

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE INSTRUCTION 13-203  
AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**30 JULY 2004**

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

**AIR TRAFFIC CONTROL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 13-203, 26 February 2004, is supplemented as follows:**

This publication is not applicable to the Air National Guard (ANG) or Air Force Reserve Command (AFRC). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>). The reporting requirement in paragraph 2.9.6.1.3 is exempt from the licensing reporting requirement in accordance with AFI 33-324, *The Information Collections and Reports Management Program, Controlling, Internal, Public, and Interagency Air Force Information Collections*, paragraph 2.11.10.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.** It adds the requirement for all airfield operations flight commanders to review existing local publications that repeat or contain ATC procedures to ensure consistency (Chapter 1); it deletes some references/restrictions pertaining to qualified apprentice controllers (Chapter 11); it also adds local operating procedure (LOP) requirements to Attachment 14, and it adds LOP requirements to Attachment 15.

1.3.1.4. Forward waiver renewal requests to HQ AETC/DOYF no later than 60 days prior to expiration.

1.3.1.5. (Added)(AETC) Forward FAA waiver renewal requests to HQ AETC/DOYF NLT 6 months prior to expiration.

1.3.4. (Added)(AETC) The AETC office of primary responsibility (OPR) for air traffic control (ATC) procedural waivers, waiver renewal, special use airspace waivers, and publication change requests is HQ AETC/DOYF.

**1.7. ATC Publications.** Maintain an index of required publications in a facility operating instruction.

**1.8. Local Operating Procedures (LOP).** MAJCOM will make every attempt to approve, or make recommendations for approval, for all local operating procedures (LOP) within 30 days of receiving the LOP. LOPs are reviewed in the order in which they are received, except for emergency situations.

1.8.2. Use the format in Attachment 12 (Added)(AETC) for all revised or newly developed operations memorandums.

1.8.4. Whenever an airfield operating instruction (AOI) is forwarded for HQ AETC/DOYF review/approval, the AOF/CC will review all other instructions that repeat or contain ATC procedures to ensure procedures remain consistent in all publications. Additionally, a statement of such review must accompany the required cover letter.

1.8.6. (Added)(AETC) MAJCOM review process:

1.8.6.1. (Added)(AETC) Submit LOPs for MAJCOM review by mailing drafts to HQ AETC/DOYF, 1 F Street Suite 2, Randolph AFB TX 78150-4325, or e-mail LOPs to HQ AETC/DOYF.

1.8.6.2. (Added)(AETC) Units will forward a copy of the final published LOP to HQ AETC/DOYF. Forwarded copy may be mailed or e-mailed (aetc.doyf@randolph.af.mil). E-mailed copies of approved LOPs need to indicate that the proper authority has signed the document.

**1.9. Implementing LOPs.** If applicable, and in accordance with local guidance and collective bargaining agreements, units should notify union representation in advance of revisions. This notification should allow for union review of procedures to ensure they do not adversely affect working conditions. The intent of the review is not to seek approval for assignment of work.

2.1.2.2. Chief controllers (CCTLR) shall be certified in a position that involves actively controlling aircraft (for example, excludes such positions as assist, flight data, and clearance delivery). Complex CCTLRs shall be certified in a control position in each facility.

2.1.3.1.2. Outline facility staffing requirements in a LOP.

2.1.3.1.8. (Added)(AETC) Ensure personnel assigned are properly reflected in the unit personnel manpower roster.

**2.5. Watch Supervisor (WS) or Senior Controller (SC).** Applies to watch supervisor (WS), senior controller (SC), or controller-in-charge (CIC).

2.5.1.3. A WS, CIC, or SC may be appointed through the use of duty schedules or AF IMT 623A, **On-the Job Training Record—Continuation Sheet**, entries signed by the CCTLR.

2.6.1.2. All CATCAs, including GS-2152, must obtain required certifications within 12 months of assignment.

2.7.1.2. All ATCSSs, including GS2152, must obtain required certifications within 12 months of assignment.

2.8.2.3. (Added) (AETC) If required, the CCTLR appoints a qualified ACATCT after coordination with the CATCT and the concurrence of the AOF/CC.

2.8.3.3. (Added) (AETC) If required, the CCTLR appoints a qualified ACSE after coordination with the CSE and the concurrence of the AOF/CC.

2.8.4.3. (Added) (AETC) If required, the CCTLR appoints a qualified ATSN after coordination with the TSN and the concurrence of the AOF/CC.

2.9.1. During wing flying and when sufficient staffing is available, control towers will maintain a watch supervisor (WS) concept, and staff all positions decombined. Define wing/base flying in the base airfield operations instruction (AOI).

2.9.2.1. (Added)(AETC) During wing flying, and when sufficient staffing is available, radar approach control (RAPCON) facilities will maintain a WS concept. Each radar scope position, excluding radar final control (RFC), must have the accompanying assistant controller position open.

2.9.2.2. (Added)(AETC) Little Rock AFB RFC facility may operate under a SC concept.

2.9.5. (Added)(AETC) MAJCOM validated operating positions and hours are contained in Attachment 13 (Added)(AETC).

2.9.6. (Added)(AETC) Unit ATC staffing reports.

2.9.6.1. (Added)(AETC) AOF/CC or designated representative shall:

2.9.6.1.1. (Added)(AETC) Ensure all personnel data is properly recorded in unit personnel manpower rosters (UPMR) and corresponds with ATC staffing reports and unit manning document (UMD).

2.9.6.1.2. (Added)(AETC) Remove apprentice controllers that have been awarded a 364 or 056 from UMD P-Coded manning positions and assigned to the appropriate operational facility manning position.

2.9.6.1.3. (Added)(AETC) Forward monthly ATC staffing reports to HQ AETC/DOYF no later than the last duty day of each month.

2.9.6.1.4. (Added)(AETC) Ensure that only the DOYF provided spreadsheet is used, and that the spreadsheet fields, categories, or reportable information are not modified.

2.9.6.1.5. (Added)(AETC) Forward requests for modifications to the spreadsheet to HQ AETC/DOYF for approval and implementation.

2.9.6.1.6. (Added)(AETC) Provide CCTLRs copies of ATC staffing reports.

