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(FM 1-303)

**AIR TRAFFIC
SERVICES FACILITY
OPERATIONS,
TRAINING,
MAINTENANCE, AND
STANDARDIZATION**

DECEMBER 2003

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Air Traffic Services Facility Operations, Training, Maintenance, and Standardization

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Preface

This publication provides instructions, standards, and guidance to operate and manage United States (U.S.) Army air traffic control (ATC) facilities and units. It is intended for use by all Active Army, Army National Guard, U.S. Army Reserve, Department of the Army (DA) civilians, and contract personnel who perform ATC duties for the U.S. Army. All standards, policies, and procedures in this manual are mandatory, according to AR 95-2.

This field manual supplements applicable DA, Federal Aviation Administration (FAA), and International Civil Aviation Organization (ICAO) publications to be used in providing air traffic services. When the U.S. Army provides ATC services in overseas areas, deviations from these standards may be necessary to conform to foreign government regulations. Deviations shall be outlined in an agreement between one of the following—

- Theater commander and the host government.
- Host government military commanders and U.S. Army commanders.
- Host government ATC authorities and the U.S. Army commanders.
- Host government ATC authorities and U.S. Army ATC authorities.

Combat support ATC services performed to support aviation mission requirements may also dictate deviations from established standards. Such deviations shall be approved in writing by an O-6 or higher.

For more information concerning on-going ATC issues and contact numbers, refer to—

- Air Traffic Services Command (ATSCOM) Internet home page (<http://155.147.98.10/atca/home/ATCHOME.htm>).
- The U.S. Army Aeronautical Services Agency Internet home page (<http://www.usaasa.belvoir.army.mil/default.htm>).

The proponent of this publication is U.S. Army Training and Doctrine Command (TRADOC). Send comments and recommendations on DA Form 2028 (*Recommended Changes to Publications and Blank Forms*) directly to Commander, U.S. Army Aviation Center, ATTN: ATZQ-TDS-D, Fort Rucker, Alabama 36362-5000.

This publication has been reviewed for operations security considerations.

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

Chapter 1

Introduction

The policies and procedures in this manual standardize U.S. Army ATC training, facilities, operations, management, and maintenance. The procedures in this manual dealing with operational requirements, position responsibilities, and duties are the minimum standard, unless stated otherwise. The ATC chief/senior air traffic control sergeant (ATC SR SGT)/platoon sergeant (PSG)/ATC facility chief is responsible for facility operations, quality assurance, training, and rating standards. At his discretion, he may increase any or all of the minimum requirements established by this manual. This chapter explains how to use this manual and how to request waivers to the guidance in this manual. It also defines the specific terms as they are used in this manual.

WAIVERS

1-1. All deviations from the policies outlined in this manual require the submission of a waiver. Requests for waivers shall be sent through channels to Commander, USAAVNC, ATTN: ATZQ-ATC, Fort Rucker, Alabama 36362-5265. When a waiver must be expedited, an organization may get interim approval by phone, through channels, from the Director, Air Traffic Services Command (ATSCOM) (defense switching network [DSN] 558-3007/Commercial [334] 255-3007 or Chief, Fixed Branch Support Division, DSN 558-1635).

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1-2. Waivers will be submitted in memorandum format and outline the specific need, time period, and reason for exception. A risk assessment and an hourly traffic count from the previous 15-day period will be attached as supporting documentation for justification when the waiver content addresses either of the following:

- Manning.
- Position consolidation.
- Standard shifts.
- Standard workweeks.

1-3. The organization initiating the requests shall be responsible for the requests for renewal or extension of waivers. Subordinate and intermediate

commands will ensure that all requests are endorsed, or commented on appropriately, then sent to ATSCOM. All approved waivers will contain a cancellation date or condition in the final paragraph.

