



# DEPARTMENT OF THE NAVY

COMMANDER  
TRAINING AIR WING FIVE  
7480 USS ENTERPRISE STREET SUITE 205  
MILTON, FLORIDA 32570-6017

Canc frp: 30 Apr 15  
IN REPLY REFER TO:  
COMTRAWINGFIVENOTE 3720  
N3  
10 Dec 14

## COMTRAWINGFIVE NOTICE 3720

From: Commander, Training Air Wing FIVE

Subj: ROSWELL 2015 DETACHMENT STANDARD OPERATING PROCEDURES

Ref: (a) OPNAVINST 3710.7 Series, NATOPS General Flight and Operating Instruction  
(b) CNATRAINST 3710.17B CNATRA Guidance for T-6 Operations  
(c) CNATRAINST 3710.2U CNATRA Cross-Country and Aviation Support Operations  
(d) CNATRAINST 1500.4 Series, "The Student Naval Aviator Training and Administration Manual"  
(e) COMTRAWINGFIVEINST 3710.2V Fixed-Wing Standard Operating Procedures  
(f) COMTRAWINGFIVEINST 3100.1 Series, Special Incident Reporting  
(g) CNATRAINST 1542.166A  
(h) COMTRAWINGFIVEINST 1550.1A CH-3  
(i) COMTRAWINGFIVEINST 1601.1L  
(j) COMTRAWING FIVE NOTICE 3720 dated 14 Nov 14

Encl: (1) Standard Operating Procedures for Detachment Flight Operations at Roswell, NM  
(2) Special Instructions for Detachment Runway Duty Officers  
(3) Business Rules for Operations and Maintenance  
(4) Business Rules for Logistics  
(5) Suggested Packing List

1. Purpose. To set forth guidance and to provide Training Air Wing (TRAWING) FIVE pilots with policy and procedures to be followed during the 2015 detachment to Roswell, NM. Procedures included in this manual are intended to cover operations specific to Roswell, NM and transit to/from the detachment site. Unless stated, TRAWING FIVE Aircraft shall comply with FAR and OPNAV 3710.7 series guidance. All guidance in this notice, inclusive of references (a) through (j), and supplement to reference (e), shall be followed accordingly.

2. Scope. This document is not a substitute for sound judgment. Compound emergencies, available facilities, adverse weather or terrain, or considerations affecting the lives and property of others may require modification of the procedures contained herein.

However, such deviations shall be reported to the TRAWING FIVE Operations Officer and the Detachment Officer in Charge via the appropriate senior officer as soon as practicable. If this directive conflicts with directives from higher headquarters, the higher headquarters directives take precedence.

3. Amendments. All amendments to this notice and enclosures (1) through (5) are authorized at the discretion of the Detachment Officer in Charge via pilot "read and initial" at the detachment site. Any proposed amendments that conflict with references (a) through (j) shall be approved by Commander, TRAWING FIVE prior to issuance. Changes approved by Commander, TRAWING FIVE will be promulgated by a change transmittal form or electronic mail. Change recommendations shall be submitted to the Detachment Operations Officer.

4. Action. All pilots flying TRAWING FIVE Fixed-Wing aircraft on detachment shall comply with this directive.



G. A. KLING

Distribution:

COMTRAWINGFIVEINST 5216.1S  
Lists I(b,f), II(a-c,e,f,h,j,p-s), III(a,g)  
TRARON TWO, THREE & SIX  
CNATRA N4 DET OIC  
FITU OIC  
TWS OPS



**ENCLOSURE 1: STANDARD OPERATING PROCEDURES (SOP) FOR DETACHMENT FLIGHT OPERATIONS AT ROSWELL, NM**

***NOTE: All guidance in Enclosure 1 supplements reference (e). When in conflict, guidance included in this document supersedes that reference. Only those chapters and paragraphs that make notable changes to or supplement reference (e), or that may be useful to detachment controlling agencies and airfield authorities, are included in this enclosure. Paragraph and section numbering may not be consecutive to reflect this.***

**CHAPTER ONE - GENERAL INFORMATION**

1.1	EXPLANATION OF TERMS .....	1
1.2	AUTHORITY FOR FLIGHT .....	1
1.3	SQUADRON CALL SIGNS AND TRANSPONDER CODES.....	1
1.7	MINIMUM RUNWAY LENGTH REQUIREMENT.....	2
1.8	MINIMUM OPERATING ALTITUDES.....	2
1.10	UNAUTHORIZED FIELDS.....	2
1.11	UNCONTROLLED FIELD ENTRY.....	2
1.14	WEATHER ALERT.....	3
1.15	GENERAL RECALL.....	3
1.20	THINGS FALLING OFF AIRCRAFT.....	3
1.21	BIRD/ANIMAL AIRCRAFT STRIKE REPORTING.....	3
1.24	PRECAUTIONARY EMERGENCY LANDING NOTIFICATION PROCEDURES....	3

**CHAPTER TWO - ROSWELL INTL AIR CENTER (KROW)**

2.1	FIELD ELEVATION.....	5
2.2	LOCATION.....	5
2.3	COMMON FREQUENCIES UHF/VHF.....	6
2.4	RUNWAYS.....	6
2.5	FIELD LIGHTING.....	6
2.6	RAMP AREAS.....	6
2.7	AIRCRAFT GROUND RUNUP AREAS.....	6
2.9	FAA CLASSIFICATION OF ROSWELL INTL AIR CENTER AIRSPACE.....	8
2.11	ROSWELL PRACTICE PEL PATTERN REQUEST.....	8
2.12	INTERSECTION DEPARTURES.....	8
2.13	REDUCED RUNWAY SEPARATION CRITERIA.....	8
2.14	OPERATIONAL ALTITUDES.....	9

**CHAPTER THREE - ROSWELL INTL AIR CENTER COURSE RULES GROUND/DEPARTURE PROCEDURES**

3.1	START PROCEDURES .....	10
3.2	PRE-TAXI PROCEDURES.....	10
3.3	OUTBOUND TAXI PROCEDURES.....	10
3.4	TAKEOFF PROCEDURES.....	12
3.5	PRACTICE ABORT TAKE-OFF DEMONSTRATIONS.....	13
3.6	DEPARTURE PROCEDURES.....	13
3.7	LATERAL DEPARTURES.....	14

3.8 ROSWELL ARRIVAL DAY VFR..... 15  
 3.9 RETURN COURSE RULES..... 16  
 3.13 ROSWELL BREAK..... 21  
 3.14 STRAIGHT-IN APPROACH..... 22  
 3.15 ROSWELL PRACTICE PEL..... 22  
 3.16 APPROACH AND LANDING..... 23  
 3.17 WAVEOFFS..... 23  
 3.18 DISCONTINUED ENTRIES..... 24  
 3.20 INBOUND TAXI PROCEDURES..... 24

**CHAPTER FOUR - ROSWELL TRAINING COMPLEX**

4.1 GENERAL INFORMATION..... 26  
 4.2 NORTH, SOUTH, EAST, AND WEST WORKING AREAS..... 28  
 4.3 BRONCO, PECOS, TALON, AND BEAK MOAS..... 30

**CHAPTER FIVE - GENERAL INFORMATION FOR NAVAL OUTLYING FIELDS**

5.1 GENERAL INFORMATION..... 32  
 5.2 ENTRY PROCEDURES..... 33  
 5.3 CROSSWIND..... 35  
 5.4 PRACTICE EMERGENCY PROCEDURES AT MANNED NOLFS..... 35  
 5.5 NOLF DEPARTURE PROCEDURES..... 36  
 5.6 DELTA PATTERN..... 37  
 5.7 RUNWAY DUTY OFFICERS..... 40  
 5.9 NOLF ARTESIA (KATS)..... 40

**CHAPTER SEVEN - ROSWELL EMERGENCY PROCEDURES, INFORMATION, AND TRAINING**

7.1 EMERGENCIES ..... 42  
 7.2 ROSWELL FIELD DELTA PATTERN..... 42  
 7.3 LOST COMMUNICATIONS (NORDO) ..... 43

**CHAPTER TEN - ADDITIONAL AIRFIELDS**

10.1 SIERRA BLANCA REGIONAL - KSRR..... 45  
 10.2 CAVERN CITY AIR TERMINAL - KCNM..... 47  
 10.3 HOBBS/LEA COUNTY REGIONAL AIRPORT - KHOB..... 49  
 10.4 LOVINGTON/LEA COUNTY-ZIP FRANKLIN MEMORIAL - E06..... 51  
 10.5 HOLLOMAN AIR FORCE BASE - KHMN..... 52

**CHAPTER TWELVE - NIGHT OPERATIONS**

12.5 NIGHT VFR DEPARTURE PROCEDURES..... 55  
 12.6 NIGHT VFR ARRIVAL COURSE RULES..... 55  
 12.7 NIGHT APPROACH AND LANDING..... 55  
 12.8 NIGHT WAVE-OFFS..... 55

**CHAPTER THIRTEEN - FORMATION PROCEDURES**

13.1 FORMATION PROCEDURES . . . . . 56

**APPENDIX A - FREQUENCIES, FILING, CALLSIGNS, STEREO ROUTES**

A.1 TRAWING FIVE FIXED-WING AIRCRAFT RADIO PRESETS . . . . . 58  
 A.2 ROSWELL TYPICAL PRESET COMMUNICATIONS FLOW . . . . . 59  
 A.3 CALLSIGNS . . . . . 59  
 A.4 FILING INFORMATION AND VFR FLIGHT FOLLOWING . . . . . 59

**ENCLOSURE 2: SPECIAL INSTRUCTIONS FOR DETACHMENT RUNWAY DUTY OFFICERS (RDO)**

1.1 HOME FIELD RDO . . . . . 61  
 1.2 ARTESIA MUNICIPAL AIRPORT (KATS) RDO . . . . . 61

**ENCLOSURE 3: DETACHMENT BUSINESS RULES FOR OPERATIONS AND MAINTENANCE**

1.1 PURPOSE . . . . . 62  
 1.2 APPLICABILITY . . . . . 62  
 1.3 CREW REST . . . . . 62  
 1.4 CREW DAY . . . . . 62  
 1.5 SCHEDULING . . . . . 63  
 1.6 NAVFLIRS/ATFs . . . . . 64  
 1.7 AIRCRAFT ASSIGNMENTS . . . . . 64  
 1.8 FLIGHT CANCELLATIONS . . . . . 64  
 1.9 SOLO FLIGHTS . . . . . 65

**ENCLOSURE 4: DETACHMENT BUSINESS RULES FOR LOGISTICS**

1.1 DEFINITIONS AND RESPONSIBILITIES . . . . . 66  
 1.2 PERSONNEL . . . . . 67  
 1.3 TRANSPORTATION OF PERSONNEL . . . . . 68  
 1.4 BILLETING . . . . . 70  
 1.5 GROUND TRANSPORTATION . . . . . 71  
 1.6 COMMUNICATIONS . . . . . 73  
 1.7 ADMINISTRATIVE . . . . . 73  
 1.8 EQUIPMENT . . . . . 75

**ENCLOSURE 5: SUGGESTED PACKING LIST**

1.1 BILLETING INFORMATION . . . . . 77  
 1.2 REQUIRED FLIGHT GEAR . . . . . 77  
 1.3 REQUIRED PUBLICATIONS . . . . . 77  
 1.4 PERSONAL GEAR . . . . . 78  
 1.5 RECOMMENDED/OPTIONAL ITEMS . . . . . 78

STANDARD OPERATING PROCEDURES (SOP) FOR DETACHMENT FLIGHT OPERATIONS  
AT ROSWELL, NM

***NOTE:*** All guidance in this enclosure supplements reference (e). When in conflict, guidance included in this document supersedes that reference. Only those chapters and paragraphs that make notable changes to or supplement reference (e), or that may be useful to detachment controlling agencies and airfield authorities, are included in this enclosure. Paragraph and section numbering may not be consecutive to reflect this.

***NOTE:*** Black change bars reflect all revisions made since the publication of the final revision of the 2014 Roswell Detachment SOP.

**CHAPTER ONE**  
**GENERAL INFORMATION**

**1.1 EXPLANATION OF TERMS.**

a. RTC - The Roswell Training Complex is defined as the North, East, South, and West VFR training areas (as defined by this instruction), scheduled areas within the Pecos, Bronco, Talon, and Beak MOAs, as well as the lateral and vertical limits of Roswell Approach coverage (approximately 60 NM).

**1.2 AUTHORITY FOR FLIGHT.**

a. Commanding Officers or their delegated authority are permitted to authorize all categories of flight per ref (e) in the RTC. Aircraft flights within the continental United States subject to the limitations specified in Chapters 2 and 3 of reference (a).

b. Within this instruction, local flights are those authorized flights that are conducted within the RTC and adjacent areas up to 180 NM from ROW, which terminate at any military airfield or authorized civilian field.