2.9.6.2. (Added)(AETC) CCTLRs shall:

2.9.6.2.1. (Added)(AETC) Ensure personnel data for their respective facilities is properly recorded in UPMR, and corresponds with ATC staffing reports and the UMD.

2.9.6.2.2. (Added)(AETC) Notify the AOF/CC of personnel changes that affect ATC staffing reports.

2.9.6.3. (Added)(AETC) Reporting criteria:

2.9.6.3.1. (Added)(AETC) Newly assigned qualified controllers will be considered available once position certified or after 60 days on station, whichever occurs first.

2.9.6.3.2. (Added)(AETC) Show absences greater than 14 days, other than regular leave status, on the manning report as not available.

2.10.1.7. (Added)(AETC) All GS-2152 and/or contract controllers must obtain a Federal Aviation Administration (FAA) Class II medical certificate. This certificate can only be issued by FAA-approved flight surgeons. In the event civilian controllers must use nonmilitary flight surgeons, then the following procedures shall apply:

2.10.1.7.1. (Added)(AETC) Reimburse GS-2152 controllers for physical examination expenses by submitting a Standard Form 1164, **Claim for Reimbursement for Expenditures on Official Business**. The completed form is approved by their supervisor, and certified by the unit's resource advisor.

2.10.1.7.2. (Added)(AETC) Pending GS-2152 new hires are also reimbursed for the expenses of initial physical examination regardless of whether or not they are determined to be qualified.

2.10.1.7.3. (Added)(AETC) Units shall use noncivilian pay, and O&M funds from within their current program authority. Cite other purchased services EEIC 592 in the accounting classification.

2.10.1.7.4. (Added)(AETC) Specific information regarding physical qualifications may be referred to the regional FAA flight surgeon office:

2.10.1.7.4.1. (Added)(AETC) Southern Regional Flight Surgeon: ASO300 – (400) 305-6150.

2.10.1.7.4.2. (Added)(AETC) Southwestern Region Flight Surgeon: ASW300 – (817) 222-5300.

2.10.1.7.4.3. (Added)(AETC) Western Pacific Region Flight Surgeon: AWP300 – (310) 725-3750.

2.10.1.7.4.4. (Added)(AETC) Northwest Mountain Region Flight Surgeon: ANM300 – (425) 227-2300.

2.10.3.4. Except during formal position certification/facility rating evaluations, the qualified controller in position will fully assume control of the position, and issue instructions to all air traffic while emergency aircraft are under their position's control, or within their area of jurisdiction. This does not include vehicular traffic operating on the airfield.

3.1.3.3. Specify procedures in the facility operating instruction.

4.4.1. The following items are required in preduty familiarization briefings:

4.4.1.3. Include runway in use, airfield closures, runway surface condition, and pattern status.

4.4.1.6. Current and forecasted weather information for your area of jurisdiction. Weather advisories, warnings, HIWAS, SIGMET, CWA, and AIRMET reports applicable to your area of responsibility.

4.4.1.7. Include status of special use airspace, assault strips, drop zones, para-drop areas, and exercises as applicable.

4.4.1.12. (Added)(AETC) Notice to Airmen (NOTAM) and local notice to Airmen (NOTAMs) affecting your area of responsibility.

5.1.1.2. CCTLR may establish separate detailed checklists for each scheduled shift.

5.1.3.2. CCTLR shall define alternate procedures in an LOP to use in the event the primary designated position is malfunctioning or out of service.

**5.2. Facility Clocks.** The Standard Terminal Automated Replacement System with an operational GPS receiver is considered a coded time source.

**5.4. Recorders.** For Class A Runway Supervisory Unit (RSU), recording priority is after SOF and before LMR nets.

5.8.1. Include simultaneous operations procedures in the base AOI.

**5.19. (Added)(AETC) RSU.** RSUs are portable or fixed shelters where nonair traffic control personnel observe arriving and departing aircraft. This unit is near the active runway, and has two-way air-ground communications. AOF/CC will coordinate with appropriate flying organizations on the location and access to RSUs. **NOTE:** RSU operations, including staffing, equipment, and maintenance are not a function of the airfield operations flight.

6.5.5. MAJCOM (HQ AETC/DOYF) approval is contingent upon specific requirements (for example, training and certification, LOPs, etc.) of AFI 13-203, paragraph 6.5.5 being met.

6.5.7. Outline procedures in a LOP.

6.9.3. (Added)(AETC) Cancel automatic releases during radar or DBRITE outages unless IFR departure separation, specified in minutes, is established in a LOP.

7.1.3.2. (Added)(AETC) Where the ATCALs commissioning evaluation report specifies usable target strengths, more restrictive than AFI 13-203, a usable target shall meet commissioning evaluation criteria.

7.3.1. Detail procedures in facility operating instructions.

7.5.1. For AN/GPN-22 systems the CCTLR will ensure controllers display both radar data and symbology. FAA flight inspection annotation of “unrestricted” in the commissioning or periodic report does not meet the intent of this paragraph. The report must specify the limitations and capabilities in the remarks section. The AOF/CC or designated representative should make the request to evaluate “Scan Only” through the flight standards flight inspection office.

**7.8. Use of Precision Approach Radar (PAR) to Monitor Instrument Final Approach Courses.** Outline requirements in the base AOI.

7.8.3. With the exception of radar in-trail recoveries, facilities providing monitoring service shall ensure the final controller does not monitor/accept more than two aircraft or flights simultaneously. A controller is authorized to monitor only one radar in-trail recovery (up to four aircraft) simultaneously.

7.9.4. Recommended altitudes must be available at positions that are designated to provide ASR approaches.

**7.16. Designation of Sectors.** Detail sector boundaries in conjunction with position responsibilities in the facility operating instruction.

**8.1. Exercises.** The AOF/CC will brief facility CCTLR and the chief airfield management (CAM) on exercise inputs affecting airfield and flying operations.

**8.5. Reduced Same Runway Separation (RSRS).** Reduced same runway separation (RSRS) is authorized for AETC assigned aircraft as stipulated in Attachment 14 (Added)(AETC).

