 7–21, *page 11*

Temporary restricted areas • 7–22, *page 11*

Utilization records • 7–23, *page 11*

Utilization reports (RCS 1412–DOT–AN) • 7–24, *page 12*

Violations of Army restricted areas • 7–25, *page 12*

Section IV

Other Categories of Special Use Airspace, page 12

Prohibited areas • 7–26, *page 12*

Warning areas • 7–27, *page 12*

Military operations areas (MOAs) • 7–28, *page 12*

Alert areas • 7–29, *page 12*

Controlled firing area (CFA) • 7–30, *page 12*

Chapter 8

Terminal Airspace, Airports, Navigational Aids (NAVAIDs), and Obstructions, page 15

Section I

General, page 15

Scope • 8–1, *page 15*

Terminal airspace • 8–2, *page 15*

Airports, heliports, landing areas, and missile and rocket sites • 8–3, *page 16*

NAVAIDs • 8–4, *page 16*

Obstructions • 8–5, *page 16*

Notices of proposed construction or alteration • 8–6, *page 16*

Chapter 9

Special Military Operations, page 17

Scope • 9–1, *page 17*

Night vision lights-out operations • 9–2, *page 17*

Vertical helicopter instrument recovery procedure (VHIRP) • 9–3, *page 18*

Visual flight rule (VFR) helicopter refueling procedures • 9–4, *page 18*

Altitude reservation procedures • 9–5, *page 18*

Exercise planning • 9–6, *page 18*

Remotely piloted vehicles (RPVs) • 9–7, *page 18*

Part Four

Army Aviation Aeronautical Information and Terminal Instrument Procedures, page 19

Contents—Continued

Chapter 10

Aeronautical Information Programs and Products, page 19
Flight procedures and aeronautical information • 10–1, page 19
The mapping, charting, and geodesy (MC&G) program • 10–2, page 20
Requesting tailored products and services • 10–3, page 20
Air crash, search, and rescue (ACS&R) Map • 10–4, page 20
Airfield and NAVAID engineering surveys • 10–5, page 20
Military flight data telecommunications system • 10–6, page 20
Automated air facilities information file • 10–7, page 21
Aircraft nontactical call sign policy • 10–8, page 21
Flight information list and weekly correction letter • 10–9, page 21
DA Form 3588 • 10–10, page 22
Field notices • 10–11, page 22
NOTAMs—their preparation and distribution • 10–12, page 23

Chapter 11

Terminal Instrument Procedures, page 23

Section I

General, page 23
National Agreement, NAT 127 • 11–1, page 23
Annual requirements for NAT 127 services • 11–2, page 23

Section II

Instrument Approach Procedures, page 23
Geographic areas of requirements • 11–3, page 23
Procedure development • 11–4, page 24
Amendments to procedures • 11–5, page 24
Annual review • 11–6, page 24
Host nation procedures • 11–7, page 24
Civilian procedures in DOD FLIP • 11–8, page 24
Host nation publications • 11–9, page 24

Section III

Standard Instrument Departure and Standard Terminal Arrival Route Procedures, page 24
Establishment • 11–10, page 24
Amendment and cancellation of procedures • 11–11, page 25

Section IV

Support Requirements for Terminal Instrument Procedures, page 25
Monitoring of navigation facilities • 11–12, page 25
Utilization of monitoring categories • 11–13, page 25
Utilization of 75 MHz markers • 11–14, page 25
Airfield data requirements for initial instrument approach procedures • 11–15, page 25

Chapter 12

Procedures for Requisitioning and Distributing

Aeronautical Information, page 25

Automatic Initial Distribution (AID) account manager • 12–1, page 25
Establishing AID accounts • 12–2, page 26
AID account numbers • 12–3, page 26
Annual validation of AID accounts • 12–4, page 26
Requisitions • 12–5, page 27
Special AID requirements • 12–6, page 27
Distribution to aero clubs • 12–7, page 27
Basis of issue for special aeronautical information • 12–8, page 27

Part Five

Terminal Air Navigation and Air Traffic Control Facilities, page 32

Chapter 13

General, page 32

General • 13–1, page 32
Changes to aviation requirements • 13–2, page 32
Aviation mission • 13–3, page 32

Chapter 14

ATC and NAVAID Facilities Requirements, page 33

Airfield and heliport operational requirements • 14–1, page 33
Facilities request procedures • 14–2, page 33
Facilities development • 14–3, page 33
Justifying or retaining equipment and services • 14–4, page 34
Justifying or retaining ATC facilities • 14–5, page 34
Other considerations • 14–6, page 34
DA Form 5895–R • 14–7, page 35
Radio frequency requirements • 14–8, page 35

Part Six

Certification and Use of Army Airfields by Other Than U.S. DOD Aircraft, page 35

Chapter 15

General, page 35

Section I

Introduction, page 35
Waivers • 15–1, page 35
Information control number Office of Management and Budget (OMB) • 15–2, page 35

Section II

Requirements for Use of Army Airfields, page 35
Army requirements • 15–3, page 36
DOD requirements • 15–4, page 36
User requests or proposals • 15–5, page 36
Long-term joint use, fixed base operations • 15–6, page 36
Suspension or termination of joint use • 15–7, page 36
Prior user agreements or leases • 15–8, page 36
Identification numbers • 15–9, page 36

Section III

Procedures for Army Airfield Use, page 37
Director, USAASO • 15–10, page 37
Chief of Engineers (COE) • 15–11, page 38
DCSINT • 15–12, page 38
Other agencies • 15–13, page 38
Major Army commanders • 15–14, page 38
Installations commanders with AAFs • 15–15, page 38
AAF commanders • 15–16, page 38
Owners and operators of nonexempt aircraft • 15–17, page 38

Chapter 16

Authorized Use of Army Airfields, page 39

Types of joint use • 16–1, page 39
Exempt users • 16–2, page 39
Short-term users • 16–3, page 39
DD Form 2401 (Civil Aircraft Landing Permit) • 16–4, page 39
Long-term users • 16–5, page 40
Fixed base operator (FBO) • 16–6, page 40
Fixed base operations • 16–7, page 40
Approval authority for use of AAFs • 16–8, page 40

Chapter 17

User Information, page 41

Section I

Insurance and Fees, page 41
Insurance requirements • 17–1, page 41
Fees • 17–2, page 41

Contents—Continued

Exemption from fees • 17-3, *page 41*

Waiver of fees • 17-4, *page 42*

Section II

Landing and Services, page 42

Approved landings • 17-5, *page 42*

Unapproved landings • 17-6, *page 42*

Reporting unapproved landings • 17-7, *page 42*

Fuel, services, and supplies • 17-8, *page 42*

Section III

Foreign Owned and Operated Aircraft, page 42

Authorization to land at AAFs • 17-9, *page 42*

Procedures to obtain advance landing authorization • 17-10,
page 42

Action addressee responsibilities • 17-11, *page 42*

Chapter 18

Airfield Certification, page 43

Federal Aviation Regulation (FAR), part 139 • 18-1, *page 43*

Certification requests for AAFs • 18-2, *page 43*

Additional USAASO certification actions • 18-3, *page 43*

Inspection authority • 18-4, *page 43*

Airport condition reporting • 18-5, *page 43*

Chapter 19

**Boards, Commissions, and Committees—Department of
the Army Participation on the DOD Policy Board on
Federal Aviation, page 43**

Section I

General, page 43

Scope • 19-1, *page 43*

Army Membership on the DOD Policy Board on Federal Aviation
• 19-2, *page 44*

Committees • 19-3, *page 44*

Section II

Processing of Actions, page 45

Phases • 19-4, *page 45*

Working groups • 19-5, *page 45*

Subgroups, functional area groups, and U.S. advisory groups
• 19-6, *page 45*

Army Executive Secretariat • 19-7, *page 45*

Appendixes

A. References, *page 46*

B. Extract of Memorandum for Agreement Between Department
of Transportation, Federal Aviation Administration, and the
U.S. Army, the U.S. Navy, and the U.S. Air Force, *page 48*

C. Joint Use Criteria, *page 50*

D. U.S. Army Comparative Information for Part 139 of the
Federal Aviation Regulation, *page 51*

Glossary

Index

Reproducible Forms

Part One Introduction

Chapter 1 General

Section I Introduction

1-1. Purpose

This regulation prescribes policy, procedures, and responsibilities for the U.S. Army Air Traffic Control Activity (USAATCA). It also establishes—

- a. Authority to operate air traffic control (ATC) facilities.
- b. Air traffic controller and maintenance certification, facility training and rating, and awards.
- c. Policies, procedures, and criteria to establish, alter, terminate, or relocate ATC facilities and air navigational aids (NAVAIDs) for Army airfields (AAFs), Army heliports (AHPs), and Army flight activities at other airfields.
- d. Policies, procedures, and responsibilities with regard to use of AAFs by other than Department of Defense (DOD) aircraft.
- e. Policies, procedures, and responsibilities for handling airspace matters and special military operations within the National Airspace System (NAS).
- f. Policies on airspace matters for Army commanders outside NAS.

1-2. References

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

1-3. Explanation of abbreviations and terms

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

Section II Responsibilities

1-4. Secretary of the Army

The Secretary of the Army or authorized representative, unless otherwise stated in this regulation, has authority for final decisions in Army aviation.

1-5. The Assistant Secretary of the Army (Installations, Logistics, and Environment (ASA)(I,L&E))

The ASA(I,L&E) is responsible for general Secretariat oversight of AAF utilization, including the formulation, execution, and review of related policies, plans, and programs; the establishment of objectives; and the appraisal of performance.

1-6. The Deputy Chief of Staff for Operations and Plans (DCSOPS)

a. The DCSOPS has staff responsibility for Army aviation and for developing aviation policy for ATC and flight procedures in coordination with national and international agencies.

b. The DCSOPS has the overall responsibility for Army matters that have an impact on the NAS and represents the Department of the Army (DA) with other DOD, civil Government, national, and international agencies as the Army member (and coordinator within DA) to the Policy Board on Federal Aviation (see DODD 5030.19). (See para 19-3.)

c. The DCSOPS has the overall Army Staff responsibility for AAF operational activity impacting on the NAS and provides for representation with other DOD, local, State, Federal, national, and international agencies or individuals.

1-7. The Deputy Chief of Staff for Intelligence (DCSINT)

The DCSINT exercises overall Army Staff responsibility for Army interaction with foreign representatives. See paragraphs 15-12 and

17-11 for further details on the certification and use of Army airfields by other than United States Department of Defense aircraft.

1-8. The Commanding General, U.S. Army Aviation Center (CG, USAAVNC)

The CG, USAAVNC is responsible for:

- a. Army ATC facilities worldwide.
- b. Administering the Army ATC and maintenance technician certification and rating program.
- c. Compiling the Army's air traffic activity count worldwide.
- d. Providing quality assurance, flight inspections, ATC evaluations, and technical assistance for installation and restoral of Army operated and maintained navigation and landing aids.

1-9. The Director, U.S. Army Air Traffic Control Activity (USAATCA)

The Director, USAATCA—

a. Serves as the functional proponent for worldwide ATC, air-space matters, including planning, development, and standardization of ATC systems and architecture with the Federal Aviation Administration (FAA), DOD, and allied nations. Additionally, the Director, USAATCA is responsible for:

- (1) Integration of all proponent responsibilities of Army air traffic services and ATC.
 - (2) Establishing administrative and operational policies, procedures, and standards for ATC facilities and services.
 - (3) Developing standard facility training and controller certification and rating procedures and programs.
 - (4) Standardizing, evaluation, and determining the quality of ATC operations, training, and equipment maintenance on a worldwide basis.
 - (5) Advising and assisting in controller certification rating and training programs.
 - (6) Issuing, reissuing, replacing, and canceling ATC systems (air traffic control specialist (ATACS)) certificates.
 - (7) Maintaining a master roster of all ATCS certificates that have been issued.
 - (8) Issuing waivers per this regulation and maintaining a current file of all waivers.
 - (9) Appointing ATCS examiners.
- b. Serves as the functional proponent for worldwide management, integration, standardization, evaluation, and development of ATC and NAVAID facilities. Additional related support functions are discussed in paragraph 13-3.

1-10. The Director, U.S. Army Aeronautical Services Office (USAASO)

The Director, USAASO—

a. Serves as the executive agent for DCSOPS on matters pertaining to the NAS. In this capacity the Director is authorized direct contact with other DA elements, Army commands and installations, other military departments, and other government, civil, national, and international agencies. Additional details pertaining to the FAA and NAS are discussed in paragraph 6-3.

b. Serves as the DCSOPS executive agent for developing Army aviation policy for flight procedures and for matters pertaining to flight procedures and aeronautical information. In this capacity the Director is authorized direct contact with other DA elements, Army commands and installations, other military departments, and other government, civil, national, and international agencies.

c. Serves as the DCSOPS executive agent for AAF operational activity impacting on the NAS and provides representation with other DOD, local, State, Federal, national, and international agencies or individuals. Additional details on the AAF and NAS are discussed in paragraph 15-10.

1-11. Major Army commands (MACOMs) and other commands

Commanders of MACOMs and other commands responsible for

either fixed base or tactical ATC operations will ensure controllers are properly certified and rated.

1–12. ATC or facility chief

The ATC or facility chief is responsible for—

a. Establishing and maintaining a facility training program (FTP) per this regulation and TC 95–93.

b. Nominating an ATCS examiner for each ATC facility and a control tower operator (CTO) examiner where required.

c. Submitting completed DA Forms 3479–6R (ATC Facility and Personnel Status Report, RCS TRADOC–1) per TC 95–93.

d. Administering ATC facilities under his or her jurisdiction per TC 95–93 and this regulation.

Part Two Air Traffic Control General Provisions

Chapter 2 General

2–1. Policy

a. Army ATC facilities will be operated per TC 95–93.

b. To qualify as an air traffic controller—

(1) Military personnel will be awarded an initial ATC primary military occupational specialty (PMOS) when the United States Army Air Traffic Control School, or comparable formal schooling, has been completed. The qualifications in AR 611–201 will also be met.

(2) Department of the Army Civilians (DACs) (ATCS, GS–2152 series) and contract personnel assigned to an Army facility will—

(a) Be graduates of an ATC school or comparable formal ATC schooling.

(b) Meet and maintain the physical standards set forth in Civil Service Handbook X–118 and AR 40–501.

(c) Be facility rated in the facility to which assigned.

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

(a) Be graduates of an ATC school or comparable formal ATC schooling.

(b) Meet and maintain the ATC physical standards of the host country.

(c) Be facility rated in the facility to which assigned.

c. To qualify as an ATC equipment maintenance person—

(1) Military personnel will be awarded an initial equipment maintenance PMOS upon completion of the U.S. Army ATC systems, subsystems, and equipment repairer course, or comparable formal schooling. The qualifications in AR 611–201 will also be met.

(2) DACs, contract personnel, and foreign nationals employed by DA as ATC equipment maintenance personnel will be graduates of an ATC equipment school or have applicable ATC equipment maintenance experience.

d. The ratio of civilian to military controller and ATC equipment maintenance personnel spaces allowed for each ATC facility may be adjusted to sustain an adequate military training, rotation, and mobilization base. These adjustments will conform to the position delineation policy guidance in AR 570–4.

e. General policy for facility rating is as follows:

(1) All Army ATC personnel, to include DAC and ATC contract personnel, will obtain an ATCS certificate with appropriate facility or tactical rating in accordance with chapter 4, part 2, of this regulation. In addition, fixed facility control tower operators will obtain an FAA CTO certificate with rating for the facility where assigned when required by the FAA.

(2) Active duty Army controllers assigned to temporary ATC facilities such as those required by military mobile deployment or in support of the Army National Guard (ARNG) or the U.S. Army Reserve (USAR) annual training camps will be facility rated as stated in (1) above.

(3) ARNG or USAR controllers are not required to obtain facility

ratings during annual active duty training; however, the control of live traffic will be under the direct supervision of a facility rated controller.

(4) In a theater of operations, requests for tactical ratings will be initiated as soon as individual's progress and qualifications permit.

f. DA Form 3479–6–R (ATC Facility and Personnel Status Report) will be submitted per TC 95–93.

(1) This report will be submitted on either DA Form 3479–6–R or a computerized version of the form.

(2) Reports will be prepared by all commanders authorized and/or assigned U.S. Army, DAC, or contract ATC personnel.

(3) The aircraft activity count will be submitted as an integral part of DA Form 3479–6–R. It will be prepared by all commanders having ATC facilities and/or auxiliary activities under their immediate jurisdiction.

(4) This report will be forwarded through the unit's respective MACOM with copy furnished directly to Commander, USAAVNC, ATTN:ATZQ–ATC–MO, Fort Rucker, AL 36362–5265.

(5) Reports will be prepared and submitted to reach USAATCA headquarters not later than the 15th workday of the succeeding calendar month.

(6) These reports are unclassified and are covered by Systems Notice 1111–16.

2–2. Deviations

Commanders responsible for ATC operations may deviate from this regulation for the following situations:

a. In a theater of operations when combat operations and the tactical situation make it impractical to comply with this regulation. In a noncombat situation, commanders of ATC battalions will implement a tactical ATC facility qualification and certification program. The qualification training must comply with applicable portions of TC 95–93. Commanders must resume ATC operations under provisions of this regulation as soon as the situation permits.

b. In field training, during deployment for field training, and exercises when operating from a temporary location, and it does not involve the control of civil aircraft.

2–3. Waivers

Request for waivers to chapters 2, 3, 4, and 5 of this regulation (other than para 2–2) will be sent through channels to Commander, U.S. Army Aviation Center, ATTN: ATZQ–ATC–MO, Fort Rucker, AL 36362–5265. Waivers will contain an expiration date not to exceed 1 year from date of issuance. Request for renewal or extension of waivers is the responsibility of the organization initiating the original waiver request.

Chapter 3 Air Traffic Control Facilities Operations, Evaluations, and Standardization

Section I Operations

3–1. Operational agreement

A memorandum of agreement between the Department of Transportation (DOT), the FAA, and the U.S. military services (see app B) 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 who understand the allocation of ATC operational responsibilities. Contact the appropriate MACOM for guidance.

3–2. Establishment of approach control

a. The policies in the memorandum of agreement (see app B) will be followed in negotiating with local FAA personnel and preparing recommendations in the memorandum of agreement, Article I, paragraph A.

b. Installation commanders will prepare recommendations initiated under Article I and send them through channels to HQDA (DAMO-OD) WASH, DC 20310-0460). These recommendations must be justified and will include the proposed equipment and staffing responsibilities to be assumed by each agency. Proposed commitments under Article IV, paragraphs D and F, will be specifically identified.

c. When the recommendations require a change in equipment listed in tables of distribution and allowances (TDA) or modified tables of distribution and allowances (MTDA), an MTDA will be prepared. It will show the pertinent articles in the agreement.

d. DCSOPS will consult with other military services on commitments under the exception provisions in Article VI, paragraphs D and F.

e. DCSOPS will inform the FAA of plans to deactivate Army facilities where FAA personnel are assigned under Article VII, paragraph B.

3-3. Establishment of ATC service

a. Article I, paragraph B, of the agreement includes the conditions under which a military service may establish ATC service. Installation commanders should discuss the intent to establish this control service with the Department of Army Regional Representative (DARR) at the appropriate FAA regional office to determine if it will conflict with other agencies.

b. When the establishment of ATC services at an airfield requires a change in equipment listed in a TDA, a new TDA will be prepared to show the articles in the agreement.

3-4. Controlled airspace

Controlled airspace will be designated, altered, or revoked under Part Three of this regulation.

Section II

Evaluations and Standardization

3-5. Evaluations

In coordination with MACOMs, USAATCA conducts an active assistance and evaluation program for ATC operations, training, and equipment maintenance. All evaluations are conducted concurrently with DA Flight Standardization visits.

3-6. Standardization

Flight inspection pilots, technicians, and air traffic controllers are certified by the FAA as flight inspection and evaluation personnel. Flight inspection aircraft are certified and equipped to conduct airborne and ground evaluations of precision and nonprecision NAVAIDs and ATC equipment.

3-7. Safety

Safety in ATC operations, training, and equipment is the primary focus of all evaluation activities.

a. The ATC evaluation team chief is authorized to suspend the certification of any controller or any NAVAID that deviates or causes the deviation from standardized ATC procedures where life, equipment, or aircraft are threatened.

b. Flight inspection teams conduct preliminary checks of NAVAIDs prior to certifications or restoral. Certification of NAVAID equipment that is part of the NAS requires prior coordination with the FAA Regional Flight Inspection Field Office in accordance with TM 95-225 and FAA Order 8240.46A.

c. Upon completion of an airborne evaluation, the flight inspector will assign one of three facility status classifications in accordance with TM 95-225, paragraph 107.1.

(1) *Unrestricted* The status of a facility that meets all established tolerances.

(2) *Restricted* The status of a facility that does not meet all established tolerances (areas shall be clearly defined as unusable in a notice to airmen (NOTAM)).

(3) *Unusable* The status of a facility that is unsafe, unreliable, or furnishing misinformation that renders it completely unusable for

navigation. A NOTAM will be issued for such facility defining it as "unusable"

d. Flight inspectors will not depart a station until they have determined that all practicable efforts have been exhausted to restore the facility to a satisfactory operating condition.

Chapter 4 Controller Certification and Rating

4-1. Facility rating

a. Requirements

(1) All controllers, military, DACs, and contract, to include facility chiefs, shift supervisors, and training NCO or supervisor, working in or assigned to an Army ATC facility, will be rated in that facility.

(2) ATC chiefs (in grades E8 or E9) will obtain a rating as follows:

(a) Those with less than 5 years (total) 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 FTP for all other facilities.

(b) ATC chiefs who have 5 or more years 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.

(c) A person is not required to meet the requirements of (a) and (b) above before assuming ATC chief duties.

(d) After rating requirements of (a) and (b) above have been met, ATC chiefs are not required to maintain currency or a Class IIA flight physical while serving as ATC chief.

(3) ATC personnel in grades E8 or E9 serving in noncontrol staff positions are not required to maintain a current Class IIA flight physical.

b. *Prerequisites of controllers* Prerequisites of controllers for ATCS and FAA CTO ratings.

(1) The controllers will be physically qualified, have an ATCS certificate, and be qualified for all positions that apply to the rating.

(2) Controllers assigned as tower operators will be certified to make limited weather observations per TC 95-93.

c. Time limitations

(1) An ATCS or CTO rating will be required within the time limitations listed in table 4-1.

(2) Training time will be counted as starting the day after an individual is formally assigned to the facility for duty.

(3) Before obtaining a rating, 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 rating.

(4) Any person, regardless of previous ATC experience in other than tower, who starts training in a fixed control tower for initial CTO rating, will complete the initial 6-month experience requirements of Federal Aviation Regulation (FAR), part 65, unless they have satisfactorily served in an ATC tower position (either TDA or table of organization and equipment (TOE)) for at least 6 months.

(5) Time limitations are shown in table 4-1 and will not be exceeded without a waiver regardless of the reasons that training was stopped.

**Table 4-1
Time limitations for facility ratings**

Type facility	Calendar months
Control tower	7
Without nonradar approach control	7
Ground control approach (GCA)	4
Radar approach	18
Army Flight Following Service (AFFS)	3

Table 4-1
Time limitations for facility ratings—Continued

Type facility	Calendar months
Flight Operations Center (FOC)	3
Flight Coordination Center (FCC)	3

(6) A controller who returns to a facility at which he or she was previously rated after an absence of 6 or more months must complete all phases of the facility training manual (FTM), excluding the facility rating examination phase, to become recertified.

(7) Authorized reasons to stop ATC training are as follows:

(a) Medically grounded as determined by the commander and/or flight surgeon.

(b) Emergency leave.

(c) DA directed schools.

(d) Suspended from ATC duties due to a safety related incident.

(e) Equipment outages which close the facility. Trainees may continue academic training during a training time limit stoppage.

(8) DA Form 3479-6-R will be used to indicate the specific number of days and reason why training was stopped.

(9) Request for waiver of time stated in table 4-1 will be submitted through channels to Commander, USAAVNC, ATTN:ATZQ-ATC-MO, Fort Rucker, AL 36362-5265.

d. Procedures .

(1) Before giving a facility rating test, either for CTO or ATCS rating, the examiner will review the controller's records to confirm his or her qualifications.

(2) After the review, the examiner will test the individual to observe and evaluate performance and give a written and/or oral test on skill requirements in FAR, part 65, paragraph 65.37. The results will be entered on the controller's training record using DA Form 3479-R (Training and Proficiency Record—Air Traffic Control) in accordance with TC 95-93.

(3) When the rating has been successfully completed, the examiner will do one of the following:

(a) CTO—Issue Temporary Airmen Certificate (FAA Form 8060-4). Prepare the Application for an Airmen Certificate and/or Rating (FAA Form 8400-3) for FAA validation in accordance with FAA Order 7220.1A. The ATCS examiner will enter the rating on the individual's FAA Form 7220-1 (ATCS Certificate).

(b) Tower, Army radar approach control (ARAC), AFFS, FOC, FCC, and GCA—Enter the rating on the individual's FAA Form 7220-1.

(c) When controllers transfer to another facility, they will retain the same ATCS certificate. When the requirements for rating are met at the new location, an entry will be made in the training records per TC 95-93. The examiner will also make an entry on the ATCS certificate.

4-2. Proficiency and/or currency

A controller is current when the requirements of TC 95-93 are met.

4-3. Air traffic control specialist (ATCS) certificate

a. Issuance of ATCS certificate Military personnel attending ATC school will be issued their ATC certificates upon graduation from advanced individual training (AIT). Other personnel in the field who possess an ATC military occupational specialty MOS or GS-2152 series and meet medical criteria in paragraph 2-1b(2) will be issued a certificate when requested on the DA Form 3479-6-R monthly report.

b. Duration of certificate The ATCS certificate is valid indefinitely unless canceled. The ATCS certificate and request for cancellation will be forwarded to USAATCA when the holder—

(1) Is permanently reassigned to other than ATC duties.

(2) Is permanently medically disqualified.

(3) Is involved in drug or alcohol abuse.

(4) Dies.

(5) Is separated from the service.

c. Suspension When a condition(e(2)(a) below) exists that warrants suspending a person from ATC duties, the following action will be taken:

(1) The ATC or facility chief will—

(a) Suspend the controller from ATC duties. (If safety related, suspend immediately before a witness.)

(b) Immediately thereafter (within 24 hours) or at the time of suspension, inform the controller, in writing, of the reason and advise the controller of his or her rights to respond in writing.

(c) Inform the controller of his or her rights to appeal decisions based on unfavorable information in accordance with AR 600-37 or AR 340-21.

(d) In cases that involve drug or alcohol abuse or character or behavioral disorder, immediately refer him or her to the local flight surgeon and request an evaluation.

(e) Notify the controller in writing of any charges or other action pending.

(f) Inform the airfield or unit commander.

(2) The commander will—

(a) Investigate the circumstances leading to suspension. If the results of the investigation do not confirm cause for suspension, inform the ATC or facility chief in writing and return the controller to duty. If results of the investigation show that suspension was warranted, inform the controller in writing of the reasons. The notice will state that receipt must be acknowledged within 7 days and that statements in his or her behalf may be attached.

(b) In cases that involve drug or alcohol abuse, refer to the local provost marshal and consult the local staff or command judge advocate for advice.

d. Reinstatement The ATC or facility chief will not reinstate anyone who has been suspended until he or she requalifies by satisfactorily correcting the condition. 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 a controller's ATCS certificate is warranted—

(1) The airfield or unit commander will—

(a) Notify the controller, in writing, that cancellation of his or her ATCS certificate is being recommended. State that receipt must be acknowledged within 7 days and that statements in his or her behalf may be attached.

(b) Prepare and send a letter recommending cancellation through channels to Commander, USAAVNC, ATTN: ATZQ-ATC-MO, Fort Rucker, AL 36362-5265. Attach copies of all evaluations, investigations, statements, and other supporting documents.

(c) Inform the controller that he or she may submit evidence or statements in his or her behalf directly to Commander, USAAVNC, ATTN: ATZQ-ATC-MO, Fort Rucker, AL 36362-5265.

(2) Director, USAATCA, will cancel the ATCS certificate when—

(a) An appointed accident investigation board determines that because of negligence, the controller has caused or contributed to an accident or serious hazard and there is just cause to cancel the certificate.

(b) Flight surgeon determines that a permanent medically defined character or 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. Good cause exists which affects flying safety, and there is no other provision for cancellation.

(3) A controller cannot obtain a facility rating due to aptitude or attitude.

(4) Notification of ATCS certificate cancellation will be made by the Director, USAASO, through channels to the controller, ATC or facility chief, and commander. The notice will instruct the commander to reclassify the individual or take other action.

f. Destruction A controller's ATCS certificate will be returned to the issuing agency when any condition e(2)(a) above occurs. The airfield or unit commander or designated representative will forward

the certificate to Commander, USAAVNC, ATTN: ATZQ-ATC-MO, Fort Rucker, AL 36362-5265 for destruction. If the ATCS certificate is not available for destruction, 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 for destruction. Reason:_____."

g. Reclassification Military or civilian controllers whose ATCS certificate has been canceled will be reclassified in accordance with AR 600-200 or applicable civil service regulations (CSRs). Controllers may be reclassified for cause at any time after graduation from ATC School provided the standards in AR 600-200 or CSRs are met. Reclassifications due to permanent medical grounding or validation of the standards in AR 600-85 need not be delayed awaiting official cancellation of ATCS certificate.

h. Replacement of ATCS certificate When a commander requests replacement of an ATCS certification by letter or DA Form 3479-6-R, USAATCA will replace a valid FAA Form 7220-1 that was lost or destroyed, is unserviceable, or requires name change.

4-4. Examiners

a. CTO examiners When practicable, Army ATC personnel (military or DACs) may become FAA CTO examiners. They may also become FAA CTO examiners for Army control towers to which they are not assigned or facility rated.

(1) Commanders, ATC chiefs, or facility chiefs may nominate military or DACs as CTO examiners. Requests for designation will be sent to the appropriate agency listed below.

(a) Continental United States (CONUS)—DARR serving the FAA region in which the facility is located.

(b) Europe, Africa, and Middle East Asia—Commander, U.S. Army Aeronautical Services Detachment, Europe (USAASDE).

(c) Puerto Rico, Canal Zone, and U.S. territories in the Caribbean area—DARR, FAA Southern Region, P.O. Box 20636, Atlanta, GA 30320.

(d) Alaska—DARR, FAA Northwest Mountain Region, 1601 Lind Avenue, SW (ANM-902), Renton, WA 98055-4056.

(e) Hawaii and other Pacific areas to include Korea—DARR, FAA Western Region, P.O. Box 92007, Worldway Postal Center, Los Angeles, CA 90009.

(2) Request for designation will be prepared in letter form and will include—

(a) Name and CTO certificate number of nominee.

