

**BY ORDER OF THE COMMANDER
49TH FIGHTER WING**

HOLLOMAN AFB INSTRUCTION 13-204

14 February 2008

Space, Missile, Command, and Control

UNCONTROLLED AIRFIELD OPERATIONS (UAO)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available digitally.

RELEASABILITY: There are no releasability restrictions on this publication.

49 OSS/OSA

Certified by: 49 OSS/CC
(Lt Col Alexis G. Grynkewich)
Pages: 18

This publication implements AFD 13-2, *Air Traffic, Airspace and Range Management, 7 August 2007*, Air Force Instruction 13-204, *Functional Management of Airfield Operations, 10 January 2005*, and ACC/A3 Uncontrolled Airfield Operations (UAO) Policy Letter. This publication outlines flying procedures for Holloman AFB (HAFB) Aero Club Flight Training Center (AC), 46th Test Group (TG), Army Air Office (AA), and Civil Air Patrol (CAP) to operate during periods when HAFB Air Traffic Control (ATC) Tower and Airfield Management Operations (AM Ops) are closed. This also outlines airfield operating procedures for the units that are authorized access to the runways, Taxiway Golf, and North Ramp when the airfield is closed. In addition to the units above, these units are: Fire Department (FD), 49th Security Forces Squadron (SFS), Ambulance Response, Crash Recovery, Operations Duty Officers (ODO), Barrier and Airfield Maintenance, Exterior Electric, Air Traffic Control and Landing Systems (ATCALS) maintenance, 49th Logistics Readiness Squadron (LRS) Fuels, Detachment-1 82nd Aerial Target Squadron (Det-1 82ATRS), and Lockheed. Additionally, the Airfield Operations Flight and Command Post (CP) have duties in this publication. All of the above units are responsible for understanding the UAO process and their responsibilities within this publication. The intent is to ensure the safe arrival/departure of aircraft during UAO. Maintain official records in accordance with AFMAN 37-123, *Management of Records*, and dispose of them in accordance with the AF Records Disposition Schedule found at <https://www.afirms.amc.af.mil>. Contact supporting records managers as required for approval.

1. **LIMITATIONS.** Operations conducted under the scope of this agreement have specific limitations. Note: AC refers to all locally assigned aero club aircraft. 46 TG refers solely to aircraft operating under the 586th Flight Test Squadron. AA refers to all Army Air rotary wing and fixed wing aircraft assigned to HAFB. CAP refers to all aircraft which have been approved through the Alamogordo CAP squadron. All CAP aircraft not assigned to Alamogordo will coordinate a Prior Permission Required (PPR) through the Alamogordo CAP squadron. At no time shall any organization operate a jet aircraft. Unit will be cognizant of weight restrictions for taxiways and parking areas.

1.1. HAFB airfield hours of operation are (unless NOTAM'd otherwise) Monday -- Thursday 0600-0000L, Friday 0600-2100L, Saturday 0800-1600L, and closed Sunday. UAO will take place during periods when the airfield is closed. If the unit would like to operate during hours of darkness, the ODO will be trained to turn the airfield lights on and off.

1.2. Aircraft shall not depart if weather is forecasted to go below Visual Flight Rules (VFR) minimums within one hour plus or minus the scheduled departure/arrival time.

1.2.1. Minimum ceiling is 1,500 Above Ground Level (AGL) with minimum visibility of 3 miles. Exception: Rotary wing aircraft may adhere to service minimums.

1.3. UAO shall be limited to a single departure/arrival for each aircraft. Pattern work is prohibited. Pilots must depart the aerodrome following initial takeoff unless experiencing a situation that requires an immediate landing. Pilots returning HAFB to land shall make one pattern to a full stop landing.

1.4. AC, TG, CAP, and AA shall ensure operations at the airfield do not conflict with scheduled periodic maintenance inspections (PMI) of various navigational and airfield equipment. PMI schedules are published in the Flight Information Publications (FLIP). If a situation arises where UAO will impact airfield/ATCALs/barrier/lighting maintenance, the ODO and maintenance unit will coordinate and attempt to resolve. If both the ODO and maintenance unit deem safe, UAO and maintenance may occur simultaneously. If no resolution is possible, the maintenance operation will have priority.

1.4.1. The unit manager for each participating unit will provide AM Ops with up to date ODO contact lists, to include assigned ODOs and ODO's cell phone number. AM Ops will provide unit ODOs, CP, 49th Civil Engineering Squadron (CE), 49th Communications Squadron (CS), SFS, Tower, White Sands Radar Facility (WSRF), FD, and Ambulance Response with the updated ODO contact list.

2. PROCEDURES.

2.1. AM Ops will ensure critical information/procedures for HAFB UAO are published in the FLIP.

2.2. The ODO is the focal point for operations conducted under the scope of this instruction. In supervising UAO, the ODO operates in lieu of the ATC Tower and AM Ops to ensure operations are conducted safely, airfield security is not compromised, and that emergency response is available as required. If multiple ODOs are present, 2.14.2 identifies who will have the lead until termination of their unit's ops. The ODO will coordinate with other ODOs prior to terminating to hand off the lead to another ODO. CP will be advised by the incoming lead ODO of the "ODO lead" transfer.