8.5.3. (Added)(AETC) The OG/CC may authorize RSRS during wet runway operations based on local surface conditions. Outline procedures in the base AOI.

8.5.4. (Added)(AETC) RSRS may not be applied:

8.5.4.1. (Added)(AETC) To any situation involving an emergency aircraft.

8.5.4.2. (Added)(AETC) Between trainer-type aircraft and any other nontrainer aircraft.

8.5.4.3. (Added)(AETC) To any operations involving T-43 aircraft.

8.5.4.4. (Added)(AETC) To any situation involving an aircraft cleared for the option.

8.5.4.5. (Added)(AETC) When the runway condition reading (RCR) is less than 14 or breaking action reports of less than fair are reported. The OG/CC delegates responsibility of a position/agency who determines the runway surface condition.

8.5.4.6. (Added)(AETC) When any aircrew member or air traffic controller determines safety of flight may be jeopardized. In these cases, apply appropriate separation standards published in FAAO 7110.65.

**8.6. Radar In-Trail Recovery.** Specific coordination procedures shall be outlined in a LOP to ensure accurate reporting and coordination for nonstandard instrument final operations.

**10.3. OI Construction.** Send training OIs to HQ AETC/DOYF for review and approval prior to implementation.

10.3.1. Outline CATCA responsibilities only if applicable to your duty location and operational requirements.

10.3.9. Identify controller responsibilities for weather support personnel orientation in accordance with AFMAN 15-135, *Combat Weather Team Operations*, paragraph 1.4.4.1.

11.4.4. (Added)(AETC) The following restrictions apply to qualified apprentice air traffic controllers that have been “grandfathered” in accordance with HQ AFFSA message, Qualified Apprentice Controller Status, DTG 2004/02/07.

11.4.4.1. (Added)(AETC) Unqualified 13M1 officers may not work in a position unmonitored.

11.4.4.2. (Added)(AETC) Apprentice controllers may only work unmonitored during watch supervisor concept.

11.4.4.3. (Added)(AETC) Apprentice controllers may not work any positions combined.

11.4.4.4. (Added)(AETC) In radar facilities, apprentice controllers must be certified in the radar control positions and its associated assistant position, before working the radar control positions unmonitored.

11.4.4.5. (Added)(AETC) Under no circumstances will two unmonitored apprentice controllers work in a scope and accompanying assist position simultaneously.

11.4.4.6. (Added)(AETC) Apprentice controllers must maintain proficiency in all certified positions in accordance with facility directives.

11.4.4.7. (Added)(AETC) The total number of stop training days an apprentice trainee can incur will not exceed 60 days. This limitation does not include previous stop training days the trainee may have incurred prior to being qualified to work unmonitored. Track positions a trainee is authorized to work unmonitored, and the total stop training days in the TRB minutes.

**11.5. Additional Training Time.** Units requesting MAJCOM training extensions shall include the following information in an official memo in their request:

11.5.1. (Added)(AETC) Total number of days authorized for the position.

11.5.2. (Added)(AETC) Total number of extension days the CCTLR has already granted.

11.5.3. (Added)(AETC) Total number of MAJCOM training days the unit is requesting.

11.5.4. (Added)(AETC) Whether the trainee is in EDIT status.

11.5.5. (Added)(AETC) Date the trainee entered EDIT status.

11.5.6. (Added)(AETC) Frequency of training evaluations.

11.5.7. (Added)(AETC) Areas the trainee is having difficulty applying or understanding.

11.5.8. (Added)(AETC) Corrective actions to be taken by the training team.

11.7.1.2. As a minimum, identify the CFETP STS item number.

11.7.1.5. Include calendar days remaining for the current block of instruction.

12.2.2. Individuals certified in AFJQS 1C1X1-002 prior to 1 Oct 02 need not document AT-M-05 completion on AF Form 623, **Individual Training Record**, Section II.

12.2.3. Individuals certified in AFJQS 1C1X1-002 prior to 1 Oct 02 need not document AT-M-04 completion on AF Form 623, Section II.

**12.7. Special Tactics Combat Control Team (CCT) Training.** Apply the same criteria for qualified apprentice controllers (paragraph 11.4.4) to combat controllers who have never held a position certification in another ATC facility.

13.2.1.3. The operations group commander will ensure controllers receive annual briefings on the characteristics and limitations of aircraft that the facility normally serves. Develop, update, and provide a current, detailed briefing to all locally assigned controllers. Briefings will include, but are not limited to:

13.2.1.3.1. (Added)(AETC) Effects of external factors on aircrews, such as weather, ATC delays, airfield conditions, landing surface requirements, cockpit, and instrument design, etc.

13.2.1.3.2. (Added)(AETC) Communications and navigation capabilities.

13.2.1.3.3. (Added)(AETC) Normal patterns, approach, departure, landing speeds.

13.2.1.3.4. (Added)(AETC) If applicable, no-flap, engine out patterns, approach, departure, landing speeds.

13.2.1.3.5. (Added)(AETC) Common and critical emergency conditions and procedures. **NOTE:** The operations group commander may establish a flight simulator orientation program for locally assigned controllers. The program should include flight instrumentation orientation, factors increasing pilot workload, and practical use checklists. If possible, a ride in the simulator or an actual orientation ride in wing aircraft is encouraged. Where appropriate, include key FAA personnel supporting wing operations. For guidance concerning familiarization flights for FAA and Air Force controllers, see AFI 11-401, *Flight Management*.

13.2.1.9. Nonradar training applies to all controllers possessing a scope position certification with the exception of RFC (for example, military operations area monitor, departure, etc.).

13.2.1.17. (Added)(AETC) Precision Approach Critical Areas. Conduct semiannually. TR: AFI 13-203 and LOPs. At a minimum, training will include requirements, definitions, controls, phraseology, and local operational procedures (for example, automatic terminal information service [ATIS], weather [WX], vehicle control, etc.).

13.2.1.18. (Added)(AETC) Control Tower Self-Lowering Device. Where installed, conduct annually. TR: LOPs, operations manual for self-lowering device, followed by practical evaluations. The practical evaluation will include setting up the self-lowering device and donning the harness. Lowering to the ground is not necessary to complete the practical evaluation.