(b) Chronological listing of duty stations, duty titles, and facility ratings held in the past 3 years.

(c) Statement by the nominee's immediate supervisor about the individual's ability and judgment as a controller and supervisor and that he or she meets all requirements in FAA Order 7220.1A.

(3) The Commander, ATC chief, or facility chief must request that the FAA designation be rescinded when the controller is no longer performing CTO examiner functions.

b. ATCS examiners

(1) ATC chief or facility chief will have military or DAC ATCS examiners for each facility. Requests for designation will be sent through channels to Commander, USAAVNC, ATTN:ATZQ-ATC-MO, Fort Rucker, AL 36362-5265. They will contain—

(a) Name, grade, and ATCS certificate number.

(b) A listing, in order of duty stations, duty titles, and facility ratings held in the past 3 years, to include the required rating at the current facility.

(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 FAA Order 7220.1A and has at least 3 years facility rated experience in the same type facility.

(2) The commander, ATC chief, or facility chief will request that

the designation be rescinded when the controller is no longer performing ATCS examiner functions.

Chapter 5 Army Air Traffic Control Awards Program

5-1. General

This chapter provides guidance and policy for nomination and selection for Army ATC and Safe Aviation Via Exceptional Service (SAVES) awards. It also describes the Army's participation in the Air Traffic Control Association (ATCA) awards program. The ATCA is a nongovernmental, nonprofit, professional association of air traffic controllers.

5-2. Purpose of the awards program

The awards program—

a. Recognizes managers, controllers, and maintenance technicians who have made outstanding contributions to services, ideas, developments, or accomplishments in ATC during the past year.

b. Recognizes the ATC facility that has contributed greatly to ATC.

c. Recognizes the tactical ATC platoon that has contributed greatly to tactical ATC.

d. Allows the Army to compete for ATCA awards.

e. Recognizes Army controllers for exceptional contributions to aviation safety through saving of life or property.

5-3. Nominations and format

Each MACOM is authorized to submit one nominee for each award. Nominations for awards will be as shown in table 5-1. Nomination format is in table 5-2.

5-4. Criteria

a. Manager of the Year This award is given to the ATC manager who has performed outstandingly or has contributed commendably to ATC in the past calendar year. One or more of the general areas below, with no priority of importance implied, may be considered:

(1) Excels in all managerial situations.

(2) ATC procedures developed and implemented which have improved the management of ATC.

(3) Performance of duty that commands respect and recognition of others in ATC.

(4) Outstanding personal performance.

(5) Outstanding community relations achievement.

(6) Authorship of a recognized technical or nontechnical paper on ATC.

(7) Dedication to the ATC system beyond the normal requirement or expectation.

b. Controller of the Year This award is given to the air traffic controller who has performed outstandingly or has contributed commendably to ATC in the past calendar year. One or more of the general areas below, with no priority of importance implied, may be considered:

(1) Performing well in unusually adverse and/or emergency situations.

(2) ATC procedures developed, introduced, and accepted that have improved safety or efficiency.

(3) Continuous efficient performance of duty that commands respect and recognition of others in ATC.

(4) Outstanding personal performance.

(5) Outstanding community relations achievement.

(6) Authorship of a recognized technical or nontechnical paper on ATC.

(7) Dedication to the ATC system beyond the normal requirement or expectation.

c. Facility of the Year This award is given to the fixed facility that has within the past calendar year contributed greatly to safety or efficiency in ATC. One or more of the general areas below, with no importance implied, may be considered:

(1) Displaying exceptionally high efficiency in the control of air traffic. Outstanding service recognized by the users of the service.

(2) Outstanding handling of an unusual traffic overload or emergency by a facility or group of controllers within a facility.

(3) A notable group contribution to safety, procedures, systems concept, or development.

(4) Outstanding community or activity support.

d. Platoon of the Year This award is given to the platoon that has within the past calendar year contributed greatly to safety or efficiency in tactical ATC. One or more of the general areas below, with no priority of importance implied, may be considered:

(1) Displaying exceptionally high efficiency in the control of air traffic. Outstanding service recognized by the users of the service.

(2) Outstanding handling of an unusual traffic overload or emergency by a platoon or group of controllers within a platoon.

(3) A notable group contribution to safety, procedures, systems concept, or development.

(4) Outstanding community or activity support.

e. Maintenance Technician of the Year This award is given to the technician who has contributed greatly to ground systems or displayed outstanding technical competence while maintaining ground systems during the past calendar year. Ground systems include NAVAIDS, communications, and all other systems or equipment used in ATC. One or more of the general areas below, with no priority of importance implied, may be considered:

(1) Outstanding personal performance.

(2) Procedures introduced and accepted that have improved operations, maintenance, efficiency, and safety.

(3) Authorship of a recognized technical or nontechnical paper on ATC equipment maintenance.

(4) Demonstrated ability and dedication to maintaining ATC equipment and facilities beyond the normal requirement or expectation.

f. SAVES Award Commanders must use their judgment in nominating individuals for awards under this program. Because of the variables in the ATC profession, no definition or prerequisites may be given as to what specifically determines a SAVE. Actions which saved lives or property should be considered first. They may include—

(1) Helping an aircraft in distress.

(2) Responding to an emergency effectively.

(3) Identifying and averting a hazardous situation unknown to the pilot.

(4) Any other action taken which clearly shows the saving of lives or property.

5-5. Selection

a. Director, USAATCA, will convene a board to select the winners of annual ATC awards from nominations received from major commanders. The CG, USAAVNC, will announce the selection, arrange for the award presentation, and nominate the selectees as candidates for the ATCA awards.

b. SAVES awards The Director, USAATCA, will convene a selection board quarterly to review and evaluate nominations.

(1) Commanders having ATC personnel assigned, military or civilian, may send nominations through channels to the Commander, USAAVNC, ATTN: ATZQ-ATC-MO, Fort Rucker, AL 36362-5265.

(2) The nominations will be prepared in memorandum format and will include name and grade of nominee, name of nominating unit, and detailed account of SAVE.

(3) Supporting data for the nomination will include (if available)—

(a) Statements by controllers involved.

(b) Statements by aviators involved.

(c) Statements by other personnel, as appropriate.

(d) Any other data that may support the nomination (such as a written transcription of a tape recording).

(4) The selection board will determine the appropriate award and return it through channels for presentation.

5-6. Awards presentation

The awards will be presented at a time and place designated by the CG, USAAVNC.

5-7. Air Traffic Control Association (ATCA) awards

The ATCA selects nominees for these awards each year, generally before 1 July. A professional committee of ATCA members selects the recipients. The award presentation is made at the National ATCA Conference.

Table 5-1
Nomination for awards

Award	Nominations	Actions
Manager of the Year	Commander having ATC personnel assigned, military or civilian.	Review nominations from their units, select the most outstanding, and send to Commander, USAAVNC, ATTN: ATZQ-ATC-MO, Fort Rucker, AL 36362-5265 for further nomination. They must arrive before 1 April of current year.
Controller of the Year	Same as above.	Same as above
Facility of the Year	Commander having ATC facilities.	Same as above.
Platoon of the Year	Commander having tactical ATC platoons.	Same as above.
Maintenance Technician of the Year	Commander having ATC maintenance personnel assigned, military or civilian.	Same as above.

Table 5-2
Nomination format

Award	Contents of one-piece flexible binder	Description
Manager of the Year	Cover: a. Nominee's grade and name b. (1) AIR TRAFFIC CONTROL MANAGER OF THEYEAR AWARD	All capital letters.
Air Traffic Controller of the Year	or (2) AIR TRAFFIC CONTROLLER OF THEYEAR AWARD or	All capital letters.

**Table 5-2
Nomination format—Continued**

Award	Contents of one-piece flexible binder	Description
Facility of the Year	(3) AIR TRAFFIC CONTROL MAINTENANCE TECHNICIAN OF THE YEAR AWARD c. Nominating unit's designation Inside: a. Nominating letter b. Substantiating data for the nomination c. Personal data d. Photograph of nominee	All capital letters. One page, letter format. No more than three single-space, typewritten pages. Single-spaced, typewritten, including name, position title, grade, date of birth, organization, residence, and marital status. Full length 8' x 10' black and white, taken within the past year.
	Cover: a. Facility's name b. AIR TRAFFIC CONTROL FACILITY OF THE YEAR c. Nominating unit's designation Inside: a. Nomination letter b. Substantiating data for the nomination c. Exterior photograph of the facility. d. Interior photograph e. Optional photograph	All capital letters. One page, letter format. No more than four single-space, typewritten pages. 8' x 10' black and white, taken within the past year. 8' x 10' black and white, taken within the past year. 8' x 10' black and white.
Platoon of the Year	Cover: a. Nominated platoon's numerical designator and location. b. TACTICAL AIR TRAFFIC CONTROL PLATOON OF THE YEAR c. Nominating unit's designation Inside: a. Nominating letter b. Substantiating data for the nomination c. Exterior photograph of the platoon and its facilities in the field environment. d. Interior photographs of facilities are optional but may include garrison training being conducted. e. Optional photograph	All capital letters. One page, letter format. No more than four single-spaced, typewritten pages. 8' x 10' black and white taken within the past year. 8' x 10' black and white, taken within the past year. 8' x 10' black and white.

Part Three Airspace and Special Military Operation Requirements

Chapter 6 General

Section I Introduction

6-1. Airspace requirements

a. Airspace within the NAS has become a critical national resource. Increasing numbers of users are making greater demands on existing airspace. This requires more controls to be imposed by the FAA and the manager of the NAS, more cooperation between users, and more effective and efficient utilization of the airspace.

b. It is Army policy that commanders ensure that assigned special use airspace (SUA) is used efficiently, effectively, and properly. In this regard—

(1) An activity that is considered hazardous to nonparticipating aircraft, or requires SUA to segregate it from other users of the NAS, will not be conducted until such airspace has been designated by FAA or otherwise arranged for by the DA air traffic and airspace (AT&A) manager, the DARR, or other appropriate Army authority.

(2) 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 additional airspace.

(3) Army SUA will be designated joint use with an FAA ATC

facility except when it is not in the best interest of national defense or security, or when it detracts from the Army's ability to accomplish its mission. The Army must be prepared to justify its position for not permitting joint use. Commanders will promptly release joint use SUA to the controlling agency when it is not being used in accordance with the purpose for which it was designated. *Note:* When a restricted area is designated as joint use, the using agency will ensure that the time of designation for that restricted area, as stated in FAA Order 7400.6, accurately describes the time of use.

(4) Army using agencies will permit shared use of SUA by other DOD agencies or other NAS users when such use is in keeping with the purpose for which the SUA was designated and when it will not detract from the using agency's ability to accomplish its mission. Letters of agreement (LOAs) will be developed between the using agency and the shared user as to how this is accomplished.

(5) Commanders will review at least once each year their requirements for SUA. If necessary, they will take action to change their currently designated SUA to accommodate existing requirements. The appropriate DARR will be apprised of the results of the review.

6-2. Visits and statements

Army personnel will observe the following rules:

a. All official visits to FAA headquarters must be coordinated with the Director, USAASO.

b. All official visits to FAA regional offices must be coordinated with the appropriate DARR office. (See table 6-1.)

Table 6-1**Addresses and areas of responsibility**

Address: DARR, FAA Central Region 601 E. 12th St., Kansas, MO 64106-9998, FTS 867-5576, (816)426-5576

Area of Responsibility: FAA Central (ACE) and Great Lakes (AGL) Regions (IA, IL, IN, KS, MI, MN, MO, NE, OH, ND, SD, WI)

Address: DARR, FAA New England Region, 12 New England Executive Park, Burlington, MA 01803-0510, (617) 270-2462, AV 478-4447

Area of Responsibility: FAA Eastern (AEA) and New England (ANE) Regions (DE, DC, MD, NJ, NY, PA, VA, WV, ME, CT, MA, NH, RI, VT)

Address: DARR, Northwest Mountain Region, 1601 Lind Avenue, SW(ANM-902) Renton, WA 98055-4056 AC 206-227-2952/55, FTS 392-2952

Area of Responsibility: FAA Northwest Mountain (ANM) and Alaska Regions (CO, ID, MT, OR, UT, WA, WY, AK)

Address: DARR, FAA Southern Region P.O. Box 20636, Atlanta, GA 30320 (404) 763-7245/6, AV 797-5481 FTS 246-7245/6

Area of Responsibility: FAA Southern (ASO) Region and Central and South America (AL, FL, GA, KY, MS, NC, SC, TN, Puerto Rico and Virgin Islands)

Address: DARR, FAA Southwest Region Fort Worth, TX 76193-0902 (817)624-5902/5907/5908, AV 739-7965 FTS 734-5902/5907/5908

Area of Responsibility: FAA Southwest (ASW) Region (AR, LA, NM, OK, TX)

Address: DARR, Western-Pacific Region (AWP-920) P.O. Box 92007, Worldway Postal Center Los Angeles, CA 90009-2007 (213) 297-1163/6611, AV 833-1250, FTS 984-1163

Area of Responsibility: FAA, Western-Pacific Region (AWP) and the Marshall Islands (AZ, CA, NV, HI, Kwajalein Island, Japan, and Korea)

Address: Commander, USAASDE, APO New York 09102-3162
Tel:Heidelberg Military ETS 370-6426/8079

Area of Responsibility: Europe, Africa, and the Middle East

Address: Commander, EUSA, ATTN: EACJ-EA-ATC, APO San Francisco 96301 Tel: Young San MIL-6115 or 723-6115

Area of Responsibility: Korea

Address: Director, USAASO ATTN: DA AT&A Manager, Cameron Station, Alexandria, VA 22304-5050 (202) 274-7796/6304, AV 284-7796/6304

Area of Responsibility: National Airspace System

c. U.S. Army personnel, military or civilian, will not make an official statement or commitment, or render any opinion regarding airspace or other aeronautical matters covered by this regulation unless approved by the DCSOPS, the DCSOPS executive agent, the appropriate MACOM AT&A officer, or as otherwise approved by this regulation. This does not prevent routine coordination between operating elements of the Army and the FAA. However, the appropriate DARR will be provided copies of all such coordination correspondence.

d. Commanders will cooperate with and assist FAA representatives and review teams visiting their installations on official business. The DARR will be invited to take part in these visits.

Section 2 Responsibilities to the NAS and FAA

6-3. Coordinating authority

The Director, USAASO, is the DCSOPS executive agent on matters pertaining to the NAS. In this capacity the Director, USAASO—

a. Is the central DA coordinating authority for Army matters pertaining to the NAS.

b. Provides DA interface with FAA and other civil and government agencies at the international, national, and regional level.

c. Is responsible for the development, coordination, and implementation of plans, policies, and procedures pertaining to Army matters within the NAS.

d. Provides DA membership on DOD, FAA, government, national, and international boards, committees, groups, and panels.

e. Provides DA representatives for formal or informal public hearings or meetings on matters pertaining to the NAS. Meetings may be held at the local, regional, or national level.

f. Will appoint a DA AT&A manager to serve as the Army technical authority and manager for the functional areas covered by this regulation.

g. Will maintain DARR offices at various FAA regional headquarters. These offices will serve as an extension of USAASO at the FAA regional level.

h. Will coordinate with and provide assistance to the U.S. Army Aeronautical Services Detachment, Europe (USAASDE), and the ATC Coordinator's Office, Eighth U.S. Army (EUSA), Korea, as necessary.

6-4. Responsibility within the National Airspace System (NAS)

a. The DA AT&A manager is specifically responsible for the functional areas in paragraph 6-3 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 Army airspace matters and special military operations requirements within the NAS and then direct and coordinate the 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 Army AT&A officer training program.

(4) Provide technical guidance and assistance to DA staff elements, the DARRs, and the MACOM AT&A officers on matters pertaining to the NAS.

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

b. Each DARR is responsible for the geographical area shown in figure 6-1. DARRs will—

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

(2) Represent the DA and Army field commands, within their geographic areas, on airspace actions and terminal instrument procedures affecting the NAS.

(3) Maintain close liaison with Army commands to ensure the following:

(a) DA and FAA policies and procedures are followed.

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

(4) Review airspace proposals processed through their FAA regional offices and keep Army field commands advised of critical and conflicting issues.

(5) Correlate, review, and process airspace proposals from Army field commands and keep the commands informed of the status of the proposals.

(6) Review each Federal Register for notices or proposed airspace rulemaking that may conflict with Army interests and inform appropriate Army commanders whose activities may be affected.

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

(8) Assist installation and communication-electronics officers in feasibility studies concerning installation, removal, or modification of ATC facilities.

6-5. Responsibility outside the NAS

a. The USAASDE serves as an extension of the USAASO and provides the focal point for coordination of matters contained in this regulation as pertains to Europe.

b. The ATC coordinator's office, EUSA, Korea, performs the function in a above for Korea. Direct contact with USAASO is authorized.

6-6. MACOMs

MACOMs that have airspace or special military operation requirements within the NAS will—

- a. Monitor all activities pertaining to the NAS or host government airspace at Army installations under their control.
- b. Assist USAASO on airspace, aeronautical information, and Army aviation-related 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 DA policy.
- d. Designate a MACOM AT&A officer to represent the MACOM on matters pertaining to the NAS. A copy of appointing orders will be forwarded to the Director, USAASO, Cameron Station, Alexandria, VA 22304-5050. The AT&A officer should be an Army aviator or a civilian with an airspace or ATC background. The person appointed should have a secret or top secret security clearance to ensure proper coordination of classified projects. The AT&A officer should also be afforded the opportunity to attend educational seminars and other recommended courses of instruction. (See para 6-15.)

6-7. MACOM air traffic and airspace (AT&A) officer

The MACOM AT&A officer will—

- a. Serve as the MACOM point of contact for matters pertaining to this regulation.
- b. Ensure that all airspace actions are coordinated with the responsible DARR, USAASDE, the ATC coordinator (Korea), or the DA AT&A manager, as appropriate.
- c. Perform functions normally assigned to the DARR or USAASDE in host nations without a DARR or aeronautical services detachment.
- d. Monitor all AT&A functions of subordinate elements of his or her command.

6-8. Major subordinate commanders, State adjutant generals, and installation commanders

Commanders who are responsible for activities impacting on the NAS or host national airspace will—

- a. Review their airspace requirements and comply with the policy in paragraph 6-1.
- b. Designate an installation AT&A officer to represent the commander on matters pertaining to the NAS. A copy of the appointing orders will be forwarded to the appropriate MACOM, DARR, and/or the USAASDE. The AT&A officer should be an Army aviator or a civilian with an airspace or ATC background. The person appointed should be a member of the Installation Planning Board and have a SECRET or TOP SECRET security clearance to ensure proper coordination of classified projects. The AT&A officer should also be afforded the opportunity to attend educational seminars and other recommended courses of instructions. (See para 6-15.)

6-9. Installation AT&A officer

The installation AT&A officer will—

- a. Be the command point of contact for—
 - (1) All matters within the scope of this regulation.
 - (2) Requirements for NAVAIDs and airfield or heliport facility lighting.
- b. Notify the DARR, USAASDE, or the ATC coordinator (Korea) of airspace proposals of the other military services in the AT&A officer's area of responsibility.
- c. Prepare notices, proposals, comments, and reports on airspace or instrument procedures for the command and send copies to the MACOM AT&A officer and to the DARR, USAASDE, or ATC coordinator (Korea) as appropriate.
- d. Maintain current records showing SUA use.
- e. Maintain liaison with local FAA or host government agencies.
- f. Ensure that all actions affecting the NAS or host government airspace are coordinated properly.

Section III General Information

6-10. Supporting publications

Commanders and AT&A officers must have available to them various supporting publications. Refer to appendix A for a list of those publications and how to obtain them.

6-11. Waiver of administrative procedures

The Administrative Procedures Act requires all proposals that will 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 waiver will be forwarded to the Director, USAASO, Cameron Station, Alexandria, VA 22304-5050. Requests must contain full justification.

6-12. Airspace over land or water outside the United States

a. Under the provisions of Executive Order 10854, 27 November 1959, the FAA must consult with the DOD to ensure that actions affecting airspace over land or water outside the United States are consistent with requirements of national defense. The Director, USAASO, will develop and present the 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 flight information publication (FLIP).

6-13. Environmental evaluations

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 the environmental assessment (EA), the originator of the proposal will determine whether the environmental impact statement (EIS) or a finding of no significant impact (FONSI) is required. An EIS or FONSI will always be required for SUA proposals if—

(1) The floor of the proposed area is less than 3,000 feet above the ground.

(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 the National Environmental Policy Act (NEPA).

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

(3) The proposal will include documentation detailing NEPA compliance.

d. EAs or EISs will be prepared and processed in accordance with AR 200-2. A copy of the final environmental documentation will be forwarded to FAA prior to final action on the proposal by the FAA.

6-14. Letter of Agreement (LOA) or Letter of Procedure (LOP)

a. An LOA or LOP is required on many occasions when complying with this regulation. All such letters will be coordinated with the appropriate DARR during the development stage or when being modified. Copies of the final version of these letters will be forwarded to the appropriate DARR. Units operating in host countries will coordinate each LOA or LOP with USAASDE, ATC coordinator (Korea), or the MACOM AT&A officer.

b. Each LOA or LOP will be reviewed at least once each year.

The DARR, USAASDE, ATC coordinator (Korea), or MACOM AT&A officer will participate in these reviews.

6–15. Training requirements

a. To accomplish the Army's mission, individuals assigned to work with Army requirements in the NAS must have a basic understanding of the NAS. They must—

(1) Know the NAS composition; the rules, regulations, and procedures by which it is managed; and how the Army interfaces with the FAA (the manager of the NAS) and other users of the NAS.

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

b. To ensure that personnel receive needed training, commanders should send their AT&A officers and other individuals working with the NAS to the courses shown below. Information on these courses may be obtained from the DA AT&A manager.

(1) The U.S. Air Force Airspace Management Course at Keesler AFB, MS, or the FAA Airspace Management Course at Oklahoma City, OK.

(2) The FAA Obstruction Evaluation Course at Oklahoma City, OK.

(3) The Executive Environmental Course at Fort Lee, VA.

(4) The AT&A officer workshops or seminars hosted periodically by the DARR and/or the DA AT&A manager.

Chapter 7 Special Use Airspace

Section I General

7–1. Scope

This chapter outlines how commanders may obtain special use airspace (SUA) in order to fulfill their mission. It also provides guidance on the type of SUA needed, how to manage the airspace, records required, reporting requirements, and other responsibilities of a using agency of SUA.

7–2. Safety requirements

For artillery, missile, drone, or similar activity in SUA, commanders will comply with the safety criteria cited in AR 385–62, AR 385–63, and this regulation.

7–3. Annual review of SUA

Each year the installation AT&A officer will submit to the appropriate DARR, along with the draft restricted area utilization report, a report concerning the adequacy of SUA.

Section II Airspace Proposals

7–4. Proposal categories

Airspace proposals fall into the following categories:

a. Rulemaking. Proposals for which the FAA issues, amends, or repeals rules, regulations, or orders designating airspace and airspace use. The FAA is required to publish the proposal and the final action taken on the proposal in the Federal Register.

b. Nonrulemaking. 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 information at the FAA regional level. For specific information, refer to FAA Handbook (FAAH) 7400.2, part 1, chapter 2.

7–5. Initiating proposals

Proposals, both rulemaking and nonrulemaking, normally are initiated at the installation; however, they may be initiated at any level within the Army.

7–6. Development of proposals

SUA proposals will be developed according to the format provided in figure 7–1. The DARR will provide assistance as necessary.

7–7. Coordination of proposals

a. The initiating agency will coordinate the proposal with the appropriate DARR.

b. The initiating agency, with DARR assistance as needed, will coordinate the proposal with all affected parties, local civil communities, and individuals.

c. The DARR will coordinate the proposal with the other military services.

d. Results of coordination will be included in the proposal.

7–8. Submission of rulemaking proposals

a. The initiating agency will—

(1) Submit enough copies of each proposal through channels so that the MACOM receives two copies.

(2) Forward two copies directly to the appropriate DARR.

b. The MACOM will forward one copy to USAASO with a recommendation of approval or disapproval.

c. When approval is recommended by the MACOM, and after coordination with other appropriate DA elements, USAASO will instruct the DARR to submit the proposal to the FAA region for action.

7–9. Submission of nonrulemaking proposals

a. The initiating agency will—

(1) Submit enough copies through channels so that the MACOM receives one copy.

(2) Forward two copies directly to the appropriate DARR.

b. The MACOM will review the proposal and recommend approval or disapproval to the DARR.

c. The DARR will submit a copy of the proposal to the FAA region for action upon notification of approval by the MACOM.

7–10. Controversial proposals

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

a. The DA 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 DARR or the DA AT&A manager will assist the Army commander in resolving 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 DARR will represent the Army position after coordination with the DA AT&A manager. If the issue requires the attendance of the DA AT&A manager, he or she will be the DA spokesperson.

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

d. A proposal involving a disagreement between the Army and other agencies, activities, or individuals (other than the military departments) may be submitted to the FAA after the steps outlined in *b* and *c* above have been taken in an effort to resolve the difference.

7–11. Submission of proposals to the FAA

All proposals will be forwarded through channels to the DARR. The DARR will submit the proposal to the FAA region for action. In some instances, because of the nature of the Army requirement, the

proposal may be submitted directly to FAA headquarters by the DA AT&A manager. Airspace proposals will not be submitted directly to the FAA by the proponent or using agency.

7-12. Processing time

The initiating agency must take into account, during the development stage, the time required for processing a proposal. Proposals must be developed early enough to account for the time required to process through Army channels as well as the following FAA time requirements:

- 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 is provided in FAAH 7400.2, part 7, chapter 29, section 2.

7-13. Proposals submitted by other NAS users

Rulemaking proposals are published in the Federal Register. Non-rulemaking proposals are usually circulated.

- a. The DARR will continually review these proposals, both rulemaking and nonrulemaking, and forward those of concern to appropriate Army agencies for comments.
- b. Army commanders will review these proposals for possible conflict with their requirements. When any conflict exists, the affected Army installation or activity commander should prepare an objection to the proposal. Objections must be specific, fully justified, and based on valid aeronautical and operational criteria.

7-14. Submission of objections to proposals

Objections to proposals of other NAS users will be submitted as follows:

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

Section III Restricted Areas

7-15. Requirements for restricted areas

Restricted areas require rulemaking action and are established when it is determined necessary to confine or segregate activities considered to be noncompatible with or hazardous to nonparticipating aircraft.

7-16. Restricted area proposals

Restricted area proposals are—

- a. Initiated according to paragraph 7-5. To determine requirement for buffer zones for other than aircraft operators, refer to AR 385-62 and AR 385-63.
- b. Developed and coordinated according to paragraphs 7-7, 7-8, and 7-9.
- c. Submitted to the DARR according to paragraph 7-11.
- d. Processing time requirements are the same as cited in paragraph 7-12.

7-17. Activities requiring restricted airspace

Activities for which restricted areas are normally designated must extend upwards from the surface for more than 45 meters and must be considered noncompatible with or hazardous to nonparticipating aircraft. These activities include, but are not limited to, the following:

- a. Firing of field artillery, air defense artillery, mortars, or small similar weapons.
- b. Drone or remotely piloted vehicle (RPV) operations.
- c. Certain types of aircraft ordnance delivery and test flights.
- d. Some types of laser activity; electronic, chemical, and nuclear warfare measures; and various types of research and development efforts. *Note:* To ascertain if the types of activity in *c* and *d* above require SUA, contact the DARR.

7-18. 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.

7-19. 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 DARR to determine what action is required.

7-20. Joint use

Joint use is explained in FAAH 7400.2, part 7, chapter 29. It is Army policy that all restricted areas, except those that have been justified to remain activated on a continuous basis, will be joint use. Joint use restricted areas will only be activated in accordance with the LOP between the using and controlling agencies. An example of an LOP is provided in FAAH 7400.2, part 7, chapter 29, figure 7-1. A copy of the LOP will be forwarded to the appropriate DARR.

7-21. Shared use

- a. When an agency, other than the Army using agency, conducts operations in a restricted area, the area becomes a shared use restricted area. It is 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. Contact the DARR for advice. Proposals for such changes will be submitted in accordance with paragraph 7-8.
- c. The using agency and the shared user will develop an LOA that explains how the area will be used and how the shared user activity will be recorded. A copy of the LOA will be forwarded to the appropriate DARR. A sample shared use LOA is provided in figure 7-2.

7-22. Temporary restricted areas

Temporary restricted areas are explained in FAAH 7400.2, part 7, chapter 28, section 3. Contact the DARR if a temporary restricted area is required.

7-23. Utilization records

- a. The using agency will maintain records of all activities that require the restricted area to be activated. These records will be used in preparing the annual utilization report and for justifying the retention of the restricted area.
- b. Restricted area daily use information includes, but is not limited to, the following:
 - (1) Time that area was activated and deactivated, if joint use.
 - (2) Total hours of use. List subdivision or segment 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) Type and extent of air operation.
 - (a) Type of aircraft or aerial vehicle (for example, RPV, 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.

7-24. Utilization reports (RCS 1412-DOT-AN)

a. FAR, part 73, requires that each using agency prepare an annual utilization report on the use of its restricted areas. Failure to describe accurately the use of a restricted area and fully justify its retention can 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 for the area covering the period from 1 October through 30 September. The report will be compiled from the daily use records. The information required for the report and the suggested format are in figure 7-3. Using agencies will ensure that use of the restricted area is completely and accurately described. Assistance may be requested from the DARR.

c. Utilization reports will be processed as follows:

(1) Each using agency will forward a draft report to the appropriate DARR (see table 6-1) no later than 15 October each year.

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

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

(a) Active Army users will send enough copies through channels so that their MACOM receives one copy.

(b) ARNG users will send enough copies through channels so the National Guard Bureau receives one copy.

(c) USAR users will send enough copies through channels so the U.S. Army Forces Command receives one copy.

(4) The DARR will send two copies of the final report to the DA 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 DARR to provide one copy of each report to the appropriate FAA region headquarters office.

d. 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 actually required unless full use of the area is planned within the next reporting period. To the FAA, long-range contingency plans do not justify the establishment or continued designation of a restricted area.

e. If the information provided in the annual utilization report is insufficient to evaluate the use of a restricted area, the FAA may ask the using agency for a supplementary report.

(1) Within 30 days after receiving a request, the using agency will send the additional information to USAASO.

(2) Subject to security classification, USAASO will forward the information to the FAA.

(3) FAA requests for additional information and the information provided as a result of that request will be forwarded through normal channels.