2.2.1. The ODO shall not perform air traffic control function and may not issue air traffic control instructions. Each unit conducting operations in the local area during UAO will have an ODO on duty. The ODO will be on duty until their last aircraft shuts down. For aircraft arriving from outside of the local flying area (i.e. cross-country arrivals), the unit will have an ODO on duty 1 hour prior to scheduled arrival and will remain until the aircraft is parked and the engines are shut down. For aircraft departing the local area, the ODO will be on duty from 1 hour prior to departure to 30 min after takeoff. The ODO shall provide updated arrival/departure times to the CP. CP will pass the arrival/departure times to AM Ops on the next duty day via the schedule which will have columns for departure and land times.

2.3. ODO Schedule. The unit manager shall manage the ODO schedule. Pilots planning to fly when HAFB airfield is closed shall ensure an ODO has been scheduled.

2.4. Preparation. The ODO accomplishes the following steps prior to commencing operations.

2.4.1. Scheduling UAO. The ODO for the requesting unit shall complete the UAO Setup checklist (Attachment 2) the duty day prior to requested operations. If UAO will occur on multiple days, coordination must be accomplished for each day. For example--If the requested ops are on Saturday

or Sunday the checklist must be accomplished on Friday by close of business (COB) (assuming it is not a Holiday or “Down” day). If the requested ops are, for example, Wednesday night after the airfield closes or Thursday morning before the airfield opens, the checklist must be completed on Wednesday by 1600.

2.4.1.1. The ODO shall obtain an in-person briefing from the Airfield Manager or their designated representative prior to commencing operations. This briefing shall be the last checklist item completed. The briefing must address airfield facilities status, construction avoidance areas, and planned Airfield Maintenance activities during the period of UAO. Once the checklist is complete, a copy will be given to AM Ops for final approval. When ODO calls CE and Job Control, the ODO will ensure that there are no maintenance or PMIs scheduled outside of what is published in the FLIP. If an irreconcilable conflict exists, maintenance operations will have priority IAW 1.4. Note 1: If the full setup checklist, including AM Ops briefing is not accomplished, the respective unit shall not participate in UAO.

2.4.1.2 AM Ops will retain Attachment 2, Uncontrolled Ops Setup Up Checklists, for record keeping. AM Ops will notify CP and fax CP a copy of the upcoming UAO schedule when the checklist is turned in.

2.4.1.3. WSRF/CE/CS/Job Control/Airfield Operations reserve the right to cancel/modify scheduled UAO at any time due to unforeseen conflicts. The agency will call CP to verify whether UAO will be occurring. If so, CP will refer the agency to the lead ODO. The agency will contact the lead ODO and attempt to coordinate de-confliction. If de-confliction is not possible then the agency shall inform the ODO that ops will terminate due to mission essential activities. The agency will inform CP of the termination. The ODOs will then notify the CP once ops have terminated.

2.4.2. The ODO shall obtain a weather briefing for HAFB and the surrounding area. Any official weather source is acceptable including a self-brief from Direct User Access Terminal Service (DUATS) or the National Oceanic and Atmospheric Administration (NOAA) internet aviation weather services.

2.4.3. The ODO shall contact CP to coordinate commencement of UAO prior to their unit’s first aircraft engine start. CP shall in turn notify the 49th Medical Group (MDG) Ambulance Response Element, FD, and SFS.

2.4.4. Prior to aircraft movement, the ODO shall perform an airfield check on all taxi routes and runway(s) to be utilized by their aircraft to ensure movement areas are clear of FOD, wildlife, obstructions, etc. AM Ops shall provide initial and recurring training to all unit ODOs to ensure quality education on appropriate airfield checks. (See ODO training checklist, Attachment 3)

2.5. Flight Plans. IAW AFI 13-213, *Airfield Management*, all aircraft departing Air Force installations must have a flight plan on file with AM Ops (or locally assigned unit with approved flight plan processing procedures in place) prior to takeoff. Use DD Form 175, *Military Flight Plan*, or other authorized forms IAW AFI 11-202 Vol 3, *General Flight Rules*. In the remarks section of the flight plan (s) the pilot will annotate “UAO”. Flight plans will be retained by originating unit, pilot shall file, activate, and close flight plans with Albuquerque Flight Service Station (FSS) or other applicable facility.

2.5.1. Units will maintain the original flight plan according to Air Force WEB-RIMS Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil>. Suspension of UAO privileges may occur if unit records are not maintained properly.

2.6. Step briefing. The ODO shall accomplish an in-person briefing with each aircrew prior to launch. The ODO shall ensure knowledge of each aircrew's intentions. Additionally, the ODO shall brief aircrews on any airfield taxi, departure, and landing restrictions.

2.7. Taxi Routes. Pilots shall taxi in the most direct route to and from the runway consistent with safety and taxi restrictions. Pilots shall not taxi into restricted areas (to include the west area) and all taxi operations shall be overt. Pilots shall give right of way to all emergency vehicles.

2.8. Runways. Operations shall be normally conducted on Runway 04/22 (primary). In the event Runway 04/22 is unavailable or winds dictate, aircraft shall utilize Runway 16/34 (secondary). Runway 07/25 will not be used for landings and takeoffs under any circumstances. The ODO shall determine runway in use based on existing and forecasted wind direction. ODOs must coordinate this information with other participating unit ODOs to alleviate conflicts.