14.3. **NOTE:** May only work unmonitored during WS concept. Refer to FAR 65.95(c) to define supervision.

15.1. Notify HQ AETC/DOYF whenever a controller's ATC specialist (ATCS) certificate is suspended pending withdrawal. Include name, grade, and facility of assignment. Forward withdrawal packages within 30 days of the date of suspension. Address any delay in forwarding packages in the commander's cover letter. Forward a courtesy copy of each withdrawal package to HQ AETC/DOYF.

16.2.1. Coordinate requests for training from outside agencies (for example, Tinker ESC OL-D/E) through HQ AETC/DOYF.

17.2.2.2. Maintain all position certifications, facility rating suspensions, and special evaluations in this section.

17.3.1. Mandatory recurring training shall be preprinted on the AF IMT 1098, **Special Task Certification and Recurring Training**, indicating the designated months - applicable.

**17.6. Forms Adopted.** SF Form 1164, **Claim for Reimbursement for Expenditures on Official Business**, AF Form 623, **Individual Training Record**, AF Form 623A, **On-The-Job Training Record – Continuation Sheet**, AF IMT 1098, **Special Task Certification and Recurring Training**, AF IMT 3645, **PDIP Submission Form**.

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

AFMAN 37-123, *Management of Records*

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

WILLIAM M. FRASER III, Brigadier General, USAF  
Director of Operations

***4 Attachments (Added)(AETC)***

12. AETC Operations Memorandum Format
13. Facility Manpower Requirements
14. Reduced Same Runway Separation (RSRS)
15. LOP Checklist

**Attachment 12 (Added)(AETC)**  
**AETC OPERATIONS MEMORANDUM FORMAT**

**DEPARTMENT OF THE AIR FORCE**

(Organizational Header)

(Location)

(PARTIES TO THE AGREEMENT – ALL CAPS)

OPERATIONS LETTER

SUBJECT:

EFFECTIVE DATE:

1. Organize your operations memorandum in standard Air Force memorandum style.
  - a. Record appropriate signatories on all original records.
  - b. MAJCOM OPR must approve the memorandum prior to the implementation.
  - c. Forward all procedural changes to the memorandum MAJCOM OPR for approval prior to implementing changes.
2. Post changes, if applicable, behind the original memorandum.
  - a. An operations memorandum should normally be revised after the second change request.
  - b. Post the MAJCOM approval memorandum behind the operations memorandum and changes.
3. Include all appropriate signature blocks.

Name, Grade, USAF

Title

**Attachment 13 (Added)(AETC)**  
**FACILITY MANPOWER REQUIREMENTS**

**A13.1. (Added)(AETC) Manpower Authorizations.** The ATC facility operations information listed in Table A13.1 (Added)(AETC), establishes AETC ATC facility manpower authorizations by individual base and facility. The manpower authorizations are based on validated facility operating positions, and the MAJCOM approved published operating hours required to perform advertised ATC services. Authorizations are in accordance with Air Force Manpower Standard 13E1, Airfield Operations (AO) Flight. **NOTE:** Due to long-term staffing shortages, some current facility operating hours have been temporarily amended. The information listed in Table A13.1 (Added)(AETC) has not been amended. The information is based on approved operating hours and operating position information validated by MAJCOM in 1996.

A13.1.1. (Added)(AETC) To compensate for extended flying outside of published hours during the summer flying periods, an additional 4 operating hours per day, Monday – Friday, have been added to the following bases: Vance, Columbus, Laughlin, and Sheppard AFBs.

A13.1.2. (Added)(AETC) Command position manning requirements during wing flying (paragraphs 2.9.1 and 2.9.2 of this supplement) have been applied to all facility manning requirements.

A13.1.3. (Added)(AETC) Forward all changes to published facility operating hours to HQ AETC/DOYF.

**Table A13.1. (Added)(AETC) Facility Staffing Authorizations.**

I T E M	A	B	C	D
	Base	Facility	Number of Positions	Hours Required (Weekdays vs Weekends)
1	Altus	Tower	4 (WS Concept)	16 (weekdays)
2			1 (Coordinator)	8 (weekdays)
3			2 (Mid/SC Concept)	24 (weekends)
4			2 (SC Concept)	
5		RAPCON	9 (WS Concept)	16 (weekdays)
6			3 (Mid/SC Concept)	8 (weekdays)
7			2 (SC Concept)	24 (weekends)
8	Columbus	Tower	4 (WS Concept)	16 (weekdays)
9			2 (SC Concept)	8 (weekends)
10		RAPCON	18 (WS Concept)	16 (weekdays)
11			6 (SC Concept)	8 (weekends)
12	Keesler	Tower	4 (WS Concept)	10 (weekdays)
13			2 (SC Concept)	6 (weekdays)
14			1 (Mid On-call)	8 (weekdays)
15			2 (SC Concept)	16 (weekends)
16			1 (Mid On-call)	8 (weekends)
17	Lackland	Tower	4 (WS Concept)	15 (weekdays)
18			2 (SC Concept)	9 (weekdays)
19			3 (SC Concept)	15 (Weekends)
20			2 (SC Concept)	9 (Weekends)
21	Laughlin	Tower	4 (WS Concept)	16 (weekdays)