7-25. Violations of Army restricted areas

a. Nonparticipating aircraft entering a restricted area will be identified by the using agency, if possible, and instructed to leave the area if communication can be established with the pilot.

b. If the nonparticipating aircraft is identified as military, the using agency will prepare a DA Form 2696 (Operational Hazard Report) (RCS: CSGPA-1633) and will forward it in accordance with AR 385-95. A copy of the DA Form 2696 will be forwarded to the appropriate DARR.

c. If the nonparticipating aircraft is identified as civilian, the using agency will prepare a report of the violation and forward it to

the appropriate DARR. The DARR will then forward it in accordance with AR 95-3 to the Air Traffic Division of the FAA region in which the violation occurred.

d. If the nonparticipating aircraft cannot be identified immediately, the using agency should contact the nearest FAA flight service station (FSS) 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 FSS or the air traffic facility (ATF), the using agency will also send other information as it becomes known. If the nonparticipating aircraft registration number can be identified, the using agency will then forward the information to the DARR for action.

e. The using agency should be prepared to assist the FAA with the investigation. This may require offering evidence, witnesses, statements, and copies of records.

f. Reports of violations of flying regulations are exempt from requirement control in accordance with AR 335-15, paragraph 7-21.

Section IV Other Categories of Special Use Airspace

7-26. 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 Army have a need for a prohibited area. If the need arises, the DARR should be consulted before initiating a proposal. For specific information, refer to FAAH 7400.2, part 7, chapter 28.

7-27. Warning areas

Warning areas are established in international airspace to contain activity that may be hazardous to nonparticipating aircraft. The DARR should be consulted prior to initiating any proposal affecting or requiring warning areas. For specific information refer to FAAH 7400.2, part 7, chapter 30.

7-28. Military operations areas (MOAs)

MOAs are volumes of airspace with specific vertical and lateral limits. These areas are used to separate certain military aviation training from nonparticipating instrument flight rules (IFR) traffic. Normally MOAs are established to contain aircraft operating in excess of 250 knots below 10,000 feet mean sea level (MSL). MOAs do not impose any flight restrictions or communication requirements on nonparticipating aircraft operating according to visual flight rules (VFR).

a. Procedures for operating within MOAs are in FAAH 7400.2, chapter 31. These procedures are set forth in an LOP between the using agency and the controlling agency.

b. MOAs are shown on sectional, VFR terminal, and low altitude en route charts.

c. MOA proposals will be prepared in the format shown in figure 7-4.

d. For additional information, refer to FAAH 7400.2, part 7, chapter 30.

7-29. Alert areas

An alert area is established, if requested, when a high volume of pilot training or an unusual amount of aeronautical activity (over 250,000 movements annually) is being conducted. Alert area proposals will be developed according to figure 7-4 and submitted to the DARR according to paragraph 7-9. (See FAAH 7400.2, part 7, chap 32, for guidance on alert areas.)

7-30. Controlled firing area (CFA)

A CFA is established to contain activities that, if not conducted in a controlled environment, would be hazardous to nonparticipating aircraft. The proposals for a CFA will include items shown in figure 7-1 and submitted to the DARR according to paragraph 7-9. (See FAAH 7400.2, part 7, chap 32 for guidance on CFAs.)

1. Description.

- a. Title (A short definitive description of what is proposed.)
- b. Boundaries. (A definitive description of the proposed area's perimeter.)
- c. Altitudes. (Minimum and maximum altitudes proposed.)
- d. Times of use. (Local time operations are normally expected to begin and end.)
- e. Controlling agency. (Applies only when area is joint use.)
- f. Using agency. (Name of responsible Army agency.)

2. Coordination. (Furnish a summary of the coordination accomplished. For new proposals, indicate that shared use and/or expansion of existing areas have been explored and determined unacceptable to satisfy the requirement for airspace.)

3. Justification. (The need for the proposed SUA must be definitive and able to support any resultant imposition on nonparticipating or affordance of priority to the SUA proponent. Statements such as "the containment of military activity," "in support of national defense," or other statements of a similar nature are inadequate.)

4. Activities. Activities include—

- a. (A detailed list of activities to be conducted by each organization proposing to use the area.)
- b. (Local time daily operations normally are scheduled to begin and end. Include weather requirements if it is a condition of use.)
- c. (Number of hours (daily) the area will be used.)
- d. (Days per week, weeks per month, or months per year (as appropriate) the area will be used.)
- e. (If the area is to be used for aircraft operations, include the information below.)
 - (1) (The number and type of aircraft normally involved in performing activities for which the area is established.)
 - (2) (A statement as to whether ground or airborne radar surveillance will be used. Indicate on appropriate charts where the radar coverage is available.)
 - (3) (The altitudes to be used in daily aircraft operations (expressed in feet MSL or flight levels as appropriate). For each type of activity, include the altitude (or blocks of altitudes) and the number of hours the altitudes will be used.)
 - (4) (The intentions regarding flight at supersonic speeds.)
- f. (If the area is to be used for surface firing, include the information below.)
 - (1) (Type weapon(s) to be fired.)
 - (2) (Maximum altitude of surface firing (expressed in feet MSL) used in accomplishing required operations.)
 - (3) (Number of hours highest altitude is to be used.)
 - (4) (Altitude normally used for daily firing operations (expressed in feet MSL).)
- g. (Any special requirements.)

5. Safety Considerations.

(Include an explanation as to how each of the factors below, if applicable, is to be accomplished.)

- a. (How activity will be confined within the proposed area.)
- b. (Procedures for handling malfunctions.)
- c. (Tolerance for ordnance trajectory.)

6. Communications and radar. (Specify the availability of ground and/or airborne communications coverage; for example, range control, military radar unit, airborne radar unit, or fleet area control and surveillance facility.)

7. Environmental and Land Use Information

- a. (Identify the lead agency or appropriate representative responsible for compliance with NEPA.)
- b. (Certify NEPA compliance.)
- c. (Furnish the name, address, and telephone number of persons to whom comments on environmental and land use aspects may be submitted.)
- d. (Proposals requesting designation of SUA below 1,200 feet above ground level which is overlying private or public use land will indicate agreement to provide reasonable and timely aerial access to such land. Prohibited and restricted area proposals requesting designation from the surface will indicate that the proponent either owns, leases, or by agreement controls the underlying surface.)

8. Graphic Display. (Proposals will include a graphic presentation of the proposed area on maps and aeronautical charts, as appropriate. If applicable, the presentation should indicate those areas owned, leased, or controlled by the using agency. All proposals should, as a minimum, be depicted on sectional aeronautical charts.)

- a. (If the area is to contain aircraft operations, the location and the representative pattern of firing and/or bombing runs will be depicted. If appropriate, show where the run begins, lock-in point, where firing, if any, commences and ends.)
- b. (If the area is to contain surface-to-surface or surface-to-air firings, the information below will be depicted.)
 - (1) (Firing points.)
 - (2) (Impact areas.)

Figure 7-1. Suggested format for SUA proposals—Continued

(3) (Perimeter or firing fans for each type weapon used.)

9. **Joint Use.** (State whether the area will be joint use (where appropriate) and if not, include justification.)

10. **Remarks.** (Specify any pertinent data not indicated elsewhere.)

Figure 7-1. Suggested format for SUA proposals

SHARED-USE LETTER OF AGREEMENT

SUBJECT: Shared-Use Letter of Agreement for (*give name*) Restricted Area (R-XXXX)

1. The following agreement between the (*Army using agency and the requesting agency*) establishes conditions for the shared use of restricted area R-XXXX at (*location*) (Give the conditions of use mutually agreed upon. Define the activities to be conducted, the time the area will be used, altitude required, and any special control measures the requesting agency imposes. Name the agency responsible for overall scheduling control within the area.)

2. This agreement becomes effective (*give date*) and will continue in effect unless amended or until terminated. The conditions of termination are as follows: (*List conditions for terminating agreement.*)

EXECUTED:

For the Requesting Agency:

For the Using Agency

Signed:

Signed:

Title:

Title:

Date:

Date:

REVIEWED:

Signed:

Signed:

Title:

Title:

Date:

Date:

Figure 7-2. Format for Shared-Use Letter of Agreement

1. Description.

- a. Name. (Enter name of restricted area as published in FAA Order 7400.6.)
- b. Number. (Enter number of restricted area, including all subdivisions.)
- c. Reporting period. (Reporting period begins 1 October and ends 30 September the following year.)

2. Activities. (List all activities for which the restricted area was activated.)

- a. Aircraft operations.
 - (1) (Types of aircraft.)
 - (2) (Narrative description of purpose or mission.)
- b. Surface-originated activity.
 - (1) (Types of activities.)
 - (2) (Narrative description of purpose or mission.)
- c. Other. (List all activity not included above.)

Figure 7-3. Restricted Area Annual Utilization Report (RCS 1412-DOT-AN)—Continued

- d. Electronic monitoring devices.
 - (1) (List the devices currently used. Give a description of any electronic monitoring devices and the purpose for which they are used.)
 - (2) List the devices planned for future use. Describe any devices planned for future use and the purpose for which they will be used.)
- 3. **Time of Utilization.**
 - a. Subdivision A.
 - (1) Average number of hours used daily. (Divide the total number of hours used by the total number of days used.)
 - (2) Number of days used weekly. (Divide the total number of days the area was activated during the year by the number of weeks the area was activated.)
 - (3) Number of weeks used yearly. (State the number of weeks the area was used.)
 - b. Subdivision B. Repeat format for a above for this and all other subdivisions.)
- 4. **Time Released to Controlling Agency.** (This pertains to joint use areas only. Use format in 3 above. Areas should be released to the controlling agency when not in use by the using agency. If not, state reason why.)
- 5. **Altitudes Utilized.**
 - a. Aircraft. (Indicate flight level or altitude MSL.)
 - b. Surface originated activity.
 - (1) Maximum ordinate. (Express in feet MSL.)
 - (2) Average ordinate. (Express in feet MSL.)
- 6. **CHARTS.** (Original or revised. If no change, so state.)
- 7. **Other Information.** (Include any other information pertinent to activities conducted within the restricted area.)

Figure 7-3. Restricted Area Annual Utilization Report (RCS 1412-DOT-AN)

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- 1. **Title.** (Give short description of what is proposed.)
 - 2. **Purpose.** (Include comprehensive explanation of the action proposed.)
 - 3. **Location and dimensions.** (A graphic presentation of the proposal on maps or aeronautical charts.)
 - a. Boundaries. (A description of the airspace requested. Use geographic coordinates or other references that clearly define the area's perimeter.)
 - b. Altitudes. (Minimum and maximum altitude in feet, including buffer, above MSL or flight level.)
 - 4. **Pertinent data on activities.**
 - a. (Include a list of activities to be conducted in the area by all organizations that will use it for the reasons requested.)
 - b. (State the time daily operations normally are scheduled to begin and end. Express in local time.)
 - c. (List the average number of hours the area will be used each day.)
 - d. (State the days per week, weeks per month, months per year the area will be used.)
 - e. (If the area is to be used for aircraft operations include the information below.)
 - (1) Number and type of aircraft normally involved in activities for which the area is requested.)
 - (2) (Altitudes or flight levels to be used in daily aircraft operations.)

Figure 7-4. Format for SUA proposals

Chapter 8 Terminal Airspace, Airports, Navigational Aids (NAVAIDs), and Obstructions

Section I General

8-1. Scope

This chapter outlines requirements for submitting and processing proposals for terminal airspace, airports, NAVAIDs, and obstructions. These proposals require rulemaking action (terminal airspace) or nonrulemaking action (airports, NAVAIDs, obstructions) that must be processed with the FAA. Army proposals concerning these

requirements normally originate at installation level; however, tactical commanders may also have specific military exercise requirements that pertain to the items covered in this chapter. The specific requirements for each proposal are outlined in this chapter.

8-2. Terminal airspace

Terminal airspace consists of control zones and transition areas. Proposals to establish, rescind, or modify terminal airspace requires FAA approval via rulemaking action. Special criteria for terminal procedures are in TM 95-226.

a. A suggested terminal airspace proposal is provided in figure 8-1.

b. Army terminal airspace requirements will be processed as rulemaking proposals in accordance with paragraph 7-8.

c. Army comments concerning terminal airspace proposals submitted by others will be processed in accordance with paragraphs 7-12 and 7-14.

8-3. Airports, heliports, landing areas, and missile and rocket sites

Army installation commanders are required to notify the FAA concerning major surface construction for military airports, landing areas, missile sites, and rocket sites that may affect the use of national airspace. Military agencies will forward these notifications to the appropriate DARR. The DARR will review the documents and forward them to the FAA for approval. (See FAAH 7400.2, part 3, chap 14.)

a. Notices to establish, 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). Forms are in FAAH 7400.2, part 3, chapter 10, or are available from the DAAR. (See table 6-1 for DARR address.)

b. Notices will be processed with cover letter as indicated below:

(1) Notices concerning projects undertaken under the annual Military Construction Plan (MCP) are submitted through MACOM channels to the Director, USAASO, ATTN: ATZQ-ATC-AS, Cameron Station, Alexandria, VA 22304-5050, for submission to the FAA headquarters with an information copy to the appropriate DARR.

(2) Notices concerning projects that are not part of the annual MCP are submitted through channels to the appropriate DARR for submission to the FAA regional office.

8-4. NAVAIDs

NAVAIDs include tactical air navigation (TACAN), very high frequency omnidirectional range (VOR), nondirectional beacon (NDB), instrument landing system (ILS), visual approach slope indicator (VASI), ground control approach (GCA), distance measuring equipment (DME), and microwave landing system (MLS). NAVAID facilities (including those used for VFR training) require FAA approval via nonrulemaking action. (See FAAH 7400.2, part 4, for specific information.)

a. NAVAID proposals will be prepared in accordance with Part Four.

b. NAVAID requirements will be processed as nonrulemaking proposals in accordance with paragraph 7-9.

c. FAA regional offices approve requests for all NAVAID frequencies. The request for a specific frequency assignment should be included in the formal NAVAID proposal. The Army area frequency manager will also be notified and provided a copy of the NAVAID proposal.

d. The FAA regional office selects the names for all NAVAIDs and radio fixes. If a specific name is desired it should be included in the formal NAVAID proposal.

e. Requests that concern a frequency change or a name change may be submitted in letter format via the DARR to the FAA regional office.

f. Army comments on NAVAID proposals submitted by other agencies will be processed in accordance with paragraphs 7-13 and 7-14.

8-5. Obstructions

Army commanders must notify the FAA formally, through the DARR, of proposed construction or alteration of existing structures that could obstruct navigable airspace. Specific notification criteria are listed in paragraph 8-6. The 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.

a. 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 DARR for submission to the FAA. Forms are available from the DARR. (See table 6-1 for address.)

b. If the construction is contracted to an outside agency, this agency will forward to the appropriate DARR the notice concerning construction at least 90 days prior to beginning construction unless the military agency has already filed a notice.

c. Obstruction requirements will be processed, with cover letter, as nonrulemaking proposals in accordance with paragraph 7-11.

d. Army comments on obstruction proposals submitted by other agencies will be processed in accordance with paragraphs 7-13 and 7-14.

8-6. Notices of proposed construction or alteration

a. Notice to the FAA is required for any proposed—

(1) Construction or alteration of more than 200 feet in height above the ground level at its site.

(2) Construction or alteration of greater height than an imaginary surface extending outward and upward at one of the following slopes:

(a) One hundred to one for a horizontal distance of 20,000 feet from the nearest point of the nearest runway of each airport specified in (5) below, with at least one runway more than 3,200 feet in actual length, excluding heliports.

(b) Fifty to one for a horizontal distance of 10,000 feet from the nearest point of the nearest runway of each airport specified in (5) below, with no runway more than 3,200 feet in actual length, excluding heliports.

(c) Twenty-five to one for a horizontal distance of 5,000 feet from the nearest point of the nearest landing and takeoff area of each heliport specified in (5) below.

(3) Highway, railroad, and waterway crossovers for special height criteria. (See FAR, part 77, for specific information.)

(4) Construction or alteration that extends into terminal or en route airspace used for instrument flight as identified by criteria in TM 95-226.

(5) Construction or alteration on all airports (including heliports) that are—

(a) Available for public use and listed in the DOD FLIP Airport/Facilities Directory or Supplement.

(b) Operated by an armed force of the United States.

(c) Under construction that will be available for public use and for which a notice or proposal is on file with the FAA. Military airports under construction that will be available for public use are excluded.

b. Supplemental notices will be prepared by each sponsor under the following circumstances:

(1) Construction or alteration for which a notice has been filed and when advised by the FAA that a supplemental notice is required. Such notice will be submitted in time to reach the FAA at least 48 hours before the construction or alteration begins.

(2) Construction or alteration that requires a notice under this section. This supplementary notice goes to the FAA region having responsibility for the area involved and must be sent within 5 days after construction or alteration has reached its greatest height under the following conditions:

(a) Construction or alteration is more than 200 feet above the surface level of its site; or

(b) The FAA has advised the sponsor that a notice is required.

c. Notification to the FAA is not needed for construction or alteration of the following:

(1) Any structure that will be—

(a) Shielded by existing structures of a permanent and substantial character or natural terrain of equal or greater height.

(b) Located in the congested areas of a city, town, or settlement where it is evident beyond all reasonable doubt that it will be shielded and will not affect safety or air navigation.

(2) Any antenna structure of 20 feet or less in height except one that would increase the height of another antenna structure.

(3) Army NAVAID, airport visual approach or landing aid, aircraft arresting device, or meteorological device (of a type approved by the FAA or military service) for military airports when the

location and height of the object is fixed by its functional purpose.

These notices do not cancel the nonrulemaking proposals required in paragraph 8-4.

(4) Any construction or alteration for which notice is required by other FAA regulations.

-
1. **Title** (Give a short description of what is proposed.)
 2. **Purpose** (Explain why the action is proposed.)
 3. **Airfield or Heliport.** (Give name and geographic coordinates. Name 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 ATC service and the time the service is to be provided.)
 6. **Communications.** (Describe communications facilities per FM 11-486-23 or services to be provided for aircraft.)
 7. **Weather Observation and Reporting.** (State the time that weather observation or reporting service (for control zone) is to be given.)
 8. **Aircraft Operations.** (List the types of aircraft operations expected (VFR, IFR, terminal, and/or en route) 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. **Remarks.** (Include any other information, documents, or charts pertinent to the airspace proposal.)
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Figure 8-1. Format for terminal airspace proposals

Chapter 9 Special Military Operations

9-1. Scope

This chapter specifically implements those portions of FAAH 7610.4 that pertain to the Army and the FAA grant of exemption (NO. 3946A) from the provisions of FAR 91.73(a) and (b). It also provides guidance on special operations not contained in FAAH 7610.4.

9-2. Night vision lights-out operations

This paragraph pertains to night vision flight training in U.S. Army tactical helicopters operating in the NAS with anti-collision and position lights off.

a. The FAA grant of exemption permits certain phases of night vision devices (NVD) to be conducted under the following conditions:

(1) Training may be conducted involving two or more helicopters with two or more NVD equipped persons on board each helicopter. The flight will be conducted in such a manner as to enable the crew and observers to survey (collectively and fully) the entire flight for nonparticipating aircraft. Training is also authorized when training aircraft are escorted by a properly lighted aircraft serving as an observation platform dedicated to constant surveillance for nonparticipating aircraft.

(2) Except for airport and staging area operations, training will be conducted at or below 200 feet above ground level (AGL) within the prescribed area.

(3) Traffic notifications from the observation aircraft to the training flight will be timely commensurate with the position and speed of the observed nonparticipating traffic.

(4) When nonparticipating traffic is relevant, position lights will be turned on bright and remain on bright until the nonparticipating traffic is no longer relevant.

(5) Airport and staging area operations may be conducted at locations where only participating Army helicopters are involved in NVS flight training above 200 feet AGL.

b. Commanders will—

(1) Establish training areas as follows:

(a) Simply defined, for example, the radius area from a specific point or location.

(b) Established in a location of low traffic density.

(c) Not within 5 miles of any public use airport.

(d) Does not infringe on FAA designated airspace areas; for example, control zones and airport traffic areas.

(e) Coordinated with the appropriate FAA region's Air Traffic Division and Flight Standards Division offices.

(2) Advertise each approved training area to operators at all airports within 50 miles of the training area for 60 days preceding its initial use.

(3) Establish procedures for collision avoidance among its aircraft, including observer aircraft.

(4) Contact the DA AT&A manager as required for assistance.

(5) Include all information that is applicable to flight crews in the unit SOP.

c. NVD lights out training within the NAS not covered by the FAA grant of exemption. Training may be conducted under the following conditions:

(1) Two or more NVD equipped persons must be on board each helicopter.

(2) Within restricted areas.

(a) In an approved restricted area that is activated for the purpose of flight operations.

(b) Training is not conducted above 1,000 feet AGL, and the approved restricted area is activated to an altitude of 500 feet above the highest anticipated training altitude.

(3) Outside of restricted areas.

(a) Mixing of lighted and unlighted aircraft is not permitted in the same traffic pattern or use of the same runway or landing area at airports or heliports.

(b) Position lights will be on bright within 3 miles of any uncontrolled airport or heliport and inside any airport traffic area (ATA). Dim mode operations may be specifically authorized by the appropriate authority inside the ATA.

(c) Commanders may authorize position lights to be on dim at or below 400 feet AGL except as prescribed in (b) above.

(4) Commanders will contact the appropriate DARR to determine if aircraft activity is a legitimate purpose for activating a specific restricted area. If required, the commander will obtain FAA approval of flight operations within a specific restricted area. The DARR will assist as required.

9-3. Vertical helicopter instrument recovery procedure (VHIRP)

a. VHIRP description and purpose.

(1) A VHIRP is a nonstandard operating procedure that has been fully coordinated with and approved by the FAA. It is a contingency plan to be executed as a last resort after exhausting all efforts to retain visual meteorological conditions (VMC), to include landing as soon as possible.

(2) The VHIRP is designed to permit the safe recovery of Army helicopters that may encounter instrument meteorological conditions (IMC) while conducting tactical terrain flight training.

(3) If properly designed, a VHIRP will have minimum impact on the ATC system and will allow the aviator to recover to a designated airfield or other point of landing without being in violation of the FARs.

b. Users of VHIRP.

(1) A VHIRP is intended for use only by aviators who encounter IMC during tactical terrain flight training (low level, contour, and nap-of-the-earth) in specified tactical flight training areas.

(2) Commanders will not permit tactical terrain flight training to be conducted when IMC is likely to be encountered unless an approved VHIRP exists and is activated for the duration of the training or until weather is no longer a factor.

(3) When in controlled airspace, operating in IMC is authorized only when on an IFR flight plan with a proper ATC clearance or when executing an approved VHIRP.

(4) Each VHIRP will be coordinated with and approved by the FAA on a case-by-case basis.

c. Requirements to establish VHIRP. Commanders who conduct tactical terrain flight training in weather conditions below the weather minimums listed in AR 95-1, table 5-1, have a requirement to establish VHIRP. This requires—

(1) Coordination with appropriate facilities to ensure availability of airspace to accommodate the VHIRP.

(2) Identification of areas by geographic coordinates and ensuring the area is depicted at local Army and ATC/ATS facilities. Training areas should be established within the geographic boundaries of currently designated military SUA areas when possible.

(3) Development of an LOA through negotiation with the appropriate ATC facility. The LOA will be reviewed at least once a year and revised as requirements are added or deleted. The LOA will, as a minimum, include the following:

(a) Geographic coordinates of the tactical terrain flight training area.

(b) Identification of using units.

(c) Hours of operation—normal programmed hours.

(d) VHIRP activation procedures.

(e) IFR reserved altitudes if required.

(f) Recovery fix location or suitable substitute.

(g) Preplanned routes if required.

(h) Recovery airfield or other point of landing.

(i) Lost communication procedures.

(j) Transponder code setting.

(k) Specific procedures as to when the military assumes responsibility for separation of aircraft (MARSAs) ends and ATC assumes the responsibility for separation of aircraft.

(4) Development of procedures that will provide for—

(a) Positive control of aircraft upon encountering IMC.

(b) Coordination and assignment of flight crew duties upon encountering IMC.

(c) Establishing climb to ensure avoidance of known obstacles and/or to reach a predesignated altitude.

(d) Specific instructions for aviators to use for proceeding to the recovery fix or to an intermediate holding fix and then to the recovery fix.

(e) Communication procedures to include contact with ATC for appropriate clearance and the code setting for the transponder.

(f) *Separation of aircraft.* Commanders will ensure recovery procedures contain specific instructions for maintaining separation of their aircraft from the point of encountering IMC until an IFR clearance has been received and the FAA assumes responsibility for separation. The FAA will normally assume responsibility for separation only upon departure of the aircraft from the recovery fix.

(5) Ensuring that aircraft involved will be equipped to comply with communication and navigation requirements necessary to fly the particular VHIRP procedures as coordinated with and approved by the appropriate ATC facility.

d. Assistance. Assistance in establishing training areas or in developing, coordinating, and obtaining approval of a VHIRP may be obtained from the appropriate DARR.

e. Activation. VHIRP will not be activated for reasons other than to accommodate tactical terrain flight training in marginal weather conditions. Each VHIRP will be activated in accordance with the LOA; however, when weather is a factor, the VHIRP will be activated prior to the aircraft entering the tactical terrain flight training area.

f. Weather.

(1) Weather conditions requiring activation of a VHIRP should be specified in the LOA. In all cases, the VHIRP will be activated when flight training is conducted and the weather is at or forecast to be at or below the minimums prescribed in AR 95-1, table 5-1.

(2) Commanders must consider existing and forecast weather at the designated airport or point of landing prior to permitting training to be initiated. Weather must be at or above landing minimums and forecast to remain so until after training periods end.

9-4. Visual flight rule (VFR) helicopter refueling procedures

Refer to FAAH 7610.4, chapter 23, for specific information on VFR helicopter.

9-5. Altitude reservation procedures

Refer to FAAH 7610.4, part 7, for specific information on altitude reservation procedures. Contact the appropriate DARR assistance as necessary.

9-6. Exercise planning

Per DOD agreement, the "air element" negotiates for exercise airspace with the FAA or host government. Refer to FAAH 7610.4, part 4, chapter 9, for specific information on exercise planning. The DARR should also be contacted during the initial planning stages of an exercise. Refer to table 6-1 for the address of the DARR.

9-7. Remotely piloted vehicles (RPVs)

a. RPV operations will be rigidly controlled to avoid hazards to other air traffic. The following restrictions apply to RPV operations:

(1) Flights will be conducted within restricted areas that have been approved for RPV operations. In addition, RPV operations may be conducted within positive control airspace (PCA), provided it has been properly coordinated with FAA; and within warning

areas, provided it has been properly coordinated with the Department of the Navy and the FAA.

(2) Outside the above areas, with the exception of (b) below, RPVs must be accompanied by a chase plane with direct communications with the controlling source facilities. The chase plane pilot will ensure the RPV is maneuvered to avoid potential conflicts, either by having control of the RPV or by relaying instructions to the controlling source. The concerned FAA region may approve alternate means of observing RPV flight and communicating with the controlling source when they provide a level of safety equal to that of the chase plane.

b. RPVs that may be classed as model aircraft such as the remotely controlled miniature target (RCMAT) may be operated as follows:

(1) The operating site should not be located near populated areas and avoid noise sensitive areas such as parks, schools, hospitals, churches.

(2) Avoid operations in the presence of spectators until the RPV has been successfully flight tested and proven airworthy.

(3) RPVs will not be flown above 400 feet AGL.

(4) Operations will not be conducted within 3 miles of an airport or heliport without notifying the airport or heliport operator. When an air traffic facility is located at the airport or heliport, notify the control tower or flight service station.

(5) Give right of way to, and avoid flying in proximity of, manned aircraft.

(6) Observers will be used to assist in avoiding nonparticipating aircraft.

(7) Each RPV and associated radio control equipment will be checked for normal operations prior to launch.

(8) Live fire exercises involving RPVs will be conducted within controlled firing areas (CFAs) or restricted areas. All rules and restrictions applicable to these areas apply.

c. For additional information or clarification, contact the appropriate DARR or the DA AT&A Manager.

Part Four Army Aviation Aeronautical Information and Terminal Instrument Procedures

Chapter 10 Aeronautical Information Programs and Products

10-1. Flight procedures and aeronautical information

The USAASO serves as the DCSOPS executive agent on matters pertaining to flight procedures and aeronautical information.

a. The Director, USAASO will—

(1) Establish policy and criteria for developing, implementing, reviewing, and approving standard instrument approaches, standard terminal arrival routes (STARs), and standard instrument departure (SID) procedures.

(2) Direct, supervise, and coordinate the preparation of Army terminal instrument approach and SID and STAR procedures.

(3) Collect and provide AAF facility data to staff, aviation, and charting agencies as required.

(4) Coordinate the publication of aeronautical information to supplement the existing FLIP by means of a weekly flight information list (FIL) and weekly correction letter (WCL).

(5) Direct, manage, and publish the Army Aviation Flight Information Bulletin (FIB).

(6) Review and establish policy and criteria for the Army flight plan and flight movement message procedures.

(7) Provide Army representation for all DOD and national flight information publication conferences.

(8) Manage Army aeronautical information programs.

(9) Develop and implement procedures for distributing publications and Defense Mapping Agency (DMA) Catalog of Maps, Charts, and Related Products.

(10) Determine and validate requirements for aviation mapping, charting, and geodesy (MC&G).

(11) Coordinate Army reviews of DMA prototype aviation products.

(12) Ensure distribution, updating, validation, and return of the DMA automated air facilities information file (AAFIF) printouts.

(13) Determine the need for engineer surveys to support automated flight inspection and automated terminal instrument procedures program.

(14) Coordinate and monitor U.S. Army input into the military NOTAM System. (See AR 95-10.)

b. *Major Army commanders.* (National Guard Bureau (NGB) is considered a MACOM for the purposes of this regulation.) MACOM commanders will—

(1) Monitor all activities pertaining to instrument approach and STAR and SID procedures at Army activities under their control.

(2) Assist USAASO, U.S. Army Aeronautical Services Detachment, Europe (USAASDE), and the DARR on instrument procedures and aeronautical information issues requiring coordination with the FAA and other agencies.

(3) Authorize special unit aircraft nontactical call signs for temporary use in local flying areas or for special missions such as disaster relief or search and rescue. Permanent nontactical aircraft call signs must be requested from USAASO when justified by operational requirements.

(4) Assist the USAASO in the review of aviation MC&G products.

(5) Coordinate with the Office, Chief of Engineers (COE) and Installation Facilities Engineer to ensure funds are provided for engineer surveys of Army airfields and heliports supporting automated flight inspections and automated terminal instrument procedures.

(6) Review annually the status of their instrument procedures as required by paragraph 10-5.

c. *Commanders of Army installations, units, and activities.* Commanders of Army elements requiring aeronautical information or instrument procedures service will—

(1) Prepare field notices of proposed commissioning, decommissioning, modification of NAVAID, airfield lighting, ATC facilities, VHF omnidirectional range (VOR) test facility (VOT), ground VOR checkpoints, airborne VOR checkpoints, or weather facilities and forward to USAASO.