PLANNING

1-4. Airspace planning is required when airspace is required for training or contingency operations. The air traffic and airspace officer (AT&AO), Department of the Army regional representative (DARR), United States Army Aeronautical Service Detachment—Europe (USAASD-E) Commander, or Eighth Army (EUSA) ATC Office must be involved early to coordinate airspace requirements with the appropriate (Federal Aviation Administration [FAA]/host nation [HN]) airspace planners. Air traffic services (ATS) personnel will assist in developing an effective Army airspace command and control (A²C²) plan that will provide safe and effective use of airspace across the operational continuum. The ATS unit must coordinate with the aviation unit responsible for aircraft participating in the operation. During the initial planning stage, these ATS units must—

- Coordinate airspace use.
- Determine what letter of agreement (LOA)/letter of procedure (LOP) must be established.
- Select the equipment site.
- Perform initial terminal instrument procedures (TERPS) of the airspace.
- Determine what additional services are available/required, for example crash rescue and petroleum, oil, and lubricants (POL).

AIR TRAFFIC CONTROL CERTIFICATION AND RATING

1-5. Military personnel, DA civilians, foreign nationals, and contract personnel performing ATC duties in ATC facilities shall become qualified and facility-rated according to AR 95-2. All controllers and supervisors, both military and civilian, must meet and maintain the physical standards of AR 40-501, the Office of Personnel Management (OPM) Handbook X-118, or their official job descriptions. Foreign nationals performing ATC duties in U.S. Army facilities shall comply with the ATC physical requirements of the host nation.

FEDERAL AVIATION ADMINISTRATION ACADEMY TRAINING

1-6. During March of each year, the ATSCOM will conduct annual solicitation of Army requirements for technical training conducted by the FAA Academy. These requirements shall be identified by units and provided through command channels to the Commander, U.S. Army Aviation Center, ATTN: ATZQ-ATC, Fort Rucker, Alabama 36362-5265, not later than 1 April. The ATSCOM will present the consolidated Army requirements to the FAA Academy during the annual call to training conference.

1-7. The ATSCMO will disseminate quotas to the requesting units during September, or upon receipt from the FAA Academy. Units shall complete a DD Form 1556 (*Request, Authorization, Agreement, Certification of Training and Reimbursement*) for course attendance for each quota received or return the quota to the Commander, U.S. Army Aviation Center, ATTN:

ATZQ-ATC, Fort Rucker, Alabama 36362-5265, not later than 30 days before the class start date.

ATC FACILITY CLASSIFICATION

- 1-8. ATC facilities are grouped into five major classifications:
- Airfield/Heliport/Airport traffic control tower (ATCT).
 - Ground-controlled approach (GCA).
 - Army airspace information center (AIC).
 - Army approach control (nonradar) (AAC).
 - Army radar approach control (ARAC).

UNDERSTANDING THIS PUBLICATION

TERMS

1-9. To understand this publication, the reader must be familiar with the terms used. The Glossary explains the terms, acronyms, and abbreviations, used in this field manual.

SYMBOLS

1-10. The diagonal (/) indicates “or” or “and.” For example, orders/handbooks may mean orders or handbooks or may mean orders and handbooks.

WORD MEANINGS

1-11. The meanings for some of the words used in this manual are given below.

- Shall or an action verb in the imperative mood means a procedure is mandatory.
- Should means a procedure is recommended.
- May or need not means a procedure is optional.
- Aircraft means the airframe or crewmembers or both.
- ATC-certified means the person graduated from a formal ATC school and possesses an air traffic control specialist (ATCS) certificate.
- Position-qualified (PQ) means a *controller* passed all phases of training for a particular operating position (such as local control [LC], ground control [GC], and precision approach radar [PAR]) and received a satisfactory evaluation on DA Form 3479-1-R (*Trainee/Controller Evaluation*).
- Facility-rated means a controller completed all phases of training and possesses the appropriate certification for a particular facility.
- Installation facility is defined by the major Army command (MACOM), regardless of the equipment used (see glossary).
- A tactical facility is considered tactical until a facilities request is approved by the MACOM and validated by ATSCOM. (See AR 95-2, chapter 14.)

APPENDIXES

- 1-12. The following appendixes are in this manual:
- Appendix A – Training and Proficiency Records