**1.3 SQUADRON CALL SIGNS & TRANSPONDER CODES.**

a. Transponder codes (squawks) and call signs will be permanently associated with a specific Bureau Number as assigned by TRAWING FIVE DET Operations. This information will be disseminated by Read and Initial. Unless otherwise directed by Roswell approach, maintain this squawk throughout the duration of the sortie.

b. VFR - Use the call sign "Texan XX" where XX is the last two digits of your transponder code. If departing the RTC and directed to squawk a different code, maintain your original call sign.

c. IFR - Aircraft transiting to or from detachment site on aircraft reposition flights shall use squadron-dependent call signs of

VV2EXXX, VV3EXXX, VV5EXXX, or VV6EXXX where XXX is aircraft side number.

d. All student solo aircraft shall use the word "solo" at the end of their call sign during all radio communications.

#### **1.7 MINIMUM RUNWAY LENGTH REQUIREMENTS.**

a. Because of higher operating altitudes in the RTC, per ref (e), minimum runway length for dual operations or single Instructor Pilot flights minimum runway length is based on TOLD or 5,000 feet whichever is greater. Detachment Flight Duty Officer should ensure applicable TOLD data is available in the briefing spaces at the beginning of each day of flight operations. Solo minimum runway length is 6000 feet.

b. At the discretion of the Aircraft Commander, minimum runway length recommended for emergency field selection is 4,000 feet when operating in RTC.

#### **1.8 MINIMUM OPERATING ALTITUDES.**

a. Per ref (e).

***NOTE: Spins shall be developed NLT 17,000' MSL in North, East, and South working areas. Spin training is prohibited in the Western working area.***

**1.10 UNAUTHORIZED FIELDS.** All public airfields in RTC that meet minimum runway length requirements are eligible for use by TRAWING FIVE aircraft.

**1.11 UNCONTROLLED FIELD ENTRY.** TRAWING FIVE pilots should conform to the uncontrolled field entry procedures described in the Airman's Information Manual with the following exceptions:

a. Break maneuvers are authorized for TRAWING FIVE aircraft at these civilian uncontrolled fields, provided there is no traffic operating at the field: Cavern City (Carlsbad), Sierra Blanca, Lea County (Zip Franklin Memorial), and Artesia (when the TRAWING FIVE RDO is not present). Pilots shall announce their intentions over appropriate CTAF frequency and utilize the TCAS and visual scan to identify traffic conflicts.

**WARNING: Aircraft at uncontrolled airfields may not be using CTAF.**

b. PPELs may be practiced day and night at uncontrolled fields, but pilots are reminded that general aviation pilots are typically unfamiliar with the ELP profile and its associated altitudes. Pilots shall advise airport traffic of ELP profile. Below is a sample call:

**At High Key:** "(Airport name) traffic, (call sign) overhead the field at (altitude) for a high left (right) downwind, (runway), (Airport name)."

**At Low Key:** "(Airport name) traffic, (call sign), left (right) base, (runway), touch-and-go (full stop)(Airport name)."

#### **1.14 WEATHER ALERT (CONVECTIVE SIGMET/CAWW/WW GUIDANCE).**

a. Detachment FDO will inform Artesia RDO by phone that a CONVECTIVE SIGMET/CAWW/WW Weather Alert is being issued. RDO shall inform ATS traffic of CONVECTIVE SIGMET/CAWW/WW Weather alerts.

b. The Detachment Duty Officer has final authority to close any NOLP when, in their judgment, continued operation presents an unsafe condition.

#### **1.15 GENERAL RECALL.**

a. Prior to issuance of a recall, Detachment FDO shall advise the Detachment Duty Officer of the impending recall. Detachment Duty Officer will relay this information to KROW tower, ATC Facility Supervisor, and the Artesia RDO via phone.

b. FDOs will be responsible for the execution of the recall.

c. The following transmission will be made by Albuquerque Center over Guard (UHF CH 99) in the event of a general recall:

**"ALL TRAWING FIVE AIRCRAFT, CONTACT YOUR BASE."**

d. FDOs will provide recall instructions, as coordinated with Detachment Duty Officer, when aircraft contact base for information.

**1.20 THINGS FALLING OFF AIRCRAFT (TFOA).** If, during any inspection, TFOA is suspected, notify Maintenance Control, the Detachment FDO, and the Detachment CNATRA Det Maintenance Representative immediately. The Detachment CNATRA Maintenance Representative will advise the squadron which reports are required.

**1.21 BIRD/ANIMAL AIRCRAFT STRIKE REPORTING.** Comply with any local Bird/Animal Aircraft Strike Hazard (BASH) plan promulgated by KROW. Additionally, if any pilot suspects a strike, the flight should be terminated and a landing determination made according to NATOPS criteria for the amount of suspected damage. Notify the Detachment FDO after landing.

#### **1.24 PRECAUTIONARY EMERGENCY LANDING (PEL) NOTIFICATION PROCEDURES.**

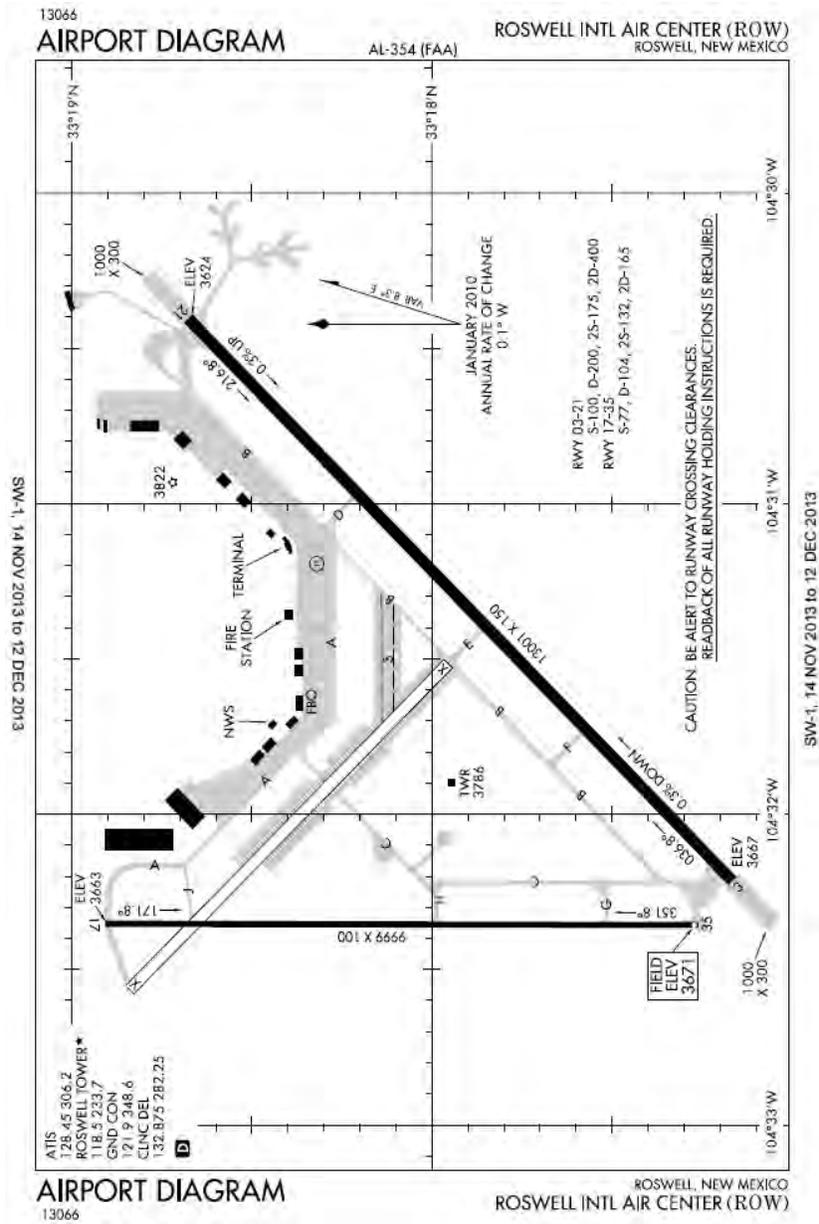
a. Squadrons shall call the following personnel for all PELs (numbers to be promulgated via Read and Initial):

- (1) Detachment FDO
- (2) Det Maintenance Control/Aircraft issue (to coordinate aircraft recovery)
- (3) Detachment Duty Officer
- (4) TRAWING FIVE CDO

b. Detached squadron shall complete the PEL notification procedures as outlined by the TRAWING FIVE SAFETY department.

CHAPTER TWO  
 ROSWELL INTL AIR CENTER (KROW)

2.1 FIELD ELEVATION. 3,671' MSL.



Roswell International Air Center  
 Figure 2-1  
 (Not For Navigation)

2.2 LOCATION. Roswell Intl Air Center, Roswell, New Mexico is located at latitude 33° 18' 00.14"N, longitude 104° 31' 29"W. It is 7 miles south of the city center of Roswell, New Mexico.

**2.3 COMMON FREQUENCIES UHF / VHF.**

- a. ATIS: CH 1, 306.200 / 128.450
- b. Clearance Delivery: CH 2, 282.250 / 132.875
- c. Ground: CH 3, 348.600 / 121.900
- d. Tower: CH 4, 233.700 / 118.500
- e. Departure/Approach: CH 5, 239.000 / 119.600

***NOTE: Multiple potential VHF radio "dead zones" exist on the ground at Roswell airport. If unable to contact Roswell Clearance/Ground/Tower on VHF, attempt contact on UHF.***

**2.4 RUNWAYS.** Roswell Intl Air Center is comprised of four non-crossing asphalt/concrete runways. Runway markers are located at 1,000-foot intervals on both sides and indicate the length of runway remaining in thousands of feet.

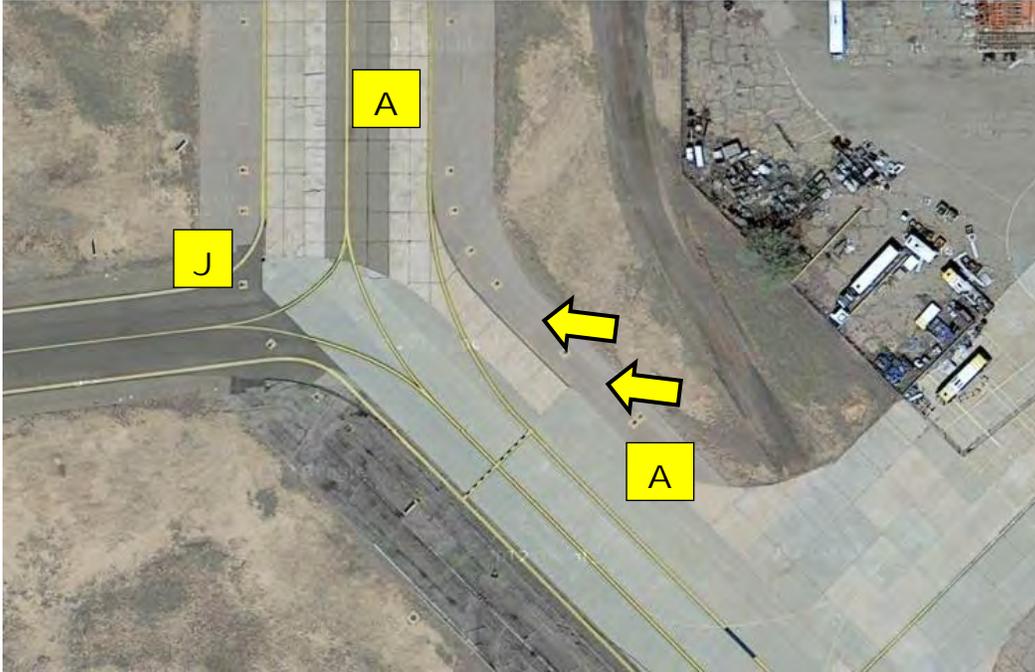
<u>RUNWAY</u>	<u>LENGTH (FEET)</u>	<u>WIDTH (FEET)</u>	<u>GRADIENT</u>
03/21	13001'	150'	0.3%
17/35	9999'	100'	0.1%

**2.5 FIELD LIGHTING.** Runways 3/21 and 17/35 have Federal Aviation Administration (FAA) approved lighting systems. Precision Approach Path Indicator (PAPI) lights are installed for Runways 17 and 35. Visual Approach Slope Indicator (VASI) lights are installed for Runway 3. Runway 21 has MALS medium intensity approach lighting system with runway alignment indicator lights. All active taxiways are marked with blue lights on both sides. A standard civilian aerodrome rotating beacon [alternating green and white lights] is located on a tower on the east side of the approach end of Runway 21.

***NOTE: Runway and approach lighting intensity is controlled by tower personnel and can be adjusted at the request of the pilot.***

**2.6 RAMP AREAS** There is one parking area for T-6s divided into several lines. Inbound aircraft will taxi in via the center taxi line and be directed to the appropriate parking spot via hand and arm signals by a lineman.