(2) Review requirements for instrument approach or departure procedures to ensure the needs of aircraft operations and ATC are adequately met; review these requirements on an annual basis as required by paragraph 11-6.

(3) Request establishment or revision of procedures for terminal instrument approaches and SID and STAR procedures.

(4) Provide to USAASO aviation MC&G requirements.

(5) Provide to USAASO information to identify and correct aviation MC&G products and FLIP documents.

(6) Determine the need for aeronautical documents.

(7) Consolidate FLIP accounts when possible.

(8) Continually review DOD FLIP and miscellaneous flight publications for accuracy. Respond to annual or special surveys as required.

(9) Continually review needs for service B or service F (para 10-6) systems.

d. *Commander, USAASDE.* The Commander, USAASDE, for Europe, North Africa, and Middle East, will—

(1) Act as the DA's tasking and monitoring authority to the FAA in accordance with National Agreement NAT 127 to develop, prepare, edit, review, and approve all instrument approach and departure procedures for which the U.S. Army is responsible.

(2) Ensure that an adequate supply of DA Form 3588 is available to all U.S. Army airfields and heliports.

(3) Ensure distribution, updating, validation, and return of the DMA automated AAFIF printouts.

(4) Continually review requirements for instrument approach or departure procedures. When necessary, establish, amend, or cancel—

- (a) Terminal instrument approach procedures.
- (b) SID and STAR procedures.
- (5) Coordinate with appropriate aviation and MC&G staff officers to ensure all aviation MC&G requirements are identified.
- (6) Assist in the preparation of aviation MC&G requirements for submission to USAASO.
- (7) Assist in the review of prototype aeronautical MC&G products.
- (8) Coordinate requirements for engineer surveys to support automated flight inspection and automated terminal instrument procedures programs.
- (9) Collect, evaluate, and validate publications that contain aeronautical information needed to plan, conduct, and control U.S. Army flight operations.
- (10) Serve as the direct contact with all U.S. and foreign sources of flight information within Europe, North Africa, and Middle East (ENAME). (Sources include civilian, military, and commercial agencies.)

(11) Coordinate the publication of aeronautical information data to supplement existing FLIP, as required, by means of a WCL and the Army NOTAM System.

e. DARRs The DARR coordinates ATC and airspace requirements with the FAA in support of terminal instrument procedures. (See Part Three.)

f. EUSA, ATC Coordinator's Office, Korea. This office will—

- (1) Act as—
 - (a) The EUSA point of contact when dealing with the USAASO on all matters pertaining to the management and distribution of DOD FLIP products within the EUSA area of responsibility.
 - (b) The EUSA consolidation point for recommended changes to DOD FLIP products. The ATC coordinator's office will review proposed changes and forward approved changes to the USAASO for inclusion in the appropriate FLIP documents.
 - (c) The EUSA point of contact for lost shipments and one-time requirements for DOD FLIP publications within its area of responsibility. This regulation provides the authority for the ATC coordinator's office to deal on such matters with the DMA Office, Pacific, located at Hickam AFB, Hawaii. The ATC office will act as the approving authority to request publications needed to support Army requirements for special operations or one time missions within EUSA.
 - (d) The USAASO point of contact within EUSA for developing new aeronautical products needed in support of aviation facilities within area of responsibility.
 - (e) The NOTAM coordinator within EUSA and provide NOTAMs appropriate for publication in the DOD NOTAM system.
 - (f) The EUSA point of contact for reviewing the AAFIF and Defense Mapping Agency Aerospace Center (DMAAC) annual surveys for FLIP product distribution.

(2) Assist with the development and coordination of instrument approach and departure procedures for the U.S. Army and host nation facilities required for use by EUSA.

(3) Ensure that appropriate field notices are forwarded to USAASO when NAVAID and procedural changes occur.

(4) Monitor and ensure an adequate supply of COMM Cards are available to all U.S.AAFs and AHPs within the EUSA area of responsibility.

(5) Gather, compile, and transmit a FIL in letter form or message as necessary to USAASO.

(6) Coordinate EUSA flight inspection requirements with the Air Division, Osan AFB or the Tokyo Flight Information Field Office.

10-2. The mapping, charting, and geodesy (MC&G) program

The MC&G program is a cooperative effort between the DMA, the DA, the Aeronautical Services Office, the Army Topographic Units, and the aviation community. U.S. Army aviation units must comply with topography requirements set forth in AR 115-11.

10-3. Requesting tailored products and services

The DMA is the source of all standard MC&G products. When a standard product does not meet the user's special requirements, specific methods for obtaining those products or services are outlined in AR 115-11.

10-4. Air crash, search, and rescue (ACS&R) Map

a. All AAFs are required to have and maintain an ACS&R map in accordance with AR 420-90 and AR 385-95. The map is used by both 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 the map and the area depicted. The ACS&R map is a 1:100,000 or appropriate scale base map as authorized by the base or facility commander. ACS&R map selection will be commensurate with the purpose of the map. The ACS&R map will be marked with concentric circles with a minimum radius of 7 nautical miles. An appropriate grid method for navigation reference will be provided as an overlay or overprint with the ACS&R map. The overlay or overprint may be added locally or a grid template produced locally. The grid overlay or template will be issued for the rapid exchange of information between personnel involved in rescue operations using a common map. The ACS&R map may be acquired locally, commercially, or through the chain of command.

b. The airfield commander may request additional map coverage of the airfield or adjacent training areas. This map will be printed on the reverse side of the ACS&R map and will conform to the USAASO design criteria. The scale base for this additional map coverage will be determined by the base or facility commander.

c. Help in obtaining ACS&R maps may be obtained by forwarding requests to the Director, U.S. Army Aeronautical Services Office, ATTN: ATZQ-ATC-AI, Cameron Station, Alexandria, VA 22304-5050.

d. The following information is required to process ACS&R requests:

- (1) Airfield or heliport name.
- (2) Geographic location with four corner latitude and longitude area of desired coverage.
- (3) Total number of copies desired.
- (4) Point of contact (POC) information to include the name, rank, position, and complete address (unit, airfield, message address, AUTOVON, commercial, and FTS phone number).

10-5. Airfield and NAVAID engineering surveys

Engineering surveys are required to obtain data to support development of instrument approach procedures and flight inspection. The survey program is the responsibility of the USAASO, who prioritizes the airfields to be surveyed. Surveys will be scheduled on a recurring 5-year cycle. There are Army topographic assets available to conduct the surveys in accordance with the priority established by USAASO. The USAASDE coordinates all airfield survey requirements for their geographical area of responsibility.

a. Funding of an airfield and NAVAID engineering survey is the responsibility of the installation on which the airfield is located. Airfield commanders must ensure that resource requirements have been identified to the post resource management office for the year in which the survey is to be conducted.

b. Temporary duty (TDY) costs, to include housing, mess, and maintenance are usually charged to the post. Projected costs are identified through onsite visits by the survey unit.

10-6. Military flight data telecommunications system

a. General. There are two methods of submitting flight data into the Telecommunications System: Automated teleprocessing and by voice. The primary method of processing this data is through the automated Service B system. This system provides DOD base operations with the capability to send and receive flight plans and related air traffic messages between worldwide U.S. military base operations, Air Route Traffic Control Systems, and FAA FSS. At base operations where voice procedures are used, the flight data is submitted by interphone (service F) or toll free telephone direct to

the FAA FSS. These systems and the procedures for using them are further explained in AR 95–11.

b. Equipment. Selected military base operations are provided equipment for sending and receiving air movement messages. The equipment is leased by the FAA and provided for DOD use. Procedures on equipment usage are found in publications issued by the equipment manufacturer.

c. Circuitry. Military base operations are provided with a dedicated circuit through which all messages are transmitted. Message traffic is automatically processed through the FAA switching centers and distributed in accordance with the address coding. Messages must be prepared in accordance with the instructions provided in AR 95–11. Incorrectly prepared messages will be rejected and the originator subsequently notified, except in the case of International Civil Aviation Organization (ICAO) flight plans.

d. National Communications (NATCOM). The NATCOM facility is the monitoring and control facility for the service B system. NATCOM has the capability to selectively monitor any message and will reject unauthorized messages. Users will utilize this communications system and equipment for authorized air traffic messages only. Each base operations is on a dedicated circuit, which allows circuit control to identify the originator of the unauthorized transmissions.

e. Equipment and circuit problems. When an equipment outage occurs or is anticipated, the involved facility will immediately notify NATCOM of the situation. If the facility is unable to transmit data, an adjacent facility will be asked to make notification and NATCOM will then reroute message traffic to the local FSS. AR 95–11 provides sample notification messages. Base operations will also notify the local air route traffic control center (ARTCC) and the contractor repair facility. The appropriate 800 number will be used when communicating with the repair facility. Extended outages, in excess of 24 hours, will be reported telephonically to the Director, USAASO, Cameron Station, Alexandria, VA 22304–5050, AUTOVON 284–7773 or Commercial (202) 274–7773.

10–7. Automated air facilities information file

a. The AAFIF is a planned program within the DOD for the collection of aviation facility data throughout the world. It is designed to meet the needs of the unified and specified (U&S) commands and the military departments for air facility data in contingency planning and in the conduct of special operations. The DMAAC, St. Louis, MO, is responsible for maintaining the AAFIF.

b. The USAASO provides flight data to update the AAFIF on all U.S. AAFs except for those located in Europe, Africa, and Middle East. USAASDE provides the data for those areas.

c. Two copies of the AAFIF printout are forwarded to selected U.S. AAF commanders who update the data, retain one copy, and forward the other to USAASO for review and validation. Instructions for updating the AAFIF are forwarded with the printouts.

d. Facilities within Korea forward printouts through the EUSA ATC Coordinator's Office to USAASO.

10–8. Aircraft nontactical call sign policy

a. Army aircraft call signs used within the NAS are normally comprised of the words "Army" or "Army Copter," followed by the last 5 digits of the aircraft tail number. Special call signs are authorized by USAASO and used by selected aviation units based upon unique justification; for example, medical evacuation "EVAC" flights and VIP Priority Air Transport "PAT" flights.

b. Special call signs for Army aviation units routinely operating in highly congested air traffic areas may be authorized for use within a specific ARTCC. These call signs will be authorized only when there is a demonstrated operational advantage to facilitate ATC clearances. The USAASO is approving authority for obtaining these call signs and will effect all coordination with appropriate Government agencies.

c. Each request for a nontactical call sign will include the following:

- (1) Mission and type of aircraft.

(2) Facts relating to the establishment of a clear operational advantage in facilitating ATC clearances.

(3) Establish that the unit routinely operates in highly congested air traffic areas.

(4) Give the geographical limits of the area in which the call sign will be used (for example, CONUS, local area, or southern region).

(5) Include the name of a unit point of contact and telephone numbers.

(6) If requesting a specific word, then the following applies:

(a) Limit the length of the word to five letters.

(b) The word must be easy to pronounce and easily understood.

(c) The word must be found in an English language dictionary.

(d) Provide a minimum of three alternate choices by priority.

(7) Address requests through the MACOM to Director, USAASO, Cameron Station, Alexandria, VA 22304–5050.

d. The MACOM may authorize special call signs for use in local flying areas or while conducting special operations such as disaster relief or search and rescue missions. These call signs will be used for unit control purposes only and will not be used on flight plans submitted for operation in the NAS.

10–9. Flight information list and weekly correction letter

a. The FIL and WCL are weekly letters sent to DMAAC and the FAA notifying them of flight information changes to DOD and FAA aeronautical publications. Army aviation facility commanders will review all flight information publications when received for omissions, errors, deletions, or other problems. The corrections will be forwarded to USAASO or USAASDE as appropriate for inclusion in the FIL or WCL.

b. Data for the FIL and WCL are received from the Army aviation community via DA Form 3588, letter, or message. Urgent changes will be accepted by telephone, but must be followed by DA Form 3588, letter, or message. Data must be received at least 7 days prior to the published cutoff date 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 feet above or below MSL. If there is a specific need to use AGL, the altitude must be followed by AGL.

d. Abbreviations used in the FIL and WCL will be those contained in the DOD FLIP only. Data may be submitted in clear text.

e. Data submitted in the FIL will normally be related to the en route supplement entries and will consist of new air facility information, amendments, deletions, or revisions. Items will be numbered and arranged in the same order and general format as the en route supplement. Information will be addressed by major captions used in the supplement, but will not be identified by line, page, or other publications specific means. The captions to be used are shown below.

(1) Aerodrome Remarks (A/D Rmks).

(2) COM—Communications.

(3) Radio Aids to Navigation (R/A to NAV).

(4) Radio Navigation Remarks (R/N Rmks).

f. Data submitted through the WCL will be transmitted on a weekly basis via electronic means. Negative inputs will be 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 follows:

(1) *En route 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) *Friedburg AHP.* (Data being changed, added, or deleted.)

(b) *Schwabisch Gmund AHP.* (Data being changed, added, or deleted.)

(3) *Low altitude instrument approach procedure (IAP), Vol 1, ENAME.* Feucht AAF. NDB Rwy 27. (Data being changed, added, or deleted.)

g. Data should be written in such a manner as to make it readily usable without reference to FLIPs. However, when no supplement

corollary exists or when it is particularly expedient, such as when a change previously submitted has been picked up in all but one publication, reference may be made to the specific document addressed. Data received for facilities for which the preparer is not the proponent should be captioned as USA User Reports. FLIP or chart errors relative to non-DOD publications should also be captioned in this manner.

h. Commissioning notices for inclusion in DOD FLIP should generally follow the format of a Field Notice (para 10–11). 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 will provide appropriate instructions.

i. When the letter is used for transmittal of other data (for example, IAP and sketches) the data will be identified 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, will also be 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 presented “PPR V236–1115 for . . . RON or maint.”

10–10. DA Form 3588

a. The DA Form 3588 is a 4' × 6' yellow preaddressed card used to facilitate correspondence from the Army aviation community. DA Form 3588 should be used in making changes, revisions, deletions, additions, or comments concerning data in the DOD FLIP. In addition, questions concerning aeronautical information or procedures can be addressed. Users must complete the required data at bottom of card to include the complete unit address. The yellow DA Form 3588 should not be confused with the DMA Production Quality Control Card. DMA Quality Feedback Cards (DMA Form 8560–1) should not be used to submit changes to the DOD FLIP; and if used, will cause a delay in processing the proposed change.

b. Within CONUS the DA Forms 3588 are currently available from USAASO. Forward request to the Director, U.S. Army Aeronautical Services Office, ATTN: ATZQ–ATC–AI, Cameron Station, Alexandria, VA 22304–5050.

c. Army aviation units and oversea facilities use preaddressed DA Forms 3588 to direct questions and comments to appropriate in-theatre agencies.

(1) Aviation units in Europe can request DA Forms 3588 from Commander, USAASDE, APO New York 09102–3162.

(2) Aviation units in Korea can request DA Forms 3588 from EUSA, ATTN: ATC Coordinator's Office, EACJ–EA–ATC, APO San Francisco 96301–0009.

10–11. Field notices

a. Field notices are issued to announce proposed actions. These include commissioning, decommissioning, modification of NAVAIDs, airfield lighting, ATC, VOR, VOT, ground VOR checkpoints, airborne VOR checkpoints, weather facilities, other construction or changes to an airfield which may affect airspace, instrument approach procedures, or significantly alter airfield data.

b. Airfield and heliport commanders are responsible for timely submission of field notices when the proposed action is reasonably assured. Timely submission of data allows USAASO to put appropriate information in DOD FLIP. In addition, an information copy will be forwarded to the Installation AT&A Officer. Upon receipt of the field notice, the AT&A office will initiate the appropriate action; for example, terminal instrument procedures (TERPS) request and

nonrulemaking proposals. The airfield commander will also initiate the NOTAM to announce the completion of the action proposed.

c. Field notices are prepared as a letter and sent to the Director, USAASO, with an information copy to the DARR or appropriate point of contact (table 6–1).

d. The following information is necessary for a field notice for navigation facility criteria for commissioning:

(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—all navigation facilities to the nearest second, VOR to plus or minus 40 feet.

(8) Distance and direction from airport, or prominent location, if no airport. (For instrument landing system (ILS) or precision approach radar (PAR) identify the associated runway.)

(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 (for example, marker beacon, less than 50 watts (MHW)).

(13) NAS functions.

(14) Proposed commissioning date. (Identify ILS components.)

(15) For ILS, in addition to items 1–14 include—

(a) Localizer antenna distance from stop end of runway.

(b) Glide slope: Distance of antenna from runway threshold; distance of antenna from runway centerline.

(c) Middle and outer markers and compass locators: Identifiers (compass locators); frequencies (compass locators); voice availability; distance from runway threshold to markers; name of nondirectional beacon (NDB) used as compass locator.

(16) A commissioned ground controlled approach facility must include a properly functioning radar set, approved instrument procedure, and sufficient qualified operators.

(17) Whenever possible, the facility name, call sign, and identifier should be identical with the basic name or identifier of the associated AAF; for example, Simmons AAF(FBG) Post NDB (FSI).

e. The following information is necessary for a field notice for airfield lighting facilities for commissioning:

(1) Approach lights.

(a) Location.

(b) System configuration.

(c) Length in feet.

(d) Intensity.

(e) Proposed commissioning date.

(2) Threshold lights.

(a) Locations.

(b) Proposed commissioning date.

(3) Runway lights.

(a) Location.

(b) Type.

(c) Length in feet.

(d) Intensity.

(e) Proposed commissioning date.

(4) Visual glideslope indicators.

(a) Type system (such as, two light PAPI).

(b) Location served.

(c) Hours of operation.

(d) Runway served and location. (For example: Rwy 32, left side.)

(e) Threshold crossing height. (For example: 52 feet.)

(f) Visual glide angle (such as, 3.00 degrees).

(g) Proposed commissioning date.

f. The following information is necessary for a field notice for ATC services and facilities for commissioning:

- (1) Location.
- (2) Airport advisory.
- (3) Control tower.
- (4) Approach control (radar/non-radar).
- (5) Secondary radar availability.
- (6) Hours of operations.
- (7) Copy of Letter of Agreement.
- (8) Radio call.
- (9) Frequencies. (Primary UHF, VHF, and Secondary UHF, VHF per function.)
 - (a) Approach control (include sectors).
 - (b) Local control.
 - (c) Ground control.
 - (d) Clearance delivery.
 - (e) PAR.
 - (f) DF (UHF/VHF).
 - (g) Advisory.
- (10) Proposed commissioning date.

g. The following information is necessary for a field notice for weather observation, reporting, and forecasting services for commissioning:

- (1) Type of service.
 - (2) Location.
 - (3) Proposed commissioning date.
- h. The following information is necessary for a field notice for VOR receiver checkpoint for commissioning:
- (1) Facility name (Brooke VOR).
 - (2) Airport name (Lawson AAF).
 - (3) Type checkpoint (ground/airborne).
 - (4) Altitude (airborne only).
 - (5) Azimuth from facility (degrees magnetic).
 - (6) Distance from facility (nautical miles).
 - (7) Checkpoint description (over grain elevator at Schuyler, NB).

i. The following information is necessary for a field notice for navigation facility for decommissioning:

- (1) Type of equipment.
- (2) Location.
- (3) Identifier.
- (4) Frequency.
- (5) Radio class designation.
- (6) Programmed date.
- (7) Identify instrument procedures affected.

j. The following information is necessary for a field notice for airfield lighting facilities for decommissioning:

- (1) Type of equipment.
- (2) Location.
- (3) Programmed date.

10–12. NOTAMs—their preparation and distribution

a. NOTAMs are prepared and distributed by telecommunications under the directives for the system used. FAA Handbook 7930.2, U.S. Civil NOTAM System, provides guidance in using the FAA NOTAM system. AR 95–10 provides guidance in using the USAF NOTAM system. AAFs and AHPs having both FAA and USAF systems will issue NOTAMs on both systems.

- b. NOTAMs are issued—
- (1) To confirm accomplishment of the proposed commissioning paragraph (see para 1b above).
 - (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 (2) above upon resumption of service.
 - (4) To revise instrument approach procedures until the revised procedure can be processed in the normal manner. This procedure

will be used only when an urgent operational requirement exists for use of the revised procedure and upon approval of USAASO.

Chapter 11 Terminal Instrument Procedures

Section I General

11–1. National Agreement, NAT 127

Agreement No. NAT 127, Third Edition, 1 May 1979, Memorandum of Agreement between DA and FAA transfers the Army's functions for facilities flight inspection and terminal instrument procedures service to the FAA. NAT 127 Agreement requires the FAA to provide flight inspection and terminal instrument procedures service on a nonreimbursable basis. Technical assistance in an advisory capacity for siting NAVAIDs will be provided on a reimbursable basis upon request by the Army. In turn, the Army will furnish FAA with estimates of annual requirements for any or all of the above services no later than 1 December of each year in order for FAA to budget for costs involved.

11–2. Annual requirements for NAT 127 services

a. MACOMs (less ENAME) will consolidate annual requirements for NAT 127 services and forward estimates to Director, USAASO, not later than 15 November each year. ENAME Commands' annual requirements estimates will be forwarded to Commander, USAASDE, not later than 15 November each year.

b. USAASO and USAASDE will consolidate Army annual requirements for NAT 127 services and forward to appropriate FAA offices.

Section II Instrument Approach Procedures

11–3. Geographic areas of requirements

The requirement exists for the establishment of instrument approach procedures in areas both inside and outside the U.S. Government jurisdiction.

a. *Areas inside U.S. Government jurisdiction.* Instrument approach procedures will be established in accordance with United States Standard for Terminal Instrument Procedures (TM 95–226). These procedures will be augmented as follows:

(1) *NAVAID facilities.* All electronic and visual NAVAIDs meet the flight inspection standards of TM 95–225 and appropriate equipment technical manuals. As a minimum, facilities operated as part of the NAS must be certified on commissioning and periodically as specified in TM 95–228 (FAA Handbook 6000.6A).

(2) *Weather information.* General area weather reports and approved altimeter setting information will be available for destination airfields when instrument approach minimums are established (TM 95–226).

(3) *Communications.* Air-to-ground communications are 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 (including commercial telephone) are also necessary for filing and closing flight plans.

(4) *Alternate airfield weather minimums.* Alternate airfields weather minimums are not authorized unless—

(a) Terminal weather observation and reporting facilities are available (TM 95–226).

(b) NAVAIDs are monitored to ensure proper facility operation. (See para 11–12 for monitoring categories.)

b. *Areas outside the U.S. Government jurisdiction.* The provisions of a above apply if they do not conflict with the rules and regulations of host government or international military agreements.

11-4. Procedure development

a. Instrument approach procedures 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 agreement. The agreement must be documented.

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

b. Terminal instrument procedures will be protected by controlled airspace (Part Three). Where an airfield or heliport does not qualify for a control zone, a transition area will be established. In the latter case, landing minimums may be established below the floor of controlled airspace.

c. Draft instrument approach procedures are developed and used only to determine—

(1) The actual weather minimums for a procedure based on a certain type NAVAID or lighting facility combination at a particular location.

(2) The size and shape of controlled airspace needed to protect aircraft. Draft instrument approach procedures are developed by the FAA Flight Inspection Field Office (FIFO) on request of the installation commander through the USAASO or USAASDE. An information copy of the request will be sent to the DARR. ATC or airspace conflicts revealed in the development of draft instrument procedures will be modified to adapt to the conflict. 1

d. Instrument approach procedures for operational use must be approved by USAASO or USAASDE prior to publication or amendment. Operational instrument approach procedures are developed and amended by the FAA FIFO on request of the installation commander submitted to USAASO or USAASDE. An information copy of request will be sent to the DARR. Once the service is initiated and the original procedures have been developed and approved, amendments are developed by the FIFO as needed.

e. USAASO or USAASDE will advise requesting offices of FAA acceptance of the terminal instrument procedure service request. Upon completion of the procedures or amendments, the FIFO will provide copies of the procedures and support data to USAASO or USAASDE for Army coordination, processing, approval, and publication.

f. Acceptance of the completed IFR procedure will be indicated by the signature of USAASO or USAASDE or authorized representative in the proper signature box on the back of the instrument approach procedure form. Original instrument procedures will be forwarded to the installation commander for concurrence prior to publication. If a waiver to a terminal instrument approach is required, the installation commander or representative must sign the waiver document in the "Installation Commander Endorsement" block. The procedure will then be forwarded to USAASO for final action.

g. When the instrument approach procedure is for restricted use (training or VFR only), a restriction statement will be entered on the instrument approach procedure form. The procedures will be processed in accordance with *d* above, but no procedure charts will be placed in FLIPs. Charts will be produced loose-leaf in the standard DOD format. Installation commanders will send requests for charts to the USAASO or USAASDE and will specify the number required.

h. USAASO is the final approving authority for Army instrument procedures. This authority is delegated to USAASDE for area procedures except when a waiver of standards is involved. When a procedure requires a waiver, it will be forwarded to USAASO for approval or modification. USAASO will arrange for publication of all procedures except for those delegated to USAASDE.

11-5. Amendments to procedures

When safety of flight is involved, a corrective amendment to an

instrument procedure will be issued immediately in a NOTAM. Procedures or amendments urgently required for operational reasons may be put into effect by a NOTAM only after approval from USAASO or USAASDE. This is to assure that all aspects of ATC and airspace coordination are completed. When the procedure change is permanent, the procedure amendment will be processed and forwarded for approval and publication in accordance with paragraph 11-4 so that the change can be removed from the NOTAM system. Copies of each NOTAM issued will be sent to USAASO or USAASDE. Amendments to terminal instrument procedures will be coordinated directly with the FIFO and processed (except temporary amendments) for approval and publication the same as original procedures.

11-6. Annual review

Commanders will annually review their terminal instrument procedures to determine the need to retain, amend, or cancel. The local facilities engineers will be contacted for the review and revision of the airfield maps or plans. (See AR 210-20.) Changes in obstacle data will be identified and a completed review will be forwarded through the MACOM to USAASO. MACOMs for ENAME will forward the review through USAASDE to USAASO. Negative reports are required.

11-7. Host nation procedures

Commanders having a need for host nation terminal instrument procedures will contact the USAASO or USAASDE and identify their requirement. The USAASO or USAASDE will decide whether a procedure published in the National Aeronautical Information Publication (AIP) is adequate for Army use. Approved procedures will be—

a. Published in DOD FLIP terminal instrument approach procedures book; or,

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

11-8. Civilian procedures in DOD FLIP

DOD FLIP does not provide procedure charts for all airfields that have instrument approach procedures; also, all instrument procedures for an airfield may not be published in DOD FLIP. The DOD policy for inclusion of instrument procedures in FLIP products is to provide those procedures to meet mission requirements. This policy is based on the capacity of the NOTAM system, cost of publications, and to limit the size and number of publications to be carried in the cockpit. The procedures required for training can be obtained from the National Ocean Survey (NOS) procedures book. It is permissible to reproduce these procedures and issue them to aviators for their training missions. Required procedures may be added to DOD FLIP by direct contact with USAASO.

11-9. Host nation publications

When it is not practical to have procedures published or issued, the approving office, after review, may authorize small, isolated, or special mission units to use national AIPs for flight operations. The approving office will establish operating minimums and airport restrictions, if needed, that do not conflict with host nation rules. An automatic cancellation date will be set not to exceed 1 year. Any extension to use procedures beyond this date must be reprocessed and reapproved.

Section III Standard Instrument Departure and Standard Terminal Arrival Route Procedures

11-10. Establishment

SIDs and STARs may be established for any U.S. AAF in which lengthy, complex, and detailed IFR departure/arrival procedures are required or for obstruction clearance purposes provided the following conditions are met:

a. The request for SIDs and STARs must be submitted to

USAASO, USAASDE, or EUSA ATC Coordinator's office for approval.

b. The Army ATC facility must develop a narrative and hand drawing of the desired procedure and coordinate with the affected civilian ATC facility (foreign or domestic). Once preliminary approval is obtained from the ATC facility, the procedure will be forwarded to USAASO or USAASDE for further development and processing.

11-11. Amendment and cancellation of procedures

When it becomes necessary to amend or cancel published SIDs or STARs, notify USAASO or USAASDE and forward the changes required via letter or message.

Section IV

Support Requirements for Terminal Instrument Procedures

11-12. Monitoring of navigation facilities

It is the Army policy to provide a monitoring system 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. VOR, VORTAC, and ILS facilities, as well as new NDBs and marker beacons, installed by the 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 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.)

b. *Category 2.* Internal monitoring with status indicator at control point inoperative but pilot reports indicate facility is operating normally. (This is a temporary situation that requires no procedural action.)

c. *Category 3.* Internal monitoring only. Status indicator not installed at control point.

d. *Category 4.* Internal monitor not installed. Remote status indicator provided at control point. This category is applicable only to NDBs.

11-13. Utilization of monitoring categories

a. *Category 1.* Facilities can be used for instrument flight procedures without limitation.

b. *Category 2.* A temporary condition not considered in procedures development. ATC is responsible for reporting these facilities out of service when pilot reports indicate facility malfunction.

c. *Category 3.* Facilities may be used in accordance with the following limitations:

(1) Alternate minimums will not be authorized if the facility provides final approach course guidance, is required for procedure entry, is used to define the final approach fix (FAF), or is used to provide missed approach guidance.

(2) When the facility is used to designate a step-down fix, alternate minimums will not be authorized.

(3) Consideration should be given to denying or adjusting terminal routes that require reception of succeeding category 3 facilities to avoid obstacles.

d. *Category 4.* 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 Army ATC facility and then only during periods the control point is attended.

(2) If the control point is other than an 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.

11-14. Utilization of 75 MHz markers

In establishing flight procedures, 75 MHz markers may be utilized as the sole source of identification with the following limitations:

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 with a compass locator with a remote status indicator.

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

11-15. Airfield data requirements for initial instrument approach procedures

a. In order to construct initial instrument approach procedures, engineering plans or other accurate airport drawings containing tie points to section corners, benchmarks, 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 the following data:

(1) Type runway surface, length, width, station points, true azimuth, and runway end coordinates to the nearest tenth of a second.

(2) The elevation of the runway ends, high and low runway elevations, and the elevation of the touchdown zone (first 3000' of runway) if straight-in minimums are desired.

(3) Beacon and control tower location and height if installed.

(4) Location of NAVAIDs by latitude and longitude to the nearest tenth of a second and by relation to the runway if located on the airport.

(5) Location of helicopter landing area if IFR helicopter operations are involved.

(6) Airport approach and runway lighting using approved terminology to describe the lighting systems and method of control.

(7) Instrument landing, PAR, microwave landing system (MLS) engineering plans indicating the locations of the various system components, and the approach end of the runway for precision approach systems.

(8) Obstruction location, height, and surface penetration identified in accordance with TM 5-803-4 and TM 5-803-7 must be provided.

b. Failure to provide required support data for new procedures may result in excessive delays in procedure development. When data requested for existing procedures are not provided, the procedures may be canceled.

