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**Space, Missile, Command and Control**

**AIRFIELD OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 13-2, *Air Traffic Control, Airspace, and Range Management*. It establishes and outlines responsibilities and procedures in support of flying operations of the 914 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. The Airfield Manager, in accordance with AFI 13-203, will prepare an agenda and record minutes of the AOB.

**2. AOB Membership.** The designated chairperson for the Board is the 914 Operations Group (OG) Commander. Membership of the AOB as determined by the Operations Group Commander is as follows:

914 OG/CC, Chair

328 AS/DO, Operations Officer

GSI/OSA, Airfield Management

914 AW/SE, Chief of Safety

914 OSF/CC, Operations Support Flight Commander

914 OG/OGV, Chief, Standardization Evaluation

914 SPTG/BCE, Base Civil Engineers

914 AW/CP, Command Post

107 OG/CC, Operations Group Commander

136 ARG/DO, Director of Operations

107 ARW/SE, Chief of Safety

107 ARW/OGV, Chief, Standardization Evaluation

107 ARW/CP, Command Post

107 ARW/OSA, Base Operations

107 ARW/OSF, Operations Support Flight Commander

BUF FSS, Buffalo Flight Service Station

914 AW/DOK, Airspace Manager

GSI/OSA, Weather

914 SPTG/SC, ATCALs

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 (Buffalo and Niagara Falls)

Niagara Frontier Transportation Authority

FBO/Tech Aviation

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

### 3. Operations:

3.1. Supervisor of Flying (SOF) Program: The SOF is the primary decision making authority to insure the safe and effective launch and recovery of all 914 AW flight operations. All members performing SOF duties will be current and qualified by the 914 AW/328 AS SOF Training Guide conducted by the Supervisor of Flying (SOF) Program Monitor.

3.2. 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. Scheduled mission deviations, Secondary Crash Net (SCN) checks, and any other important events occurring will be recorded by Base Operations personnel.

3.3. Primary Crash Net Procedures: The Primary Crash Net (PCN) is an emergency system operated by Niagara Falls Tower. Upon receipt of the Primary Crash Net notification, the 914<sup>th</sup> AW Command Post, Airfield Operations, 914<sup>th</sup> Fire Department, 914<sup>th</sup> ASTS, 107<sup>th</sup> AW/CP, NFTA, and Tech Aviation will initiate the appropriate Quick Reaction Checklist or take other action as required by the situation. The 914<sup>th</sup> Fire Department and DOD Security Forces after-hours emergency notification system will make the appropriate notifications for emergencies affecting 914 AW resources or situations requiring 914 AW assistance only. NOTE: When Niagara Tower is closed, the Primary Crash Net will be activated IAW the NFTA/914<sup>th</sup> AW/107<sup>th</sup> ARW/FAA Buffalo Approach Letter of Agreement.

3.4. Secondary Crash Net: Airfield Management will conduct a test of the Secondary Crash Net (SCN) each duty day at 0800 hours including primary Unit Training Assembly (UTA) week-end as required by AFI 13-213, *Airfield Management*. The Base Operations Dispatcher will record the check in the AF Form 3616. The CAM will log any problems attendant to the SCN system.

**4. Airfield Inspection Program:**

4.1. 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.

4.2. Daily Inspections: Airfield Management personnel will conduct an airfield inspection each day prior to the first aircraft launch. On UTA weekends, the inspections will be conducted by qualified 914 OSF/OSA Airfield Management personnel. The Inspection Form, AFRC Form 10, will be used to conduct the inspections. The Airfield Manager will maintain the forms for 1 year. Problems creating a safety hazard will be attended to immediately to render the situation safe and then notifications through supervisory channels made as soon as feasible.

4.3. Quarterly Airfield Inspection: The quarterly airfield inspection will be conducted by the following agencies; Airfield Manager, Base Civil Engineer, Wing Safety, and ATCALs Representative.

4.3.1. Results of the inspection will be summarized by the Airfield Manager and forwarded to 914 OG/CC for his review.

4.3.2. The Airfield Manager will maintain reports for a period of 1 year.

**5. Flight Line Driving Program.** See 914 AW Instruction 13-202, *Procedures for Conducting Flightline Drivers Familiarization, Training and Documentation.*

5.1. Aircraft Movement Area: The aircraft movement area at Niagara Falls IAP-ARS is defined as all areas South of the hold lines of A, A1, A2, and A3 Taxiways. Aircraft or ground vehicles operating beyond 914 AW boundaries and into the Aircraft Movement Area must have 2-way radio communication with the tower and affirmative clearance to enter the area.

**6. Flight Planning:**

6.1. Flight Planning Room: The Airfield Management section and the 914 OSF/OSA 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.

6.2. Flightline Information Publications (FLIP): Airfield Management and the 914 OSF/OSA will develop a system to make distribution to the basic recipients of new and replacement FLIP publications as set forth in AFI 13-213. Distribution of incoming FLIP publications will be made as soon as practical to the basic recipient distribution points.

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Commander