**2.7 AIRCRAFT GROUND RUNUP AREAS.** There are run-up areas prior to each runway hold short line that should be used for overspeed governor checks. For Runway 17 aircraft shall offset to the eastern side of Taxiway Alpha facing to the northwest and leaving enough room for other aircraft to taxi to the runway on the western portion of the taxiway.



Run up for Runway 17  
Figure 2-2



Run up for Runways 3 and 35  
Figure 2-3



Run up for Runway 21  
Figure 2-4

**WARNING:** Do not taxi behind aircraft conducting a run-up. Use caution when taxiing in front of aircraft conducting run-up.

**2.9 FAA CLASSIFICATION OF ROSWELL INTL AIR CENTER AIRSPACE.** A Class "D" Airspace Area is centered at Roswell Intl Air Center from the surface to 6,200' MSL. All VFR arrival pilots shall contact Roswell Approach Control prior to entering for sequencing and traffic advisories.

**2.11 ROSWELL PRACTICE PEL PATTERN REQUEST.**

- a. Before leaving the run up area, make request for PPEL(P) with tower. Roswell Tower should respond that they have your request.
- b. If approved for a PPEL(P) or Pattern Low-Key, do not start crosswind turn earlier than normal for departures.

**2.12 INTERSECTION DEPARTURES.**

- a. Departures for all aircraft are normally conducted from full length. Intersection departures are authorized at pilot's discretion when runway length remaining is 5,000 feet or as prescribed by TOLD (whichever is greater). Solos shall use full available runway length for takeoff.

**2.13 REDUCED RUNWAY SEPARATION CRITERIA.**

- a. The following reduced runway separation standards are authorized between arriving and departing T-6 aircraft:
  - (1) Successive full stop landings: 2,000 feet.
  - (2) Full stop behind touch and go: 2,000 feet and airborne.
  - (3) Successive touch and goes: 2,000 feet and airborne.

(4) Successive departures: 1,500 feet and airborne.

(5) Touch and go behind full stop: 5,000 feet.

b. These procedures are authorized under the following conditions:

(1) Between sunrise and sunset.

(2) With a reported ceiling of at least 1,000 feet AGL and the prevailing visibility is at least 3 statute miles.

(3) Both aircraft are operating under VFR.

(4) Braking action is good.

**2.14 OPERATIONAL ALTITUDES.**

	Roswell (3,700' MSL)
ELP HIGH-KEY 3,000' AGL	6,700' MSL
DELTA PATTERN	6,000' MSL
DISCONTINUED ENTRY	5,500' MSL
ELP LOW-KEY 1,500' AGL	5,200' MSL
BREAK ALT 1,100' AGL	4,800' MSL
LDG PAT ALT 800' AGL	4,500' MSL

Airfield Altitudes  
Figure 2-5

**CHAPTER THREE**  
**ROSWELL INTL AIR CENTER COURSE RULES GROUND/DEPARTURE PROCEDURES**

**3.1 START PROCEDURES.** A Ground Power Unit (GPU) should be used whenever possible. A lineman is required for start.

**3.2 PRE-TAXI PROCEDURES.**

a. Pilots will obtain ATIS on VHF CH 1. If departing on an IFR flight plan, pilots will contact Clearance Delivery on VHF CH 2 to obtain flight clearance. If not on an IFR flight plan, pilots do not need to obtain a flight clearance.

b. Contact Ground Control VHF CH 3 for taxi clearance. Include aircraft position on airport in all taxi calls.

If on an IFR flight plan:

**"Ground, (call sign), (current location), taxi with \_\_\_ (ATIS)."**

If operating VFR:

**"Ground, (call sign), (current location), taxi with \_\_\_ (ATIS) VFR to (working area, MOA, destination)."**

c. After completion of run-up, taxi to the hold short line and obtain takeoff clearance.

**Tower: "(call sign), Runway 17, winds 170 at 5, cleared for takeoff."**

**A/C: "(call sign) Runway 17, cleared for takeoff."**

**NOTE: Per FAR AIM, pilots should read back runway assignment, clearance to enter a specific runway, any instruction to hold short of a specific runway, or line up and wait. Controllers are required to request a read back of runway hold short assignment when it is not received from the pilot.**

**3.3 OUTBOUND TAXI PROCEDURES.**

**NOTE: Read back all taxi instructions verbatim.**

a. Taxi in accordance with Ground Control instructions to the appropriate runway.

b. All aircraft, except formation flights, shall taxi single file with a minimum of one aircraft nose-to-tail separation. Taxi on closed or off-duty runways should be on the yellow taxi line. Formation flights may taxi in accordance with their appropriate FTI.

c. Aircraft shall not pass other aircraft unless clearance is obtained from Roswell Ground or Roswell Tower.

d. Taxi speed shall be commensurate with conditions, but in the line area no faster than a person can walk (FMS groundspeed reference not to exceed 7 KTS) and outside the line area no faster than a person can run (FMS groundspeed not to exceed 12 KTS). The line area is defined as anywhere multiple aircraft are parked on the ramp and does not include the taxiway.

e. Aircraft shall not taxi within 50 feet of any fueling operation.

f. Report outbound to Base on VHF CH 7 prior to departing parking spot.

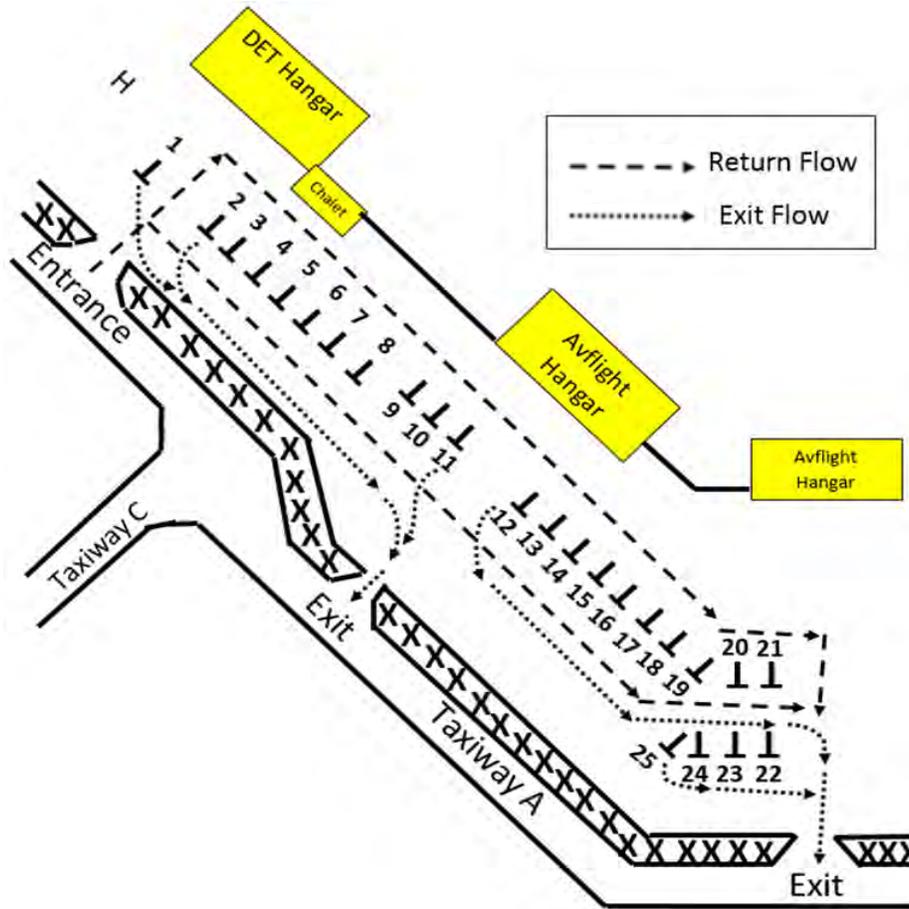
**"Base, (call sign), VFR to \_\_\_ (working area, destination), (duration)."**

g. All aircraft will depart the parking ramp through the taxiway entrances directly in front of the Avflight hangars.

h. All aircraft will taxi in the southeast direction when moving parallel to the line of aircraft parking.

i. All aircraft should use caution when taxiing between aircraft towards the exit points. Taxi lines are not designed for T-6s and following them may result in inadequate clearance, especially in the southern end of the line area. Pilots should maintain a safe distance between their aircraft and parked aircraft at all times regardless of taxi lines.

***NOTE: As a civilian facility, Roswell does not possess the capability to provide flight following. The squadron FDO will provide flight following for all VFR sorties departing KROW. Failure to call outbound from Roswell or provide an accurate takeoff time from a NOLF will frustrate search and rescue efforts in the event of a mishap. Aircraft commanders shall call the FDO safe on deck at the VFR destination in order to suspend flight following. The FDO will attempt to locate aircraft once 30 minutes overdue.***



Roswell Parking Ramp Taxi Diagram

Figure 3-1

### 3.4 TAKEOFF PROCEDURES.

#### 3.4.1 Instructional Sortie.

a. Approaching the hold short line (approximately 200 feet prior), switch to Tower frequency VHF CH 4. Unless otherwise directed by Tower, call for departure when #1 or #2 at the hold short line:

***"Roswell Tower, (call sign), (runway), ready for departure ('IFR' when applicable)."***

or:

***"Roswell Tower, (call sign), (runway), #2 ready for departure ('IFR' when applicable)."***

3.4.2 Maintenance Sortie. All takeoff procedures apply with the following exceptions:

a. Maintenance climb outs to high or low key will remain on Roswell Tower frequency until high key and then contact Departure Control.

b. Maintenance procedures that require deviation from normal procedures shall be coordinated with Roswell Tower prior to takeoff (i.e. unrestricted climbs to high key).

**WARNING: Tower will not clear aircraft to takeoff or land until maintenance aircraft reports "operations normal" at high-key.**

### **3.5 PRACTICE ABORTED TAKEOFF DEMONSTRATIONS.**

a. Aircraft should request permission for the practice abort demonstration from ground during the initial taxi request.

b. At the hold short line at the runway approach end call:

**"Roswell Tower, (call sign) practice abort."**

c. After the demonstration is complete, come to a full stop. If sufficient runway remains, request to depart from current position.

### **3.6 DEPARTURE PROCEDURES.**

3.6.1 VFR. Tower/departure control instructions take precedence when in conflict with standard operating procedures described here. All aircraft shall turn over upwind numbers to headings described below. Accelerate and level off at 4,200'-4,300' MSL until visually clear of traffic pattern and resume climb.

#### a. Geographic Departure Points

(1) Pecos River Bridge - Hwy 380 Bridge spanning the Pecos River 9 NM northeast of KROW.

(2) Prison - Located approximately 10 NM south of KROW. Best identified by the abandoned airfield in the shape of an "A."

#### b. North Flow: RWY 3/35

(1) North, East, and South Area - Turn approximately 040 and fly to the Pecos River Bridge, climbing to 7,500' MSL. At the bridge, continue climb and proceed direct to working area.

**NOTE: Aircraft shall not overfly the confines of Bitter Lake National Wildlife Refuge below 7,000' MSL/3,000' AGL.**

(2) West Area -

RWY 03: Turn approximately 040 and fly to the Pecos River Bridge climbing to 7,500' MSL. At the bridge, continue climb and turn direct to working area.

RWY 35: Turn left and climb direct to working area.

***WARNING: All traffic shall execute an expeditious climb to 7,500' MSL to remain above traffic on return course rules from the north at 6,500' MSL.***

c. South Flow: RWY 17/21

(1) North Area - Head approximately 170 to the Prison climbing to 7,500' MSL. At the Prison, turn right and continue climb to working area.

(2) East Areas - Head approximately 170 to the Prison climbing to 7,500' MSL. At Prison, continue climb and proceed direct to working area.

(3) West and South Areas - Head approximately 170 to the Prison climbing to 7,500' MSL then direct to the working area.

***WARNING: All traffic shall execute an expeditious climb to 7,500' MSL to remain above traffic on return course rules from the west at 6,500' MSL.***

d. If not previously directed to contact Roswell Departure, at 6,200' MSL request frequency change from Roswell Tower:

***"Roswell Tower, (call sign), request switch to Departure."***

Expect Roswell Tower to direct the switch to Roswell Departure Control (VHF CH 5), transition to a climb, and contact Departure. Advise Roswell Departure if deviations are necessary to avoid traffic or clouds. Climb airspeed is 180 KIAS.

e. Transition to working and departure areas in transition layer. Transition layer extends from 10,000' MSL to 11,000' MSL within the lateral confines of North, East, South, and West working areas.

f. TRAWING FIVE aircraft operating within the RTC are expected to monitor Roswell Approach except when switched to another controlling agency, operating at an OLF, or when in a formation flight working in their area.

### **3.7 LATERAL DEPARTURES.**

a. Lateral departures are departures through the Class D Airspace at an altitude other than normal course rules departure and arrivals.