I T E M	A	B	C	D
	Base	Facility	Number of Positions	Hours Required (Weekdays vs Weekends)
22		RAPCON	2 (SC Concept)	5 (weekends)
23			16 (WS Concept)	16 (weekdays)
24			6 (SC Concept)	5 (weekends)
25	Little Rock	Tower	4 (WS Concept)	16 (weekdays)
26			1 (Coordinator)	8 (weekdays)
27			2 (Mid Shift)	8 (weekdays)
28			2 (SC Concept)	8 (weekends)
29		RFC	2 (SC Concept)	8 (weekdays)
30	Luke	Tower	4 (WS Concept)	16 (weekdays)
31			1 (Coordinator)	
32			2 (SC Concept)	10 (weekends)
33		RAPCON	14 (WS Concept)	16.5 (weekdays)
34			4 (SC Concept)	16.5 (weekdays)
35	Maxwell	Tower	4 (WS Concept)	8 (weekdays)
36			3 (SC Concept)	9 (weekdays)
37			2 (SC Concept)	17 (weekends)
38	Randolph	East Tower	4 (WS Concept)	16 (weekdays)
39			1 (SILLS)	12 (weekdays)
40			1 (Mid Shift)	8 (weekdays)
41			2 (SC Concept)	12 (weekends)
42		1 (Mid Shift)	6 (weekends)	
43		West Tower	4 (WS Concept)	12 (weekdays)
44	1 (SILLS)		12 (weekdays)	
45	Sheppard	Tower	4 (WS Concept)	19 (weekdays)
46			2 (SC Concept)	15 (Saturday)
47			4 (WS Concept)	15 (Sunday)
48		RAPCON	16 (WS Concept)	16 (weekdays)
49			6 (SC Concept)	15 (Saturday)
50			9 (WS Concept)	15 (Sunday)
51	Tyndall	Tower	4 (WS Concept)	16 (weekdays)
52			1 (Coordinator)	
53			2 (Mid Shift/SC Concept)	8 (weekends)
54			2 (SC Concept)	16 (weekends)
			1 (SC Concept)	8 (weekends)
55		RAPCON	15 (WS Concept)	16 weekdays)
56			6 (SC Concept)	16 (weekends)
57	USAFA	Academy Tower	4 (WS Concept)	14 (weekdays)
58			2 (SC Concept)	14 (weekends)
59		Skytrain Tower	2 (SC Concept)	14 (weekdays)
60	Vance	Tower	4 (WS Concept)	16 (weekdays)
61			2 (SC Concept)	8 (weekends)
62			RAPCON	17 (WS Concept)

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Base</b>	<b>Facility</b>	<b>Number of Positions</b>	<b>Hours Required (Weekdays vs Weekends)</b>
<b>63</b>			3 (SC Concept)	8 (weekends)

**Attachment 14 (Added)(AETC)****REDUCED SAME RUNWAY SEPARATION (RSRS)**

**A14.1. (Added)(AETC) Authority.** FAA Order 7110.65 authorizes RSRS standards for military aircraft. The intent is to allow RSRS between arrival following arrival, arrival following departure, and departure following departure. These specific instances have Category I, II, and III separation criteria established in FAAO 7110.65. The category separation may be reduced. For an initial departure following arrival, a preceding landing aircraft, regardless of category, must be clear of the runway before the departure begins takeoff roll (FAAO 7110.65). There is no RSRS for an initial departure following arrival operation.

A14.1.1. (Added)(AETC) AETC operations group commanders are delegated authority to enter into agreements with non-AETC aircraft permanently or temporarily assigned to use AETC RSRS. It is the non-AETC organization representative's responsibility to complete required coordination required by their parent MAJCOM. Forward all RSRS agreements involving non-AETC aircraft to HQ AETC/DOYF for approval prior to implementation.

**A14.2. (Added)(AETC) RSRS Operations for Similar Trainer-Type Aircraft:**

A14.2.1. (Added)(AETC) Similar trainer-type RSRS may ONLY be applied using alternate runway side procedures. Use of alternate runway side procedures is an aircrew responsibility and must be addressed in a LOP. **NOTE:** T-1 and C-130 aircraft do not use alternating runway side procedures.

A14.2.2. (Added)(AETC) Similar trainer-type aircraft are defined as aircraft with the same airframe, for example, T-38-to-T-38 or AT-38, T-1-to-T-1, T-37 to T-37, T-6 to T-6.

A14.2.3. (Added)(AETC) T-37 and T-6 aircraft are considered to be similar type airframes.

A14.2.4. (Added)(AETC) Separation standards. **NOTE:** Separation is measured between the trailing aircraft in the lead flight, and the lead aircraft in the trailing flight.

A14.2.5. (Added)(AETC) 3000 feet minimum separation required or preceding aircraft is airborne for:

A14.2.5.1. (Added)(AETC) Full stop (FS) behind FS, low approach (LA) or touch and go (TG).

A14.2.5.2. (Added)(AETC) LA behind LA or FS.

A14.2.5.3. (Added)(AETC) TG behind TG or LA.

A14.2.5.4. (Added)(AETC) Single ship FS or LA behind a preceding formation flight if both formation aircraft are positioned on the cold (exit) side of the runway (includes flights landing from the overhead pattern after spacing achieved at break point).

A14.2.6. (Added)(AETC) 6000 feet minimum separation required or preceding aircraft is airborne for (**NOTE:** Separation is measured between the trailing aircraft in the lead flight and the lead aircraft in the trailing flight.):

A14.2.6.1. (Added)(AETC) T-1 FS, LA or TG behind T-1.

A14.2.6.2. (Added)(AETC) LA behind TG.

A14.2.6.3. (Added)(AETC) TG behind FS.

A14.2.6.4. (Added)(AETC) All situations where alternate runway side procedures are not or cannot be employed.

A14.2.6.5. (Added)(AETC) Formation flight (holding hands) FS behind a preceding single ship or formation flight.

**A14.3. (Added)(AETC) RSRS Operations for Dissimilar Trainer-Type Aircraft:**

A14.3.1. (Added)(AETC) Dissimilar trainer-type aircraft are defined as a mix of different airframes; for example, T-38 or AT-38 to T-37, T-1 to T-38.

A14.3.2. (Added)(AETC) The RSRS for dissimilar trainer-type aircraft is 6,000 feet minimum in all cases.

**A14.4. (Added)(AETC) RSRS Operations for Similar Fighter-Type Aircraft:**

A14.4.1. (Added)(AETC) Similar fighter-type aircraft are defined as aircraft with the same airframe, for example, F-15-to-F-15, F-16-to-F-16, etc.

A14.4.2. (Added)(AETC) Separation standards.

A14.4.2.1. (Added)(AETC) 3000 feet minimum separation required or preceding aircraft is airborne for:

A14.4.2.1.1. (Added)(AETC) FS behind FS, LA or TG.

A14.4.2.1.2. (Added)(AETC) LA behind LA or FS.

A14.4.2.1.3. (Added)(AETC) TG behind TG or LA.