Chapter 12

Procedures for Requisitioning and Distributing Aeronautical Information

12-1. Automatic Initial Distribution (AID) account manager

Requisitioning of FLIP and FLIP related publications is monitored for all Army, ARNG, and USAR units and activities. All requests are to be submitted to the appropriate account manager listed below. Direct contact with Defense Mapping Agency Combat Support Center (DMACSC) and DMAAC, which are responsible for the DMA distribution program of FLIP and FLIP related aeronautical products, is not authorized. Requests sent to these activities will be returned without action.

a. Units located in Europe, Africa, or Middle East will forward requests to Commander, USAASDE, Europe, APO New York 09102-3162. Message address CDRUSAASDE HEIDELBERG GE, AUTOVON Heidelberg Mil (370), COMMERCIAL

(01149-6221-57), or from within Germany(06221-57), Extension 6426/8079.

b. All other units will forward their requests to Director, USAASO, ATTN: ATZQ-ATC-AI, Cameron Station, Alexandria, VA 22304-5050. Message address DIRUSAASO CAM STA ALEX VA//ATZQ-ATC-AI//, AUTOVON 284-7773, COMMERCIAL (202) 274-7773.

c. Army units located in Korea will forward routine requests and surveys to the Aeronautical Services Office. For one-time issues and shortages in shipments, units will contact Commander, Eighth U.S. Army, ATTN: ATC Coordinator's Office, EACJ-EA-ATC, APO San Francisco 96301-0009; AUTOVON 723-6115/6462 or Yong San Military 6115/6462.

12-2. Establishing AID accounts

The acquisition of FLIP and FLIP related publications requires an active AID account. All U.S. Army, ARNG, and USAR units or activities will submit written requests for establishing an AID account with the appropriate AID account manager as listed above.

a. AID accounts will be consolidated at brigade level. All elements of a battalion, brigade, or squadron at the same location will be on one consolidated account. Separate accounts will be considered on a case-by-case basis. Requests for separate accounts not routed through the consolidated account will be returned without action.

b. Only one account is authorized for each ARNG or USAR center, activity, or facility and will serve all tenants. Elements such as operations, simulator branch, standardization board, and instrument schools will be consolidated into one account through base operations or any other single office designated by the airfield commander.

c. AID requirements and quantities are based on DMA allowances and their application to the specific theater. The general Authorization Tables are provided at figures 12-1, 12-2, and 12-3. The appropriate AID account manager should be contacted if specific guidance is required.

d. The following information must support a request for establishing an AID account for FLIP and/or FLIP related aeronautical products. The same justification is required for additions or increases to existing AID requirements as applies.

(1) Name of the unit contact officer and/or non commissioned officer, (NCO) including commercial and AUTOVON phone numbers.

(2) Exact mailing address (not to exceed four lines). Include correct unit designation, office symbol, function, and building number. Do not use individual names.

(3) Number of aircraft, by type, assigned or attached on a permanent basis.

(4) Normal geographic limit or area of routine operations.

(5) Name and quantity of publications requirements.

(6) Justification for items requested that are in excess of the authorization tables.

(7) Justification for classified items requested.

(8) Justification for overseas items requested by a CONUS based activity.

(9) Justification for CONUS items requested by an overseas activity.

(10) (For ATC accounts only) Number and type of ATC facilities supported or operated and total number of controllers assigned (military and civilian).

12-3. AID account numbers

The activated (established) AID account provides the customer with updated editions and issues of all required FLIP and FLIP related aeronautical (MC&G) products. Operation and distribution of AID is the responsibility of DMACSC, and shipments are made by the various producers of the different products. The AID account manager serves as a central point of contact for Army customers in the respective theater, monitoring both the distribution operations and customer requirements.

a. AID account numbers are assigned by DMACSC and are used as primary reference for each account. Customers must include the account number in all requests, correspondence, or inquiries to the AID account manager.

b. Changes to an existing AID account must be processed through the appropriate AID account manager. Updating unit data (unit designation, mailing address), changing AID requirements (addition or deletion of products, increase or decrease of quantities), or notification on changes of information per paragraph 12-2e must be forwarded to the AID account manager in writing. USAREUR customers should follow local guidance. Customers are responsible for correct input of applicable data.

c. Shipment discrepancies of AID requirements should be reported to the appropriate AID account manager. Updated FLIP products provided by AID should arrive at the customer 2 days prior to the effective date. If incorrect (over or short) or no shipments are received as of the effective date of a FLIP or FLIP related aeronautical product, contact the AID account manager no later than the effective date for assistance and corrective action. For VFR sectional and terminal area charts allow up to 10 days after the effective date before contacting the account manager.

(1) U.S. Army customers in Europe, North Africa, and the Middle East (ENAME) will contact Commander, USAASDE, ATTN: AID Account Manager, APO NY 09102-3162 (AUTOVON/ETS 370-6426) for emergency support and guidance on AID and FLIP discrepancies.

(2) U.S. Army customers in Korea will contact Commander, EUSA, ATTN: ATC Coordinator's Office (EACJ-EA-ATC), APO SF 96301-0009 (Yong San Mil—extension 6115) for assistance.

(3) U.S. Army customers in all other theaters will contact Director, USAASO, ATTN: ATZQ-ATC-AI, Cameron Station, Alexandria, VA 22303-5050 (AUTOVON 284-7773).

(4) Direct contact with DMACSC offices is not authorized.

d. Airfield and heliport operations are authorized shelf stock quantities of FLIP products over and above authorized AID quantities. Shelf stock quantities range from 2-5 percent of total operational requirements. Routine validation of existing AID quantities are recommended to ensure stocks are valid and consistent with operational needs.

e. Non-DOD FLIP and FLIP related aeronautical products are defined as any U.S. Government or commercially produced flight information publication not listed in this regulation or DMA catalog which may be required in addition to DOD products. Requests for non-DOD FLIP must be submitted to the appropriate AID account manager for validation and approval. Validation of requirements and authorization of use for non-DOD FLIP expires after 1 year (if not for a specific effective period). Sufficient justification according to the following guidance must support the request:

(1) To support presidential flights.

(2) To support mission requirements for Eastern Europe, Soviet Union, China, or other areas where DOD FLIP coverage does not exist.

(3) To support urgent operational requirements of a shorter duration which are validated by waiver from USAASO or USAASDE.

(4) To meet requirements where the political sensitivity of data precludes publication in the standard DOD FLIP.

12-4. Annual validation of AID accounts

a. DMA conducts routine automated reviews for all active and inactive AID accounts on file on an annual basis. The purpose of the survey action is to revalidate AID requirements. The survey is used to—

(1) Revise, confirm, and delete existing AID.

(2) Establish new requirements for AID.

(3) Ensure product management and AID operations comply with actual requirements. Cost-effectiveness is a central objective for this survey. Customers are responsible for the revalidation of the AID account supporting their activity.

b. Annual surveys are mailed directly to the customer by the

DMA. Response suspenses are stated on the first page of the correspondence, dating 90 days from the preparation date of the computer-generated survey package. After 30 days, a survey response suspense reminder is automatically sent to the customer. Survey instructions include the requirement to forward the completed survey (entire original, plus one additional copy) to the appropriate AID account manager for validation. The customer should keep the one carbon copy for the unit files.

c. U.S. Army customers should contact the AID account manager for information on the survey action. Contact will be made if—

(1) No survey is received (timeframe varies from July–August through December–January).

(2) Questions occur about the completion and processing of the survey.

(3) Guidance on specific problems is needed.

d. Nonresponse to the survey initiates automatic deactivation of an active account and AID shipments stop.

e. The survey also includes the requirement that customers update all information applicable to the operational requirement for AID per paragraph 12–2.

f. Reactivation of an AID account canceled as a result of nonresponse to the survey must be requested in writing and coordinated by the appropriate AID account manager. Reactivation is processed as if it were a new AID account.

12–5. Requisitions

To requisition DMA-stocked products, a valid AID account is required. U.S. Army customers with an active AID account can receive special/one-time issue of FLIP and/or related aeronautical products if a justified requirement exists.

a. The request must be prepared and forwarded to the appropriate AID account manager for validation and coordination.

b. Routine requests should be submitted on Standard Form (SF) 344(Multiuse Standard Requisitioning/Issue System Document). Requests will be accepted in writing on letter or DA Form 3588. The AID account manager will forward the request to the applicable issue activity. Leadtimes for the supply action vary in the different theaters. Customers should plan ahead for special issue requirements and follow-up submitted requests.

c. Emergency requests (with delivery required within 30 days or less) should be avoided by improved advance planning and effective AID requirements management. Requests for emergency issues should be coordinated by direct contact with the appropriate AID account manager at the earliest time possible. Short-time required delivery dates (RDD) (less than 10 working days from first notice of requirement) cause undue strain to the distribution system, and timely provision of the needed products cannot be guaranteed. Local procedures are in effect for the different theaters.

12–6. Special AID requirements

The DMA AID program can provide support for special mission requirements which may occur outside of the routine mission requirements for aviation operations.

a. Exercise support requirements for U.S. Army, ARNG, and USAR units and activities on a recurring basis (annual) or on special schedule must be identified by the responsible training coordination activity at least 6 months prior to start of the exercise or special mission. DMA support of publication requirements depends on the timely submission of all necessary paperwork per product publication cycles. The appropriate account manager should be notified of upcoming exercises and special missions well in advance to ensure proper coordination. Major exercises; such as, Reforger, Bold Eagle, or Team Spirit, involving the provision of FLIP and FLIP related aeronautical products, must be coordinated through established channels and per specific guidance available at offices of primary responsibility for the respective theater.

b. Seasonal requirements during certain periods of each year, such as 4 to 6 consecutive months annually, should be identified to the appropriate AID account manager at least 6 months prior to the required delivery period, and the request must include starting and

ending dates for the support, must specify the products and quantities, and must contain a clear statement that the requirement is seasonal. An example of such requirement is additional coverage for evacuation from 1 June through 30 November for units located in hurricane areas. An AID account must exist to support seasonal requirements.

c. Assistance and guidance on a case-by-case basis for special AID requirements should be obtained from the appropriate AID account manager.

12–7. Distribution to aero clubs

Aero clubs are authorized 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, Flight Information Handbook, and tactical pilotage charts. One copy each of general planning and area planning authorized. DOD FLIP will be limited to those covering the club's geographic area of operation. Automatic distribution requirements should be established through the local base operations.

12–8. Basis of issue for special aeronautical information

Requests for items not provided by DMA may be submitted to USAASO. Refer to table 12–1 for the basis of issue. The Technical Bulletin, Aviation 1-series are issued on a monthly basis through automatic mail listing. Address changes and distribution quantities are made through USAASO. Aviation Fuel(AVFUEL) and Aviation Oil (AVOIL) into plane contract listings are issued annually or as needed by the Defense Fuel Center, ATTN: DFSC-OID, Cameron Station, Alexandria, VA 22304–6160. Flight progress strips and flight progress strip holders are issued on an as-needed basis. Requests should be made in writing to the USAASO; however, some requests may be submitted telephonically in cases of emergency requirements.

Table 12–1

Basis of issue for special aeronautical information publications and documents not covered in table of distribution. (These items must be requested through USAASO.)

Publication and description: TB AVN 1 series, Army Aviation Flight Information Bulletin. This document is published each month. The Bulletin is used in preflight planning and gives up-to-date information about Army, ARNG, and USAR aviation activities in CONUS.

Basis of issue: AAF, AHP, and Army flight activity (AFA) operations offices are authorized one to four copies. Staff aviation offices in CONUS are authorized one copy. Aviation facilities, units, and staff sections are authorized one to four copies. This number may be increased upon written request to USAASO. ATC facilities are authorized one copy.

Publication and description: FAA Form 7230–7.1(0052–00–806–6001 (Flight Progress Strips), FAA Form 7230–7.2 (0052–00–806–6002 (Terminal Continuous Center Perforation), FAA Form 7230–8 (0052–00–806–7000 (Terminal Continuous Without Perforation), FAA Form 7230–19(0052–00–652–6001) (TWR, Cut), FAA Form 7230–21 (0052–00–628–7001) (Air Route Traffic Control Center). These strips are used to post current data on aircraft and/or clearances pertaining to air traffic control services. FAA Form 7230–7.1 is used only in ATC facilities equipped for ARTS operations. (State form number when ordering.)

Basis of issue: Order semiannually or as required. For quantities in excess of 50,000, allow 1 to 2 months for delivery.

Publication and description: Flight progress strip holders. Type 4 strip holders (6605–00–084–2879) are used with FAA Forms 7230–7.2 and 7230–8. Type 5 strip holders are used with FAA Forms 7230–19 and 7230–21.

Basis of issue: As required. Allow 1 to 2 months for delivery.

Publication and description: ASA FAR/AIM. This book is published each year and updated semiannually and is an approved reference document for flight planning and training.

Basis of issue: Commander's discretion.

Publication and description: AVFUEL and AVOIL into plane contract listing. This document is published annually with quarterly corrections. It

Table 12-1

Basis of issue for special aeronautical information publications and documents not covered in table of distribution. (These items must be requested through USAASO.)—Continued

identifies civil airports at which Government contract petroleum services are available.

Basis of issue: AAF, AHP, and AFA operations in CONUS are authorized one to two copies. Aviation unit operations in CONUS are authorized one copy.

Publication and description: VFR Sectionals, Joint operations graphic, air charts, and tactical pilotage charts (TPCs).

Basis of issue: All account holders. Two per aircraft for chart coverage of local areas, as defined in AR 95-1. One per 20 aircraft for contingency stock at battalion or squadron level or higher. Additional special requirements and exercise stock provided on one-time shipment.

Table 12-1

Basis of issue for special aeronautical information publications and documents not covered in table of distribution. (These items must be requested through USAASO.)—Continued

Publication and description: National Ocean Survey (NOS) Airport Facility Directory. Military Assistance to Safety and Traffic (MAST) units normally will be issued local area coverage of these products on request.

Basis of issue: One each for airfield operations or a flight operations office when detached from an airfield operation.

Publication and description: NOS Instrument approach procedures. (MAST units normally will be issued local area coverage of these products on request.)

Basis of issue: One each for airfield operations or a flight operations office when detached from an airfield operations.

FLIGHT INFORMATION PUBLICATIONS (FLIPs)

U.S. ARMY BASIS OF ISSUE

The following table is a guide to determine the actual number of FLIPs required to accomplish missions within your area of operations. Quantities listed below are considered the regular amounts for a satisfactory operation. Prior to ordering any copy, be sure you refer to the General Information contained at the beginning of this section, and ORDER ONLY WHAT YOU NEED.

IN-FLIGHT OPERATIONS	General Planning	Area Planning AP/1, AP/2 or AP/3	Area Planning AP/1/B (Book & Charts)	Area Planning AP/1/B (Book only)	Area Planning AP/1/B (Chart only)	Area Planning AP/2/A or AP/3/A	Area Planning AP/1/B	Well Planning Charts	Enroute Low Charts	Enroute Area Charts	Enroute IFR - S - U.S.	Enroute VFR - S - U.S.	Terminal-Low IAP	Terminal-High IAP	Terminal-Combined H/L	STAR	SID-U.S. Civil-Bound	SID-Low-DOD-Bound-Europe	SID-High-DOD-Bound-Europe	Flight Information Handbook (worldwide use)	Area Arrival Charts Depicting Terrain Data	
VFR Rated Aircraft																						
IFR Rated Aircraft																						
Air Traffic Control Tower																						
GCA Facility																						
Simulator (Propeller or Helicopter)																						
Academic Training																						
Flight Training																						
Army Airport Operations																						
Army Unit Operations																						
Army Aviation Staff Elements																						

- NOTES:
- (a) Authorized only for those aircraft operating in designated High Altitude Airspace.
 - (b) Order only those FLIPs for area of operation.
 - (c) For VFR operations—order only if there is a need to operate into VFR airports contained therein.
 - (d) Order only when the requirement exists to depart civil airports under IFR.
 - (e) Automatic Initial Distribution service limited to users within Europe, Africa, & Middle East area and selected addresses outside the European theater. (DMA Office Europe area as shown in Section 3 of this volume.)
 - (f) Order only when a requirement exists to arrive at civil airports under IFR.
 - (g) One per Instrument Flight Examiner.
 - (h) Use of outdated issues advocated when practicable. Requisition selectively individual sections on a one-time-basis or arrange for scheduled distribution either quarterly, semiannually or annually. Quantity requirements dependent upon student body, but quantities ordered should be held to a minimum.
 - (i) USA Aviation Center, Ft. Rucker, AL One per Student Pilot, one per Instructor Pilot, and one per five assigned ATM Aviators.
 - (j) One per assigned Aviator.

Figure 12-1. Basis of issue for FLIP

**US ARMY BASIS OF ISSUE
FAA TECHNICAL PUBLICATIONS AND REGULATIONS
(ALLOWANCE FOR EUROPEAN AND PACIFIC AREAS EXCEPT HAWAII)**

ACTIVITY	7930.2 NOTAMS	7110.65 ATC	7400.2 Airspace	7110.10 Flt Svcs	7220.1 Certification	7340.1 Contractions	7610.4 Sp Mill Ops	8200.1 (TM 95-225) Flt Insp	8280.3 (TM 95-226) TERPs	6000.6 (TM 95-228) Crd Insp	Airman's Information Manual (AIM)	FAR Part 65	FAR Part 77	FAR Part 91	FAR Part 105	ICAO 7910 Loc Idents	7110.80 DATA COM.	
Army Airfield or Heliport Operations	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	1	2	1
Aviation Staff at Installation or higher level		1			1			1	1	1	1	1	1		1			
Staff of Avn Bn, Avn Gp, AFA Bn or Air Cav Sqdn		1		1	1			1	1	1	1	1	1	1	1	1	1	1
Fixed ATC Facility - Basic Reference file		1						1	1	1	1	1	1	1	1	1	1	1
Fixed ATC Facility - Controller Reference file		1																1
Fixed ATC Facility - Study Reference File		1		1									2			2		1
TOE/TD Avn Unit Operations (Co, Trp, Btry, or Det size)		1			1			1	1	1	1	1	1	1	1	1	1	1
Installation or Activity Standardization Board		1																
Installation or Activity Instrument Training Section		1								1	1	1	1	1	1	1	1	1

Ⓐ Allowance is also applicable to ATC Platoon or Section of TOE unit when not operating a fixed base facility.
 Ⓑ One copy for each four ATC controllers assigned.
 Ⓒ One copy for each AT&A officer.

NOTE: FAA publications not listed above are not routinely issued to Army activities. Such items will be distributed on a case by case basis upon submission of requirements and justification to the appropriate publications control point listed in Section 3 of this volume.

Figure 12-2. Basis of issue for FAA publications (European and Pacific areas except Hawaii)

US ARMY BASIS OF ISSUE
 FAA TECHNICAL PUBLICATIONS AND REGULATIONS
 (ALLOWANCE FOR CONUS, ALASKA, HAWAII AND CANAL ZONE)

ACTIVITY	7930.2 NOTAMS	7110.10 FLT SVCS	7220.1 CERTIFICATION	7340.1 CONTRACTIONS	7400.2 AIRSPACE	7110.10 FLT SVCS	7350.5 LOC IDENTIS	7610.4 SP MIL OPNS	8200.1 (TM 95-225) FLT INSP	8260.3 (TM 95-226) TERPs	6000.6 (TM 95-228) GRD INSP	AIRPORT/FACILITY DIRECTORY (AFODS)	AIRMAN'S INFORMATION MANUAL (AIM)	NOTICES TO AIRMEN	FAR PART 61, 63, 65, 67	FAR PART 77	FAR PART 91	FAR PART 93, 103	FAR PART 105	7110.80 DATA COM.
ARMY AIRFIELD, HELIPORT, OR FLIGHT ACTIVITY OPERATIONS	2	1	1	2	1	1	1	1	1	1	1	1	1	2	4	1	1	1	1	2
NATL GUARD OR USAR FLIGHT FACILITY OR ACTIVITY OPNS	2	1	1	2	1	1	1	1	1	1	1	1	1	2	4	1	1	1	1	2
AVIATION STAFF AT INSTALLATION OR HIGHER LEVEL		1	1	1	1	1	1	1	1	1	1	1	1	1						
STAFF OF AVN BN, AVN GP, AFA BN, OR AIR CAV SQDN		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
FIXED ATC FACILITY - BASIC REFERENCE FILE		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
FIXED ATC FACILITY CONTROLLER REFERENCE FILE		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
FIXED ATC FACILITY - STUDY REFERENCE FILE		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
TOE/TD AVN UNIT OPERATIONS (CO, TRP, BTRY, OR DET SIZE)		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
INSTAL OR ACT STAN BRD/INST TNG SECT		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

- ③ ALLOWANCE IS ALSO APPLICABLE TO ATC PLATOON OR SECTION OF TOE UNIT WHEN NOT OPERATING A FIXED BASE FACILITY.
- ④ ISSUED ONLY WHEN ACTIVITY HAS RESPONSIBILITY FOR NAVAIDS.
- ⑤ ONE COPY FOR EACH FOUR ATC CONTROLLERS ASSIGNED.
- ⑥ EXPIRED PUBLICATIONS SHOULD BE USED FOR TRAINING AND FAMILIARIZATION PURPOSES.
- ⑦ ONE COPY FOR EACH AT&A OFFICER.
- ⑧ ORDER ONLY THOSE BOOKS FOR AREA OF OPERATION.

NOTE: FAA PUBLICATIONS NOT LISTED ABOVE ARE NOT ROUTINELY ISSUED TO ARMY ACTIVITIES. SUCH ITEMS WILL BE DISTRIBUTED ON A CASE BY CASE BASIS UPON SUBMISSION OF REQUIREMENTS AND JUSTIFICATION TO USAATCA/ASO.

Figure 12-3. Basis of issue for FAA publications (CONUS, Alaska, Hawaii, and Canal Zone)

Part Five Terminal Air Navigation and Air Traffic Control Facilities

Chapter 13 General

13-1. General

a. Chapters 13 and 14 set policy, procedures, and criteria to establish, alter, terminate, or relocate air traffic control (ATC) and air navigational aids (NAVAIDS) for Army airfields (AAFs), Army heliports (AHPs), and Army flight activities which are tenants at other than Army owned or operated airfields.

b. The policies, responsibilities, and procedures apply to all Major Active Army Commands (MACOMs), Army National Guard (ARNG), and U.S. Army Reserve (USAR) units having fixed-base requirements for ATC and NAVAID facilities on a world-wide basis.

13-2. Changes to aviation requirements

a. A change in aviation requirements which requires establishing, altering, terminating, or relocating ATC and NAVAID facilities, will be coordinated with the Director, USAATCA, during the initial planning stages.

b. Standard structures and equipment for ATC and NAVAID facilities are referenced in TB 95-1.

c. All NAVAIDs must be monitored per para 11-12 and TC 95-93, using the equipment described in TB 95-1. A NOTAM must be issued when NAVAIDs are temporarily not monitored or when the monitoring equipment is inoperative.

13-3. Aviation mission

Establishing, maintaining environmental integrity, altering, terminating, or relocating ATC and NAVAID facilities that support the aviation mission are as follows:

a. The Director, USAATCA, per paragraph 1-9b will—

(1) Implement top driven ATC projects such as those in the Army ATC Planning Documents and the National Airspace System Plan.

(2) Assist commanders of MACOMs, ARNG, and USAR to accomplish their aviation mission.

(3) Facilitate HQDA approval and funding of ATC projects.

(4) Provide a coordinator for military training to the FAA Academy. This individual will coordinate school quotas for the DOD and allocate these to the various branches of service.

(5) Provide ATC requirements specialists for technical assistance in the preparation and submissions of requests for ATC and NAVAID facilities. These personnel will analyze requirements and upon validation of the request, provide equipment cost estimates and establish real property and equipment layout at installations for MACOMs, ARNG, and USAR based on established criteria. The requirements specialists will also identify preliminary site preparation requirements to the installation Director of Engineering and Housing (DEH) for cost estimates and subsequent accomplishment.

(6) Provide for certification and flight inspection of ATC and NAVAID facilities. This includes providing assistance and guidance to correct equipment problems.

(7) Provide for coordination of engineering, installation, acceptance testing, quality assurance, operation and maintenance of ATC and NAVAID facilities. However, DEH is responsible for the maintenance of AAF and AHP lighting systems and real property associated with ATC and NAVAID facilities.

(8) Provide for coordination of engineering, installation, acceptance testing, quality assurance, and maintenance of flight following and advisory facilities.

(9) Provide for system safety standards and safety acceptance tests for new, rebuilt, and repaired ATC and NAVAID facilities and equipment.

(10) Provide for annual and special ATC evaluations to ensure the integrity of the NAVAIDS.

(11) Provide on/off site assistance or guidance for airspace matters per chapter 8 of this regulation. This will be accomplished through the use of the DARR or, if applicable, USAASDE.

(12) Provide configuration management for ATC and NAVAID systems operated and maintained by the Army. All requests for changes in software, adding or removing equipment, and changes in physical location of equipment must be approved by Commander, USAAVNC, ATTN: ATZQ-ATC-Dr, Fort Rucker, AL 36362-5265 (European requests should be sent to Commander, USAASDE, ATTN: ATZQ-ATC-DE, APO NY 09102.)

b. The U.S. Army Information Systems Engineering Command (USAISEC) has the responsibility to maintain plant-in-place drawings of record and return revised copies to the Operation and Maintenance (O&M) commander. O&M commanders are responsible to submit approved configuration changes for update of plant-in-place drawings as revisions occur. The following addresses should be used:

(1) *CONUS locations (North and South America)*. Commander, USAISEC-CONUS, ATTN: ASQBC-RM-TS (Bldg 138), Fort Ritchie, MD 21719-6010

(2) *Korea, Japan, and Pacific*. Commander, USAISEC, ATTN: ASQB-SET-T, Fort Huachuca, AZ 85613-5300

(3) *Europe*. Commander, USAISEC-EUROPS, ATTN: ASQBE-DPP, APO NY 099052-5000.

c. U.S. Army Communications-Electronic Command (CECOM), Fort Monmouth, NJ, is responsible for establishing and conducting all New Equipment Training Team (NETT) Programs. USAATCA will assist in identifying NETT requirements to CECOM.

d. MACOMs, ARNG, and USAR having aviation assets under their control will review their requirements and forward approved facilities requests to Commander, USAAVNC, ATTN: ATZQ-ATC-DR, Fort Rucker, AL 36362-5265. In addition, they will review all configuration management change requests prior to approving and forwarding them to USAATCA. The review should verify that there is a necessity for a change, that it is cost effective, and that it will be a mission enhancement.

e. Installation commanders with an AAF, AHP, or an Army aviation flight activity under their control will—

(1) Communicate with USAATCA and/or USAASO, USAASDE, or DARR during the initial planning stages of any ATC projects.

(2) Communicate through appropriate MACOMs, ARNG, or USAR with the Commander, USAAVNC, ATTN: ATZQ-ATC-DR, Fort Rucker, AL 36362-5265, in the form of a validated facilities request (see para 14-7) as soon as a change in ATC and/or NAVAID requirements are identified.

(3) Request technical direction or other aid by sending requests through MACOMs, ARNG, or USAR to Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, AL 36362-5265.

(4) Plan and coordinate the commissioning of ATC and NAVAID facilities under their control (see para 10-11). After completing the commissioning flight inspection per TM 95-225 all support requirements are satisfied, a commissioning NOTAM will be issued per paragraph 10-11. Additional NOTAM information may be found in AR 95-10.

(5) Prepare proposals to establish, rescind, or modify controlled airspace. Recommended procedures for terminal instrument approach and departure procedures are in chapter 11.

(6) Assess the environmental impact of proposed ATC and NAVAID facilities per chapter 6 and AR 200-2.

(7) Support the planning and programming of real property facilities for installation of ATC and NAVAID systems per AR 37-49, AR 200-2, AR 210-20, AR 405-10, AR 415-15, AR 415-28, AR 415-35, and AR 420-10.

(8) Ensure that new and existing ATC and NAVAID facilities on and off the installation are included in the installation's physical security plan per AR 190-51.

(9) Ensure that trees, shrubs, or man-made 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 or NAVAID facility does not meet required standards, the facility will be a candidate for decommissioning, removal, and reinstallation at a location where it can be utilized or maintained.

(10) Review all configuration management change requests prior to approving and forwarding them through command channels to USAATCA. The review should verify that there is a necessity for a change, that it is cost effective, and that it will be a mission enhancement.

f. Installation Director of Plans, Training, Mobilization, and Security (DPTMSEC) or any other organizational 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 conforms to AR 210–20 and AR 415–15 or AR 415–35.

(3) Ensure that planning and requirements for new ATC and NAVAID systems are approved by the installation commander.

(4) Upon commissioning of a facility, ensure continued operation of that facility, as published, or issue outage notices or NOTAMS.

(5) Identify and report any degradation of the environmental integrity of NAVAIDS to the installation DEH for correction.

(6) Review all configuration management change requests prior to approving and forwarding these through command channels to USAATCA per para 3–3a(11). The review should verify that there is a necessity for a change, that it is cost effective, and that it will be a mission enhancement.

Chapter 14 ATC and NAVAID Facilities Requirements

14–1. Airfield and heliport operational requirements

Requirements for ATC and NAVAID facilities at AAFs, AHPs, and Army aviation flight activities are covered under this chapter. ATC programs will be included in the Army Aviation ATC Master Plan. Requirements are based on these operating justifications:

- a.* Air traffic count for the peacetime mission.
- b.* The mobilization and contingency needs for the installation concerned.
- c.* Special mission requirements.
- d.* Predominate weather history.

14–2. Facilities request procedures

a. The type and category of equipment is based on the operational needs of the AAFs or AHPs. This need will be reflected by the air traffic count, special missions documentation, and weather history. These factors will be evaluated during the ATC requirements survey.

b. When an ATC or NAVAID requirement is identified in a facilities request from an installation or Army flight activity, it will be sent through command channels to the MACOMs, ARNG, or USAR for approval. If approved, it will be forwarded to the Commander, USAAVNC, ATTN: ATZQ–ATC–DR, Fort Rucker, AL 36362–5265. The facilities request will generate a survey by the USAATCA, a copy of the survey will be forwarded to the approving command for concurrence prior to further programming of the project.

c. Facilities requests for reduction or termination of ATC and NAVAID facilities will be reviewed and approved by the installation commander, forwarded to the MACOM, ARNG, or USAR for approval. The request will then be sent to Commander, USAAVNC, ATTN: ATZQ–ATC–DR, Fort Rucker, AL 36362–5265.

d. Facilities requests that identify changes in mission and traffic activity that reduce or increase operating needs will be reviewed by

the USAATCA, Requirements Division. The review will be conducted with the Installation Aviation Officer and the ATC Chief; if possible, changes in manpower, training, equipment, and/or facilities will be determined.