When possible, requests should initially be made through Tower prior to takeoff and again with Roswell Departure Control upon departure.

**"Roswell Departure, (call sign), passing (altitude), request lateral departure to (area or direction) at (requested altitude)."**

b. If the request is approved, comply with ATC direction until clear of Class D, then contact Departure.

**WARNING: Exercise extreme caution when executing a lateral departure. VFR checkpoints including the Prison, "Saucer" (the intersection of HWY 285 and HWY 70 north of the town of Roswell), Dexter, Hagerman, and the Pecos River Bridge shall be avoided.**

### **3.8 ROSWELL ARRIVAL DAY VFR.**

a. Delays. If for any reason a delay should occur (runway change, etc.) that will keep an aircraft from proceeding past a reporting point, Roswell Approach Control will advise the length of the expected delay and request pilot intentions. Pilots may elect to enter a right hand, VFR holding pattern at the reporting point at 150 KIAS. If traffic warrants, Approach Control may recommend a holding altitude, which will provide separation between aircraft. Solo aircraft unable to maintain VMC should return to a NOLF or declare an emergency.

b. VMC Weather Deviations. Should weather necessitate deviation from course rules, pilots shall first advise TRACON of intentions. If weather conditions preclude aircraft from adhering to specified altitudes, pilots shall select an altitude no lower than 5,200' MSL for return.

**WARNING: Aircraft unable to maintain VMC shall obtain an instrument clearance or return to appropriate OLF. Solos shall remain VMC.**

**WARNING: If adverse weather requires a lower intercept altitude verify aircraft position and location of area obstacles before descending or transiting at or below the area's maximum elevation figure.**

**WARNING: Any aircraft that is unable to maintain VMC conditions while operating under VFR is considered to be in distress. If below Maximum Elevation Figure (MEF), aircraft in this situation shall climb above MEF, contact ATC (VHF CH 5) and declare an emergency. If lost comm, squawk 7600. Attempt to regain VMC and land at the nearest suitable field. If unable, maneuver to the IAF for the Runway in use at KROW and shoot the approach.**

**WARNING: When weather forces aircraft to recover at a lower altitude, aircraft may approach checkpoints from other directions at the same altitude. Extreme caution shall be exercised.**

c. Loss of Radar Coverage. If RTC experiences loss of radar while KROW is VFR, aircraft may continue to conduct VFR operations. Arrivals

shall make position reports when entering course rules at Points Saucer, Hagerman, or Dexter.

d. Special Requests. Any training requests for KROW (i.e. VFR straight-in approach, Practice PEL, Discontinued Entry, etc.) must be made with your check-in call to ensure that Approach has time to coordinate with Tower.

### 3.9 RETURN COURSE RULES.

#### 3.9.1 Requirements To Join Course Rules.

- a. **ATIS** - All aircraft should have current Roswell ATIS.
- b. **Altitude** - at appropriate altitude for course rules segment being flown. Aircraft shall not join course rules from above or below due to inability to sufficiently clear traffic.
- c. **Airspeed** - 200 KIAS
- d. **Angle** - All aircraft shall intercept course rules at an angle of 45 degrees or less to facilitate clearing for traffic already established on course rules.

#### 3.9.2 Defined Geographic Course Rule Points.

- a. Hagerman - The town of Hagerman, approximately 15 NM to the SE of KROW, South of Dexter along the train tracks/Hwy 2.
- b. Saucer - Circular interchange at intersection of Hwy 70 and 285, approximately 5 NM north of Downtown.
- c. Prison - Located approximately 10 NM south of KROW. Best identified by abandoned airfield in the shape of an "A."
- d. Dexter - The town of Dexter, approximately 10 NM to the SE of KROW located along the train tracks/Hwy 2.
- e. Downtown - Intersection of Hwy 380 and 285 in downtown Roswell. Primary entry point for North returns.

3.9.3. Recoveries to RWY 3 and 35 (North Flow). When recovering to KROW, obtain ATIS to determine duty runway before intercepting course rules and follow below procedures:

- a. North Area -
  - (1) Descend to 6,500' MSL and fly southbound along Hwy 285 offset 1/4 wingtip distance to the east. Within 10 NM of Saucer and when in sight report:

**"Roswell Approach, (call sign), at (altitude) \_\_\_ miles from Saucer with (ATIS), for (full stop/touch & go/straight-in/PEL/discontinued entry)."**

(2) Once radar position is confirmed, Approach will direct aircraft to "Fly the Course Rules RWY \_\_\_." Over Point Saucer, report:

**"Roswell Approach, (call sign), over Saucer for the switch."**

(3) At Point Saucer, descend to break altitude (4,800' MSL).

(4) Continue along Hwy 285 to Point Downtown. Tune and monitor Roswell RDO on UHF CH 7.

(5) Once directed to switch by Roswell Approach, tune Roswell Tower on VHF CH 4 and report:

**"Roswell Tower, (call sign), Saucer with (ATIS)."**

(6) Commence a circle approximately 5 NM to the west of the airport maneuvering to arrive at an initial point 1 mile south of the runway in use.

(7) Report initial if requested. Report over the numbers for the runway in use.

b. East Area -

(1) Remain east of the Pecos River and descend to 6,500' MSL. Proceed to the town of Hagerman. When within 10 NM of Hagerman and in sight report:

**"Roswell Approach, (call sign), at (altitude), \_\_\_ miles from Hagerman with (ATIS), for (full stop/touch & go/straight-in/PEL/discontinued entry)."**

(2) Once radar position is confirmed, Approach will direct aircraft to "Fly the Course Rules RWY \_\_\_."

(3) At Point Hagerman, descend to break altitude (4,800' MSL).

(4) Continue along Hwy 2 northbound to Point Dexter.

(5) Over Point Dexter, report:

**"Roswell Approach, (call sign), over Dexter for the switch."**

(6) Tune and monitor Roswell RDO on UHF CH 7. Once directed to switch by Roswell Approach, tune Roswell Tower on VHF CH 4 and report:

**"Roswell Tower, (call sign), Dexter with (ATIS)."**

(7) Maneuver to arrive at an initial point 1 mile south of the runway in use.

(8) Report initial if requested. Report over the numbers for the runway in use.

***WARNING: Jenkins private airfield is located approximately halfway between Dexter and the approach ends of runways 03 and 35. Aircraft should use caution and offset south of Jenkins.***

c. Artesia -

(1) *Departing Runway 03:* Remain at pattern altitude until clear of pattern then climb to 6,000' MSL while intercepting Hwy 2.

***NOTE: Traffic departing runway 03 should execute standard right 45 degree offset method to eliminate confusion about whether or not aircraft is departing the pattern.***

(2) *Departing Runways 12, 21, and 30:* Once clear of the pattern, climb to 6,000' MSL while turning right to circle west of Artesia OLF. Intercept Hwy 2 and follow to Hagerman.

***NOTE: Traffic departing Artesia shall plan to be 6,000' MSL prior to intercepting Hwy 2 in order to remain clear of initial traffic for RWY 12 and 21.***

(3) Remaining headings and calls will be as in section (b) above.

d. South Area -

(1) Proceed direct to Hagerman at 5,500' MSL and make calls as in section (b) above.

e. West Area -

(1) Descend to 6,500' MSL or 1,000' AGL, whichever is higher. Proceed to the Prison (staying well clear of KROW class D airspace). When within 10NM of Prison and in sight report:

***"Roswell Approach, (call sign), at (altitude) \_\_\_ miles from Prison with (ATIS), request (full stop/touch & go/straight-in/PEL/discontinued entry)."***

(2) Once radar position is confirmed, Approach will direct aircraft to "Fly the Course Rules RWY \_\_\_." Over Point Prison, report:

***"Roswell Approach, (call sign), over Prison for the switch."***

(3) At Point Prison, descend to break altitude (4,800' MSL). Tune and monitor Roswell RDO on UHF CH 7. Once directed to switch by Roswell Approach, tune Roswell Tower on VHF CH 4 and report:

**"Roswell Tower, (call sign), Prison with (ATIS)."**

(4) At Point Prison maneuver to arrive at an initial point 1 mile south of the runway in use.

(5) Report initial if requested. Report over the numbers for the runway in use.

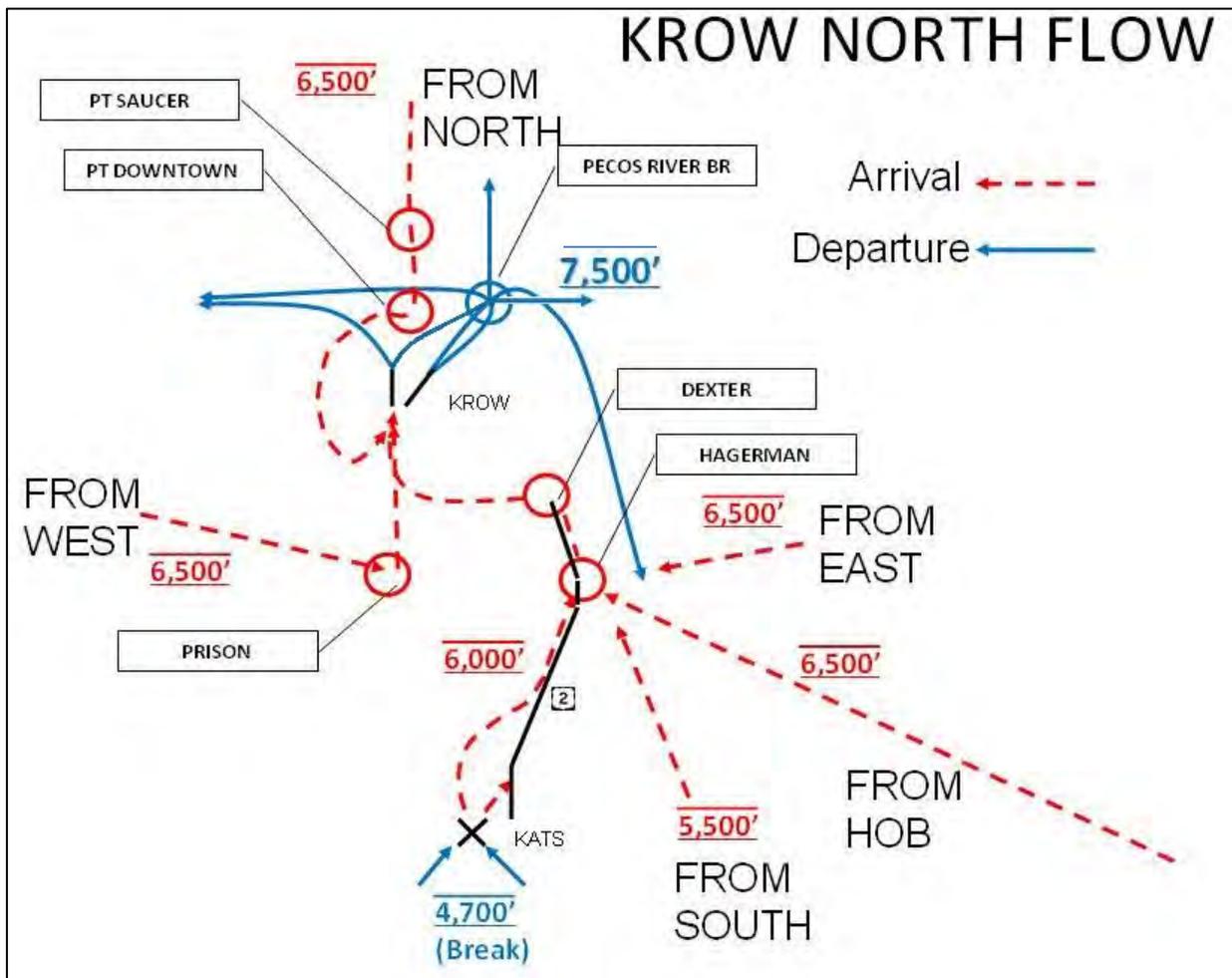


Figure 3-2  
**North Flow Departures and Arrivals**

### 3.9.4 Recoveries to RWY 17 and 21 (South Flow).

#### a. North Areas -

(1) Descend to 6,500' MSL and fly southbound, offset 1/4 wingtip distance to the east of HWY 285.

(2) Proceed to Saucer and then Downtown, as prescribed in 3.9.3 (a) (1) - (3).

(3) At Point Downtown, maneuver to arrive at an initial point 1 mile north of the runway in use.

(4) Report initial if requested. Report over the numbers for the runway in use.

#### b. West Area -

(1) Descend to 6,500' MSL or 1,000' AGL, whichever is higher. Proceed direct to Saucer and comply with North Area recovery procedures as prescribed in para 3.9.4.

**NOTE: Remain alert for TRAWING FIVE aircraft recovering from the North proceeding to Saucer at the same altitude (6,500' MSL).**

#### c. East / Artesia / South Areas -

(1) Proceed to Hagerman as prescribed in 3.9.3.