A14.4.2.2. (Added)(AETC) 6000 feet minimum separation required or preceding aircraft is airborne for:

A14.4.2.2.1. (Added)(AETC) LA behind TG.

A14.4.2.2.2. (Added)(AETC) TG behind FS.

A14.4.2.2.3. (Added)(AETC) Single ship following formation FS.

**A14.5. (Added)(AETC) RSRS Operations for Dissimilar Fighter-Type Aircraft:**

A14.5.1. (Added)(AETC) Dissimilar fighter-type aircraft are defined as a mix of different airframes, for example, F-15 to F-16.

A14.5.2. (Added)(AETC) The RSRS for dissimilar fighter-type aircraft is 6,000 feet minimum in all cases.

**A14.6. (Added)(AETC) LA or TG Behind FS.** For all situations involving LA or TG behind FS, aircraft will not over fly aircraft on the runway. Responsibility for ensuring compliance rests with the pilot.

**A14.7. (Added)(AETC) United States Air Force Academy (USAFA) RSRS.** The following RSRS is established for USAFA operations only:

**A14.7.1. (Added)(AETC) TG-7/11/14 RSRS:**

A14.7.1.1. (Added)(AETC) Ensure 2000 feet minimum separation between successive operations.

A14.7.1.2. (Added)(AETC) Ensure 2000 feet minimum separation between a TG-7/11/14 and a preceding tow plane.

A14.7.1.3. (Added)(AETC) Ensure 3000 feet minimum separation between a TG-7/11/14 and a preceding sailplane.

**A14.7.2. (Added)(AETC) Tow Plane RSRS:**

A14.7.2.1. (Added)(AETC) Ensure 1000 feet minimum separation between successive tow plane arrivals.

A14.7.2.2. (Added)(AETC) Ensure 1000 feet minimum separation between a tow plane and a preceding TG-7/11/14.

A14.7.2.3. (Added)(AETC) Gliders must be beyond the end of runway (EOR) line before a tow plane crosses the landing threshold on the same runway.

A14.7.2.4. (Added)(AETC) Ensure 3000 feet minimum separation between a tow plane and a preceding category 1 aircraft.

**A14.7.3. (Added)(AETC) UV-18 Runway Separation Standards.** Ensure full runway separation between UV-18s and all other aircraft.

**A14.7.4. (Added)(AETC) TG-3/4/9/10 RSRS:**

A14.7.4.1. (Added)(AETC) Ensure the preceding glider rolls beyond the EOR line before the second glider crosses the landing threshold. A succeeding glider must stop at least 200 feet behind the first glider when “cleared to land.” (Separation is the pilot’s responsibility.)

A14.7.4.2. (Added)(AETC) Three gliders may land consecutively on runways 16/34 center during weather recall or put away.

A14.7.4.3. (Added)(AETC) Ensure 1500 feet minimum separation between a preceding tow plane and a glider on the same runway.

A14.7.4.4. (Added)(AETC) Ensure 2000 feet minimum separation between a preceding TG-7/11/14 and a glider on the same runway.

**A14.7.5. (Added)(AETC) Runway 08/26 Operations.** RSRS is not authorized for runway 08/26 operations during alternate ATC facility operations.

**A14.8. (Added)(AETC) Little Rock AFB AETC C-130 RSRS:**

A14.8.1. (Added)(AETC) General procedures:

A14.8.1.1. (Added)(AETC) Weather at or above 1500-foot ceiling and 3 miles visibility.

A14.8.1.2. (Added)(AETC) RSRS may not be applied when:

A14.8.1.2.1. (Added)(AETC) Aircraft (succeeding or preceding) are cleared for the option (except full stop behind an option), or the preceding aircraft is cleared for a stop and go.

A14.8.1.2.2. (Added)(AETC) Aircraft are cleared for a low approach behind a touch and go, or touch and go behind a full stop.

A14.8.1.2.3. (Added)(AETC) When any aircraft involved has declared an emergency.

A14.8.2. (Added)(AETC) Separation standards:

A14.8.2.1. (Added)(AETC) Single aircraft - 5000 feet minimum separation.

A14.8.2.2. (Added)(AETC) When a formation is involved – 6000 feet minimum separation.

**A14.9. (Added)(AETC) Night Operations.** During night operations, RSRS is 6,000 feet minimum, if the controller can see the aircraft involved and determine distances by references to suitable nighttime landmarks (lighted distance markers, etc.). Otherwise, standard FAA separation will apply.

**A14.10. (Added)(AETC) Deployed Aircraft.** Deployed aircraft are authorized RSRS if an approved memorandum of agreement (MOA) exists between the host wing and the deployed unit. Forward the MOA to HQ AETC/DOYF for MAJCOM review and approval before implementation. The host wing will ensure a detailed RSRS briefing is conducted for deployed aircrews prior to beginning local flying operations.

**A14.11. (Added)(AETC) Wake Turbulence Separation.** RSRS does not relieve the pilot of responsibility for wake turbulence separation when maintaining visual separation or operating under VFR. He or she must accept or reject RSRS. The pilot must inform ATC as soon as possible when RSRS cannot be accepted.

**A14.12. (Added)(AETC) Deviations.** Any local deviations that are less restrictive than the RSRS standards above must be forwarded to HQ AETC/DOYF for coordination and approval before implementation. Approval authority is HQ AETC/DO.

**A14.13. (Added)(AETC) Training.** Wing commanders will ensure all assigned aircrews and air traffic controllers are thoroughly trained on local RSRS standards.

