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Space, Missile, Command and Control

AIRFIELD OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 13-2 *Air Traffic Control, Airspace, and Range Management*. It establishes and outlines responsibilities and procedures in support of flying operations of the 911 Airlift Wing.

1. The Base Airfield Operations Board (AOB). The purpose of the Base Airfield Operations Board is to provide a forum for discussing, updating and tracking various activities in support of the wing flying mission.

2. AOB Membership. The designated chairperson for the Board is the 911 Operations Group (OG) Commander. Membership of the AOB as determined by the Operations Group Commander is as follows:

911 OG/CC, Chair

758 AS/DO, Operations Officer

758 OSF/CC, Operations Support Flight Commander

911 AW/SEF, Flight Safety Officer

911 OG/OGV, Chief, Standardization Evaluation

911 OSF/OSC, Airfield Manager

911 SPTG/CE, Civil Engineers

911 AW/SC, Communications Manager

911 LG/CD, Logistics Group, Deputy Commander

2.1. The Operations Group Commander directs that the following representatives will be invited to attend each quarterly meeting:

FAA Air Traffic Control Tower Representative

Allegheny County Department of Aviation
Pennsylvania Air National Guard

2.2. Other representatives will be invited to attend meetings as directed by the Operations Group Commander.

3. Agenda for the Airfield Operations Board. The Airfield Manager will prepare an agenda and record minutes of the AOB. The following mandatory items will be included in the agenda, along with any other items deemed appropriate in support of the Wing flying mission:

- 3.1. Airspace (terminal, en route, and special use airspace) Requires annual review.
- 3.2. ATC/Flying Procedures (new, revised, rescinded and seldom used). Requires annual review.
- 3.3. Military, FAA, and County Aviation concerns
- 3.4. Airfield Operation Flight-Staffing and proficiency
- 3.5. Air Traffic Control and Landing Systems (ATCALs) (Flight inspection schedules, problems, status, and upgrades)
- 3.6. Airfield Environment. Review airfield activities, problems and programs.
- 3.7. Status of Flightline Driving Program
- 3.8. Hazardous Air Traffic Reports (HATR)
- 3.9. Airfield Operations Standardization Evaluation (AOSE)
- 3.10. Annual Review of applicable Base Instructions, Letters of Agreement, Operations Letters, OPLAN taskings, aircraft parking plan, etc.
 - Review of local aircraft priority procedures. Requires annual review
 - Review NOTAM circuit and weather system reliability
 - Alternate ATC procedures (if applicable)
 - MACA. Review semiannually or as mission changes.

4. Meeting Schedule. An annual meeting schedule will be published by the Airfield Manager, annotating the quarterly meeting in which items requiring annual review will be on the agenda.

5. Meetings of the AOB. The Air Field Operations Board will meet quarterly in the Operations Group Conference Room of Building 419 and at such other times as determined by the Operations Group Commander.

6. Meeting Minutes. Minutes will be published within 15 days of the meeting and distributed to local agencies and HQ AFRC. A list of key personnel will be included in the minutes forwarded to HQ AFRC IAW AFI 13-203, *Air Traffic Control*, para 12.5.5.1.

7. OPERATIONS:

7.1. Supervisor of Flying (SOF) Program: The SOF is the primary decision making authority to insure the safe and effective launch and recovery of all 911 AW flight operations. All members per-

forming SOF duties will be current and qualified by the 911 AW SOF Training Program conducted by the Supervisor of Flying (SOF) Program Monitor.

7.2. Daily Events Log: The Air Force Form 3616, Daily Record of Facility Operation, will be maintained in the flight operations area to record significant events on each day scheduled aircraft launches occur at Pittsburgh ARS. In addition to opening and closing the events log, significant items such as scheduled mission deviations, Secondary Crash Net (SCN) checks, and any other important events occurring before, during, and immediately after aircraft launches and recoveries from Pittsburgh ARS, will be recorded by the person responsible for launching the day's missions.

7.3. Primary Crash Net Procedures: The Primary Crash Net (PCN) is an emergency system operated by the Allegheny County Department of Aviation (ACDA). 911 AW Command Post, Commander, or DOD Security Forces after-hours emergency notification system, will receive notification for emergencies affecting 911 AW resources or situations requiring 911 AW assistance only. Upon receipt of the Primary Crash Net notification, the recipient (Command Post, DOD Security Forces, or Wing Commander) will initiate the appropriate Quick Reaction Checklist or take other action as required by the situation.

7.4. Secondary Crash Net: The Command Post will conduct a test of the Secondary Crash Net (SCN) each duty day at 1000 hours including primary Unit Training Assembly (UTA) week-end as required by AFI 13-213, *Airfield Management*. The Base Operations Dispatcher/SOF will record the check in the AF Form 3616, along with any problems attendant to the SCN system.

8. AIRFIELD INSPECTION PROGRAM:

8.1. Airfield Inspections: The Airfield Manager will publish a list of personnel qualified to conduct daily Airfield Inspections. The list will be approved by the Operations Group Commander, reviewed annually, and updated as required.

8.2. Daily Inspections: An airfield inspection will be conducted by the Airfield Manager, Reserve qualified Airfield Management personnel, or a Supervisor of Flying qualified officer on each day flight mission launches are scheduled prior to the first aircraft launch. On UTA weekends, the inspections will be conducted by qualified 911 OSF Airfield Management personnel or a SOF qualified officer. The Inspection Form, tailored to Pittsburgh ARS operations, will be used to conduct the inspections. The completed forms will be forwarded to the Airfield Manager and maintained on file for 2 years. Problems noted on the inspection will be briefed to the OG/CC immediately. Problems creating a safety hazard will be attended to immediately to render the situation safe and then notifications through supervisor channels made as soon as feasible.