(2) Descend to 5,500' MSL at Point Hagerman.

**NOTE: Unique to South Flow Arrivals, the step down to 5,500' MSL is required in order to ensure adequate clearance from civilian aircraft that may be making approach to RWY 21.**

(3) Continue along Hwy 2 northbound to Point Dexter. At Point Dexter, report:

***"Roswell Approach, (call sign), over Dexter for the switch."***

(4) Tune and monitor Roswell RDO on UHF CH 7. Once directed to switch by Roswell Approach, tune Roswell Tower on VHF CH 4 and report:

***"Roswell Tower, (call sign), Dexter with (ATIS)."***

(5) Maneuver east of KROW to arrive at an initial point 1 mile north of the runway in use.

(6) When directed by Roswell Tower, descend to break altitude (4,800' MSL).

(7) Report initial if requested. Report over the numbers for the runway in use.

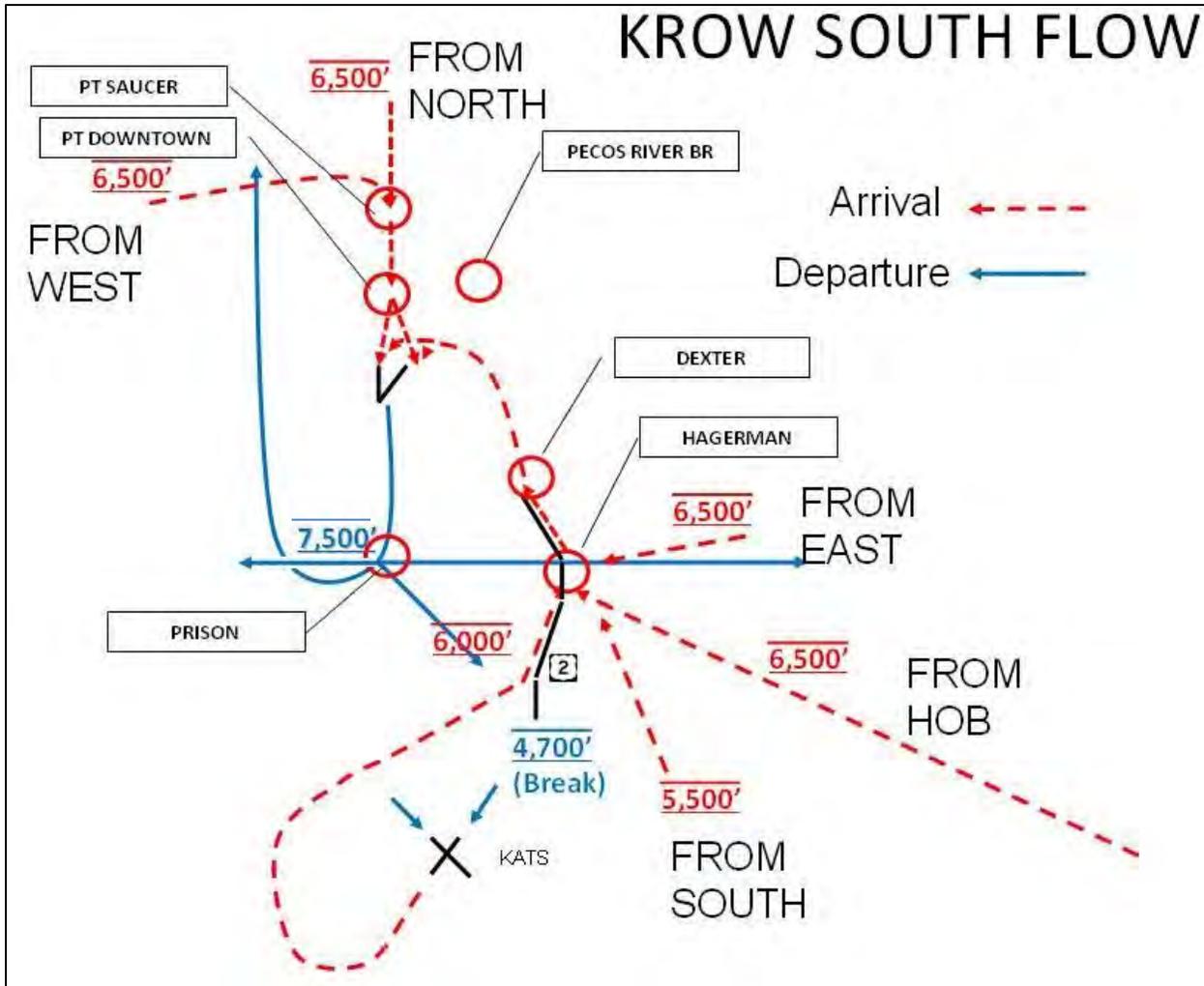


Figure 3-3  
South Flow Departures and Arrivals

### 3.13 ROSWELL BREAK.

a. Break altitude and airspeed at KROW are 4,800' MSL at 200 KIAS. Ensure you are between the control tower and the runway (approximately 1/4 WTD) to keep the runway in sight. Abeam the approach end of the runway, report:

**"Roswell Tower, (call sign), numbers (runway)."**

Comply with Roswell Tower's instructions. Unless otherwise directed, break abeam the upwind numbers. Break direction will always be away from the tower.

b. Short Break: The short break is conducted for traffic deconfliction. Students are not authorized to conduct the short break.

c. If no reply from tower is received and traffic permits, break between the upwind numbers and two miles beyond the upwind end of the runway. Exercise extreme caution, and observe the tower for ALDIS signals.

d. Do not descend from break altitude until abeam the upwind numbers on the downwind leg. Pattern altitude is 4,500' MSL.

### 3.14 STRAIGHT-IN APPROACH.

**NOTE:** *A straight-in should be requested on initial check-in with Roswell Approach.*

3.14.1 Single Aircraft. Aircraft requiring a wide or straight-in procedure should utilize the following options:

a. At Point Dexter/Saucer/Prison, contact Roswell Tower with normal call and also state "VFR Straight-In."

b. Once approved, slow as necessary until intercepting the extended centerline for the runway in use. Execute landing in accordance with the Contact FTI.

c. Track over the ground remains the same as normal course rules.

**WARNING:** *Straight-in landing traffic must use extreme caution due to conflicting traffic overtaking at 4,800' MSL and conflicting 180-position traffic.*

3.15 ROSWELL PRACTICE PEL. The Practice PEL is conducted on the ELP and is the same direction as the normal pattern, away from tower.

**NOTE:** *Practice PEL shall be requested on initial check-in with Roswell Approach.*

a. Call Roswell Tower at High Key (6,700' MSL, 1/4 WTD tower-side of the duty runway).

**"Roswell Tower, (Call sign), High Key, runway \_\_\_\_\_, Practice PEL."**

b. Execute the PPEL procedure in accordance with the Contact FTI/NATOPS.

c. Call Roswell Tower at Low Key for landing clearance.

**"Roswell Tower, (Call sign), Low Key, gear down, full stop."**

### 3.16 APPROACH AND LANDING.

#### 3.16.1 Normal Procedures.

a. Call Roswell Tower for landing clearance at the 180 and read back the clearance to Roswell Tower.

***"Roswell Tower, (call sign), 180, gear down, full stop/touch-and-go."***

#### 3.16.2 Pattern Management Procedures

a. When operating from both runways at Roswell, the potential for conflict exists between converging pattern traffic. In order to facilitate efficient operations from both runways and mitigate the potential risk of collision, Roswell Tower may request TRAWING FIVE aircraft to execute either an:

(1) "Early Crosswind," whereby a TRAWING FIVE aircraft will execute a turn to downwind in which the course of the aircraft will not extend past the departure end of the runway assigned.

(2) "Early Base," whereby a TRAWING FIVE aircraft will execute a turn to final in which the course of the aircraft will not extend past the approach end of the runway assigned. Aircraft shall plan to touch down by midfield.

***NOTE: Roswell Tower shall not request an "Early Crosswind" or "Early Base" of student solo aircraft. Student solos shall only commence touch and go operations at Roswell if they have previously conducted touch-and-go operations at the field on a syllabus training event.***

#### 3.16.3 Rollout.

a. To increase separation from aircraft landing behind, once at a safe speed, aircraft shall offset to the center of the inboard side.

b. In an effort to reduce the possibility of a blown tire on landing, all aircraft shall not exit the runway prior to the midfield taxiways (taxiway H for RWY 17/35 and taxiway E for RWY 3/21) unless landing RWY 21 with an instructor pilot at the controls that elects to exit at taxiway D.

***NOTE: Aircraft landing RWY 35 should exit rwy 35 at taxiway J or later in order to alleviate conflicts with aircraft taxiing outbound from line area.***

### 3.17 WAVE-OFFS (FAA: "GO AROUND").

a. A wave-off, referred to as a "go around" by civilian control towers, requires mandatory compliance. The command to wave-off / go around may be given by the Tower, RDO, wheels watch, or in some cases other aircraft. The exception to this is an aircraft experiencing an

emergency that would jeopardize flight safety by complying with the wave-off / go-around.

b. Mandatory or elected wave-offs shall climb to pattern altitude over the runway unless otherwise directed by Roswell Tower.

c. Request clearance from the tower to turn downwind for landing and comply with tower instructions.

***NOTE: If a wave-off radio call is desired for training at KROW, contact tower inside Points Dexter, Downtown, or Prison to determine if the request can be accommodated.***

### **3.18 DISCONTINUED ENTRIES.**

a. A discontinued entry is used to depart the entry channel at any place after Dexter, Downtown, or Prison and prior to executing the break. Discontinued entries are mandatory:

(1) If directed by Roswell Tower.

(2) Any time setup for an incorrect runway has been commenced.

***WARNING: Commence an immediate climb to 5,500' MSL to avoid traffic in the pattern.***

b. To execute a discontinued entry:

(1) Turn to the climb out VFR checkpoint for the runway in use and climb to 5,500' MSL, weather permitting (Pecos River Bridge for RWY 03 and 35, Prison for RWY 17 and 21).

(2) Advise Roswell Tower. Traffic permitting, the tower may sequence aircraft for the radar downwind or base leg entry. Aircrew should expect returns through Dexter.

(3) Expect instructions to contact Roswell Departure and advise them of discontinued entry and intentions.

***NOTE: Pre-planned discontinued entries should be coordinated with Roswell Approach on initial check-in for course rules.***

### **3.20 INBOUND TAXI PROCEDURES.**

a. When clear of all runways, aircraft shall stop, and at a minimum, accomplish the first three steps of the "After Landing Checklist." After receiving clearance from Roswell Ground, aircraft may continue to taxi.

***NOTE: Aircrew executing entire checklist shall position the aircraft such that it does not impede traffic behind it. Approval from Ground Control is required to pass another aircraft.***

b. All aircraft will return the parking ramp through the taxiway entrance directly in front of the TRAWING FIVE DET Hangar.

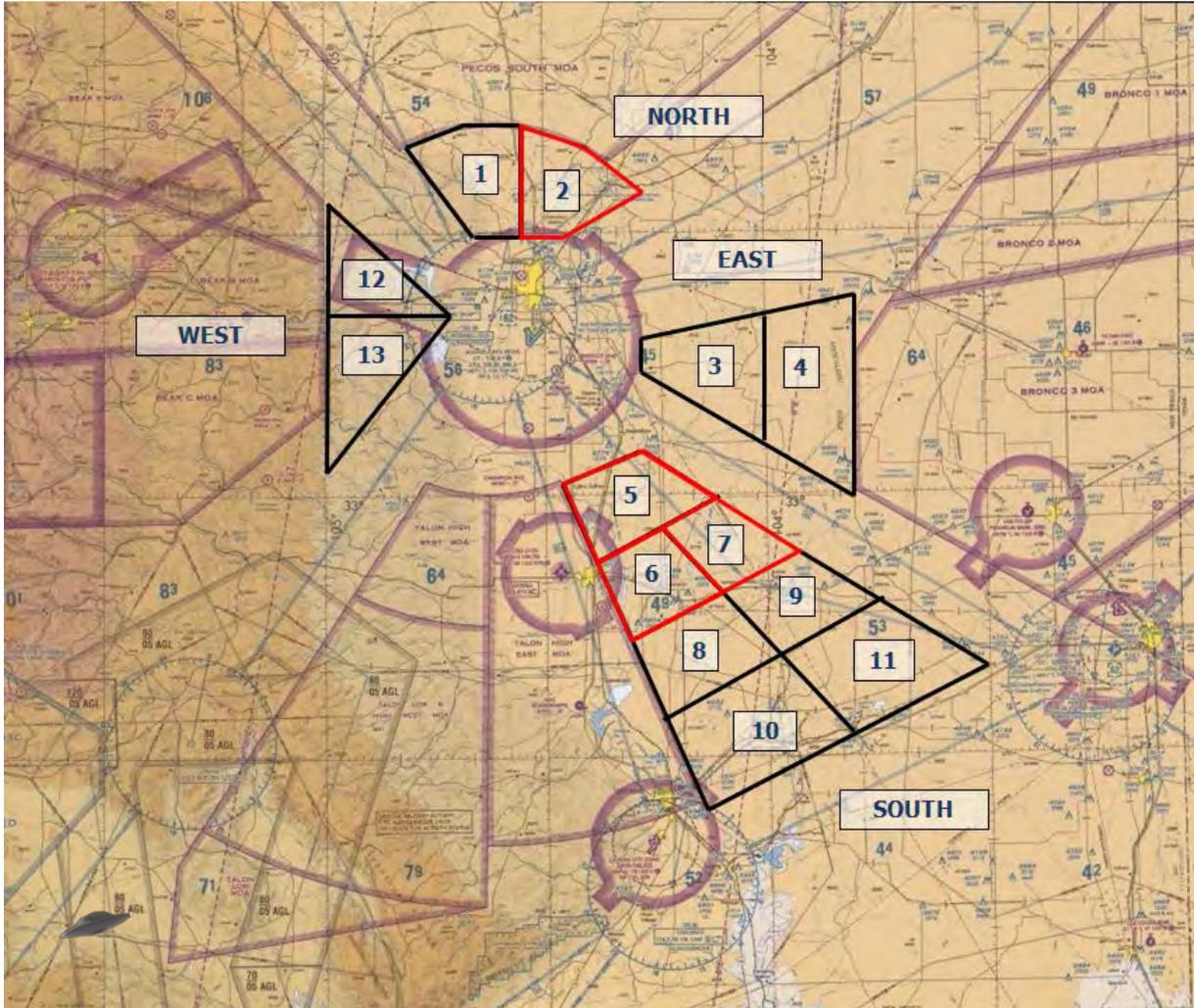
c. Any aircraft parking in space 1 (see Figure 3-1) shall exercise caution due to the nearby presence of a helicopter landing pad.