2.8.1. AA Helicopters may take off and land using the North Ramp, as opposed to using one of the runways.

2.9. Patterns. Pilots will adhere to recommended pattern procedures for UAO as described in the Aeronautical Information Manual (AIM) and other related Federal Aviation Administration (FAA) regulations. Observe traffic patterns identified in Holloman AFB Instruction 11-250, *Airfield Operations and Base Flying Procedures*.

2.9.1. In order to ensure de-confliction with Alamogordo Regional Airport, which is within 10 Nautical miles (NM) of HAFB, the south east sector of HAFB class Delta airspace shall not be used. The southeast sector consists of an imaginary line extending off of the departure ends of Runways 16 and 07 to extend to 5.0 NM. Exception: Standard downwind to Runway 16/34 is allowed.

2.10. Altimeter Setting. Pilots shall obtain an altimeter setting from the Alamogordo Automated Weather Observing System (AWOS) @ 127.825 or the HAFB weather observer, if on duty.

2.11. Airfield Lighting Training. All unit ODOs planning flight operations during hours of darkness will schedule training with CE Exterior Electric for lighting procedures at the FD prior to scheduling night ops.

2.12. If aircraft are departing/arriving at night, the ODO shall turn on airfield lighting at the FD no more than 30 minutes prior to taxi and no less than 30 minutes prior to landing. Airfield lighting shall be turned off by the ODO no earlier than 30 minutes after departure and prior to terminating operations. Note 1: If airfield lighting is not turned on prior to landing, aircraft shall divert to Alamogordo White-Sands Regional Airport or other airports as required until lighting is turned on. Note 2: ODOs may notify FD to activate the airfield lights in the event of an emergency only.

2.13. Commencement/Termination of Operations. The ODO shall report commencement/termination of operations to CP. CP will ensure that a new lead ODO has been coordinated if applicable or will notify the MDG Ambulance Response Element, FD and SFS that UAO has been terminated.

2.14. Communication procedures.

2.14.1. Radio Communications. Common Traffic Advisory Frequency (CTAF) is HAFB Air Traffic Control Tower frequency, 119.3. (119.3 is continuously recorded as an ATC frequency) Note: Utilizing Ultra High Frequency (UHF) for the purpose of Holloman CTAF is not authorized. Pilots shall adhere to the recommended radio procedures for UAO as described in the Aeronautical Information Manual. Departing pilots shall establish contact with the ODO before taxiing to the

runway for departure. Arriving pilots shall establish contact with the ODO at least 10 NM prior to landing. The ODO shall provide airfield advisories as appropriate. All communication between the ODO and the aircraft will be via the CTAF on a Very High Frequency (VHF) radio.

2.14.2. The ODO shall utilize unit specific call-signs: "ODO one" for AC, "ODO two" for TG, "ODO three" for AA, or "ODO four" for CAP. The above order of ODOs designates a priority to who will be the lead ODO. Example: AA is the first and only ODO on the scene. If AC arrived to commence ops, the lead ODO would be transferred to AC.

2.14.3. The primary method for the ODOs to communicate with vehicular traffic will be via Land Mobile Radio (LMR) (Tower Net). Each participating unit will ensure the ODO has an operable LMR (Tower Net). All vehicle operators that will be accessing the runways, Taxiway Golf, or North Ramp will have an operable LMR (Tower Net) to ensure two way communication between the ODO and the vehicle operators. ODO should communicate via cell phone as a last resort. The ODO shall monitor all ops on VHF and LMR radios.

2.14.4. At a minimum the ODO will transmit a blanket broadcast on the LMR Tower Net at the following times. Each unit ODO is responsible for broadcasting the arrival and departure advisories of their unit's aircraft.

2.14.4.1. Commencing operations (after calling CP)--"Attention on the Tower Net, Uncontrolled Airfield Operations is commencing."

2.14.4.2. When aircraft calls to taxi for departure--"Attention on the Tower Net, aircraft departing Runway XX or North Ramp."

2.14.4.3. When aircraft call inbound--"Attention on the Tower Net, aircraft XX minutes from Holloman, will be landing Runway XX or North Ramp."

2.14.4.4. Terminating operations (prior to calling CP)--"Attention on the Tower Net, Uncontrolled Airfield Operations is terminated." Note: Ensure that no other ODOs are operating prior to making this broadcast.

2.14.5. AM Ops will have a limited number of LMRs, with Tower Net capability, that will be available for use, if needed, by the ODOs. It will be hand receipted out on a first come, first served basis, when the ODO comes to AM Ops to complete the UAO setup checklist. On the next duty day, the ODO will return the LMR to AM Ops. Failure to return the LMR could result in the loss of the unit's UAO privilege.

2.14.6. The CP will provide vehicle operators the cell phone number of the lead ODO if the vehicle operator cannot establish communication with the ODO via LMR (Tower Net).

3. AIRCRAFT MISHAP/EMERGENCY.

3.1. The pilot in command and the ODO have the authority to declare an emergency at any time. In the event of an aircraft mishap or declared emergency, the ODO shall immediately notify FD with pertinent information (i.e. type aircraft and location) to assist rescue efforts to the maximum extent possible. The ODO shall then notify CP, who then shall, at a minimum, again notify base FD, Ambulance Response Element, and SFS for immediate mishap/emergency response. CP will also notify 49th Airfield Operation Flight Commander (AOF/CC) or Airfield Operation Flight Director of Operations (AOF/DO) immediately, to ensure they are aware of potential impact to ops. If neither AOF/CC nor DO can be contacted, CP will call 49th Operations Support Squadron Director of

Operations (OSS/DO) or 49th Operations Support Squadron Commander (OSS/CC). If unavailable, CP will call the 49th Operations Group Commander (OG/CC).