**Attachment 15 (Added)(AETC)  
LOP CHECKLIST**

<b>Paragraph</b>	<b>Requirement</b>	<b>LOP</b>
1.7	Chief controllers (CCTLR) will ensure appropriate publications necessary to provide ATC services are available in each facility.	Facility OI
1.7 Supplement	Maintain an index of required publications in each facility operating instruction.	Facility OI
1.8.4	Publish an airfield operations instruction (AOI) that provides guidance regarding all activities on the airfield and in the terminal environment, which directly affect flying operations.	AOI
2.1.3.1.1	Establish a program and procedures to ensure controllers maintain proficiency.	Facility OI
2.1.3.1.2 Supplement	Outline facility staffing requirements in an LOP.	Facility OI
2.1.3.1.3	Outline requirements for preduty familiarization briefings and procedures, and publish in a facility operating instruction.	Facility OI
2.1.3.1.5	CCTLRs will define responsibilities and functions of each operating position.	Facility OI
2.10	Specify local procedures in an LOP to ensure compliance with medical requirements.	Facility OI
3.1	Publish proper documentation and management of forms in an appropriate LOP.	Facility OI
3.1.3.2	CCTLRs shall define/list approved local abbreviations in a facility operating instruction.	Facility OI
3.1.3.3 Supplement	The CCTLR specifies which form to use, and procedures for logging position times. Specify procedures in the facility operating instruction.	Facility OI
3.2.2	Publish procedures for reviewing CDR tapes/discs in a facility operating instruction.	Facility OI
3.3.4.6	Publish intersection takeoff diagram in the base airfield operations instruction.	AOI
4.1.1	The CCTLR will set up procedures for opening and closing facilities that operate less than 24 hours a day, 7 days a week, and include these procedures in an LOP coordinated with the ATC facility that has IFR jurisdiction.	Facility OI and MOA
4.1.1.1	The OG/CC may authorize standby hours instead of	AOI, Facility OI,

Paragraph	Requirement	LOP
	staffing the GCA or RFC facility continuously. Outline response time requirements, periodic equipment checks, and notification methods in an LOP.	and MOA
4.2	CCTLRs must define procedures for consolidating positions in an LOP.	Facility OI
4.4 (see also 2.1.3.1.3)	CCTLRs will establish an LOP outlining requirements for preduty familiarization briefings and procedures that provide for smooth transition from one crew to the next.	Facility OI
4.5.3	The OG/CC will determine if controllers should provide variable wind information to support the wing-flying mission. Publish this requirement in the base airfield operations instruction.	AOI
4.5.4	Wind sensors shall be selected for the approach end of runway unless operational advantage will result from other setting. Advise pilot if reported winds are from other than the approach end of runway. This may be accomplished by including information on the ATIS broadcast and pilots advise they have current ATIS information. Define procedures in a LOP.	AOI
4.8	Specify alternate communications procedures in a LOP.	Facility OI
4.9	Define radar and tower coordination procedures in a LOP.	T/R Ops Memo
4.9.1.1.1	The distances from touchdown or end of runway specified below for the amber and green lights are minimum. Adjust distances outward, if necessary, to meet local operating conditions in an LOP.	T/R Ops Memo
4.9.1.2.	Outline procedures for ensuring appropriate wake turbulence separation exists when mixing VFR traffic pattern with IFR/VFR arrivals.	T/R Ops Memo
4.9.2	At locations without an installed radar and tower coordination system, establish procedures that ensure tower controllers receive information in accordance with paragraph 4.9.3.1.1.	T/R Ops Memo
4.9.4.2	When QUICK LOOK is used to coordinate arrivals, the LOP governing tower/radar coordination must specify procedures.	T/R Ops Memo
4.9.6.	Outline procedures for automatic release cancellation when official weather for airport is less than 1000/3, including when tower visibility is less than 3.	T/R Ops Memo
4.10	Minimum Distance Without Final Clearance. These requirements must be contained in an LOP between the	T/R Ops Memo

Paragraph	Requirement	LOP
	tower and the servicing radar facility.	
4.11	Define opposite direction procedures in the base airfield operations instruction; and MOA if the FAA provides radar services.	AOI and MOA
4.14.1	If controllers do not activate the Primary Crash Alarm System (PCAS), the ATC facility notifies a single named, base agency, and the ARTCC or appropriate host nation equivalent. Define procedures in an LOP.	AOI
4.15	The AOF/CC identifies a single ATC facility, in writing, as the NOTAM monitor facility.	AOI
5.1.1.	Publish procedures and develop a detailed checklist to ensure proper operations of all equipment.	Facility OI
5.1.1.1.	CATCA will publish procedures and develop a detailed checklist to ensure proper operations of DTAS and all locally defined systems.	Facility OI
5.1.3.2.	CCTLRs define alternate procedures to use in the event the primary designated position is malfunctioning or out of service.	Facility OI
5.10.5.5.1.4	Establish automatic termination areas for arriving aircraft one mile or less from the runway threshold, or at satellite airports, the minimum radar coverage range/altitude, whichever is greater.	Facility OI
5.10.5.5.1.5	Identify which operating position is responsible for determining if automatic acquisition of a departure track has occurred in an LOP.	Facility OI
5.10.5.6.1	CCTLRs shall ensure that aural test of the MSAW speakers located in the operational positions are included as part of the equipment checklist required during each watch.	Facility OI
5.10.5.10.1	CCTLRs shall develop and maintain current detailed procedures in a LOP for transition to and from the various automated and nonautomated modes of operation.	Facility OI
5.10.5.11	Radar Selection Procedures. CCTLRs shall develop and maintain current detailed procedures for selection of radar sites in a LOP.	Facility OI
5.10.5.12	Multi-Sensor Radar Operations. CCTLRs shall develop detailed procedures for selection and use of multi-sensor radar operations.	Facility OI
5.11.3	For sites equipped with STARS, facility CCTLRs shall	Facility OI