d. Back taxi is allowed for aircraft returning to parking spots 22-25 after using normal taxi flow behind spots 2-21 (see Figure 3-1).

**CHAPTER FOUR  
ROSWELL TRAINING COMPLEX**

**4.1 GENERAL INFORMATION.**

a. Figure 4-1 depicts how the Roswell Training Complex (RTC) is divided. Blocks 2, 5, 6, and 7 have no "low" areas.



**Roswell Training Complex**

Figure 4-1

b. The VFR working areas are defined by the following latitude and longitudes:

(1) North Area:

N33D34'00"	N33D40'00"
W104D16'80"	W104D50'00"
N33D30'00"	N33D30'00"
W104D40'00"	W104D28'00"

(Upper boundary is an arc following southern boundary of Pecos MOA which is a counterclockwise arc on the Chisum (CME) 22NM DME)

N33D37'80"	N33D41'62"	N33D41'85"
W104D21'70"	W104D31'75"	W104D40'87"
(025/22)	(360/22)	(340/22)

(N/S dividing line goes from N33D30'00" W104D33'00" to N33D42'00" W104D33'00")

(2) West Area:

N33D34'00"	N33D00'00"	N33D20'00"
W105D00'00"	W105D00'00"	104D45'00"

(N/S dividing line goes from third point to N33D20'00" W105D00'00")

(3) East Area:

N33D00'14"	N33D22'00"	N33D18'46"
W103D48'00"	W103D48'00"	W104D16'30"
N33D15'00"		
W104D16'30"		

(N/S dividing line goes from N33D20'25" W104D00'00" to N33D07'00" W104D00'00")

(4) South Area:

N33D01'48"	N33D05'00"	N32D40'00"
W104D28'00"	W104D17'40"	W103D30'30"
N32D25'00"		
W104D09'00"		

#### 4.1.1 Aerobatics/OCF.

(1) North, South, East, and West working areas: Maintain squawk as assigned by Roswell Approach throughout maneuvers.

(2) Aircraft with known or suspected transponder mode C malfunction/failure shall not conduct aerobatics in MOAs or VFR working areas in RTC.

#### 4.1.2 Communications in the Roswell Training Complex.

a. Workload permitting, Roswell Approach will provide traffic alerts between TRAWING FIVE and non-participating VFR and IFR aircraft operating within 30 NM of KROW over the Approach Control Frequency.

b. Roswell Approach may provide traffic alerts between 30 - 50 NM above 7,500' MSL over the Approach Control Frequency.

c. Beyond 50 NM (e.g. when conducting operations IVO KHOB), Roswell approach will direct TRAWING FIVE VFR aircraft to squawk 1200 and switch to the appropriate radio frequency. TRAWING FIVE aircraft will retain their call sign. When returning to the RTC under VFR, and within 50 NM of KROW, recycle transponder to pre-assigned TRAWING FIVE code.

***NOTE: When approaching the working areas, Roswell Approach will advise "Radar Service Terminated," indicating that traffic advisories between TRAWING FIVE aircraft have been suspended. Roswell Approach will continue to provide traffic advisories between TRAWING FIVE aircraft and non-participating aircraft, workload permitting.***

d. Unless conducting pattern operations, TRAWING FIVE aircraft operating within the confines of the Roswell Training Complex should monitor Area Common (VHF CH 12) and Roswell Approach Control (UHF CH 5).

e. TRAWING FIVE formation aircraft established in working block(s) are waived from the requirement to monitor Roswell Approach for the duration of operations within the confines of their block(s). Outside the block, at least one of the aircraft in the flight is required to monitor Roswell Approach (UHF CH 5).

#### 4.1.3 Transition Layers.

a. Transition layers are bounded by the entire lateral area of the North, South, East, and West working areas. The transition layer is between 10,000' MSL and 11,000' MSL. In the transition layer, transit altitudes are 10,200' MSL westbound and 10,700' MSL eastbound. These transition layers are used to ingress, egress, and transit through the areas.

b. When transitioning between different areas, report the following to Roswell Approach:

***"Roswell Approach, (call sign), out of (N/S/E/W) for (N/S/E/W)."***

**4.2 NORTH, SOUTH, EAST, AND WEST WORKING AREAS.** VFR Training airspace that consists of 13 adjoining blocks depicted in Figure 4-1. This airspace consists of low and high areas extending from 7,000' MSL (or 1,500' AGL, whichever is higher) to 17,999' MSL. The low areas extend from 7,000' MSL/1,500' AGL to 10,000' MSL and are intended primarily for formation training at 7,500' MSL, 8,500' MSL and 9,500' MSL. The transition layer is 10,000' MSL to 11,000' MSL. High area is from 11,000' MSL to 17,999' MSL. In order to facilitate transitions to/from Artesia OLF, the northern sections of the South working area (blocks 5, 6, and 7) do not have a low area. Block 2 in the North area does not have a low area due to Bitter Lake National Wildlife Refuge and to provide clearance for aircraft returning to KROW.

**WARNING:** All spins shall be developed by 17,000' MSL to account for higher elevation in the Roswell Training Complex.

**NOTE:** Roswell VFR Training Areas abut Class A Airspace. Operation between 17,500' - 17'999 MSL is permissible but should be avoided. Consideration should be given to contacting Roswell Approach prior to extended operations between these altitudes.

**NOTE:** Student solos shall not utilize a working area (North, South, East, West) unless having previously flown the entry and departure course rules for that area.

#### 4.2.1 ENTRY PROCEDURES.

**NOTE:** Aircraft entering the lateral confines of the working areas below the transition layer should be on the lookout for formation traffic operating between 7,500' MSL and 9,500' MSL.

a. Aircraft should enter the working area utilizing the transition layer. Make traffic calls and determine available blocks on Area Common Frequency.

**Example:** "Anyone working block 7?"

**NOTE:** Additional calls may be required to ensure the intended block is not occupied.

b. Proceed to the desired working block. Once established within the block, make an advisory call on Area Common.

**Example:** "(Call sign) established block 7."

c. If weather precludes use of the transition layer, aircraft may transit along block lines by making a traffic call on Area Common.

**Example:** "(Call sign) transiting 7 / 8 at 12,500."

4.2.2 ROSWELL WORKING AREA SEPARATION PROCEDURES. Aircraft will ensure separation by remaining within their block(s) and self-announcing if they spill out of their block. Roswell Approach will provide traffic separation as needed between military aircraft and civilian aircraft operating in the working areas. Standard VFR "see and avoid" principles apply. Aircraft shall squawk as assigned by Roswell Approach.

4.2.3 WORKING AREA DEPARTURE PROCEDURES. Aircraft should exit the working area laterally or by descending within their blocks to the transition layer. If warranted when exiting working block, an advisory call may be made, but is not required.

**WARNING:** Aircrew are advised to remain clear of aircraft turning westbound from Artesia and climbing to 6,000' MSL along highway 2 to Hagerman.

**WARNING:** *Aircrew shall remain clear of the towers under the South working area approximately 14 NM east of Artesia (4,765' MSL/1,054' AGL) and under the southeast corner of the East working area (6,266' MSL/1,839' AGL).*

**WARNING:** *Air Force traffic routinely use Pecos, Bronco, Beak, and Talon MOAs as coordinated through Holloman AFB and Cannon AFB. Aircrews should be aware that all working areas adjoin actively used MOAs with diverse aircraft usage. TRAWING FIVE aircraft shall not enter the confines of these MOAs unless they are specifically scheduled for entry.*

**NOTE:** *Military aircraft operating in the VFR working areas or MOAs are considered to be MARSAs, therefore ATC will not issue traffic advisories between participating aircraft. However, Air Traffic Control will provide separation from non-participating IFR traffic in the MOA. A clearance into the working areas or Bronco, Pecos, Beak, or Talon MOAs does not relieve participating pilots from the requirements of Visual Flight Rules (VFR) as prescribed in FAR Part 91.*

**4.3 BRONCO, PECOS, TALON, AND BEAK MOAS.** The MOAs adjoining the VFR working areas are available for use through their scheduling authorities.

a. The Bronco and Pecos MOAs are scheduled through Cannon AFB. To schedule these areas, requests must be made through their scheduling office two weeks in advance. To schedule any of the Bronco or Pecos MOAs, contact TRAWING FIVE Detachment Ops Officer.

b. The Talon and Beak MOAs are scheduled through Holloman AFB. To schedule these areas, requests must be made through their scheduling office two weeks in advance. Complete scheduling request on the following page and give to TRAWING FIVE Detachment Ops Officer. Wing Ops will send the completed form to Holloman's scheduling office at 49OSS.OSOSOPSSCHEDULING@HOLLOMAN.AF.MIL.

c. Following MOA scheduling, Wing Ops will promulgate the time the MOA is open for TRAWING FIVE aircraft. It is the responsibility of the FDO and aircraft commanders to de-conflict specific aircraft working times in the MOA.

**4.3.1 MOA ENTRY AND DEPARTURE PROCEDURES.** Approach will switch you to either Albuquerque Center (Pecos, Beak, Talon MOAs) or Fort Worth Center (Bronco MOAs) prior to entering the MOA. Upon departing the MOA, inform Albuquerque or Fort Worth center and request frequency change to Roswell Approach.

### 49 Wing Scheduling

Airspace and Range Scheduling Form  
Holloman AFB, NM

DSN: 572-3536

Comm: (575) 572-3536

Fax: 572-3139

[49OSS.OSOSOPSSCHEDULING@HOLLOMAN.AF.MIL](mailto:49OSS.OSOSOPSSCHEDULING@HOLLOMAN.AF.MIL)

Please be as flexible as possible when filling in this form. If a question does not apply, indicate N/A.

POC: <input style="width: 90%;" type="text"/> Unit: <input style="width: 90%;" type="text"/>	Phone: <input style="width: 90%;" type="text"/> Squadron: <input style="width: 90%;" type="text"/>
---	---

Number & Type of A/C:

Dates:

Times:

Day Time Sortie Length:

Night Time Sortie Length:

Airspace:

Ground Range:     Red Rio     Oscura     Centennial

JTACs

Unit:     POC:     Phone:

Team chief must contact range management office at DSN 572-5088 or 5074 for briefing

#### Munitions

Munitions Type:

HE/HEI     Inert     Laser  
 Scoring

All munitions expended must be reported to the Range Operations Center (ROC) at 572-5716 after mission completion or if the aircraft is working with the ROC this info may be transmitted via UHF radio after last pass

29th ATKS Sq. DO/CC

9th ATKS Sq. DO/CC

#### Comments

**CHAPTER FIVE  
GENERAL INFORMATION FOR  
NAVAL OUTLYING LANDING FIELDS**

**5.1 GENERAL INFORMATION.**

a. Artesia Muni (KATS) will be the only available Naval Outlying Field (NOLF) for use by TRAWING FIVE aircraft with an RDO.

b. Normal traffic pattern will be to left.

c. The Practice Emergency Landing Pattern (ELP) will be conducted to the right. Entry to the ELP pattern must be from High Key.

d. Simultaneous ELP and normal pattern operations are authorized, with an RDO on station, unless student solo aircraft are present. Practice Precautionary Emergency Landing in the Pattern (PEL/P) are conducted on the left side.

e. When the RDO is not present, TRAWING FIVE aircraft shall comply with uncontrolled airport procedures as defined by the Airman's Information Manual.

f. In addition to communicating with the Artesia RDO on UHF CH 24, aircrew shall monitor VHF CH 24 (Artesia CTAF).

g. A maximum of 6 aircraft are allowed in the pattern.