3.2. ODO shall restrict vehicle access to emergency response vehicles only until the emergency has been terminated by the FD. After an emergency, the ODOs are responsible for ensuring that the runway or North Ramp is clear of all debris, damage, and fluid spills. Following an aircraft mishap, aircraft debris will not be moved without Emergency Operations Control Commander approval. ODO will notify AM Ops on the next duty day of any declared emergencies or any pertinent info, to include damage to airfield or fluid spills that occurred.

4. VEHICLE OPERATIONS.

4.1. In order to minimize the potential for incidents, only a select few agencies shall come within 100 feet of any runway, Taxiway Golf, and or North Ramp when the airfield is closed. These agencies are FD, SFS, Ambulance Response, Crash Recovery, ODOs, Tower, AM Ops, Barrier and Airfield Maintenance, Exterior Electric, ATCALs Maintenance, LRS Fuels, Det-1 82ATRS, Lockheed (drones), and 586th FLTS. Note: The OG/CC may authorize additional base agencies to come within 100 feet of any runway, Taxiway Golf, and or the North Ramp when the airfield is closed as the mission dictates. If any other unit needs access to a runway, Taxiway Golf, and/or North Ramp for mission essential reasons when the airfield is closed, prior coordination and training must be accomplished with the Airfield Manager. The Airfield Manager will be the approval authority. Under no circumstances will any non-approved units drive on any portion of a runway, Taxiway Golf, and/or North Ramp when the airfield is closed.

Note: If live loads and UAO have a conflict, live loads will take priority. 49th Operations Support Squadron Airfield Operations (OSA) shall monitor and approve UAO when live loads (that require runway crossings) are scheduled to be in effect. The ODO will be advised of non-availability of UAO when he comes to AM Ops to complete the setup checklist. Supplemental training is not required for vehicle operators who are involved in live load operations because AM Ops will deconflict and disapprove UAO during that time period if live load vehicle operators require runway access.

4.2. Flightline Driving Training. Current flightline drivers from the units referenced in paragraph 4.1 will receive supplemental training regarding UAO procedures. This will be accomplished through a series of mass briefings conducted by the Airfield Manager (AFM) and Deputy Airfield Manager (DAFM) and will be mandatory for all flightline drivers from these units. This supplemental training will be tracked by the DAFM and unit flightline driving program managers (FDPM) to ensure compliance. CAP ODOs that require flightline driving will be trained and tracked by the OSS FDPM. Units not listed in paragraph 4.1 will not be allowed access to the runway, Taxiway Golf, and or North Ramp when the airfield is closed.

4.2.1. UAO supplemental training for required units will be checked during unit FDPM Staff Assistance Visits (SAVs) and inspections.

4.2.2. UAO will be added to the local flightline driving certification for newly assigned personnel.

4.3. Vehicles operating on the airfield when the airfield is closed shall exercise extreme caution when operating in the proximity of taxiways/runways and/or North Ramp.

4.4. Vehicle operations on the runways, Taxiway Golf, and North Ramp when the airfield is closed will be kept to the absolute minimum. Vehicles will not be left unattended on the runway at any time. In the event a vehicle requires access to a runway, Taxiway Golf, and/or North Ramp when the airfield

is closed, they shall call CP prior to entering the runway (defined as the runway and the area within 100 feet of any runway surface, Taxiway Golf, and North Ramp). If CP verifies that UAO are not being conducted, the vehicle may proceed to enter the runway environment.

4.4.1. If UAO are or will be in effect, the CP will provide a schedule of UAO and ODO contact information and instruct them to contact the ODO for access. If UAO is scheduled during the time the vehicle requires access to a runway, Taxiway Golf, and/or North Ramp, the vehicle operator shall contact the lead ODO for permission via LMR (Tower Net) to cross or enter any runway, Taxiway Golf, and/or North Ramp. The driver will advise the ODO of number of vehicles entering the runway, Taxiway Golf, and/or North Ramp and notify the ODO once crossing/access is complete. Vehicle operators shall visually clear the runway, Taxiway Golf, and/or North Ramp and adjoining airspace in both directions prior to proceeding across or onto a runway, Taxiway Golf, and/or North Ramp. If the CP or vehicle attempting to access the runway, Taxiway Golf, and/or North Ramp cannot contact the scheduled ODO via LMR (Tower Net) or cell phone, the vehicle **shall not** enter or cross the runway, Taxiway Golf, and/or North Ramp.

Note: Scheduled ODOs must be accessible via LMR and the provided contact numbers or risk suspension from UAO at the discretion of the OG/CC.

4.4.2. The unit ODO shall transmit a blanket broadcast, via LMR (Tower Net), prior to commencing UAO, upon receiving notification of a landing or departing unit aircraft, and prior to terminating UAO. Refer to paragraph 2.14.4.

4.4.3. Vehicles responding to an emergency do not need to contact the ODOs prior to entering the runways, Taxiway Golf, and/or North Ramp, however they shall ensure the emergency aircraft is at a full stop before entering the runway in use. All participating emergency response vehicles shall utilize extreme caution when entering, exiting, and operating within the runways, Taxiway Golf, and or North Ramp environment during UAO. FD will advise lead ODO and CP when emergency is terminated and all emergency vehicles are off the airfield.