Paragraph	Requirement	LOP
	specify procedures for using optional maps in an LOP.	
6.1.4	Light gun operational checks must be accomplished at least once per day and when practical with aircraft or vehicles.	Facility OI
6.2	According to FAAO 7110.65, control tower personnel determine the runway in use, unless procedures in an LOP delegate this function to another agency.	AOI
6.2.1	Coordinate with terminal radar facilities before changing the runway in use.	AOI and T/R Ops Memo
6.2.2	Notify the terminal radar facility, base operations, base weather facility, and ARTCC (if appropriate) when the runway change is complete.	AOI and T/R Ops Memo
6.3	Specific ATC approval is required prior to entry into controlled movement areas (defined in the base AOI) in accordance with AFI 13-204, paragraph 5.6.	AOI
6.4	Incorporate the maximum safe wind velocity in the base airfield operations instruction and use to guide control tower evacuation plans. The tower CCTLR establishes local tower evacuation procedures in an LOP.	AOI and Facility OI
6.5.5 and 6.5.5.3	MAJCOMs may authorize the use of the tower radar displays to ensure separation between successive departures, between arrivals and departures, and between over flights and departures within the surface area for which the tower has responsibility only if an LOP exists with the IFR facility having control jurisdiction, clarifying the additional functions tower is authorized to perform.	AOI, T/R Ops Memo, and/or MOA
6.5.7 Supplement	Outline procedures in a LOP.	Facility OI
6.7	Locations that use the overhead pattern must develop local procedures, and coordinate ATC/aircrew requirements to protect the overhead pattern. Publish procedures and coordination requirements in an LOP.	AOI and Facility OI
6.10.1	When conditions require USAF VFR towers to operate within Class C airspace, the minimum provisions for providing VFR tower services must be covered in an LOP with the servicing radar agency.	AOI, T/R Ops Memo, and/or MOA
7.3	CCTLRs must provide written guidance for use of the AN/TPX-49A during equipment checks, and when verifying beacon range accuracy before providing secondary radar-only service during temporary primary radar outage conditions.	Facility OI

Paragraph	Requirement	LOP
7.3.1. Supplement	Detail procedures in a facility operating instruction.	Facility OI
7.3.2	When beacon displacement is elected, issue a facility directive specifying the standard relationship between primary returns and the beacon control slash of secondary returns.	Facility OI
7.4.1	CCTLRs will determine which returns to use as a temporary replacement for the bracketing reflectors.	Facility OI
7.4.2	If the system can track the reference reflector, but the controller cannot view or manipulate track symbols, the system may still be used in the scan-only mode if it is flight checked, and procedures are detailed in local directives.	Facility OI
7.5.1	During temporary loss or nonavailability of the tracking symbology, and the controller can verify the radar is otherwise operating normally, the controller may use scan only video to conduct radar approaches provided limitations and procedures are published in an LOP.	Facility OI
7.8 Supplement	Where the capability exists, the OG/CC will determine whether or not there is a requirement to monitor approaches at their locations.	AOI
7.8.1	Where PAR, ILS, MLS, and visual glide slope indicators are not coincident, publish the deviation in the IFR supplement.	IFR Supplement
7.8.2	When the mission warrants simultaneous approach monitoring, the CCTLR will outline procedures in an LOP.	Facility OI
7.10	Radar controllers must be familiar with commissioning flight check and minimum performance data. Chief controllers will make this information readily available to the controllers.	Facility OI
7.11	If a requirement exists, terminal ATC radar facilities perform radar surveillance functions to support early warning or ensure safe passage of friendly aircraft. Describe controller priorities and procedures, coordination requirements, and areas of responsibility in an LOP.	AOI
7.13	CCTLRs must define procedures in an LOP to notify maintenance personnel when wind forecasts exceed system operational capabilities.	Facility OI and ATC/Maint Ops Memo
7.15.1	When a DVA is established, the CCTLR shall prepare a facility operating instruction.	Facility OI

Paragraph	Requirement	LOP
7.16 Supplement	The CCTLR develops airspace sectorization based on predominant traffic flows, altitude strata, and controller workload.	Facility OI
7.17	The OG/CC specifies the wing's multiple RFC requirements (more than one RFC position), and ensures enough approaches are flown to maintain controller proficiency. Detail the multiple RFC requirements in the base airfield operations instruction.	AOI
7.19	When the ASR display is out of service, PAR services may continue if the AOF/CC establishes procedures in an LOP.	T/R Ops Memo, and/or MOA
7.20	CCTLRs will establish an LOP for notification of personnel working in or around radar units during turn-around operations.	T/R Ops Memo and Facility OI
7.21.7.1	A facility operating instruction must be developed.	Facility OI
7.21.7.2	Develop local procedures between tower and approach to permit VFR arrival/departure operations in the event that VFR sequencing services normally provided to the primary airport cannot be accomplished.	T/R Ops Memo, MOA
7.21.8	An MOA with the host ARTCC is required prior to implementing CENRAP.	MOA
7.22	FAA/USAF contingency plan agreements.	MOA
8.2	Aircraft Arresting Systems. Where the Air Force is responsible for control tower services, an LOP exists.	AOI and/or ATC/CE Ops Memo
8.3	When the SOF performs duties in an ATC facility, describe details in an LOP.	AOI
8.4	The OG/CC establishes local aircraft operational priorities in the base AOI.	AOI
8.5.2	Develop unit level application of RSRS by affected air traffic control personnel and user units, and specifically outline in either the base AOI, or a wing operations letter.	AOI
8.5.3	Use of RSRS (if applicable) when authorized by OG/CC.	AOI
8.6.1	Coordinate radar in-trail recovery procedures through the AOF, operations group (and host nation, if required), approve by the MAJCOM, and detail in the base AOI.	AOI
8.7	An LOP must define the base response to hijack or theft attempts, and identify a single base agency to receive ATC notification.	AOI and/or OPLAN

<b>Paragraph</b>	<b>Requirement</b>	<b>LOP</b>
8.8	Establish departure/inbound procedures for minimum-communications and communications-out operations in an LOP.	AOI and/or MOA
8.11.1	Define operational/procedural needs to conduct parachute jump operations in an LOP with parachute jump organizations or responsible individuals.	AOI and/or MOA
9.1.2	When traffic patterns for two or more airfields are close together or overlap, coordinate letters of agreement regarding safe operations.	MOA
10.3	Effective training requires the execution of a detailed training OI. An effective training OI must establish policy and procedures for implementing the specific training program, and define the responsibilities of all personnel involved in the program.	Training OI
13.2	CCTLRs must establish procedures for personnel returning from TDY, duty not involving controlling (DNIC), and leave to receive training missed during their absences.	Facility OI

#### **Recurring Items for Unit Submission to MAJCOM**

<b>Paragraph</b>	<b>Requirement</b>	<b>MAJCOM Suspense</b>
11.8.2	Apprentice Controller Database	NLT 5th calendar day of the quarter.
1.3.1.4	Waiver Requests	NLT 60 days prior to waiver expiration.
2.9.4.1.1.2	Monthly ATC Staffing Report	No later than the last duty day of each month.