**5.1.1 Airfield Altitudes.**

a. The chart below shows the elevation in MSL rounded to the nearest 100' for KATS. Add the field elevation to the AGL altitude reference per the Contact FTI.

	Artesia Muni (3,600' MSL)
ELP HIGH-KEY 3,000' AGL	6,600' MSL
ELP LOW-KEY 1,500' AGL	5,100' MSL
OLF DELTA PATTERN 1,300' AGL	4,900' MSL
BREAK ALT 1,100' AGL	4,700' MSL
LANDING PATTERN ALT 800' AGL	4,400' MSL

**Airfield Altitudes**

Figure 5-1

**5.2 ENTRY PROCEDURES.** Two-way radio communication with the RDO is required for entry into the Artesia traffic pattern when the RDO is on station. If the initial call has not been acknowledged by the RDO prior to two miles from the airfield boundary execute a discontinued NOLF entry. See 5.2.2.

a. To determine the runway in use, aircraft shall remain well clear of the NOLF, switch to the UHF CH 24 and call:

**"Artesia, Landing."**

b. The RDO will respond with the runway in use and request read back:

**"Artesia landing runway \_\_\_\_\_, acknowledge."**

c. The aircraft shall respond:

**"Artesia landing runway \_\_\_\_\_."**

**NOTE:** To eliminate confusion between runways 03 and 30 over the radio, RDO shall describe (and pilots shall read back) landing runway 03 as "to the east" and landing runway 30 as "to the west."

**CAUTION:** Runways 03 and 30 at Artesia have displaced thresholds that can be mistaken for the runway.

**NOTE:** Straight-in landings are permitted on a not to interfere basis. Coordinate with RDO prior to arrival.

**NOTE:** TRAWING FIVE aircraft approaching the initial point for KATS RWY 30 should be on the lookout for traffic operating in the vicinity of 2 X 4 Private field approximately 5 NM southeast of KATS.

5.2.1 **Break.** Aircraft shall enter via a four-mile initial point. Intercept extended runway centerline prior to the 4-mile initial point at no greater than a 45 degree angle of intercept, at break altitude and airspeed. At this point, the aircraft will be offset 1/4 wingtip distance from extended runway centerline, opposite the side of the pattern.

**NOTE:** Any depiction of entry into NOLFs in the Flight Management System (FMS) is for reference only and is not intended for use as procedure.

a. Once established at the four-mile initial, report:

**"Artesia RDO, (Call sign), initial runway\_\_\_\_\_, (event)."**

(1) The RDO will respond with:

**"(Call sign), roger. You are (#) for that, and (#) in the pattern. Call your break."**

(2) If the RDO is not able to accept an aircraft into the pattern, the RDO will direct a discontinued entry. If directed to discontinue, see 5.2.2.:

**"(Call sign), negative. Execute discontinued entry."**

**WARNING: If an aircraft is established on the ELP between high key and low key, and an aircraft calls inbound at the initial, the RDO shall immediately direct the aircraft at the initial to execute a discontinued entry.**

**WARNING: If a traffic conflict arises between ELP traffic and inbound break traffic inside 2 miles of the field, the break traffic will continue inbound while maneuvering as required to avoid the conflict.**

b. Aircraft shall call for the break when:

(1) Abeam or beyond the upwind numbers, and

(2) Pattern interval traffic is 45 degrees aft of the breaking aircraft's wingtip and through 90 degrees of turn to downwind.

**NOTE: If established pattern traffic and break traffic approach the crosswind turn simultaneously, break traffic shall always defer to the aircraft already established in the pattern, unless the RDO or the aircraft involved coordinate otherwise.**

**NOTE: If extended past the upwind numbers and the pilot is in doubt as to whether proper interval exists, inform the RDO, and depart the pattern.**

**"Artesia RDO, (Call sign), crosswind break."**

c. The RDO will either acknowledge the break, or direct a discontinued entry. If directed to discontinue, see 5.2.2.

**"(Call sign), roger break."**

or:

**"(Call sign), negative, check interval."**

or:

**"(Call sign), discontinue."**

d. Break after acknowledged by RDO.

e. At the 180 position:

**"(Call sign), 180, gear down."**

### 5.2.2 NOLF Discontinued Entry.

a. A discontinued entry shall be executed immediately if:

- (1) Directed by the RDO.
- (2) The RDO has not acknowledged the aircraft's initial call by 2 miles from the runway threshold.
- (3) Lined up on the incorrect runway.

b. Aircraft executing a discontinued entry at any NOLF outside of 2 miles shall immediately turn away from the normal traffic pattern a minimum of 90 degrees off the inbound runway heading while maintaining break altitude until clear of the pattern.

***NOTE: Responsibility for traffic deconfliction remains primarily with the aircraft not established in the pattern.***

### 5.3 CROSSWIND.

a. An aircraft has crosswind interval in the normal or PEL(P) pattern when the preceding aircraft is abeam, and through 90 degrees of their turn to downwind.

***NOTE: Once an aircraft has commenced the crosswind turn or is departing, the next sequential aircraft becomes the 'Number 1, Upwind' aircraft.***

b. Turn crosswind when you are the 'Number 1, Upwind' aircraft and proper interval is established.

***"(Call sign), crosswind (maneuver)."***

***NOTE: The (maneuver) is for 'Touch and Go,' 'PEL/P,' or 'AOA.'***

***NOTE: Additional spacing may be required behind AOA traffic.***

### 5.4 PRACTICE EMERGENCY LANDING PATTERN AT MANNED NOLFS.

***NOTE: ELP refers to traffic entering the OLF on an ELP profile whether conducting a PPEL or Power Loss. PEL/P refers traffic established in the pattern proceeding to Pattern Low-Key.***

#### 5.4.1 Practice Emergency Landing Pattern Entry.

a. Instructors shall announce Practice ELP intentions when 3 to 5 miles from High Key. Use "Practice ELP" whether conducting a PPEL or power loss.

***"Artesia RDO, (Call sign), \_\_\_ miles to the (cardinal direction), (altitude), Practice ELP, (runway), (event)."***

- b. The RDO will respond:

**"(Call sign), roger. You are (#) for that, and (#) in the pattern. Call High Key."**

**NOTE: Deconfliction between multiple aircraft inbound to High Key shall be conducted on VHF at RDO's request.**

- c. Maneuver to the appropriate High Key position:

**"Artesia RDO, (Call sign), High Key, (Runway)."**

#### 5.4.2 Practice ELP & PEL/P.

a. ELP Traffic vs. PEL/P and Normal Traffic. At NOLFs, when an aircraft is between Low-Key and the Base-Key position and another aircraft is at any location between the 180-degree (or Pattern Low-Key) and the 90-degree position, the landing pattern traffic shall immediately execute a wave-off on the pattern side of the runway. ELP traffic has priority.

**WARNING: Due to possible traffic conflicts during practice ELPs, when a practice ELP aircraft decides to wave-off, the practice ELP aircraft should initiate wave-off procedures to remain on the Low Key side of the runway.**

**WARNING: Aircraft at Low Key shall wave-off to the Low Key side of the runway if unable to report Low Key due to radio saturation.**

- b. PEL(P). Shall be conducted on the same side as touch-and-gos.

**WARNING: A possible traffic conflict exists between PEL/P aircraft climbing to pattern Low Key and a PPEL aircraft descending from High Key on the ELP.**

c. SNA SOLO EVENTS. Neither practice ELPs or PEL/Ps are authorized with SNA solo flights in the pattern or inbound to the pattern. Only aircraft already executing practice ELPs and PEL/Ps may continue at the discretion of the RDO if no conflict exists. Student solos shall only commence operations at NOLF Artesia provided they have previously conducted Touch-and-Go operations at the field on a syllabus training event.

#### 5.5 NOLF DEPARTURE PROCEDURES.

- a. To depart the NOLF:

- (1) Ensure you are 'Number 1, Upwind.'
- (2) Raise the gear and flaps IAW NATOPS.

(3) Turn approximately 45 degrees away from runway heading (opposite pattern direction).

(4) Call the RDO:

**"Artesia RDO, (call sign), departing."**

(5) Maintain at or below pattern altitude until visually clear of pattern traffic.

(6) For departure information from Artesia, refer to 3.9.3 (c).

## 5.6 DELTA PATTERN.

a. With the exception of the Circular DELTA pattern described below, the DELTA pattern is a racetrack pattern that is oriented around the duty runway and flown in the same direction as the normal landing pattern. The purpose of the DELTA is to deconflict between civilian and military aircraft. Delta pattern altitude at Artesia Municipal is 4,900' MSL.

b. Aircraft shall enter a DELTA Pattern as civilian aircraft depart or arrive Artesia Muni.

(1) After the RDO calls for commencement of the DELTA Pattern due to civilian traffic, aircraft shall only be authorized by the RDO to depart at or above DELTA Pattern altitude. The RDO is responsible for coordination between aircraft departing the DELTA Pattern and incoming civilian traffic.

(2) Aircraft departing from the Delta Pattern will remain at or above Delta Pattern altitude until outside 5 NM from the field.

### 5.6.1 DELTA Pattern Entry and Exit Procedures.

a. When advised by the RDO to enter the DELTA Pattern, climb from your present position in the pattern to DELTA Pattern altitude while maintaining traffic interval. On the upwind leg maintain 1/4 wingtip distance; on the downwind leg, maintain 3/4 wingtip distance. Configuration is 120 KIAS, Gear Down, Flaps Up.

In the DELTA, pilots will make calls at the crosswind and at the 180:

**"(Call sign), crosswind, DELTA."**

or:

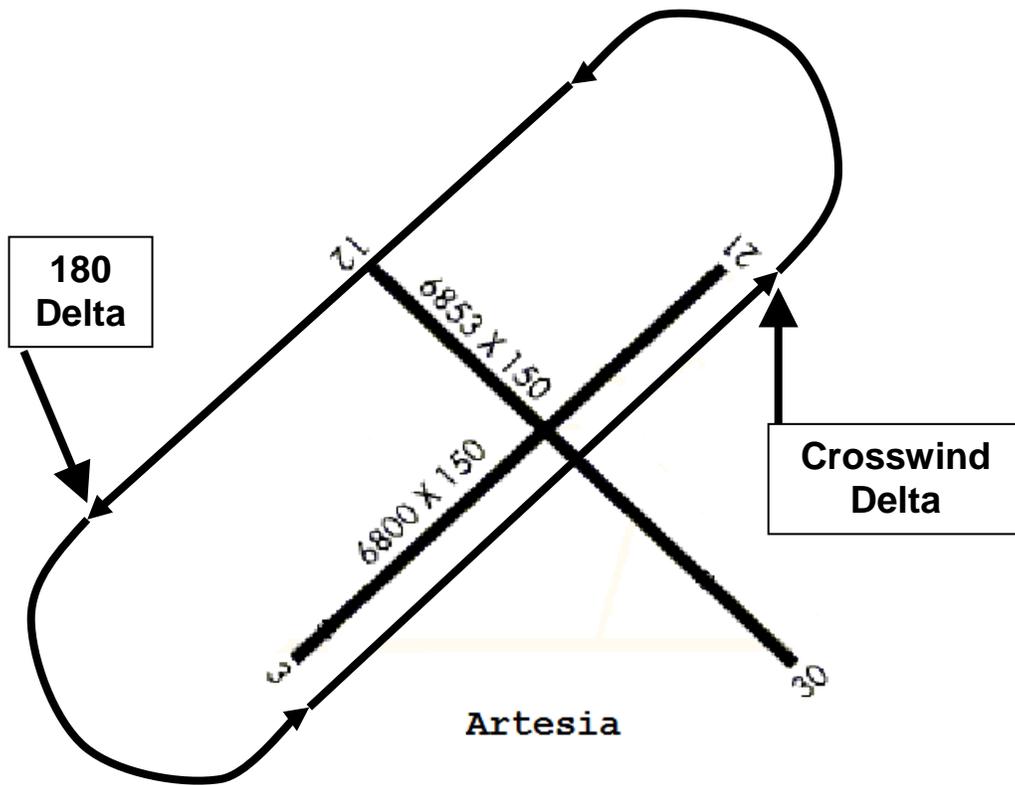
**"(Call sign), 180, DELTA."**

b. When the RDO signals a return to normal operations, descend to pattern altitude prior to commencing touch and gos. The descent shall be commenced on downwind between abeam the upwind numbers and the 180 or Pattern Low-Key. Maintain interval and the current configuration and speed requirements.