14–3. Facilities development

a. Director, USAATCA, will determine the need for ATC and/or NAVAID facilities. A requirements survey will be conducted to identify equipment, installation sites, airspace needs, ground hazards, environmental impact (actual environmental assessment will be conducted by requesting installation), cost effectiveness, and weather factors. The requirements survey will provide data which will allow USAATCA to verify and/or define the requestors needs as follows:

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

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

(a) Maximum use of other military, civil, or host nation ATC and NAVAID facilities.

(b) ATC and/or NAVAID facilities which 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.

(e) Whether the FAA or a foreign government's delegation of authority is needed to establish an ATC or approach control service per chapter 8 of this regulation.

(f) Operating minimums for each type of approach and departure procedure being developed.

(g) Whether the proposed facilities will harm the environment around the AAF and AHP per this regulation.

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

(1) Conduct an environmental assessment per this regulation and AR 200–2 to ensure that the proposed ATC and/or NAVAID facility will not have a harmful effect.

(2) Prepare radio frequency assignment requests for ATC and NAVAID facilities per AR 105–24.

(3) Ensure that the installation AT&A officer is a voting member of the Installation Planning Board per AR 210–20.

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

(5) Assure that project material is received, stored, and secured; coordinate these actions with project support activities.

(6) Interact with the airfield commander and DEH to ensure that construction projects will not interfere with AAF and AHP operations.

(7) Ensure that trees, shrubs, or man-made objects (power lines, fences, or towers) are not allowed to interfere with the operation of ATC and/or NAVAID facilities. The integrity of each ATC and/or NAVAID site will then 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 siting manuals. If a facility cannot be maintained, it will become a candidate for decommissioning, removal, and reinstallation at a location where it can be utilized or maintained.

c. DPTMSEC 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) Determine new equipment training needs and submit requests to the Commander, USAAVNC, ATTN: ATZQ–ATC, Fort Rucker, AL 36362–5265.

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

(a) Perform the preflight preparations and actions specified in the TM 95–225 and chapter 8 prior to requesting a commissioning flight inspection. This will ensure that the equipment and maintenance personnel are ready for flight inspections. Facilities will comply with the standards established in the appropriate equipment manuals as

long as those standards meet or exceed the standards established in TMs 95-225 and 95-228.

(b) Facilities operated as part of the NAS must be certified per TM 95-228 and be periodically reevaluated.

(c) Send requests for commissioning or other flight inspection per TM 95-225 to the appropriate DARR or if applicable, the USAASDE, after all preflight preparations are completed. Requests will include the latitude and longitude geographic position of navigation facilities established by an engineering survey with an accuracy of plus or minus 40 feet.

(d) Send advance information by field notices on the proposed commissioning to USAASO, or if applicable, USAASDE.

(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 via NOTAM.

(f) Coordinate possible decommissioning of an ATC and/or NAVAID facility with Commander, USAAVNC, ATTN: ATZQ-ATC-DR, Fort Rucker, AL 36362-5265, and the DARR or if applicable, USAASDE, USAATCA, Requirements Division, will conduct a requirements survey to determine the effect the decommissioning will have on the users of the system. If the facility is part of the NAS, a proposal for nonrulemaking action will also have to be prepared per chapter 8.

(g) After establishing a decommissioning date that will allow for accomplishment of the items in the above paragraph, send field notice on the decommissioning per paragraph 10-11.

14-4. Justifying or retaining equipment and services

a. The requirements for an ILS and/or MLS may normally be justified at an AAF when the IFR air traffic count is 6,000 or more operations annually. Historical weather data supports the need for a precision instrument approach procedure. Additional considerations such as topography and relative location to other precision approaches (must be accessible to Army aircraft) are factors which must be examined when establishing requirements for an ILS and/or MLS.

b. GCA radar can normally be justified if the IFR air traffic activity count is 3,000 or more operations annually and the additional considerations in paragraph 14-4a are applied.

c. Terminal VOR and NDB equipment can normally be justified as follows:

(1) If the total AAF and/or 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 terminal very high frequency omnidirectional range (TVOR), will be considered based on the number of aircraft using the TVOR which 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 the NAVAIDs in the area cannot provide the required service.

d. High intensity short approach light system (SALS) may be justified when used in conjunction with ILS and PAR systems. The length of the system will normally be 1,500 feet unless a longer system would provide a significant and required operational advantage when the criteria of TM 95-226 is applied.

e. High intensity runway lights (HIRL) will be installed on the runway being served with SALS or extended high intensity approach light systems (ALS).

f. Medium intensity runway lights (MIRL) will normally be installed on the runway having MALs.

g. MALs may be justified when used along with NAVAIDs that provide nonprecision instrument approaches or when significant night flying is required.

h. MIRL can be justified on one runway of an airfield having air

traffic activity count of 25 or more per day, or when significant night flying is required.

i. Omnidirectional approach light system (ODALS) is justified and recommended at AAFs and AHPs serving mostly rotary wing or category A or B fixed-wing aircraft when longer ALS offers no operational advantage. The ODALS can be used in conjunction with HIRL or MIRL. ODALS intensity should be set to match the intensity of its associated runway light system.

j. Lighted wind cone is justified at all AAFs and AHPs not having another device serving the same purpose.

k. Lighted wind tee may be installed when found necessary during the requirements survey.

l. Precision approach path indicator (PAPI) may be installed when the annual VFR traffic count is 12,500 or higher on non-ILS equipped runways, and 16,500 on ILS equipped runways.

m. Rotating beacon, taxiway lights, and appropriate obstruction or clearance lighting are justified at AAFs and AHPs where the mission requires IMC or night operations.

n. Appropriate markings will be painted on all hard surfaced runways per TM 5-823-4.

14-5. Justifying or retaining ATC facilities

a. An ARAC with ASR automated radar terminal system (ARTS), and air traffic control radar beacon system (ACTRBS) 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 less 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 (ATCT) may be justified by one of the following:

(1) Where the total air traffic activity count is 25,000 or higher per year or where a seasonal operation exists with an average of more than 120 operations per day. Additional considerations such as mission and weather history will be used by the ATC Requirements Division in addition to traffic count to justify an ATCT.

(2) Where the mix of an aircraft (prop and/or jet powered fixed-wing, vertical takeoff or landing (VTOL) aircraft, or helicopters) of varying speeds and capabilities require an ATCT at AAFs and AHPs to increase aviation safety.

(3) At AAFs and AHPs which require ATC to meet mobilization, contingency, emergency, or special mission operational requirements.

(4) At AAFs and AHPs which have scheduled aviation training that requires ATC facilities and services.

d. Flight following facility is authorized for cantonment area, training areas and ranges. A requirements survey will determine the need for capabilities (such as, radar or manual (radio position reports only)).

e. Air traffic advisory service equipment is justified where the total air traffic activity is more than 25 a day but less than 190 a day (ATC personnel do not perform this function).

14-6. Other considerations

a. Commanders of AAFs, AHPs, or Army aviation flight activities requiring establishment, relocation, or retention of ATC and/or NAVAIDs facilities to accomplish their mission, but do not meet the required air traffic activity count will submit mission essential requirements in detail to Commander, USAAVNC, ATTN: ATZQ-ATC-DR, Fort Rucker, AL 36362-5265.

b. Nearby ATC and/or NAVAIDs facilities may provide satisfactory service for Army aircraft. These facilities will be considered if they meet the requirements of TM 95-226 and the operating agency's (such as, FAA or other DOD) approval can be obtained.

c. Meteorological support and requirements for weather service at AAFs and AHPs are accomplished per AR 115-10 and AR 115-12.

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

e. All NAVAID facilities certified for actual IFR procedures shall be monitored per paragraph 11–12 and TC 95–93.

14–7. DA Form 5895–R

The DA Form 5895–R (Air Traffic Control Facilities Request) is used to provide guidance for the development and submission of ATC fixed-base requirements. This guidance applies to all MACOMs, ARNG, and USAR components having ATC facilities under their command and control. DA Form 5895–R will be locally reproduced on 8½ by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation.

a. The requirements pertaining to fixed-base facilities requests are unique in that equipment required is programmed under Aircraft Procurement, Army (APA) budget appropriations. APA funds are processed through a different program review channel at DA than those used to review operations and maintenance, Army (OMA) and other procurement, Army (OPA) programs. Fixed-base ATC programs will be initiated and submitted using two distinct methods of implementation. These are—

(1) *Top driven requirements.* ATC fixed-based requirements which are programmed in the Army ATC Planning Documents, these for the most part, are usually generated by USAATCA.

(2) *Facilities request.* If an installation has a fixed-based ATC requirement not already included in the USAATCA master plan that requirement will be submitted on DA Form 5895–R through the appropriate MACOM to USAATCA.

b. Fixed-base ATC requirements are—

(1) ATC control tower installation (construction or other construction).

(2) ATC control tower equipment.

(3) ATC navigational aids and landing systems procurement and installation.

(4) ATC lighting systems.

(5) Modernization and upgrade of ATC systems.

(6) ATC contractual studies analyses.

c. A facilities request is not required for minor, locally administered ATC projects as long as changes do not violate configuration management directives. For example: permanent relocation of ATC equipment.

d. DA Form 5895–R will be completed as follows:

(1) The first section is to be completely filled out by the requesting organization (self-explanatory).

(2) The second section is to be completed by the approving MACOM, ARNG, or USAR headquarters. This section is self-explanatory except for the facilities request (FR) number. The following procedure will be used to determine the FR number:

(a) Example: TDC–SIL–8901 or TDC–SIL–8901a.

(b) Explanation: TDC identifies MACOM as TRADOC. SIL identifies installation as Fort Sill; 89 identifies the fiscal year (FY) that FR was submitted; 01 indicates first FR for that installation; and a indicates first change to FR.

(3) The remaining sections are completed by the requesting organization (self-explanatory).

e. FRs are normally initiated by the ATC facility requesting equipment or service. A MACOM, ARNG, or USAR headquarters can also submit an FR if they have a requirement.

f. An FR will be forwarded from the initiator to the MACOM for approval, then it will be sent to USAATCA for a requirements survey or validation.

14–8. Radio frequency requirements

All frequencies and positions listed in table 14–1 and table 14–2 are based on a standard facility concept. A requirements survey will

determine actual facility capabilities on a case-by-case basis.

Table 14–1
Frequency allocations for ARAC

Frequency	Allocation
Emergency VHF and UHF	1 ¹
Arrival VHF and UHF	1 ¹
Secondary arrival VHF and UHF	1
Departure VHF and UHF	1 ¹
Secondary departure VHF and UHF	1
En route VHF and UHF	1 ¹
Secondary en route VHF and UHF	1
PAR VHF and UHF	1 ¹
ATC speech security VHF and FM	RS ²
PAR VHF and FM	RS ²

Notes:

¹ Frequencies normally having a backup.

² Will be determined by a requirements survey.

Table 14–2
Frequency allocations for other air control facilities

Frequency	Allocation				
	NAC	GCA	Control tower	Flight following	Advisory service
Emergency VHF and UHF	1 ¹	1 ¹	1 ²	1 ²	1 ²
Primary VHF and UHF	1 ²	1 ²	1 ²	1 ²	1 ²
Secondary VHF and UHF	1	RS ³	RS ³	RS ³	RS ³
ATC speech security VHF and FM	RS ³	RS ³	RS ³	RS ³	RS ³
GCA feeder VHF and UHF		RS ³			
Ground control VHF and UHF			1		
Crash, emergency, vehicle control			1		

Notes:

¹ Normally a shared control tower asset.

² Frequencies normally having backup.

³ Will be determined by a requirements survey.

Part Six

Certification and Use of Army Airfields by Other Than U.S. DOD Aircraft

Chapter 15

General

Section I

Introduction

15–1. Waivers

Waivers to requirements of this regulation are authorized by the Director, USAASO, when in the best interest of the U.S. Government, subject to prior approval of the ASA(IL&E).

15-2. Information control number Office of Management and Budget (OMB)

OMB 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 chapters 16 and 17.

Section II Requirements for Use of Army Airfields

15-3. Army requirements

The rapidly increasing number of aircraft, especially general aviation aircraft and ultralight vehicles, in the system is causing a shortage of suitable landing areas. Because of this shortage, requests for use of AAFs by operators of other than DOD aircraft are continually increasing in numbers. The Army permits this use of AAFs when all of the following apply:

- a. Use is requested in advance by an individual; a company representative; or a representative of a local, State, Federal, or foreign government agency.
- b. Use will not keep the Army from carrying out its current and future mission.
- c. Air safety will not be degraded.
- d. Security will not be compromised.
- e. The AAF will be able to support the proposed operation.
- f. Applicable joint use criteria in paragraphs 15-4 through 15-6 and appendix D are satisfied.

g. Minimum insurance requirements of table 15-1 are met.

15-4. DOD requirements

a. The 1958 Aviation Act authorized the DOD to regulate public use of military airfields. Within this context, a systematic approach has been developed to respond to requests for civil use of military airfields. The cornerstone of this approach is the following statement: "The DOD determines the feasibility and extent of joint use at military airfields. The DOD will consider joint use when it does not compromise military response, security, readiness, or safety. Joint use of military airfields will be considered on a case-by-case basis when a formal proposal is submitted by a local government agency eligible to sponsor a public airport. Established criteria and good judgment will be used by DOD when evaluating formal proposals."

b. The policy statement in a above pertains primarily to long-term joint use and fixed base operations.

15-5. User requests or proposals

Each user request or proposal will be considered; however, Army and other DOD requirements will take precedence over use of AAFs by others. AAFs will only be considered for use by nonexempt aircraft when such use is not—

- a. In competition with civil airports or commercial air carriers.
- b. Solely for the convenience of passengers or aircraft operators.
- c. For nonexempt transient aircraft servicing.
- d. For private enterprise that promotes, benefits, or favors a commercial venture, except as allowed by this regulation.
- e. For customs handling purposes.

ASO 11-86-79 (*Example of an identification number.*)

* * * *

_____ 79 indicates number of DD Forms 2401s issued in current year.

* * *

_____ 86 indicates calendar year.

* *

_____ 11 indicates category of user from table 15-2.

*

_____ Three letter identifier of the approving authority.

Figure 15-1. Figure 15-1. Instructions for developing an identification number

15-6. Long-term joint use, fixed base operations

Appropriate approving authorities will consider the criteria contained in appendix D when responding to long-term joint use or fixed base operation requests.

15-7. Suspension or termination of joint use

The Army reserves the right to suspend or terminate joint 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 U.S. Government.

15-8. Prior user agreements or leases

User agreements or leases in effect before publication of this regulation will remain in force until they expire or are canceled. At that time, any new agreements will be governed by this regulation.

15-9. Identification numbers

Approving officials named in table 15-2 will develop an identification number that will identify the approving authority, the year the request was approved, the number of the approval, and the type operation approved. The number will be recorded in the appropriate block of DD Form 2401 (Civil Aircraft Landing Permit). Instructions for developing identification numbers are in figure 15-1. The identification number will be placed in the appropriate block of DD Form 2401.

Table 15–2
Short-term users

Category: 1. U.S. or Foreign contractor subcontractor not included in para 16–2b.

Lowest level of approving authority: Installation 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 Government business. Must provide (1) the contract, (2) a brief description of the work being done, and (3) the name, telephone number, and address of the government contracting officer. (For exclusive contract see para 16–2.) (See notes 1 and 3.)

Category: 2. Displays or demonstrations

Lowest level of approving authority: Installation commander
User requirement responsibility: Must be a contractual provision of fulfilling a request by a U.S. Government representative who has a procurement interest and authorization or certification responsibilities. DD Form 2401 should contain name, address, and telephone number of the requesting Government contracting officer (For exclusive contract, see para 16–2.) (See note 1.)

Category: 3. U.S. military, personnel-active duty, National Guard, Reserve, or ROTC.

Lowest level of approving authority: Installation commander
User requirement responsibility: Not members of military flying clubs. May be owned or leased aircraft. Use must be to take part in authorized military functions or when on TDY. Must show some means of identification. National Guard, Reserve, and ROTC must provide commander's endorsement or TDY orders. (See notes 1, 2, and 3.)

Category: 4. Federal civilian employees

Lowest level of approving authority: Installation commander
User requirement responsibility: Not members of military flying clubs. May be operating their own or leased aircraft. Use must be to take part in authorized military functions or when on TDY. Provide TDY orders or other official papers certifying requirement to use the AAF. (See notes 1, 2, and 3.)

Category: 5. Retired U.S. Military

Lowest level of approving authority: Installation commander
User requirement responsibility: Includes Regular and Reserve personnel entitled to retired pay who are not members of military flying clubs. Provide a copy of retirement orders or other authorized means of identification. (See notes 1, 2, and 3.)

Category: 6. News media

Lowest level of approving authority: Installation commander
User requirement responsibility: Pertains to when the news media representatives are gathering information about a U.S. Government operation or event. Will be 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. Provide proper news media credentials. (See notes 1, 2, and 3.)

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

Lowest level of approving authority: MACOM representative designated by commander
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 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 must be presented as required. (See notes 1, 2, and 3.)

Category: 8. Civil fly-ins

Lowest level of approving authority: Installation commander
User requirement responsibility: Pertains to civilian aircraft invited to participate in any Army installation-sponsored activity being held at an AAF. This also includes those activities sponsored by local communities or groups and hosted by an Army installation. Applies only during the period of event. Provide validation as part of the event being sponsored or hosted by the Army installation. (See notes 1, 2, and 3.)

Category: 9. Weather alternate

Lowest level of approving authority: Director, USAASO

Table 15–2
Short-term users—Continued

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. (See notes 1 and 2.)

Category: 10. Major political candidates

Lowest level of approving authority: Director, USAASO
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 being provided Secret Service protection. All flight operations involving AAFs must be coordinated with the Director, U.S. Army Aeronautical Services Office, ATTN: Airspace Support Division, Cameron Station, Alexandria, VA 22304–5050, (telephone commercial (202)274–7796/AUTOVON 284–7796/6304). Changes in schedule after normal duty hours must be reported to the Army Operations Center, WASH DC 20310. Fuel may be sold on credit in accordance with AR 703–1. Candidate's identification must be confirmed and Secret Service Security requirements must be satisfied. (See notes 1, 2, and 3.)

Category: 11. Foreign aircraft operators

Lowest level of approving authority: Director, USAASO.
User requirement responsibility: Pertains to foreign civil or Government aircraft operating in a commercial mode. AAFs may be authorized as weather alternates for foreign aircraft in certain instances. Coordinate with the U.S. State Department, FAA, and Defense Mapping Agency (DAMI–FL) (para 17–11.) Authorization to land at an AAF does not take the place of, or constitute, a diplomatic overflight clearance. Must have an ALAN. (See notes 1, 2, and 3.)

Category: 12. Miscellaneous

Lowest level of approving authority: Director, USAASO.
User requirement responsibility: Other categories of users may be considered on a case-by-case basis. Examples include commercial development testing at Army facilities, commercial charters, scheduled air service, and private nonrevenue flights. Provide any agreements or documents indicating approval for landing. (See notes 1, 2, and 3.)

Notes:

¹ DD Form 2400 (Civil Aircraft Certificate of Insurance), DD Form 2401, and DD Form 2402 (Civil Aircraft Hold Harmless Agreement), or equivalent documentation, 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. (See para 17–4.)

³ Prior permission to land at the destination AAF may be required by the AAF commander even though the operator has an approved DD Form 2401.

Section III **Procedures for Army Airfield Use**

15–10. Director, USAASO

USAASO serves as the executive agent for DCSOPS on the matters discussed in paragraph 1–10. The Director, USAASO is responsible for—

- a. DA operational approval for user requests to operate at AAFs.
- b. Providing for DA interface with FAA and other civil and government agencies at the international, national, and regional level.
- c. Ensuring the development, coordination, and implementation of plans, policies, and procedures pertaining to use of AAFs by other than DOD aircraft.
- d. Providing for DA membership and participation on DOD, FAA, other Government, national, and international boards, committees, groups, and panels.
- e. Providing for DA participation in public hearings or meetings, either formal or informal, at the local, regional, or national level, on matters pertaining to the NAS.
- f. Providing guidance and assistance to MACOMs, installation commanders, and AAF commanders on matters pertaining to this regulation.

Note. The Director, USAASO may assign this function to a responsible ATC action officer.

15-11. Chief of Engineers (COE)

After approval of a long-term joint use or fixed base operation, the COE will issue an outgrant, lease, or license in accordance with AR 405-80 for the use of land, buildings, and other facilities at AAFs. This document will be based on a report of availability prepared by the installation commander.

a. The FAA and the Army have authority to inspect civil operations at Army airfields to ensure compliance with applicable FARs or Army regulations.

b. The outgrant, lease, or license may be canceled for noncompliance with FARs or Army regulations.

15-12. DCSINT

The DCSINT exercises overall Army Staff responsibility for Army interaction with foreign representatives (see para 1-7). In this capacity, the DCSINT—

a. Is 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, MACOM commanders, or local commanders:

(1) Those traveling on approved invitational travel orders prepared under provisions of AR 12-15 (students or those traveling on tours governed by AR 550-2).

(2) Those in a transient status (such as crew rest, remain overnight, loading or offloading 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 360-5.

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

(6) Those involved in an approved unit exchange under the provisions of AR 350-11.

(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 communist and other countries whose aims are not in accord with those of the United States.

c. On request, and in coordination with DCSOPS, provides DA guidance concerning operational security implications inherent in installation/facility access by foreign personnel. (AR 350-11.)

15-13. Other agencies

Other Army Staff principals or Army agencies that are responsible for planning or programming activities having impact on AAF operations within the NAS. These individuals will consult with the DCSOPS executive agent during early stages of project development. All installations or unit mission changes that affect the NAS will be coordinated with the DCSOPS executive agent.

15-14. Major Army commanders

MACOM commanders will—

a. Advise and assist the Director, USAASO, on matters requiring agreements with the FAA and other agencies.

b. Approve or disapprove user requests as authorized. (See paras 16-2, 16-3, and 16-8c and table 15-2.) MACOM commanders will also assign identification numbers to approved requests. (See para 15-9.)

c. Forward copies of the forms shown below to the Director, U.S. Army Aeronautical Services Office, ATTN: Airspace Support Division, Cameron Station, Alexandria, VA 22304-5050. Copies of these forms are available from USAASO.

(1) DD Form 2401.

(2) DD Form 2400.

(3) DD Form 2402.

d. Recommend approval or disapproval of requests for use of AAFs when approval authority is maintained at DA level.

15-15. Installations commanders with AAFs

Commanders of installations with AAFs will—

a. Approve or disapprove requests as authorized. (See paras 16-2, 16-3, and 16-8d, and table 15-2). Will assign identification numbers per paragraph 15-9 and figure 15-1 when requests are approved.

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

c. Continually review all user operations to ensure compatibility with the DA and DOD mission for national defense.

d. Delegate their approval authority to the airfield commander or other appropriate individual when desired.

e. Ensure that copies of papers, letters, reports, and other documents referred to in paragraph 15-16c are forwarded through appropriate channels to the Director, U.S. Army Aeronautical Services Office, ATTN: Airspace Support Division, Cameron Station, Alexandria, VA 22304-5050.

15-16. AAF commanders

The commander of an AAF where joint use operation has been approved will—

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

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

c. Cooperate with customs and immigration officials, and health officials, and other appropriate public authorities regarding aircraft arrival and departure.

d. Send a copy of each of the following to the Director, U.S. Army Aeronautical Services Office, ATTN: Airspace Support Division, Cameron Station, Alexandria, VA 22304-5050, as soon as a completed copy is available.

(1) LOA.

(2) Lease agreements.

(3) DD Form 2401, DD Form 2400, and DD Form 2402.

(4) Other papers, reports, or letters pertaining to user operators; in particular, those having to do with emergency or unauthorized landings.

e. Ensure that specific operational procedures contained in FM 1-300, pertaining to civil aircraft operations, are implemented.

15-17. Owners and operators of nonexempt aircraft

Owners and operators of nonexempt aircraft will—

a. Comply with special procedures, requirements, and restrictions imposed by this regulation.

b. Comply with special procedures, requirements, and restrictions that may be imposed by the FAA, the post commander, or other appropriate authority.

Table 15-1
Minimum aircraft liability coverage requirements for privately owned business or commercial aircraft (including passengers)

Rule No.	A If the MGTOW is	B then for—	C the minimum for bodily injury is	D the minimum for property damage is	E the minimum liability for passengers is
1.	12,500 lbs.	each person	\$100,000	—	\$100,000
2.	and under	each accident	\$200,000	\$100,000	\$100,000 × number of passenger seats
3.	Over	each person	\$100,000	—	\$100,000
4.	12,500 pounds	each accident	\$1,000,000	\$1,000,000	\$100,000 × 75% × number of passenger seats
5.	FBO sponsor must carry a minimum of \$5,000,000 insurance coverage.				

Chapter 16 Authorized Use of Army Airfields

16-1. Types of joint use

Joint use falls into four broad categories. These are discussed in paragraphs 16-2, 16-3, 16-5, and 16-6.

16-2. Exempt users

Owners and/or operators of aircraft referred to below are authorized to land at AAFs except where specific restrictions are in force. Prior permission to land may be required by the installation or AAF commander.

a. Any aircraft owned or operated by—

- (1) The DOD.
- (2) Any other U.S. Government agency when on official business.
- (3) USAF Aero Clubs. The club must provide verification of Aero Club ownership.
- (4) Local Army flying club members when the flying club is established in accordance with AR 215-2. Completion of a DD Form 2400 and a DD Form 2402 are required.
- (5) Members of other Army flying clubs, at the discretion of the installation commanders, when consistent with flying club regulations and policies. Priority for use will be established in accordance with AR 215-1 and AR 215-2. Completion of a DD Form 2400 and a DD Form 2402 are required. Flying club aircraft operators must obtain approval from the appropriate approving authority before landing at AAFs that do not have established flying clubs.
- (6) Representatives of Federal, State, county, or municipal governments when operated in connection with official, nonpolitically related, U.S. Government business. A declaration of responsibility for liability, or completed DD Form 2400, and a completed DD Form 2402 are required.

b. Any civil aircraft under—

- (1) 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 Military Airlift Command, the Military Traffic Management Command, and other agencies of similar nature. The DOD or other Government agency must declare responsibility for liability or the aircraft owner and/or operator must complete a DD Form 2402 and provide proof of insurance when requesting authorization to operate at an AAF.
- (2) 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 (USAF) liaison officer on official business. Completion of DD Form 2400 and DD Form 2402 are required unless the USAF assumes liability responsibility.
- (3) CAP control for an authorized mission when directed by USAF orders.
- (4) U.S. Coast Guard (USCG) control for an official administrative or operational mission.
- (5) Bailment contract if the U.S. Government is the insurer for liability.

(6) Use for humanitarian flights transporting critically ill or injured people to or from a military installation.

(7) 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.

c. Foreign government-owned aircraft for which a reciprocal use agreement exists. Aircraft must have a aircraft landing authorization number (ALAN). Prior permission may also be required by the AAF commander. (This category requires clearance with the Department of State and the ACSI. The USAASO will process the required clearance and provide an ALAN.)

16-3. Short-term users

Short-term users are those whose operational requirements can be accommodated without a lease agreement or LOA. The appropriate approving authority may authorize short-term use by issuing a DD Form 2401. (See para 16-4.)

a. Table 15-2 specifies categories of applicants that may be considered eligible to use AAFs.

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 15-2, with the above forms.
- (3) A special request when the user is from a foreign country. (The request may be in the form of a message if all pertinent information is provided.)

c. The information required of short-term users should be submitted prior to the intended landing; however, commanders at their discretion may permit users, except for foreign users, to provide this information immediately after first landing. Foreign users must submit requests in sufficient time to allow for required coordination with the ACSI, Department of State, and other principals as necessary.

d. The Army agency receiving the forms cited in b(1) above will forward them to the appropriate approval authority as shown in table 15-2.

e. The approving authority will consider the factors in paragraphs 15-3 and 15-4 and (1) through (8) below in deciding whether to approve the request.

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

f. Operators who require services beyond landing and takeoff must obtain the local airfield commander's approval.

16-4. DD Form 2401 (Civil Aircraft Landing Permit)

A DD Form 2401 may be issued by the appropriate approving

authority when a request for landing meets the requirements of this regulation.

a. A DD Form 2401 may be issued for a period of 1 year, except that it will terminate 1 day before expiration of the insurance policy expiration date. Should the insurance policy be renewed prior to its expiration date, the DD Form 2401, upon request, may be extended until the expiration date on the DD Form 2400.

b. USAASO or a MACOM, provided the MACOM has jurisdiction over all AAFs involved, may issue a DD Form 2401 authorizing operations at more than one AAF.

c. A copy of the DD Form 2401 should be on board the aircraft for inspection by the AAF commander or designee.

16-5. Long-term users

Long-term users are those whose operational requirements can only be accommodated through an LOA, license, lease, or outgrant agreement negotiated between the appropriate Army agency and the aircraft operator. The operator may be an individual or company, either private or commercial.

a. LOAs may be used to accommodate those operators making frequent landings at an AAF over a long period of time yet requiring limited use of airfield facilities.

b. Operators who make more extensive use of AAFs are required to negotiate a license, lease, or outgrant with the appropriate district engineer office. Examples of such use include those operators who require facilities for parking, maintenance, terminal operations and passengers, and other extensive facility use.

c. Requests for long-term joint use will be submitted initially to the Director, USAASO, to determine the operational feasibility of the proposal operation. If the request is operationally feasible, it will be forwarded to HQDA (DAEN-ZCE), WASH DC 20310-2600, for further action.

16-6. Fixed base operator (FBO)

When the fixed base operation is approved, a part or all of the airfield land and facilities are turned over to the FBO 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 FBO.

a. FBO proposals are usually negotiated with a local community government agent but may be negotiated with any sponsor eligible to conduct fixed base operations at that particular AAF. 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. The document will detail the type of operations proposed and those procedures, restrictions, limitations, responsibilities, and requirements.

b. FBO proposals will only be considered when received from a sponsor eligible to conduct fixed base operations.

(1) FBO proposals should be submitted through channel to the Director, USAASO, Cameron Station, Alexandria, VA 22304-5050.

(2) The Director, USAASO, will ensure that all appropriate principals are provided a copy. Each principal will consider the criteria in appendix D to determine the feasibility and extent of joint use to be permitted.

c. Should an EA or EIS be needed, the Army will be the lead agency. The EA or EIS will be prepared according to AR 200-2. The cost will be borne by the FBO or sponsor. (For help, write HQDA (DAEN-ZCE), WASH DC 20310-2600).

16-7. Fixed base operations

Fixed base operations are managed independently except the FBO will ensure compliance with terms and conditions established by the Army for such operations.

a. Essential Army traffic will normally receive priority over other traffic except for emergencies.

b. Civil and other nonexempt aircraft are not required to obtain a DD Form 2401 or "Prior Permission Required" (PPR) phone call unless specifically required by the terms and conditions established in approving the fixed base operations.

c. The FBO will be held accountable for any liability resulting from fixed base operations at an AAF.

d. Fixed base operations proposals should be completed as outlined in figure 16-1.