4.4.4. When the airfield lights are turned on and the airfield is closed, all vehicle traffic will immediately clear the runways and use increased caution while operating on the airfield until the airfield lights are turned off. Operators will call CP to verify UAO status. If active, the driver will contact the ODO for approval prior to crossing or entering any runway, Taxiway Golf, and or North Ramp and will state their intentions.

5. ODO QUALIFICATIONS AND SELECTION.

5.1. ODOs shall be knowledgeable of unit aircraft operations and have sound decision-making ability. ODOs will possess either a Restricted Area Badge or an FAA pilot certificate. Aero Club ODO candidates shall be submitted to the 49 Mission Support Group Commander (49 MSG/CC) by both the Aero Club manager and Aero Club Chief Instructor Pilot. The 49 MSG/CC will appoint the Aero Club ODOs for 49 OG/CC approval. TG, CAP, and AA shall appoint ODOs and submit justification and appointment memorandum for 49 OG/CC approval. All ODO candidates must personally interview with OG/CC prior to final approval. Note: All ODO appointments shall be via official memorandum.

5.2. ODO Training. The unit shall develop a training program for ODOs. The training shall include, but not be limited to:

5.2.1. Flightline driver's training leading to a flightline driver's license. This training will be

conducted by the sponsoring unit's FDPM.

5.2.2. AM Ops will provide each unit with airfield inspection and airfield criteria Computer Based Training (CBTs). Prior to meeting with the Airfield Manager or designated representative the ODO must complete the CBTs and provide the Airfield Manager with the certificates of completion.

5.2.3. Briefing from the Fire Chief or assistant.

5.2.4. Briefing from the Security Forces Operations Noncommissioned Officer in Charge (NCOIC).

5.2.5. Airfield Lighting training conducted by CE Exterior Electric. (If unit requires night ops).

5.2.6. Review of service applicable regulations.

5.2.7. Briefing from the Airfield Manager or designated representative.

5.2.8. Airfield orientation with qualified ODO or AM Ops personnel if no qualified ODO exists.

5.2.9. ODOs will possess either a Restricted Area Badge or an FAA pilot certificate.

5.2.10. Completed ODO training checklist (Attachment 3) shall be submitted to AM Ops prior to assuming duties as ODO.

6. ODO RESPONSIBILITIES.

6.1. Complete all necessary checklists.

6.2. ODOs will possess either a Restricted Area Badge or an FAA pilot certificate and all items listed in paragraph 7.1.1 when acting as the ODO.

6.3. Schedule training with CE Exterior Electric for lighting procedures and obtain access to the FD's airfield lighting control computer prior to scheduling night ops In Accordance With (IAW) ODO Training Checklist.

6.4. Ensure no unscheduled maintenance/PMIs are scheduled outside of what is published in the FLIP when coordinating with CE and CS Job Control during setup checklist completion.

6.5. Coordinate with White Sands Radar Facility per setup checklist to ensure R-5107D Area 1 will not be active for the proposed period of UAO. If Area 1 is scheduled to be active, UAO shall be postponed. Note: This paragraph is not applicable if the affected flying unit is an Area 1 participant.

6.6. Ensure flight plans and any amendments are on file.

6.7. Obtain an in-person briefing with AFM or designated representative prior to commencing operations during setup checklist completion.

6.8. Ensure setup checklist is accomplished (Attachment 2).

6.9. Be familiar with each pilot's intentions and flight plans.

6.10. Obtain a weather briefing for HAFB and the surrounding area IAW ODO Ops checklist (Attachment 4).

6.11. Be on duty at respective duty location one hour prior to any UAO. See para. 2.2.1.

6.12. Determine runway in use based on current and forecasted wind direction and coordinate with other ODOs IAW ODO Ops checklist.

6.13. Accomplish an in-person step brief with each aircrew prior to launch IAW ODO Ops checklist.

If the pilot is returning from a cross country flight (or the pilot departed when the airfield was open), it is the responsibility of the ODO to ensure the pilot is contacted and given a step briefing prior to landing at Holloman AFB.