8.3. Quarterly Airfield Inspection: The quarterly airfield inspection will be conducted by the following agencies:

Airfield Manager, Operations, Civil Engineer, Logistics and Safety.

8.3.1. Results of the inspection will be summarized by the Airfield Manager and forwarded to 911 OG/CC for his review/approval.

8.3.2. Reports will be maintained for a period of 2 years by the Airfield Manager.

9. AIRSPACE MANAGEMENT:

9.1. Airspace Manager: The OG/CC will appoint a primary and alternate Airspace Manager in writing. These appointees should attend the Air Force Airspace Management Course at Keesler AFB, within 6 months of appointment.

9.2. Airspace Management Committee: While the 911 AW does not have an Air Traffic Control function or control any Special Use Airspace, a committee consisting of the following will meet semiannually, or more often as required, to manage Wing drop zones, SR training routes, and LATN areas:

Airspace Manager

Tactics Officer

Chief Navigator

Chief Standardization/Evaluation Pilot

9.3. Documentation: The Airspace Manager will maintain the computerized 2 year file on the above tactical routes, areas and drop zones. Data relating to routes, DZ, areas scheduled versus used and reason for non-use will be forwarded by the (current operations)Tactics office, SOF and mission schedulers to the airspace manager so the pertinent information can be input into the computer file, or this information can be extracted by comparing the weekly flying schedule with the AF Form 3616. Documentation will be maintained by the Airspace Manager on the scheduling and utilization of the areas for a period of 2 years.

10. FLIGHT LINE DRIVING PROGRAM. See 911 AW Instruction 24-301, *Vehicle Operations on Ramps and Taxiways*.

10.1. Aircraft Movement Area: The aircraft movement area at Pittsburgh ARS is defined as: those areas of the Pittsburgh International Airport including all taxiways and runways not a part of the Air Force Reserve ramp and maintenance aircraft parking areas bounded by the 911 AW property line and the hold lines at Taxiways Echo and November 2. Ground vehicles operating beyond 911 AW boundaries and into the Aircraft Movement Area must have 2-way radio communication with the tower and affirmative clearance to enter the area.

10.2. Light Gun Signal Training/Testing: See Airman's Information Manual, Table 4-62. To get the Biscus (Light) gun to conduct the test:

10.2.1. Contact the Airfield Manager at X8761 to coordinate time, place and number of students to be tested.

10.3. Color Vision Screening Testing: Color vision screening can be conducted by the Airfield Manager. Those not passing color vision screening will coordinate Color Vision testing for the flightline driving program by:

10.3.1. (Normal work week) Call 911 ASTS, Health Services Manager, X 8233, and explain that you have personnel needing color vision testing. Coordinate time and place of appointment with Health Services Administrator.

10.3.2. (Unit Training Assembly (UTA) weekend) Call 911 ASTS, Optometry Technician, X8385, and coordinate appointment directly with optometry technician. Best time during UTA for color vision testing is Saturday afternoon.

10.4. Flightline Decals: The following 911 AW officials are permitted to operate privately owned vehicles (POVs) on the flightline:

Wing Commander, 911 AW/CC

Operation Group Commander, 911 OG/CC

Airlift Squadron Commander, 758 AS/CC

Airlift Squadron Operations Officer, 758 AS/DO

Operation Support Flight Commander, 911 OSF/CC

Airfield Manager, 911 OSF/OSC

10.4.1. POVs will be registered, as required for Pittsburgh ARS, and a flightline decal issued by the DOD Security Forces will be affixed to the vehicle above the base decal. Operators will have their 911 AW line badge and AF Form 483, Certificate of Competency, when operating their POV on the Pittsburgh ARS flightline. The Airfield Manager will review the list maintained by 911 DOD SF of officials holding POV Flightline decals, and temporary flightline passes issued to contractors annually to insure only those with a valid requirement are continued.

10.4.2. Operation of non-government vehicles on the flightline will be kept to the minimum required to accomplish the mission in accordance with this paragraph and other applicable directives.

10.5. TDY/Contractor Personnel Flightline Driving Requirements: As a minimum, all contractor, supervisors and military TDY personnel will receive the TDY/Contractor Flightline Briefing set forth in the 911 AW Flightline Driver's Training Pamphlet, conducted by the VCO/VCNCO of the unit hosting the contractor or TDY personnel. Additionally, for contract personnel, access to the flightline areas will be limited to the absolute minimum areas required to accomplish the contract provisions by the host unit commander.

10.5.1. For TDY military personnel, a copy of the orders annotated by the host unit VCO/VCNCO, will be carried by the TDY individual along with their home base issued AF Form 483, Certificate of Competency.

10.5.2. For contractor personnel, a letter signed by the unit commander, and approved by the Airfield Manager, outlining the limits on flightline driving and certification that the TDY/Contractor Flightline Briefing has been completed.

11. FLIGHT PLANNING:

11.1. Flight Planning Room: The Airfield Management section, 911 OSF, will maintain the Flight Planning room. The Airfield Manager will conduct checks of the Flight Planning room as necessary to insure the required mission support requirements set forth in AFI 13-213 are available.

11.2. Flightline Information Publications (FLIP): The Airfield Manager will develop a system to make distribution to the basic recipients of new and replacement FLIP publications as set forth in AFI 13-213. 911 OSF will assist the Airfield Manager to the extent feasible. Distribution of incoming FLIP publications will be made as soon as practical to the basic recipient distribution points.

11.3. National Imaging and Mapping Agency (NIMA) Report: The annual customer review of DOD FLIP automatic initial distribution requirements prepared by the Navigation section will be reviewed by the Airfield Manager or Operations Support Flight commander prior to submission each year.

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Commander