SUBJECT: Fixed base operations at (*Name of AAF*), (*Name of Army Installation*), *City and State*)

THRU: (Installation Commander)

THRU: (MACOM)

TO: Director, U.S. Army Aeronautical Services Office

ATTN: Airspace Support Division

Cameron Station

ALEX VA 22304-5050

1. The (*name of the sponsor*) requests approval to establish fixed base operation at (*name of AAF*).
 2. Use of the AAF will be (reason request is being submitted).
 3. Type of operation will be (whether use is for general aviation, commercial aviation, both, or other).
 4. The type and number of aircraft to be located on the AAF will include (*type and number of aircraft*).
 5. Other facilities required include (*facilities needed such as parking, hanger and terminal space, and land*).
 6. Services that will be required include (*services required such as fuel, maintenance, and air traffic control*).
- Over the next 5 years, this operation will probably (*estimate the growth and change of the operation*).
Other information for your consideration includes (*other information that applies*).

Figure 16-1. Sample format for fixed base operation proposal

16-8. Approval authority for use of AAFs

Approval authority is delegated to various agencies and levels depending on the type of operation, origin of aircraft, and nationality of persons on board the aircraft.

a. The Director, USAASO, or designated representative is responsible for determining the overall operational feasibility of all requests or proposals and has the authority to approve all exempt and short-term user requests (see table 15-2) except that requests

from foreign nations or operators of aircraft with foreign nationals on board will be cleared through the ACSI and the Department of State.

b. The COE or designated representative, after operational feasibility of a request or proposal has been determined, is responsible for the issuance of a lease, license, or outgrant based on facility and/or land use availability.

c. The MACOM commander or designated representative has the

authority to approve requests for use of all AAFs in that command as shown in table 15-2.

d. The installation commander or designated representative has the authority to approve requests for use of his or her AAF as shown in table 15-2.

Chapter 17 User Information

Section I Insurance and Fees

17-1. Insurance requirements

The FBO or FBO sponsor and each aircraft owner or operator, including exempt operators, operating at an AAF will provide a copy of DD Form 2400 completed by an insurance company representative. A copy containing an original signature must be sent to the appropriate approving authority or an acceptable alternative, such as a declaration of liability responsibility by another party.
Note: All DOD and other Federally owned aircraft are covered by the Federal Government.

a. The amount of insurance carried will equal or exceed the

minimum requirements shown in table 15-1. All policies must be current during the time the AAF is used.

b. Each user's policy will provide for the following:

(1) The insurer waives any rights of subrogation 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 arise 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, or the LOA, lease license, or outgrant as negotiated.

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

17-2. Fees

Fees for landing, parking, and storage are collectible at the time of use. All fees collected will be deposited with the finance and accounting officer (FAO) using DD Form 1131 (Cash Collection Voucher) as prescribed by AR 37-103. Guidance and assistance may be obtained from the installation FAO.

a. The amount of the fees is based on the mean gross takeoff weight (MGTO) and the time the aircraft remains on the AAF.

b. The installation commander will use table 17-1 to determine the amount due.

Table 17-1
Landing, parking, and storage fees

Authorized landing		
U.S. and possessions	\$0.50 per 1000 pounds	\$10 minimum
Overseas	\$1.70 per 1000 pounds	\$10 minimum
Unauthorized landing		
MGTO up to 12,500 pounds		\$200
MGTO 12,500 through 39,999		\$500
MGTO 40,000 pounds and over		\$1000
Parking on ramp		
Up to 6 hours	no charge	
After 6 hours and for each 24 hour period or fraction thereof	\$15 per aircraft through 12,499 MGTO \$30 per aircraft 12,500 through 39,999 \$60 per aircraft 40,000 MGTO and above	
Storage in hangar		
For each 24-hour period and fraction thereof	\$30 per aircraft through 12,499 MGTO \$60 per aircraft 12,500 through 39,999 MGTO	
	\$120 per aircraft 40,000 MGTO and above	

17-3. Exemption from fees

Landing, parking, and storage fees will not be collected for aircraft that are—

a. Operated by the following:

(1) Active duty, U.S. military, or DOD civilian personnel on official business.

(2) CAP or USCG auxiliary personnel with official orders.

(3) National Guard, Reserve, or Reserve Officers' Training Corps members with official orders.

(4) Members of military flying clubs or operators of other aircraft operating in accordance with military flying club regulations and procedures.

Table 17-2
Responsibilities related to unapproved landings

Required action: Provide help or emergencies
Responsible person: Installation commander

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

Table 17-2
Responsibilities related to unapproved landings—Continued

Responsible person: Installation commander

Required action: Report the incident to the nearest FAA General Aviation District Office or Flight Standards District Office

Responsible person: Installation 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 Director, USAASO

Responsible person: Installation commander

Required action: Complete and sign a DD Form 2402

Responsible person: Aircraft operator

Required action: Provide information on insurance coverage

Responsible person: Aircraft operator

Required action: Determine and collect cost or fees due U.S. Government

Table 17-2
Responsibilities related to unapproved landings—Continued

Responsible person: Installation commander

Required action: Overseas, advise the nearest U.S. Defense Attache Office (USDAO)

Responsible person: Installation commander

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 U.S. Government.

d. Foreign government-owned, when a reciprocal agreement exists between the United States and the foreign government.

e. Foreign civil aircraft chartered for use by foreign head of state on official state visits.

f. Commercial carriers 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.

17-4. Waiver of fees

The installation 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 fees costs more than the amount of the fees.)

Section II

Landing and Services

17-5. Approved landings

Approved landings are those by operators of aircraft that are—

a. Exempt from this regulation.

b. Authorized to operate under the requirements set forth by this regulation.

17-6. Unapproved landings

Unapproved landings are those for which prior approval has not been given. They fall into the categories shown in *a* through *c* below. Table 17-2 provides additional information on 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 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, and other facilities.

(*c*) Rescue, crash, and fire control.

(*d*) Movement and storage of aircraft or wreckage.

(*e*) Aircraft repairs.

(*f*) Fuel.

(*g*) Other related expenses.

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 civil or an authorized airport. Normal landing fees may be charged for this unapproved landing. Any subsequent landing will be assessed and processed as an intentional unapproved landing. (See *c* below.)

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 will classify a landing as intentional unapproved when the civil aircraft operator has—

(*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 the DD Form 2401.

(*c*) Landed in an aircraft not listed on the approved DD Form 2401.

(2) The airfield commander will charge punitive landing fees for landings of this type.

(3) Operators who make repeated intentional unapproved landings may have their aircraft detained at the installation until the unapproved landing has been reported to the FAA General Aviation District Office or Flight Standards District Office and USAASO, and until other requirements of this regulation have been met. Repeated intentional unapproved landings will jeopardize future use of an AAF by that operator and may result in legal action being taken.

17-7. Reporting unapproved landings

a. Table 17-2 lists actions that must be taken for an unapproved landing. Send reports of unapproved landings through channels as soon as possible, to the Director, USAASO.

b. The aircraft operator must explain in writing to the installation commander why the landing occurred. The installation commander will send a copy of this report through channels to the Director, USAASO.

c. In case of an accident, the installation commander will report the details through channels to the Director, USAASO.

17-8. 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 will be as stated in AR 37-60 unless there is an agreement or contract that states otherwise.

c. Disposition of funds will be as stated in AR 710-2 and AR 37-108. (See NGR 37-108 for ARNG.)

d. Authorization and identification required for purchase will be as stated in AR 710-2. An identaplate is not a credit card.

Section III

Foreign Owned and Operated Aircraft

17-9. Authorization to land at AAFs

All foreign aircraft operators that fall into category 11, table 15-2 must have advance authorization to land at AAFs. Exceptions are those aircraft referred to in paragraph 16-2c.

17-10. Procedures to obtain advance landing authorization

Prospective users will submit requests for landing authorization, to include the information required by paragraph 16-3b as follows:

a. For flights requiring DAMI-FL approval and involving interaction of foreign personnel with Army elements, the request will be submitted via the respective foreign military attache to HQDA (DAMI-FL), WASH 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 USDAO, but only if the country in question is not officially represented by a military attache in Washington, D.C.

b. For flights that do not require DAMI-FL approval and that involve the interaction of foreign personnel with Army organizations, the request may be submitted directly to the Director, USAASO a minimum of 10 working days prior to the intended landing date.

17-11. Action addressee responsibilities

a. For requests submitted in accordance with paragraph 17-10a, DAMI-FL will—

(1) Ensure that USAASO has received, or is promptly provided, a copy of the request.

(2) Process the request per procedures prescribed in AR 380-25 to include coordination with USAASO for action as prescribed in *b*(2) and (3) below and with other HQDA agencies as appropriate.

(3) Correlate results of coordination and render approval or disapproval notification to the requestor and other concerned parties.

b. For requests submitted per paragraph 17–10*b*, USAASO will—

(1) Review the request to ensure that approval by DAMI–FL is not required. If DAMI–FL approval is required, ensure a copy of the request is forwarded.

(2) Coordinate with the installation commander to determine whether the AAF is available and can accommodate the request.

(3) Contact the Department of State Political–Military Affairs Office and the FAA International Office 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 requestor and other concerned parties.

Chapter 18 Airfield Certification

18–1. Federal Aviation Regulation (FAR), part 139

The FAA requires airports in any State, territory, or possession of the United States, serving FAA certified air carriers, to be certificated under FAR, part 139, unless—

a. The airport has been certificated under the grant of exemption issued by FAA to DOD.

b. The airfield serves as an authorized weather alternate for the air carrier.

c. The air carrier is under an exclusive contract to an element of DOD and is landing at a DOD airfield.

d. The air carrier is an air taxi operation that is excluded from FAR, part 139, requirements.

18–2. Certification requests for AAFs

Initial or renewal requests for certification will—

a. Verify that the conditions of FAR, part 139, or the grant of exemption are met (see app E).

b. Contain a list of crash rescue and firefighting equipment.

c. Be forwarded through channels to Director, USAASO, ATTN: Airspace Support Division, Cameron Station, Alexandria, VA 22304–5050, at least 180 days before the date indicated for certification. Sufficient copies will be forwarded so that USAASO receives three copies.

18–3. Additional USAASO certification actions

USAASO will—

a. Ensure that the request for certification is coordinated with the Army Staff and is submitted to FAA.

b. Monitor the FAA action and notify the AAF commander of approval or disapproval.

18–4. Inspection authority

The FAA or an Army authority may inspect a certificated airfield to see if it complies with the terms of FAR, part 139, or the grant of exemption. If the airfield fails the inspection, the certification may be revoked.

18–5. Airport condition reporting

a. Each certificate holder will provide for the collection and dissemination of airport condition information to air carriers.

b. In complying with paragraph 14 Code of Federal Regulation (CFR, Part 139), the certificate holder will use the NOTAM System and procedures acceptable to the administrator.

c. In complying with paragraph 14, CFR, Part 139, the certificate holder will provide information on the following airport conditions which may affect the safe operation of air carriers.

(1) Construction of maintenance activity on movement areas, safety areas, or loading ramps and parking areas.

(2) Snow, ice, slush, or water on the movement area or loading ramps and parking areas.

(3) Snow piled or drifted on or near movement areas contrary to 139.309.

(4) Objects on the movement area or safety areas contrary to 139.309.

(5) Malfunction of any lighting system required by 139.311.

(6) Unresolved wildlife hazards as identified in accordance with 139.337.

(7) Nonavailability of any rescue and fire fighting capability required in 139.317 and 139.319.

(8) Any other condition as specified in the airport certification manual or airport certification specifications, or which may otherwise adversely affect the safe operations of air carriers.

d. FAA advisory circulars in the 150 series contain standards and procedures for using the NOTAM system for dissemination of airport information which are acceptable to the administrator.

Chapter 19 Boards, Commissions, and Committees— Department of the Army Participation on the DOD Policy Board on Federal Aviation

Section I General

19–1. Scope

DA participation on the DOD Policy Board on Federal Aviation and requirements for Federal coordination of domestic and international aviation matters contained in DOD Directive 5030.19 are described in this chapter. Participation does not apply to the NGB or the USAR. This chapter applies to the following agencies:

a. *DOD representatives to the Federal Aviation Administration and Interagency Group on International Aviation.*

(1) Principal representative—Assistant Secretary of Defense (ASD/C³I).

(2) Alternate representative—Assistant Secretary of Defense (ASD/P&L).

b. *DOD Policy Board on Federal Aviation .*

(1) Chairperson—Secretary of the Air Force (RS).

(2) Alternate Chairperson—Assistant Secretary of Defense (ASD/C³I).

(3) Member (one) and alternate.

(*a.*) OSD.

(*b.*) JCS.

(*c.*) HQDA.

(*d.*) HQDN.

(*e.*) HQDAF.

c. *Federal Aviation Working Group.*

(1) Chairperson—Secretary of the Air Force (RS).

(2) Member (one) and alternate members.

(*a.*) OSD.

(*b.*) JCS.

(*c.*) HQDA.

(*d.*) HQDN.

(*e.*) HQDAF.

d. *IGIA Working Group.*

(1) Chairperson—Designated by the Secretary of the Air Force (RS).

(2) Member (one) and alternate members.

(*a.*) OSD.

(*b.*) JCS.

(*c.*) HQDA.

(*d.*) HQDN.

(*e.*) HQDAF.

e. *Staff Support Staff support for the advisory committee and working groups are provided as follows:*

(1) Legal advisors—Office, Secretary of Defense.

(2) Executive Secretary—Office, Assistant Secretary of the Air Force.

f. *Secretary of Defense* Public Law 85-726 places certain responsibilities on the Secretary of Defense to assist the Administrator of the FAA, DOT, in the discharge of his or her responsibilities. One of these duties requires the Secretary of Defense to arrange, by agreement with the FAA, for the timely exchange of information. This information pertains to the programs, policies, and requirements directly related to the duties of both parties.

g. *FAA Administrator* A presidential memorandum, 11 August 1960 (Interagency Coordination of Aviation Matters), states that the administrator of the FAA establishes the Interagency Group on International Aviation (IGIA). The IGIA will develop coordinated interagency recommendations on international aviation matters for the Secretary of State. The DOD is a member of the IGIA.

19-2. Army Membership on the DOD Policy Board on Federal Aviation

The Office, Deputy Chief of Staff for Operations, will serve as the Army member and appoint one or more alternate members to the DOD and one or more alternate members to each of the working groups.

19-3. Committees

a. *Principal Advisor* The Director of Requirements Integration, Deep Operations, serves as principal advisor to the DCSOPS on FAA matters. He or she also serves as the executive agent for assignment of Army members and alternates to the working groups and supporting elements. (See table 19-1).

b. *Army Executive Secretariat* Under the direction of the DCSOPS, the Director, USAASO, will serve as the Army Executive Secretariat to the DOD Policy Board on Federal Aviation. USAASO will also assist DCSOPS in assigning Army members to the working groups and supporting elements. The Secretariat will also maintain DA records and correspondence files on committee matters.

c. *Federal Aviation Working Group* The Federal Aviation Working Group responds to the needs of the DOD Policy Board on Federal Aviation. It serves as the direct contact with the staffs of 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 staffs 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 Army.
- (3) Coordinate with other Army support elements or action agencies concerned.
- (4) Prepare and transmit DA comments, recommendations, and proposals to action officers concerned.

f. Responsible agencies will furnish qualified people for assignment as Army members and alternates when requested.

Table 19-1
Agencies responsible for furnishing qualified personnel to serve as members and alternate members on working groups and supporting elements

	Working Group or Supporting Element	Responsible agency	
		Member	Alt Member
1.	Federal Aviation Working Group	USAASO	USAASO
2.	Subgroups of the Federal Aviation Working Group		
	Airports Subgroup	USAASO	USAASO
	Airspace Subgroup	USAASO	USAASO
	Legal Subgroup	TJAG	TJAG
	Research & Engineering Subgroup	SARDA	SARDA
3.	Working Group on IGIA Matters	USAASO	USAASO
4.	IGIA Functional Area Groups		
	Aerodromes and Ground Aids (AGA)	DCSOPS	COE
	Aeronautical Satellites (AERO SAT)	SAIS-OIS	SAIS-OIS
	Accident Investigation (AIG)	USASC	USASC
	Aircraft Airworthiness (AIR)	USAMC	USAMC
	Aeronautical Information (AIS)	USAASO	USAASO
	Civil Aviation Security (CAS)	DOD (USAF)	
	NATO Committees (CEAC-CAPC)	USAASO	USAASO
	NATO (ATS-WP)	USAASO	USAASO
	Communications (COM)	USAASO	USAASO
	ASCC WP64	USAASO	USAASO
	Dimensional Units A/G/A (DIM)	USAASO	USAASO
	Export of Aircraft & Equipment (EXP)	DCSLOG	DCSLOG
	Facilitation (FAL)	DCSLOG	DCSLOG
	Joint Financing (JF)	ASAFM	DCSOPS
	Aviation Legal (LGL)	TJAG	TJAG
	Aeronautical Charts (MAP)	USAASO	USAASO
	Meteorology (MET)	DAMI-IPS	USAASO
	North Atlantic Systems Planning (NASP)	DOD (USN)	
	Environmental Quality (EQ)	DCSLOG	DCSLOG
	Operation of Aircraft (OPS)	USAASO	USAASO
	Personnel Licensing (PEL)	USAASO	USAASO
	Regional Air Navigation (RAN)	USAASO	USAASO
	Aircraft Nationality and Registration Marks (REG)	DCSLOG	DCSLOG
	Rules of the Air/Air Traffic Services (RAC)	USAASO	USAASO
	Search and Rescue (SAR)	DCSOPS	DCSOPS
	Sonic Boom (SB)	DOD (USN-USAF)	
	Aviation Statistics (STA)	USAASO	USAASO
	User Charge (UC)	ASAFM	USAASO
5.	Army Members on U.S. Advisory Groups Supporting ICAO Panels and Specialized Committees		
	Airworthiness Committee (AIRC)	USAMC	
	Review of the General Concept of Separation (RGCS)	USAASO	

Table 19-1**Agencies responsible for furnishing qualified personnel to serve as members and alternate members on working groups and supporting elements—Continued**

Working Group or Supporting Element	Member	Responsible agency
		Alt Member
Obstacle Clearance (OCP)	USAASO	
Visual Aids (VAP)	USAASO	DCSOPS
All Weather Operation (AWOP)	USAASO	COE

Section II

Processing of Actions

19-4. 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 as follows:

a. Phase one Phase one consists of informal preliminary coordination among the agencies concerned and resolving problems. When solutions are agreed upon at the working level or an impasse is reached, the actions enter 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.

19-5. Working groups

The members of the Federal Aviation Working Group and the IGIA Working Group receive and process actions in response to the DOD Advisory Committee on Federal Aviation.

19-6. 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 Federal Aviation Working Group receives cases directly from the Office of the DOD Executive Secretary. 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 Secretary for coordination with the military services.

19-7. Army Executive Secretariat

The Army Executive Secretariat will—

a. Identify (in coordination with the Army Staff elements and major commands) the proper action agencies for the matters involved.

b. Assign responsibilities accordingly.

c. Maintain and issue a roster of the Army members and alternates of the various working groups and support elements.

d. Process IGIA actions received from the DOD Executive Secretary by clearing them with the Army members or alternates of the working elements.

e. Provide Army positions on the IGIA actions to the DOD Executive Secretary.

Appendix A References

Section I Required Publications

AR 37-49

Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities. (Cited in para 13-3.)

AR 37-60

Pricing for Materiel and Services. (Cited in para 17-8.)

AR 37-103

Disbursing Operations for Finance and Accounting Offices.(Cited in para 17-2.)

AR 37-108

General Accounting and Reporting for Finance and Accounting Offices.(Cited in para 17-8.)

AR 40-501

Standard of Medical Fitness. (Cited in para 2-1.)

AR 95-1

Flight Regulations. (Cited in para 9-3.)

AR 95-10

The U.S. Military Notice to Airmen (NOTAM) System. (Cited in paras 10-1, 11-4, and 13-3.)

AR 95-11

Military Flight Data Telecommunications Systems. (Cited in para 10-6.)

AR 105-24

Radio Frequency and Call Sign Assignments for U.S. Army Communications-Electronics Activities. (Cited in para 14-3.)

AR 115-10

Meteorological Support for the U.S. Army. (Cited in para 14-3.)

AR 115-11

Army Topography. (Cited in paras 10-2 and 10-3.)

AR 115-12

U.S. Army Requirements for Weather Service Support. (Cited in para 14-3.)

AR 190-51

Security of Army Property at Unit and Installation Level. (Cited in para 13-3.)

AR 200-1

Environmental Protection and Enhancement. (Cited in paras 13-3 and 14-2.)

AR 200-2

Environmental Effects of Army Actions. (Cited in para 13-3, 14-3, and 16-6.)

AR 210-20

Master Planning for Army Installations. (Cited in paras 11-6,13-3, and 14-3.)

AR 340-21

The Army Privacy Program. (Cited in para 4-3.)

AR 350-35

Army Modernization Training (Cited in para 13-3.)

AR 380-25

Foreign Visitors and Accreditations. (Cited in para 17-11.)

AR 385-62

Regulation for Firing Guided Missiles and Heavy Rockets for Training, Target Practice, and Combat. (Cited in paras 7-2 and 7-16.)

AR 385-63

Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat. (Cited in paras 7-2 and 7-16.)

AR 385-95

Army Aviation Accident Prevention. (Cited in paras 7-25 and 10-4.)

AR 405-10

Acquisition of Real Property and Interests Therein. (Cited in para 13-3.)

AR 415-15

Military Construction, Army (MCA) Program Development. (Cited in para 13-3.)

AR 415-28

Department of the Army Facility Classes and Construction Categories.(Cited in para 13-3.)

AR 415-35

Minor Construction. (Cited in para 13-3.)

AR 420-10

Management of Installation Directorate of Engineering, and Housing. (Cited in para 13-3.)

AR 420-90

Fire Protection. (Cited in para 10-4.)

AR 570-4

Manpower Management. (Cited in para 2-1.)

AR 600-37

Unfavorable Information. (Cited in para 4-3.)

AR 600-85

Alcohol and Drug Abuse Prevention and Control Program. (Cited in para 4-3.)

AR 600-200

Enlisted Personnel Management System. (Cited in para 4-3.)

AR 611-201

Enlisted Career Management Fields and Military Occupational Specialties. (Cited in para 2-1.)

AR 710-2

Supply Policy Below the Wholesale Level. (Cited in para 17-8.)

FM 1-300

Flight operations and Airfield Management. (Cited in para 15-16.)

FM 11-486-23

Telecommunications Engineering Air Traffic Control Facilities and Systems. (Cited in fig 8-1.)

TB 95-1

U.S. Army Air Traffic Control and NAVAID Facility Standards. (Cited in para 13-2.)

TC 95-93

Air Traffic Control Facility Operations and Training. (Cited in paras 1-12, 2-1, 2-2, 2-3, 4-1, 4-2, and 13-2.)

TM 5-823-4

Marking of Army Airfield-Heliport Operational and Maintenance Facilities. (Cited in para 14-3.)

TM 95-225

United States Standard: Flight Inspection. (Cited in paras 3-7, 13-3, and 14-3.)

TM 95-226

United States Standard for Terminal Instrument Procedures. (Cited in paras 8-2, 8-6, and 14-3.)

TM 95-228

United States Interagency Ground Inspection Manual: Air Traffic Control and Navigational Aids Facilities. (Cited in para 14-3.) Note: The following Federal Aviation Administration publications can be obtained from the local DARR. See table 6-1.

FAR

Federal Aviation Regulations. (Cited in paras 8-6, 18-2, and 18-4.)

NGR 37-108

Fiscal Accounting and Reporting—Army National Guard. (Cited in para 17-8.)

Federal Aviation Administration Handbook (7400.2 series)

Procedures for Handling Airspace Matters. (Cited in paras 7-4, 7-20, 7-22, 7-26, 7-27, 7-28, 7-29, 7-30, 8-3, and 8-4.)

Federal Aviation Administration Order (7400.6)

Compilation of Regulation. (Cited in para 6-1.)

Federal Aviation Administration Order (8240.46A)

Division of Responsibility Between DOD and FAA for Flight Inspections. (Cited in para 3-7b.)

Federal Aviation Administration Handbook (7610.4 series)

Special Military Operations. (Cited in paras 9-1, 9-4, 9-5, and 9-6.)

Federal Aviation Administration Handbook (7930.2).

(Cited in para D-2a.)

Section II**Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 1-20

Legislative Liaison

AR 12-15

Joint Security Assistance Training (JSAT)

AR 15-11

Department of the Army Participation on the DOD Advisory Committee on Federal Aviation

AR 20-1

Inspector General Activities and Procedures

AR 70-37

Configuration Management

AR 95-27

Operational Procedures for Aircraft Carrying Hazardous Materials

AR 95-87

Aircraft Hurricane Evacuation

AR 200-1

Environmental Protection and Enhancement

AR 210-10

Administration

AR 210-20

Master Planning for Army Installations

AR 215-1

Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 215-2

The Management and Operation of Army Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 335-15

Management Information Control System

AR 350-11

Exchange of Small Army Units Between the United States and Allied Nations for Training

AR 360-5

Public Information

AR 385-40

Accident Reporting and Records

AR 385-70

Unmanned Free Balloons, Moored Balloons, and Kites; Unmanned Rockets, and Derelict Friendly Airborne Objects

AR 385-95

Army Aviation Accident Prevention

AR 405-80

Granting Use of Real Estate

AR 415-10

General Provisions for Military Construction

AR 415-15

Military Construction, Army (MCA) Program Development

AR 415-35

Minor Construction

AR 420-72

Surfaced Areas, Railroads, and Associated Structures

AR 420-90

Fire Protection

AR 500-60

Disaster Relief

AR 525-16

Temporary Cross-Border Movement of Land Forces Between the United States and Canada

AR 550-2

Visits to Department of the Army Installations and Activities

AFR 55-16

U.S. Military Notice to Airman System

DOD 5030.19

Department of Defense Responsibilities on Federal Aviation Matters

PL 85-726

Federal Aviation Act of 1958

TM 5-803-4

Planning of Army Aviation Facilities

TM 5-803-7

Civil Engineering Programming: Airfield and Heliport Planning Criteria

TM 5-820-1

Surface Drainage Facilities for Airfields and Heliports

TM 5-820-2

Drainage and Erosion Control: Subsurface Drainage Facilities for Airfields

TM 5-823-4

Army Airfield-Heliport Operational and Maintenance Facilities(Marking)

TM 95-225

United States Standard Flight Inspection Manual

TM 95-226

United States Standard for Terminal Instrument Procedures (TERPS)

TM 95-228

U.S. Interagency Ground Inspection Manual: Air Traffic Control and Navigational Aids Facilities

AIM

Airmen's Information Manual

FAR 65

(Federal Air Regulation) Certification: Airmen Other Than Flight Crewmembers.

FAR Order 7220.1A

Certification and Rating Procedures

14 Code of Federal Regulation, Part 139**Section III****Prescribed Forms****DA Form 5895-R**

ATC Facilities Request. (Prescribed in para 14-7.)

Section IV**Referenced Forms****DA Form 2696**

Operational Hazard Report

DA Form 3479-R

Training and Proficiency Record—Air Traffic Controller DA Form 3588

Comm Card.**DD Form 1131**

Cash Collection Voucher

DD Form 2400

Civil Aircraft Certificate of Insurance

DD Form 2401

Civil Aircraft Landing Permit

DD Form 2402

Civil Aircraft Hold Harmless Agreement Note: The following Federal Aviation Administration forms can be obtained from the local DARR. See table 6-1.

FAA Form 7220-1

Air Traffic Control Specialists Certificate

FAA Form 7220-2

Air Traffic Control Specialist (ATCS) Certificate

FAA Form 7230.71

Flight Progress Strips

FAA Form 7230.72

Terminal Continuous Center Perforation

FAA Form 7230.8

Terminal Continuous Without Perforation

FAA Form 7230.19

Tower Cut

FAA Form 7230.21

Air Route Traffic Control Center

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

Multiuse Standard Requisition/Issue System Document

Appendix B**Extract of Memorandum for Agreement Between Department of Transportation, Federal Aviation Administration, and the U.S. Army, the U.S. Navy, and the U.S. Air Force**

WHEREAS, by virtue of Section 307(b)(4) of the Federal Aviation Act of 1958(49 USC 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 USC) 1344(d)), the Administrator of the FAA may make such provision as he must 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 (ARTEP) to each military approach control facility covered in Article I, Section C. The function of the ARTEP is set out in detail in Article IV.

e. At all military locations not served by an ARTEP, authorized FAA personnel may make evaluations of 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 ARTEP 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.

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 nonmilitary 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 onsite 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, when current by FAA standards and when agreeable to both FAA and military supervisors, may be assigned to approach control positions without direct supervision.

b. At the request of the FAA facility chief, the appropriate military authority will provide onsite 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 ARTEP is responsible to the Area Air Traffic Branch. His function is described as follows:

To serve as liaison officer 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 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.

To participate in appropriate intramilitary 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 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 ARTEP 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 operational 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.

Appendix C Joint Use Criteria

C-1. General

Civil aircraft use of a military airfield is considered on a case-by-case basis when a proposal is submitted through channels to the appropriate military headquarters by an authorized sponsor. The proposal should include the type of operation, type of aircraft, and estimated annual operations.

a. Joint use must not interfere with national defense requirements, degrade safety, or in any way hamper DOD in carrying out its mission.

b. All agreements will hold the Government harmless for any liability or damage arising from civil 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.

c. Proposals should be initially submitted to the installation commander. In addition to commenting on the proposal, the local commander will obtain comments from the appropriate DARR at the FAA regional headquarters office before forwarding all documents to the appropriate MACOM.

d. 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 civil operation will have to be accommodated outside DOD resources. Additional equipment or physical airfield changes must be funded by the civil 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 civil and military aircraft increases the potential for accidents or incidents and opens DOD to possible litigation. The following items will be considered in evaluating the traffic mix aspect of joint use:

- a. Aircraft weapons.
- b. Helicopter operation.
- c. IFR versus VFR.
- d. High performance aircraft.
- e. Training mission.
- f. Aircraft wake turbulence. (See table C-1.)