- 6.14. Immediately prior to commencing ops, conduct an airfield check of all taxi routes and runways, and/or North Ramp to be utilized by the aircraft IAW ODO Ops checklist.
- 6.15. Notify CP when commencing or terminating UAO, IAW ODO Ops checklist, and make blanket broadcasts IAW 2.14.4.
- 6.16. All communication between the ODO and the aircraft will be via the CTAF.
- 6.17. If more than one ODO is active, ODOs shall identify a lead ODO IAW Para 2.14.2, inform CP, and all coordination shall go through lead ODO.
- 6.18. Monitor the weather and direct pilots as necessary to ensure safe operations.
- 6.19. When called by a vehicle operator, approve or disapprove runway, Taxiway Golf, and/or North Ramp access based on UAO arriving/departing traffic.
- 6.20. The ODO shall transmit a blanket broadcast, via LMR (Tower Net) of landing or departing aircraft.
 - 6.20.1. Check-out an LMR (with Tower Net) if needed, from AM Ops. LMR will be hand receipted out on a first come, first served basis, when the ODO comes to AM Ops to complete the UAO setup checklist. On the next duty day, the ODO will return the LMR to AM Ops. Failure to return the LMR could result in the loss of the unit's UAO privilege.
- 6.21. Report unauthorized aircraft/vehicles in the airfield environment to SFS.
- 6.22. In the event of an aircraft mishap or emergency, immediately notify FD then notify CP. After an emergency, ensure the runway, Taxiway Golf, and/or North Ramp is clear of all debris, damage, and fluid spills.
- 6.23. Notify and direct emergency response to the site of an aircraft mishap.
- 6.24. Act as the on-scene final authority for UAO until relieved by a higher authority. Higher authority may include but is not limited to SFS, FD, AM Ops, OG/CC or designated representative.
- 6.25. Be accessible via provided contact numbers or risk suspension from UAO.
- 6.26. If aircraft are departing/arriving at night, the ODO shall turn on airfield lighting at the FD no more than 30 minutes prior to taxi and no less than 30 minutes prior to landing. Airfield lighting shall be turned off by the ODO no earlier than 30 minutes after departure and prior to terminating operations. Note 1: If airfield lighting is not turned on prior to landing, aircraft shall divert to Alamogordo White-Sands Regional Airport or other airports as required until lighting is turned on. Note 2: ODOs may notify the FD to activate the airfield lights in the event of an emergency only.

7. PARTICIPATING UNIT MANAGER RESPONSIBILITIES.

(Unit Manager responsibilities may be delegated to or shared with designated representatives)

- 7.1. Ensure respective equipment is available to the ODO and is in good working order.
 - 7.1.1. At minimum the following equipment shall be provided:
 - 7.1.1.1. A Government Owned Vehicle (GOV) for airfield driving.

7.1.1.2. VHF radio to include spare batteries or automotive adapter.

7.1.1.3. Portable LMR (Tower Net) to include spare batteries and/or charger.

7.1.1.4. Cellular phone including a spare battery or automotive adapter. Note: Each unit shall have a dedicated ODO cellular phone number. CAP will utilize AC dedicated cellular phone. The unit will provide AM Ops with the ODO cell number to be distributed to all units directed under this OI.

7.1.1.5. Publications/continuity binder which includes all applicable unit/base directives and ODO checklists and procedures.

7.1.1.6. Provide updates for critical phone number listing.

7.2. Manage the ODO schedule.

7.3. Assign qualified unit personnel to be appointed as ODO. The ODOs will be appointed by unit commanders and approved by the OG/CC. Minimize change to the maximum extent possible.

7.4. Develop a training program for ODOs. Refer to paragraph 5.2 for the minimum training criteria.

7.5. Oversee initial and periodic training for ODOs on HAFB UAO.

7.6. Ensure unit specific checklists are created and maintained as necessary.

8. PILOT RESPONSIBILITIES.

8.1. Must depart the aerodrome following initial takeoff unless experiencing a situation that requires an immediate landing. Pilots returning to the aerodrome to land shall make one pattern to a full stop landing. UAO shall be limited to a single departure and/or single arrival for each aircraft. Pattern work is prohibited.

8.2. Ensure an ODO has been scheduled if planning to fly when HAFB airfield is closed.

8.3. File, activate, and close flight plan with Albuquerque FSS or other applicable facilities. Pilots shall file a flight plan before participating in UAO. In the remarks section of the DD Form 175 flight plan the pilot will annotate "UAO."

8.4. Taxi in the most direct route to and from the runway consistent with safety and taxi restrictions. Pilots shall not taxi into restricted areas (to include the west area) and all taxi operations shall be overt. Pilots shall give right of way to all emergency vehicles.

8.5. Adhere to recommended pattern procedures for UAO as described in the Aeronautical Information Manual and other related FAA regulations. Observe traffic patterns identified in HAFBI 11-250.

8.5.1. In order to ensure de-confliction with Alamogordo Regional Airport, which is within 10 NM of HAFB, the south east sector of HAFB Class Delta airspace shall not be used. The southeast sector consists of an imaginary line extending off of the departure ends of Runway 16 and 07 to extend to 5.0 NM. Exception: Standard downwind to Runway 16/34 is allowed.

8.6. Obtain an altimeter setting from the Alamogordo AWOS (127.825) or the HAFB weather observer, if on duty.

8.7. Adhere to the recommended radio procedures for UAO as described in the Aeronautical Information Manual. Departing pilots shall establish contact with the ODO before taxiing to the runway for departure. Arriving pilots shall establish contact with the ODO at least 10 NM prior to

landing. All communication between the ODO and the aircraft will be via the CTAF.

8.8. The pilot in command or the ODO have the authority to declare an emergency at any time.

8.9. Ensure the ODO is familiar with each pilot's intentions and flight plans.

8.10. If returning from a cross country flight (or if pilot departed when the airfield was open) ensure the ODO is contacted and that pilot has been given a step briefing prior to returning to Holloman AFB to land.

9. OG/CC RESPONSIBILITIES.

9.1. As the owner of the airfield, the OG/CC has ultimate authority for HAFB UAO.

9.2. Approve all unit ODOs.

9.2.1. Interview each ODO candidate and sign appointment letter prior to ODO assuming duties.

10. AIRFIELD MANAGEMENT RESPONSIBILITIES.

10.1. Provide unit ODOs, CP, CE, CS, SFS, WSRF, Tower, FD/crash recovery, and Ambulance Response with the updated ODO contact list.

