INTERIM CHANGE (IC) 2004-1 TO AETC INSTRUCTION 11-204, *RUNWAY SUPERVISORY UNIT (RSU) OPERATIONS*

1 OCTOBER 2004

★*SUMMARY OF REVISIONS*

This revision incorporates IC 2004-1 which adds solo pattern operations under tower control (Table 2.1), changes hotline requirements (paragraph 2.4.5.3), deletes requirement to determine maximum gust factor (paragraph 2.4.5.7.2), makes minor wording changes to enhance clarity, and updates references. See the last attachment of the basic publication for the complete IC. A star (★) indicates revision from the previous edition.

Certified by:
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Approval Authority:
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Second Purpose Paragraph:
★This publication does not apply to Air National Guard or Air Force Reserve Command units. 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).

★1.2. **Flying Training Wing Responsibilities.** Wing commanders will ensure RSUs are located opposite the touchdown zone and, when possible, on the side of the runway opposite the direction of break. Clearance to the edge of the active runway must conform to the clearance criteria in Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design* (http://65.204.17.188//report/doc_ufc.html).

★1.3.3. Appoint T-37, T-6, and T-38 RSU training and standardization officers (RSUTSO) in writing. A copy of each appointment memorandum will be maintained in the program continuity binder. *EXCEPTION:* The OG/CC at Sheppard AFB will appoint one T-37 and one T-38 RSUTSO. The 89th and 90th flying training squadron commanders (FTS/CC) will each nominate a RSUTO, and the 88th FTS/CC will nominate one T-37 and one T-38 RSUTO.

★1.6.4. Review and sign controller, monitor, and observer AETC IMTs 309.

★**Table 2.1. RSU Requirements.**

ITEM	A Type of Operations	B Class A Required	C Class B Required	D No RSU Required
1	T-6, T-37, and T-38 student flying at home or auxiliary fields in an RSU-controlled pattern	X		
2	Solo student sorties at the home field (notes 1 and 2)	X		
3	Dual student sorties under tower control at the home field (note 3)		X	
4	Dual cross-country or out-and-back departures and returns and T-1 sorties			X
5	Randolph operations (note 4)			X

ITEM	A Type of Operations	B Class A Required	C Class B Required	D No RSU Required
6	T-1, T-6, T-37, and T-38 student sorties, dual or solo, at other than home or auxiliary fields (note 5)			X
7	Nonstudent sorties			X
8	One full-stop landing and one takeoff by aircraft used to transport RSU crews to and from the auxiliary field (note 6)			X

NOTES:

★1. T-38 supervised solo out-and-back and solo night navigation sorties may depart or return (one pattern to a full stop) under tower control as long as a Class B RSU is in place.

★2. Local T-38 solo student sorties may depart or return (one pattern to a full stop) under tower control as long as a Class B RSU is in place and a Class A RSU is open on the primary T-38 runway. (*EXCEPTION:* Solo student contact sorties will return to an RSU controlled pattern.) Local T-6/T-37 solo student sorties may depart under tower control at the discretion of the OG/CC as long as a Class B RSU is in place and a Class A RSU is open on the T-6/T-37 runway.

3. The OG/CC may waive RSU requirement after an appropriate risk assessment.

4. Randolph auxiliary airfield operations require a Class A RSU.

5. T-38 supervised solo or T-1 team out-and-back sorties: Prior to any students arriving, landing, or departing an out base, an assistant flight commander or above will be in place in the control tower. He or she will have the proper publications, act as the onscene mission commander, and advise the air traffic controller in emergency situations. Personnel performing this duty must not interfere with control tower operations. OG/CCs may grant exceptions to this requirement on a case-by-case basis. For example, a Class A RSU and a supervisor of flying (SOF) are in place at the out base and the onscene commander has relayed the call signs of all aircraft in the deployment to the current SOF.

6. Opening RSU crews will check the condition of the auxiliary field's runway by conducting a low approach before landing.

★2.4.5.1. Radios. Normal RSU radio configuration should consist of three radios (one single-channel primary frequency, one single-channel guard frequency, and one multifrequency). Radios must provide transmit, receive, and record capability. (*NOTE:* Radios currently without record capability will be upgraded as soon as possible.) With OG/CC approval, an RSU may open or remain open with only two radios (one primary frequency and one guard frequency) if both have transmit and receive capability. OG/CC approval is also required if the record capability is inoperable. Both of these situations should be considered a temporary configuration to allow operations while the inoperative radio is expeditiously repaired. Each RSU is equipped with an RSU upgrade position that will override transmissions from the trainee's position. Priority is established in AFI 13-203, *Air Traffic Control.*

★2.4.5.3. Hotlines. Hotlines must be available and should have a recording capability to ensure direct contact with the following:

★2.4.5.7.2. **DELETED.**

★5.6.2. Attendees will include all RSU-qualified IP crewmembers, the OG/CC or CD, the respective SQ/CC or DO, and the OGV program manager. A process will be developed to ensure RSU crewmembers not in attendance read and initial the meeting minutes prior to their next RSU tour. Valid reasons for absence are TDY, authorized leave, duty not including flying (DNIF) to quarters, and

reservists not available for duty. ***EXCEPTION:*** Randolph PIT trainees are not required to attend. However, meeting minutes must clearly communicate all pertinent aspects of the meeting, particularly emergency procedure discussions and resolutions.

★**7.3. Forms (or IMTs) Prescribed.** AETC IMTs 309, 355, 360, 393, and 1163.

★**7.4. Forms (or IMTs) Adopted.** AFTO Form 95 and AF IMT 4293.

★Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 11-2, *Aircraft Rules and Procedures*

AFJMAN 11-226, *United States Standard for Terminal Instrument Procedures (TERPS)*

AFMAN 11-230, *Instrument Procedures*

AFI 13-203, *Air Traffic Control* (and AETC Sup 1)

AFI 31-101, *The Air Force Physical Security Program (FOUO)*

AFMAN 37-123, *Management of Records*

AFMAN 91-201, *Explosives Safety Standards* (and AETC Sup 1)

Air Force Records Disposition Schedule (RDS)

Abbreviations and Acronyms

ADO—assistant director of operations

AGL—above ground level

AOR—area of responsibility

ASR—airport surveillance radar

AT—additional training

CAP—commander's awareness program

CC—commander

CRM—cockpit/crew resource management

DO—director of operations

FAA—Federal Aviation Administration

FTS/CC—flying training squadron commander

IFR—instrument flight rules

IP—instructor pilot

LOA—letter of agreement

OG/CC—operations group commander

OGV—operations group standardization/evaluation

OJT—on-the-job training

ORM—operational risk management

PIT—pilot instructor training

RCS—runway control structure

RSRS—reduced same runway separation

RSU—runway supervisory unit

RSUTO—RSU training officer

RSUTSO—RSU training and standardization officer

SOF—supervisor of flying

SQ/CC—squadron commander

TERPS—terminal instrument procedures

UFT—undergraduate flying training

VFR—visual flight rules