Table C-1
Wake turbulence table

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

C-4. Military activity criteria for joint use

The following are considered from a mission compatibility perspective:

- a. Joint use must be 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 student 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 bed-down 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 civil facilities must be located on the perimeter of the military installation with access that does not impact on installation traffic. Federal legislature jurisdiction should be retroceded to the State, particularly in exclusive use and access areas. Military approval is required on siting, design, and construction of civil facilities. The following items will be considered in evaluating the impact of joint use on facilities:

- a. *Civil facilities*
 - (1) Availability of existing local civil facilities.
 - (2) Practicality of constructing or expanding a civil airfield.
- b. *Runway and taxiway*
 - (1) Pavement strength for wheel loading.
 - (2) Pavement width and length.
 - (3) Capacity.
 - (4) Dual or single runway.
 - (5) Access to runway from civil facilities.
- c. *Civil facility location*
 - (1) Availability of non-Government land for taxiway, terminal, ramp, fuel storage, hangar, maintenance, and so forth.
 - (2) Availability of excess Government-owned land for civil facilities.
- d. *NAVAIDs* DOD will not provide manpower to install, operate, or maintain navigational equipment for the sole use of civil aviation. Consideration must be given to the adequacy of existing NAVAIDs for the civil 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 AAS 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) Runways 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 civil activities is essential to avoid increased security cost, and increased threat to priority and sensitive resources. Joint use increases 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 runway 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

The following must be considered from the perspective or impact on manpower and career limitations:

- a. Work load versus manpower level.

b. Possibility of contract or civilianization of ATC facilities (cost comparison studies).

- c. Impact on rotation of military ATC personnel.

C-8. Financial criteria

Any logistical support or utilities provided by the Government are reimbursable. Some reimbursable items that could be recovered include labor, equipment use, and supplies provided. The civil sponsor must pay a prorated share for property and operation of the Government runway. 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 must be no cost to DOD appropriations.
- b. Costs must be reimbursable through services in lieu of user fees.
- c. There must be no significant indirect costs.
- d. The sponsor must have funding available for the civil facilities.

C-9. Environmental criteria

Analysis will be required if joint use involves new aircraft types of new approach and departure tracks. For FBO 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 civil operation must pay for preparation of any EA or EIS that may be required.
- b. DOD or the appropriate military services will be the lead agency in the preparation of the EA or EIS.

Appendix D

U.S. Army Comparative Information for Part 139 of the Federal Aviation Regulation

Subpart C—Airport Operations Manual

Note: Subparagraph 1a, 2a, and so forth reference FAA standards. Subparagraphs 1b, 2b, and so forth define reference comparable Army standards.

- 1a. 139.203 Preparation of Airport Certification Manual.

1b. Army directives, pamphlets, and technical manuals control the design, operation, and maintenance of aviation facilities. These documents are maintained at all levels of command and are followed closely. FM 1-300 specifies requirements for detailed standing operating procedures. References listed below establish requirements that are equal to or exceed part 139 of the FAR.

- 2a. 139.303 Personnel.

2b. Mission requirements dictate that each installation be staffed and maintained properly according to Army standards. Pertinent directives ensure these standards are equal to or exceed part 139 of the FAR. Command inspection systems ensure compliance.

Subpart D—Certification: Eligibility

- 3a. 139.305 Paved areas.

- 3b. See TM 5-803-4, chapter 4 (standards 3, 8, 11, 15, and 19).

- 4a. 139.309 Safety areas.

4b. See TM 5-803-4 and TM 5-820-1, chapter 4 (standards 4, 12, 21, 29, and 30).

- 5a. 139.311 Marking and lighting.

5b. TM 5-803-4 (chap 3) and TM 5-823-4 provide criteria for Army Corps of Engineers personnel to mark serviceable runways, taxiways, overruns, and shoulders in accordance with U.S. National Standards. TM 5-803-4 (category group 13, para 3-3) establishes criteria for marking and lighting obstructions to air navigation at airfields. FM 1-300 ensures that all standards for parking and lighting airfields facilities and obstacles to air navigation are maintained. These standards are equal to or exceed standards of FAR, part 139.

- 5a. 139.49 Airport firefighting and rescue equipment and services.

5b. See AR 420-90 (para 1). AR 420-90 contains responsibilities, policies, standards, and procedures for fire prevention and protection.

- 6a. 139.313 Snow and ice control

6b. At installations where snow and ice might become a hazard, AR 420-72 requires a snow removal and ice control plan. The plan will contain at least the following:

6b.1. An established priority for clearance of designated areas.
6b.2. Designation of equipment to be used.
6b.3. A listing of quantities and storage locations of materials to be used.

6b.4. Training material for equipment operators and supervisors.
6b.5. Provisions for round-the-clock notice of forecasted snow and ice storm intensities and duration.

7a. 139.319 Aircraft rescue and firefighting operational requirements

7b. See AR 420-90 (para 1). AR 420-90 contains responsibilities, policies, standards, and procedures for fire prevention and protection.

8a. 139.321 Handling and storing hazardous articles and materials

8b. See FM 1-300. AR 95-27 contains safety procedures for handling dangerous materials such as chemical and biological material and ammunition.

9a. 139.323 Traffic and wind direction indicators.

9b. Applicable Army aviation facilities have control towers directing local traffic. They have radio communication with civilian and military aircraft. The Army does not specifically require traffic pattern indicators. TM 5-803-4 (para 3-2) lists Army codes for airfield facilities. Code 134-70 stands for lighted wind direction indicators. Each Army airfield and heliport will have at least one lighted wind direction indicator.

10a. 139.325 Airport emergency plan.

10b. Each Army facility is required to publish, maintain, and exercise periodically their various emergency plans. The plans should provide enough guidance to ensure immediate issue of vital emergency information to principal tenants and to all units and agencies. The following regulations apply: AR 95-87, AR 385-40, AR 385-95, and AR 500-60.

11a. 139.327 Self-inspection program.

11b. The U.S. Army requires constant inspection of AAFs from a variety of specialist and command levels. Adequate procedures have been developed for issuing pertinent information to interested personnel. AR 20-1 contains general guidelines at all levels. Also see FM 1-330. The U.S. Army Safety Center (USASC) Guide for Aviation Resources Management for Aircraft Mishap Prevention provides a specific checklist. The USASC publication, "Preparation of a System Safety Program Plan for Aviation System Development," also applies.

12a. 139.329 Ground vehicles.

12b. Army vehicles operating on active aviation facilities normally have two-way radio contact with the control tower. They also follow specifically marked routes, and their movements are controlled by signals from the control tower. Also see TM 1-300.

13a. 139.331 Obstruction

13b. TM 5-823-4 (apps H and I) is in accordance with the National Standards for Obstruction Marking. Also see FM 1-300.

14a. 139.333 Protection of NAVAIDs.

14b. AAFs are normally within the confines of, or next to, military installations that provide excellent protection and maximum security. Sites are selected by U.S. Engineers to ensure maximum performance of the NAVAID. Commanders ensure that the NAVAID's signal is not impaired by unnecessary construction.

15a. 139.335 Public protection.

15b. All U.S. Army installations are designed and maintained to provide security from inadvertent entry of persons or animals onto airfield operations areas. Airfield boundaries are normally marked or posted and patrolled by security police, usually around-the-clock. The following publications apply: AR 210-20, AR 380-25, and TM 5-803-4.

16a. 139.337 Wildlife hazard management.

16b. Army aviation facilities are normally located within a major military installation. To date, no problem exists; however, each installation will continuously monitor its local bird hazard and request assistance if advisable.

17a. 139.339 Airport condition reporting.

17b. See AR 95-2.

Subpart E—Operations

Glossary

Section I Abbreviations

AAcitle>

Army approach control

AAF

Army airfield

AAS

Airfield Advisory Service

AAFIF

Automated Air Facilities Information File

ACS&R

Army crash, search, and rescue

ACTRBS

air traffic control radar beacon system

AFA

Army Flight Activity

AFFS

Army Flight Following Service

AFTN

Aeronautical fixed telecommunications network

AGA

aerodromes and ground aids

AGL

above ground level

AHP

Army heliport

AID

automatic individual distribution

AIG

accident investigation

AIM

airman's information manual

AIP

aeronautical information publication

AIR

aircraft airworthiness

AIRC

Airworthiness Committee

AIS

aeronautical information

AIT

advanced individual training

ALAN

aircraft landing authorization number

ALS

Airport lighting system

ANCOC

Advanced Noncommissioned officers' course

AP

air pollution

APA

aircraft procurement, Army

ARAC

Army radar approach control

ARIS

advanced range instrumentation ship

ARN

Army reference number

ARNG

Army National Guard

ARSR

air route surveillance radar

ARTCC

air route traffic control center

ARTEP

Army Training and Evaluation Program

ARTS

automated radar terminal system

ASA(L&E)

Assistant Secretary of the Army (Installations, Logistics, and Environment)

ASD

Assistant Secretary of Defense

ASO

Aeronautical Services Office

ASR

airport surveillance radar

ATA

airport traffic area

AT&A

air traffic and airspace

ATC

air traffic control

ATCA

Air Traffic Control Association

ATCRBS

air traffic control radar beacon system

ATCS

air traffic control specialist

ATCT

air traffic control tower

ATF

air traffic facility

AVFUEL

aviation fuel

AVOIL

aviation oil

BNCOC

Basic Noncommissioned officers' course

CAP

Civil Air Patrol

CAS

Civil Aviation Security

CECOM

U.S. Army Communications-Electronic Command

CFA

controlled firing area

CFR

Code of Federal Regulation

CG

commanding general

COE

Chief of Engineers

COM

communications

COMM

communications

CONUS

continental United States

CSR

civil service regulation

CTO

control tower operation

DA

Department of the Army

DAC

Department of the Army Civilian

DARR

Department of Army Regional Representatives

DCSINT

Deputy Chief of Staff for Intelligence

DCSOPS

Deputy Chief of Staff for Operations and Plans

DEH

Director of Housing

DIM

dimensional units

DMA

Defense Mapping Agency

DMAAC Defense Mapping Agency Aerospace Center	FOC flight operations center	MARSA military assumes responsibility for separation of aircraft
DMACSC Defense Mapping Agency Combat Support Center	FONSI finding of no significant impact	MAST military assistance to safety and traffic
DMAODS Defense Mapping Agency Office of Distribution Services	FR facilities request	MCA Military Construction, Army
DME distance measuring equipment	FSS flight service station	MC&G mapping, charting, and geodesy
DOD Department of Defense	FTC flight training center	MCP Military Construction Plan
DOT Department of Transportation	FTM facility training manual	MEA minimum en route altitude
DPTMSEC Director of Plans, Training Mobilization, and Security	FTP facility training program	MET meteorology
EA environmental assessment	FY fiscal year	MGTOW mean gross takeoff weight
ENAME Europe, North Africa, and Middle East	GCA ground control approach	MHW marker beacon, less than 50 watts
EUSA Eighth U.S. Army	GP general planning	MIRL medium intensity runway lights
EIS environmental impact statement	HIRL high intensity runway lights	MLS microwave landing system
FAA Federal Aviation Administration	HQ headquarters	MOA military operations area
FAF final approach fix	IAP instrument approach procedure	MOS military occupational specialty
FAL facilitation	ICAO International Civil Aviation Organization	MSL mean sea level
FAO finance and accounting officer	IFR instrument flight rules	MTDA modified tables of distribution and allowances
FAR Federal aviation regulation	IGIA Interagency Group on International Aviation	NAS National Airspace System
FBO fixed base operator	ILS instrument landing system	NASP National Airspace System Plan
FCC flight coordination center	IMC instrument meteorological conditions	NAT National Agreement Number
FIB flight information bulletin	JF joint financing	NATCOM National Communications Center
FIFO flight inspection field office	LGL aviation legal	NAVAID navigational aid
FIG flight inspection group	LOA letter of agreement	NDB nondirectional beacon
FIL flight information list	LOP letter of procedure	NETT new equipment training team
FLIP flight information publication	MACOM major Army command	NEPA National Environmental Policy Act

NGB National Guard Bureau	RCLS runway centerline light system	UC user charge
NO aircraft noise	RCMAT remotely controlled miniature target	USAASDE U.S. Army Aeronautical Services Detachment, Europe
NOS national ocean survey	RDD required delivery dates	USAASO U.S. Army Aeronautical Services Office
NOTAM Notices to airmen	REG aircraft nationality and registration marks	USAATCA U.S. Army Air Traffic Control Activity
NVD night vision device	RGCS review of the general concept of separation	USAAVNC U.S. Army Aviation Center
NVG night vision goggles	ROA Rules of the Air	U&S unified and special
NVS night vision systems	RPV remotely piloted vehicle	USAF U.S. Air Force
O&M operation and maintenance	SALS short approach light system	USAISEC U.S. Army Information Systems Engineering Command
OCP obstacle clearance	SAR search and rescue	USAR U.S. Army Reserve
ODALS omnidirectional approach light system	SAVES Safe Aviation Via Exceptional Service	USASC U.S. Army Safety Center
OMA operations and maintenance, Army	SB sonic boom	USCG U.S. Coast Guard
OMB Office of Management and Budget	SID standard instrument departure	USDAO U.S. Defense Attache Office
ONC operational navigation chart	SPAT System Planning to the Introduction of New Aircraft Types	UTC coordinated universal time
OPA other procurement, Army	STA aviation statistics	VAP visual aids
OPS operation of aircraft	STAR standard terminal arrival	VASI visual approach slope indicator
PAPI precision approach path indicator	SUA special use airspace	VFR visual flight rules
PAR precision approach radar	TACAN tactical air navigation	VHF very high frequency
PCA positive control airspace	TDA tables of distribution and allowances	VHIRP vertical helicopter instrument recovery procedures
PEL personnel licensing	TDY temporary duty	VMC visual meteorological condition
PIC pilot in command	TERPS terminal instrument procedures	VOR very high frequency omnidirectional range
PMOS primary military occupational specialty	TOE table of organization and equipment	VOT very high frequency omnidirectional test
POC point of contact	TPC tactical pilotage chart	VTOL vertical takeoff or landing
PPR prior permission required	TVOR terminal very high frequency omnidirectional range	WCL weekly correction letter

Section II Terms

Aeronautical information

Documents, such as aeronautical maps, charts, and publications used by aviators, air crews, air traffic control, and command agencies to plan, conduct, and control aircraft operations.

Air route surveillance radar (ARSR)

Air route traffic center radar used primarily to detect and display an aircraft's position while enroute between terminal areas. The ARSR enables controllers to provide radar ATC service when aircraft are within the ARSR coverage. In some instances, ARSR may enable an ARTCC to provide terminal radar services similar to, but usually more limited than, those provided by a radar approach control.

Air traffic

Aircraft operating in the air or on an airport surface, exclusive of loading ramps and parking areas.

Air traffic activity count

A statistical summary of the various landing, departing, or overflight operations at a given aviation facility.

ATC assigned airspace

Airspace of defined vertical and lateral limits assigned by ATC for the purpose of providing air traffic separation between specified activities being conducted within the assigned airspace and nonparticipating IFR traffic.

ATC chief

A person who supervises and manages all ATC activities within a designated geographical or command area.

ATC facility

A facility (including personnel, equipment, and structures) that provides ATC service. Included are ATC tower, Army approach control, Army radar approach control, ground controlled approach, flight operations center, flight coordination center, or fixed base flight following.

Air Traffic Control Radar Beacon System

Radar pulses transmitted from the searching transmitter/receiver(interrogator) site that are received in the cooperative equipment and used to trigger a distinctive transmission from the transponder. This reply transmission, rather than a reflected signal, is then received back at the transmitter/receiver site for processing and display at an air traffic control facility.

ATC service

A service provided for promoting safe, orderly, and expeditious flow of air traffic including airport, approach, and en route ATC service.

ATC specialist

A person authorized to provide ATC service.

Air Traffic Control Specialist (ATCS Certificate (FAA Form 722-1))

A certificate issued by CG, U.S. Army Aviation Center (USAAVNC), that authorizes the holder to act as an ATC specialist in accordance with this regulation, Federal Aviation Administration (FAA) Order 7220.1A, and FM 95-93. This certificate will be used in conjunction with the Airman Certificate (AC Form 8060-1) by control tower operators where required by FAA or host country.

ATCS facility rating examiner

A person having authority to administer and issue ATCS facility ratings to ATC specialists. The ATC or facility chief nominates and the Director, U.S. Army Air Traffic Control Activity (USAATCA) appoints the examiner.

ATC tower

A facility providing ATC service.

Aircraft

Any contrivance or device used or intended to be used for flight in the air.

Airfield

Any runway or landing area designed for use by aircraft.

Airfield Advisory Service (AAS)

A service provided by some operations not served by a control tower or when a part-time tower is closed down. This service may consist of providing information to landing and departing aircraft concerning wind direction and velocity, favored runway, altimeter setting, pertinent known traffic, pertinent known field conditions, airport taxi routes and traffic patterns, and authorized instrument approach procedures. No control of traffic is exercised.

Airfield lighting

All lighted visual aid systems associated with an airfield or heliport that aid the pilot in safely operating the aircraft.

Airman Certificate (AC Form 8060-1)

A certificate issued by the FAA that authorized the holder to act as an airman in accordance with Federal Aviation Regulations (FAR), Part 65.

Airport surveillance radar

Radar displaying range and azimuth that is normally used in a terminal area as an aid to approach and departure control.

Airspace matters

Actions related to the use of airspace, including—

- a. Establishing or amending rules, regulations, or orders affecting the use of airspace.
- b. Establishing or modifying special use airspace and controlled airspace.
- c. Preparing and submitting notices on the

establishment, modification, or discontinuance of airfields, heliports, landing areas, missile sites, and rocket sites.

d. Establishing, relocating, or discontinuing NAVAID facilities.

e. Preparing and submitting notices of construction or alteration affecting the use of airspace.

Approval authority

The individual or agency having authority to approve landing at AAFs by nonexempt aircraft.

Approach control service

Air traffic control service provided by an approach control facility for arriving and departing VFR/IFR aircraft and, on occasion, en route aircraft. At some airports not served by an approach control facility, the Air Route Traffic Control Center provides limited approach control service.

Army Airfield

An airfield owned or operated by the Army.

Army approach control

A nonradar air traffic control facility located at a U.S. Army airfield or heliport using air and/or ground communications equipment to provide approach control service to aircraft arriving, departing, or transiting the airspace controlled by the facility.

Army flight activity

An activity located on property that may not be under Army jurisdiction or on Federal land. Flying operations at the Army flight activity may be conducted by the Army, USAR, or ARNG.

Army heliport

A facility designated for operating, basing, servicing, and maintaining helicopters.

Army radar approach control facility

A facility providing radar approach control service through the use of ASR and normally includes precision approach radar.

Authorized buyer letter

A letter of agreement that qualified operators must file with the Army in order to purchase aviation petroleum oils and lubricants on credit.

Automated Radar Terminal System

A computer system that displays for the terminal controller aircraft identification, flight plan data, other flight associated information, and aircraft position symbols in conjunction with his/her radar presentation.

Aviation requirement

Aviation requirement refers to existing or changes in aviation assets or mission that may result in added or fewer ATC and NAVAID facilities and personnel support requirements.

Bailed aircraft

U. S. Government-owned aircraft delivered to

a government contractor for a use directly related to a contract.

Cancellation

The removal of a person's Army ATCS certificate number from the master roster.

Certificate of Designation (FAA Form 800-5)

Issued by the appropriate FAA regional office to authorize a specific person to act as a control tower operator examiner.

Certificate of insurance

A certificate that describes the amount of third party insurance carried by the user, aircraft owner, or aircraft operator.

Civil aircraft

U.S. or foreign registered aircraft owned by private individuals, companies, corporations, or foreign governments that are operated for private or commercial aviation purposes.

Civil aircraft landing permit (DD Form 2401)

An application that, when validated by the appropriate approving authority, permits an aircraft operator to use an AAF under the terms of this regulation.

Civil aviation

All civil aircraft of any national registry, including commercial, business, and general aviation.

Civil use

Use of an AAF by a civil operator.

Controlled airspace

Airspace designated as the continental control area, control area, control zone, terminal control zone, transition area, or positive control area. Some or all aircraft within these areas may be subject to ATC.

Controlling agency

The FAA facility that authorizes transit through or flight within a restricted area or other SUA area in accordance with a joint use LOP.

CTO written test

Test developed by the FAA to determine whether an applicant meets the knowledge requirements of FAR, part 65.

CTO examiner

A person appointed by the FAA regional ATC examiner to give the CTO written and facility rating tests. He or she must also perform certain administrative functions set forth in this regulation and FAA Order 7220.1A.

Currency requirements

Minimum controller requirements established by FM 95-93.

Direct supervision

Supervision of a person on a one-to-one basis

by the holder of a current rating for that facility.

Emergency landing

A landing resulting from an inflight emergency.

En route ATC service

ATC service provided aircraft on an IFR flight plan, generally by centers, when these aircraft are operating between departure and destination terminal areas.

Exempt aircraft

Aircraft that do not require a DOD Form 2401 or other authorization to land at an AAF.

Facility chief

A person responsible for the administration, operation, and training in an ATC facility (tower, GCA, ARAC, FOC, FCC, or flight following).

Facility rating (ATCS and CTO)

An endorsement that a person has demonstrated the competence, qualifications, and skills required to control air traffic at a given location.

Government aircraft

Aircraft owned and/or operated exclusively by or on behalf of, or controlled by any department or agency of any government or any aircraft for which that government has liability responsibility.

Hold harmless agreement (DD Form 2402)

An agreement filled out by the user that absolves the U.S. Government from all liabilities incurred in connection with civil aircraft use of an AAF.

Inflight emergency

A situation developed in flight that makes continued flight hazardous to the crew or passengers or both.

Instrument flight rules conditions

Weather conditions below the minimum for flight under visual flight rules.

IFR reserved altitudes

The altitudes above the tactical terrain flight training that will be kept free from normal IFR operations by the FAA during periods when VHIRP is activated.

Intermediate holding fix

A point in space, designated by altitude and geographic location, established to provide separation between military aircraft if two or more aircraft are involved in VHIRP in the same area at the same time.

Joint use

Use of an AAF by a local community or foreign government. A specific written agreement will detail all specific conditions of such use.

Joint-use AAF

An AAF where a specific written agreement exists between the Army and a local, State, or foreign agency for use of any of the AAF.

Loaned aircraft

A U.S. Government-owned aircraft delivered to another portion of the U.S. Government or to a military service of any government.

Military assumes responsibility for separation of aircraft

As used in this publication, MARSAs apply only to the separation of military aircraft involved in tactical flight training. Does not supersede FAA authority or make FAAH 7610.4 more restrictive.

Military operations area

Airspace assigned with distinct vertical and lateral dimensions below the PCA to separate certain military training activities from IFR traffic and to identify the location of these areas for VFR traffic. No impact on VFR operation.

National Airspace System

The common network of U.S. NAVAIDS, equipment and services, airports or landing areas, aeronautical charts, airways, information, services, rules, procedures, technical information, manpower, and material. Included also are the components and facilities shared jointly by the military and civilians and the SUA used by the military.

Navigable airspace

Airspace at or above the minimum flight altitudes prescribed in Army regulations. Airspace needed for safe takeoff or landing is included.

Navigational aids

Any visual or electronic device airborne or on the surface that provides point-to-point guidance information or position data to aircraft in flight.

Nonexempt aircraft

All aircraft other than exempt aircraft

Nonrulemaking cases

The cases concerning navigational aids, non-regulatory airspace, ground structures, and airports where public notification and participation are warranted.

Official Government business

Activity associated with support of U.S. Army, DOD, or other U.S. Federal agencies at or near an AAF.

Outgrant

Authority to use military property under existing statutes. May be in the form of leases, licenses, permits, and so forth.

Position qualified

Successful completion of all tests required for qualification to perform ATC duties in a

controller position (FM 95–93) without direct supervision.

Precision approach radar

A precision instrument approach wherein the air traffic controller issues guidance instruction for aviator compliance based on the aircraft's position in relation to the final approach course (azimuth), the glide-slope (elevation), and the distance (range) from the touchdown point on the runway as displayed on the controller's radar scope.

Preplanned routes

Those routes established to permit the aviator to navigate from the recovery fix to a designated airport or landing area in the event of loss of communication or inability to contact ATC during an actual VHIRP maneuver.

Rating

The ATC "facility" rating issued in association with CTO and/or ATCS certificates.

Recovery fix

A point in space designated by altitude and geographical location. It is established for an approved VHIRP and is that point at which an aviator, after encountering IMC, may expect to receive an ATC clearance and enter the ATC system.

Rulemaking cases

Cases that designate, alter, or revoke airspace by regulation or order.

Special use airspace

An area with specific vertical and lateral limits, identified by an area upon the surface of the earth in which activities must be confined because of their nature or where aircraft operations not a part of those activities may be limited or restricted.

Suspension

The temporary restriction of a person from ATC duties when his or her ability to perform at the required standards is questionable.

Tactical facility certification

An endorsement that shows a person has demonstrated the competence, qualifications, and skills required to control air traffic in a tactical environment. The ATC chief, ATCS examiner, and facility chief will ensure each person meets minimum requirements.

Tactical terrain flight training

The term applied to the three phases of the Army tactical flying program. These are low-level, contour flying, and nap-of-the-earth.

Tactical terrain flight training area

Areas where tactical terrain flight training is conducted when a VHIRP is to be established or is required.

Training record

An account of training events. (An example is DA Form 3479–R.)

Unapproved landing

A landing at an AAF by a nonexempt aircraft without prior permission or approval.

User

An operator of nonexempt aircraft operating at an AAF.

Using agency

A military activity for which an SUA area has been designated.

Vertical helicopter instrument recovery procedures

Those procedures developed to provide for the safe recovery of helicopters from IMC encountered during VFR tactical terrain flight training.

Visual flight rules conditions

Basic weather conditions prescribed for flight under visual flight rules.

Weather alternate

An airfield used as a weather alternate as prescribed by FARs or other directives.

Section III

Special Abbreviations and Terms

There are no special terms.

Index

Aircraft nontactical call sign policy, 10–8
Aircraft search and rescue map, 10–4a
Airfield and heliport operational requirements, 14–1
Airfield and NAVAID engineering surveys, 10–5
Airfield
Certification, 18–1
Data requirements for initial approach procedures, 11–15a
Engineering surveys, 11–15a
Airspace
Objections, 7–14a
Proposal categories, 7–4
Submission, 7–11
Air traffic and airspace (AT&A) responsibilities
DA AT&A manager, 6–4a(1)–(5)
Installation AT&A officer, 6–9
MACOM AT&A officer, 6–7
Air traffic control
Awards program, 5–2
Configuration management, 13–3b
Establishment of service, 3–3a, 3–3b
Evaluations, 3–5
Qualifications equipment and maintenance, 2–2c
Air traffic control and facility chief, 2–1d
Air traffic control and navigational aid facilities, 13–2b
Air traffic control specialist
Cancellation, 4–3b(1)–(5)
Certificate, 4–3b
Enter rating, 4–1d(3)(c)
Examiner, 4–4c(7)(a)–(e)
Reclassification, 4–3g
Reubstatement, 4–3e
Replacement, 4–3h, 4–4
Approved landings, 17–5
Automatic initial distribution account, 12–1
Controller certification and rating
Authorized reasons to stop training, 4–1c(7)(a)–(e)
Prerequisites, 4–1b(1), 4–1b(2)
Time limitations, 4–1c(1)
Department of the Army Regional Representatives, 6–2b
Deviations, 2–2
Environmental evaluations, 6–13
Exercise planning, 9–6
Facilities
Development, 14–3a
Requests, 13–3e
Facility ratings
ATC chiefs, 4–1a(2)(a), (b), (d); 4–1a(3)
General policy, 2–1e(1)–(3)
Issue of temporary airmen certificate, 4–1d(3)(a)
Fees, 17–2
Exemption, 17–3
Waivers, 17–4
Field notices, 10–11
Fixed base operations, 16–6, 16–7
Flight information list, 10–9
Forms
DA Form 3479–6–R, 2–1f

DA Form 3588, 10–10
DA Form 5895–R, 14–7
DD Form 2401, 16–4
Installation Director of Plans, Training Mobilization and Security, 13–3f(1)–(6)
Instrument approach procedures, 11–3
Amendments, 11–6
Annual review, 11–7
Host nation, 11–7a
Mapping, charting, and geodesy program, 10–2
Memorandum of Agreement (DOT, FAA, DOD), 3–1
Military flight data telecommunications, 10–6a
National agreement (NAT) 127, 11–1
Annual requirements, 11–2
National airspace system training requirements, 6–15
Navigational aids, 8–4
Facilities
Establishing, altering, or relocating, 13–2b
Justifying and retaining, 14–4
New equipment training team programs, 13–3d
Night vision-lights out operations, 9–2
Nomination of CTO examiners, 4–4a
Notices of proposed construction or alteration, 8–6
Notices to airmen, 10–12
Obstructions, 8–5
Remotely piloted vehicles, 9–7
Responsibilities
ASA(I,L&E), 1–4b
ATC chief, 1–4j
CG, USAAVNC, 1–4e
Commanders, 1–4h
DCSOPS, 1–4c, 19–3
DCSINT, 1–4d, 15–12
Director, USAATCA, 1–4f, 13–3
Director, USAASO, 1–4g, 6–3, 10–1, 15–10
Facility chief, 1–4j
Restricted areas, 7–15
Other categories, 7–27–30
Utilization records, 7–23
Violation of Army, 7–25
Safety, 3–7a–d
SAVES award, 5–4f(1)
Special aeronautical information, 12–8
Special use airspace
Joint use, 6–1b(4)
Obtaining, 7–2
Shared use, 6–1b(5)
Standard instrument departure and standard terminal arrival route procedures, 11–10
Standardization, 3–6
Suspense actions, 4–3c(1)(a)–(f), 4–3c(2)(a) and (b)
Terminal airspace, 8–2
Proposal, 8–2a
Use of Army airfields
Army requirements, 15–3
DOD requirements, 15–4

Exempt users, 16–2
Joint use, 16–1
User information
Foreign owned and operated aircraft, 17–9, 17–10
Fuel services and supplies, 17–8
Waivers, 2–3
Weekly correction list, 10–9

RESERVED

ATC FACILITIES REQUEST

For use of this form, see AR 95-2; the proponent agency is DCSOPS

1 FACILITY NAME		2 FACILITY TYPE	
3 MAILING ADDRESS		4 MSG ADDRESS	
5 DODAAC	6 UIC	7 POC	
8 COMMERCIAL NO	9 AUTOVON NO.	10 DATE	

11 THE FOLLOWING BLOCKS TO BE FILLED OUT BY MACOM

12 COMMAND NAME		13 MAILING ADDRESS	
14 MSG ADDRESS		15 FAC REQ NO.	
16 POC	17 COMMERCIAL NO.	18 AUTOVON NO.	19 DATE

20 THE FOLLOWING INFORMATION WILL BE PROVIDED BY REQUESTING FACILITY (*Fwd to MACOM when completed - if additional space is needed use back of form*)

21 CAPABILITY REQUESTED

22 JUSTIFICATION

23 IMPACT IF CAPABILITY IS NOT PROVIDED

24 MACOM COMMENTS

25 MACOM APPROVAL SIGNATURE

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