10.2. Ensure critical information/procedures for HAFB UAO are published in the FLIP.

10.3. Confirm presence of the arrival/departure times received from CP on the schedule and maintain records, ODO training checklists, and setup checklists.

10.4. Provide in person briefing to ODO on airfield status prior to commencing operations and sign the completed setup checklist.

10.5. Notify CP of upcoming UAO schedule via fax.

10.6. Train flightline drivers on UAO procedures and how to access the runways, Taxiway Golf, and/or North Ramp when the airfield is closed to de-conflict with potential UAO. Add procedures to flightline driving training.

10.7. Provide each unit with airfield inspection and airfield criteria CBTs.

10.8. Brief ODO candidates prior to them assuming ODO responsibilities.

10.9. Conduct airfield orientation for ODO nominees if a qualified ODO is not available.

10.10. Solicit arrival/departure information from CP.

10.11. Deconflict UAOs with live load operations that require runway access that conflicts with UAO proposed ops. Live load ops shall have priority if a conflict exists.

11. COMMAND POST RESPONSIBILITIES.

11.1. Maintain ODO contact list and UAO schedule, as received from AM Ops.

11.2. Upon receiving notification of UAO commencement and termination, notify FD, SFS, and Ambulance Response.

11.3. Notify FD, SFS, Ambulance Response, AOF/CC or AOF/DO upon receiving notification of an emergency or mishap. If neither AOF/CC nor DO can be contacted, CP will call OSS/CC/DO. If they are unavailable, CP will call the OG/CC.

11.4. Record arrival and departure times and pass to AM Ops the next duty day.

11.5. When contacted by any agency regarding airfield access/UAO during periods of airfield closure, provide a schedule of UAO, ODO contact information, and positive information handoff between the vehicle operators and the ODO(s) if necessary. Track lead ODO if multiple ODOs exist.

12. WSRF RESPONSIBILITIES.

12.1. When ODO calls, advise whether R5107D is scheduled during proposed UAO window. If R5107D unexpectedly goes active, WSRF will call the CP to verify status of UAO. If UAO are in progress, WSRF will immediately advise CP and ODOs that ops are terminated.

13. CE RESPONSIBILITIES.

13.1. CE Exterior Electric will train ODOs on airfield lighting procedures and ensure ODOs have access to the FD's airfield lighting control computer for airfield lighting activation. Note: ODOs may notify the FD to activate the airfield lights in the event of emergencies only.

13.2. Barrier and Airfield Maintenance/Exterior Electric will de-conflict any airfield work (scheduled or unscheduled) when ODO calls to coordinate. For maintenance during hours of airfield closure, contact CP and then ODO to deconflict any unexpected airfield work.

13.3. FD will advise lead ODO and CP when emergency is terminated and all emergency vehicles are off the airfield.

14. JOB CONTROL RESPONSIBILITIES.

14.1. Job Control will de-conflict any potential CS airfield work when ODOs call to coordinate. Contact CP and then ODO via provided ODO to coordinate any unexpected airfield work.

15. SFS RESPONSIBILITIES.

15.1. Maintain situational awareness of UAO through CP notification of commencement/termination and related emergencies/mishaps.

15.2. Investigate reports of suspicious activities to include unauthorized vehicle/aircraft movement.

16. ALL APPROVED AIRFIELD VEHICLE OPERATORS:

16.1. In order to minimize the potential for incidents, only a select few agencies shall have access to the runways, Taxiway Golf, and/or North Ramp when the airfield is closed. These agencies are FD, SFS, Ambulance Response, Crash Recovery, ODOs, Tower, AM Ops, Barrier and Airfield Maintenance, Exterior Electric, ATCALs Maintenance, LRS Fuels, Det-1 ATRS, Lockheed (drones), and 586th FLTS. Note: The OG/CC may authorize additional base agencies to come within 100 feet of any runway, Taxiway Golf, and or the North Ramp when the airfield is closed as the mission dictates.

16.1.1. If any other unit needs access to a runway, Taxiway Golf, and/or North Ramp for mission essential reasons, prior coordination and training must be accomplished with the Airfield Manager.

16.2. Call CP prior to accessing the runway, Taxiway Golf, and/or North Ramp during periods when Holloman AFB airfield is closed. Abide by all requirements in paragraph 4 of this document to allow de-confliction of vehicle operations and UAOs.

16.3. If there is any doubt as to whether UAO is in effect, call the CP.

17. LEGAL IMPLICATIONS.

17.1. Each pilot/unit will be responsible for their aircraft operating under these provisions if involved in an accident/incident. The 49th Fighter Wing (49 FW), 46 TG, CAP, and AA assume liability for injury/damage associated with any UAO at HAFB. Under no circumstances shall aircraft be scheduled during uncontrolled airfield conditions without proper notification to the appropriate agencies listed in this Operating Instruction (OI).

JEFFREY L. HARRIGIAN
Colonel, USAF
Commander, 49th Fighter Wing

Attachment 1, GLOSSARY OF REFERENCES AND SUPPORT INFORMATION***References***

AFI 11-250, *Airfield Operations and Base Flying Procedures*, 30 August 2006

AFI 13-204, *Functional Management of Airfield Operations*, 10 January 2005

AFI 13-213, *Airfield Management*, 8 December 2005

Abbreviations and Acronyms

NOTE: Acronym--Air Force versus FAA abbreviations and acronyms will be utilized at Holloman AFB.

AA--Army Air

AM--Airfield Management

AFM--Airfield Manager

AGL--Above Ground Level

ATC--Air Traffic Control

ATCALS--Air Traffic Control and Landing Systems

AM Ops--Airfield Management Operations

AWOS--Automated Weather Observing System (127.825)

CAP--Civil air Patrol

CBT--Computer Based Training

CC--Commander

CP--49 Fighter Wing Command Post

CS--49 Communications Squadron

CTAF--Common Traffic Advisory Frequency

DUATS--Direct User Access Terminal System

DAFM--Deputy Airfield Manager

FAA--Federal Aviation Administration

FCIF--Flight Crew Information File

FD--49 Civil Engineering Fire Department

FDPM--Flightline Driving Program Manager

FLIP--Flight Information Publication

FM--Frequency Modulation

FOD--Foreign Object Debris

FSS--Flight Service Station

FW--49 Fighter Wing

GAF--German Air Force
GOV--Government Operated Vehicle
HAFB--Holloman Air Force Base
IFR--Instrument Flight Rules
ODO--Operations Duty Officer
OG--Operations Group
OI--Operating Instruction
ORF--Operations Read File
LOA--Letter of Agreement
LMR--Tower Net--Land Mobile Radio
MDG--Medical Group
MSG--49 Mission Support Group
NCOIC--Non-Commissioned Officer In-Charge
NOAA--National Oceanic and Atmospheric Administration
PMI--Preventative Maintenance Inspection
PPR--Prior Permission Required
SAV--Self Assistance Visit
SFS--Security Forces Squadron
SVFR--Special Visual Flight Rules
UAO--Uncontrolled Airfield Operations
UHF--Ultra High Frequency
VFR--Visual Flight Rules
VHF--Very High Frequency
WSRF--White Sands Radar Facility

Attachment 3, ODO TRAINING

The unit chief pilot shall develop a training program for ODOs. The training shall include, but is not limited to:

Name of ODO _____ Unit _____	Date training started _____
1. Flightline driver's training leading to a flightline driver's license.	AF IMT 483 # _____
2. Airfield Inspection CBT. Certificate will be turned into AM Ops.	AM Ops initials _____
3. Airfield Criteria CBT. Certificate will be turned into AM Ops.	AM Ops initials _____
4. Receive airfield lighting training from CE Exterior Electric. Note: CE Exterior Electric, ensure FD grants ODO access to the airfield lighting control computer. (Required for unit to conduct night ops)	Date Accomplished _____ CE EE initials _____
5. Training from the Airfield Manager or designated representative. To include: Parking plan (weight restrictions)	Date Accomplished _____ AM Ops initials _____
6. Training from the ODO or Airfield Manager. To include: a. Airfield checks. b. Airfield Orientation with AM Ops personnel or qualified ODO.	Date Accomplished _____ Trainer's initials _____
7. Briefing from the Fire Chief or assistant.	Date Accomplished _____ FD initials _____
8. Briefing from the Security Forces Operations NCOIC.	Date Accomplished _____ SFS initials _____
9. Review of service applicable regulations.	ODO initials _____
10. Possess either a Restricted Area Badge or an FAA pilot certificate.	AM Ops initials _____
11. Complete Checklist turned into AM Ops.	AM Ops initials _____ ODO initials _____
<p>12. OG/CC Interview. I have interviewed _____ (ODO name) and approve him/her to be an ODO for the _____ (unit name).</p> <p>_____ (OG/CC Signature)</p>	

Attachment 4, ODO OPS CHECKLIST

Initials

	1. Be on duty at respective duty location one hour prior to any UAO. See para. 3.1.
	2. Obtain a weather brief and review FCIF/ORFs.
	3. Be familiar with each pilot's intentions/flight plans.
	4. Contact CP (572-7575) to coordinate commencement of UAO prior to their unit's first aircraft engine start.
	5. If more than one ODO is active, ODOs shall identify a lead ODO, inform CP, and all coordination shall go through lead ODO.
	6. Perform an airfield check of routes to be used, immediately prior to aircraft movement.
	7. Accomplish an in-person briefing with each aircrew prior to launch and brief applicable FCIF/ORFs
	8. Determine runway in use based on current and forecasted wind direction and coordinate with other ODOs.
	9. Visually observe all takeoffs and landings.
	10. Monitor the weather and direct pilots as necessary to ensure safe operations.
	11. Turn on/off airfield lighting as necessary per INSTRUCTION.
	12. In the event of an aircraft mishap or emergency, immediately notify FD then notify CP. After an emergency, ensure the runway, Taxiway Golf, and/or North Ramp is clear of all debris, damage, and fluid spills. Coordinate with on-scene Commander.
	13. Be accessible via LMR and provided contact numbers or risk suspension from UAO at the discretion of the OG/CC.
	14. Inform vehicle operators of arriving or departing aircraft. Inform any arriving/departing aircraft, on initial contact, of any known ground traffic.
	15. Make LMR broadcast for UAO commencement, arriving/departing aircraft and UAO termination of ops IAW para. 2.14.4 of OI.
	16. Report unauthorized aircraft/vehicles in the airfield environment to SFS.
	17. Report termination of operations to CP.

Note: This checklist does not preclude reading, understanding, and applying the entire instruction.