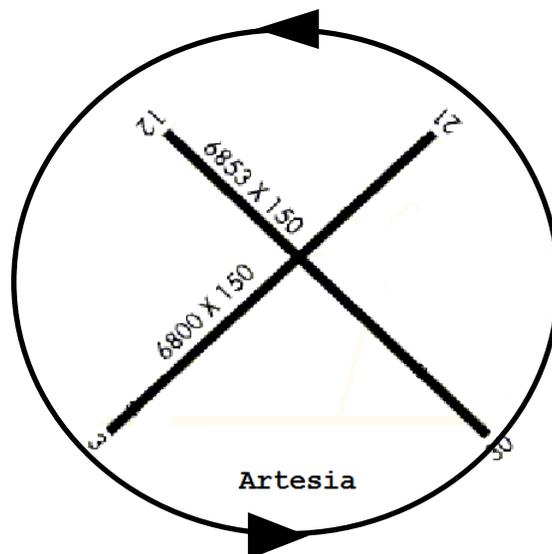
c. RDOs shall ensure all aircraft descend from the DELTA Pattern prior to allowing any aircraft to enter via a 4 mile initial or High-Key. This is to avoid conflicts between aircraft descending from the DELTA and inbound traffic.

d. A circular DELTA Pattern will be used for runway changes. The pattern will extend to the perimeter of the airport until the new runway is ready for traffic. The aircraft established number one upwind on centerline for the new runway will be considered the lead aircraft for the runway change. When directed by the RDO, the lead aircraft will turn crosswind and be established at pattern altitude by the 180 position. Subsequent aircraft will follow to execute crosswind turn with interval.

e. When Artesia is in the DELTA Pattern, no new aircraft may join the pattern. All aircraft not in the DELTA Pattern will remain outside of the Initial Point.



Example of DELTA Pattern  
Figure 5-2



Example of Circular DELTA Pattern  
Figure 5-3

### 5.7 RUNWAY DUTY OFFICERS.

a. Instructor pilots may be assigned duties as a Runway Duty Officer (RDO) at Artesia Muni or at Roswell Intl. All RDOs shall become familiar and comply with COMTRAWINGFIVEINST 1601.1 and enclosure (2). Refer to these instructions for specific details concerning qualifications, duties, and responsibilities.

***NOTE: The RDO works for the TRAWING FIVE DET OIC and has the final authority regarding the safe and orderly conduct of all operations at a NOLF. All TRAWING FIVE aircraft operating at a NOLF shall comply with RDO instructions.***

b. To allow Artesia to remain open for training until sunset (if scheduled), RDOs may takeoff up to 15 minutes past scheduled sunset.

c. The RDO may limit the number of aircraft in the pattern when safety dictates.

d. During student solo operations, the RDO shall have radio immediately available.

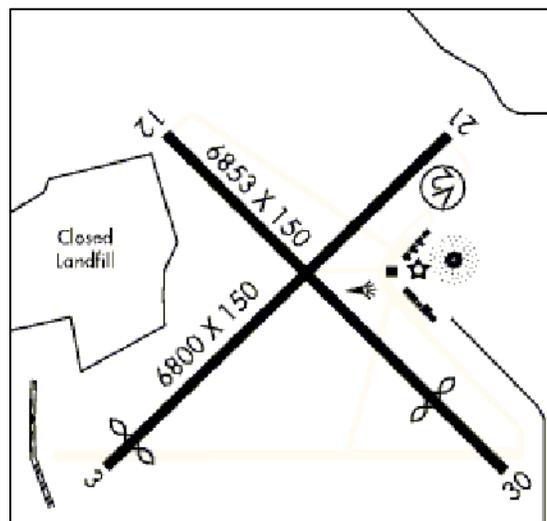
e. The Artesia RDO shall remain on station if any TRAWING FIVE aircraft is in the pattern.

f. The Roswell RDO shall remain on station if any TRAWING FIVE solo aircraft is airborne.

g. RDOs will close and lock the aircraft canopy and CFS doors after shutdown if unable to visually monitor their aircraft.

### 5.9 NOLF Artesia (KATS).

a. Field Elevation. 3,544' MSL.



NOLF Artesia  
Figure 5-4

b. Location. NOLF Artesia is located at latitude 32° 51' 10"N, 104° 28' 03"W. It is west of the town of Artesia, just north of Hwy 82.

c. Commonly Used Frequencies.

- a. AWOS-3: 126.725(CH 21)(575-748-2103)
- b. Navy/CTAF/UNICOM: 123.075/235.825 (CH 24)
- c. Roswell/Approach: 119.6/239.0 (CH 5)

d. Runways.

<u>RUNWAY</u>	<u>LENGTH (FEET)</u>	<u>WIDTH (FEET)</u>
12/30	6,853'	150'
03/21	6,800'	150'

e. Airfield lighting. Artesia Muni has pilot controlled medium intensity runway lighting on runway 12/30 and 03/21.

f. Authorized Operations. Day dual T&G, ELP, PEL/P and solo T&G. ELPs and PEL/Ps are not authorized with solos in the pattern. Solo operations at Artesia are authorized at the discretion of the Squadron DET OIC. Typically, solo pattern operations will be conducted at Roswell International Air Center.

**CHAPTER SEVEN**  
**ROSWELL EMERGENCY PROCEDURES, INFORMATION, AND TRAINING**

**7.1 EMERGENCIES.**

7.1.1. Ground.

a. When experiencing a malfunction or emergency while on the ground, aircrew should come to a stop before continuing with any troubleshooting and advise ground of intentions when able.

b. If experiencing hot brakes, coordinate with Roswell Ground Control to hold in an open area until the brakes have cooled sufficiently.

7.1.2. Flight.

a. Approach control will advise Tower of any aircraft squawking 7700 that appear inbound and ensure conflicting traffic under their control is vectored clear of emergency aircraft. When an in-flight emergency is declared directly to tower, they will notify Approach Control.

b. Should an intentional emergency wheels-up landing be required, every effort will be made to ensure an experienced pilot is in two-way radio communication with the aircraft on base frequency, that fire equipment, crash, salvage equipment, and an ambulance are in place on the runway prior to the landing approach. Situation permitting, an appropriate number of low passes (minimum of one) should be flown prior to the landing approach.

(1) Dual aircraft: Enter Roswell Delta Pattern and obtain in-flight check, if possible.

(2) Solo aircraft: Enter Roswell Delta Pattern. Communicate with Tower on the VHF radio, and contact the Roswell Tower RDO on UHF CH 7. Expect assistance in coordinating an in-flight check from a dual aircraft.

**7.2 ROSWELL FIELD DELTA PATTERN.** This pattern is used as the emergency orbit pattern for situations that require visual inspection or special assistance.

a. This racetrack pattern is oriented over the duty runway. Pattern altitude is 6,000' MSL, weather permitting.

b. Pattern airspeed is 120 kias, gear down, flaps up (situation permitting).

c. Turns in the pattern will conform to the pattern direction for runway in use.

d. Entry to the Roswell Delta Pattern from the operating area will be made by contacting Roswell Approach Control and requesting a random pickup/vector. Approach will direct aircraft to switch to tower frequency for entry into the pattern. Comply with tower instructions. Once established, coordinate frequency change with tower to contact the FDO. Recommended radio setup: Roswell Tower - UHF CH 4, FDO - VHF CH 98. The squadron FDO will coordinate any assistance needed (e.g., another aircraft to join up with an emergency aircraft, a dual aircraft to join with a solo aircraft).

e. The FDO shall keep all parties concerned (the TRAWING FIVE DET OIC, Detachment Duty Officer, Squadron DET OIC, Aviation Safety Officer, etc.) informed of the status of the aircraft.

f. When ready to leave the Delta Pattern, notify Roswell Tower and comply with tower's instructions.

### **7.3 LOST COMMUNICATIONS.**

#### 7.3.1 General.

a. All aircraft experiencing radio failure, whether IMC or VMC, shall squawk 7600 for the duration of the flight. If at any time the lost-communication aircraft experiences an actual emergency, the aircraft should squawk 7700.

b. Pilots should attempt to use both cockpits' UHF and VHF radio and the standby VHF before squawking 7600. Approach will advise the tower of any 7600 squawks that appear inbound and will clear the airspace ahead of the lost-communication aircraft.

c. Whether IMC or VMC, all radio calls will be made "in the blind."

#### 7.3.2 VFR.

a. In the landing pattern: If radio failure is experienced while in the landing pattern, exercise extreme caution and execute a full stop landing.

(1) Limit troubleshooting while airborne to checking your helmet connections and audio panel positions and trying the other cockpit's transmitter.

(2) Observe tower for the ALDIS signals (if applicable), land, and taxi clear of the active runway.

(3) Comply with ALDIS signals from the tower to return to parking (if applicable).

b. Radar identified on course rules: remain on course rules.

(1) Rock wings at the break, and maintain interval on any conflicting arrivals. Pilots are responsible for maintaining their own separation.

(2) Approaching the 180-degree position, look for the appropriate ALDIS signals from the tower.

(3) Land and taxi clear of the active runway. Comply with ALDIS signals from the tower to return to parking.

c. All other times: Overfly Roswell Field at 6,500' MSL or above to determine the duty runway.

(1) Execute a PPEL to the duty runway. Rock the wings at High Key and maintain interval on any conflicting arrivals. Pilots are responsible for maintaining their own separation.

(2) Approaching Low Key, look for appropriate ALDIS signals from the tower.

(3) Land and taxi clear of the active runway. Comply with ALDIS signals from the tower to return to parking.

7.3.3 IFR. If IMC, execute one of the following procedures as appropriate:

a. If able to establish VMC, remain VMC, proceed to the nearest suitable field and land.

b. All IFR aircraft must adhere to standard FAA lost communications procedures, as outlined in the Flight Information Handbook and Aeronautical Information Manual (AIM).

c. If unable to establish VMC during a VFR-on-Top Departure:

(1) Prior to reaching VFR-on-Top: If IMC, maintain last assigned altitude and proceed direct to KROW approach IAF for the active runway and execute the approach.

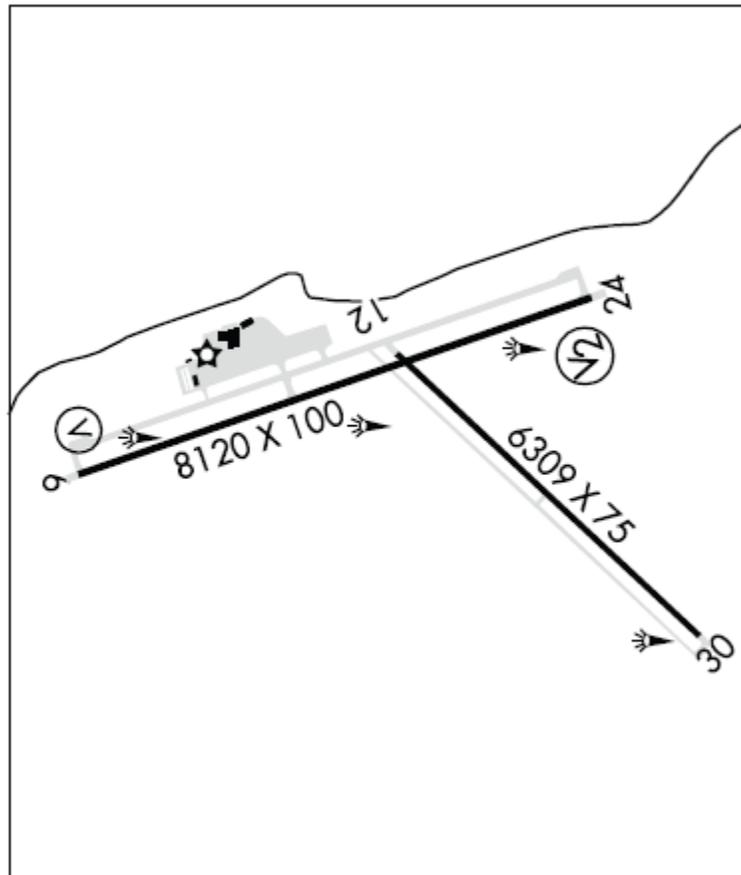
(2) After reaching VFR-on-Top and unable to return VFR to KROW, proceed VFR to an outlying field as required. If unable to land VMC, maintain the last assigned altitude and proceed direct to a KROW approach IAF for the active runway and execute the approach.

**CHAPTER TEN  
ADDITIONAL AIRFIELDS**

***NOTE:*** Pattern altitude at all additional airfields is approximately 1,000' AGL. Traffic permitting, utilize a standard racetrack pattern. A box pattern is authorized for training or if necessary for traffic.

**10.1 SIERRA BLANCA REGIONAL (KSRR).**

**10.1.1 Field Elevation.** 6,814' MSL.



**Sierra Blanca Regional**

Figure 10-1

**10.1.2 Location.** Sierra Blanca Regional Airport is located at latitude 33° 27.66' N, longitude 105° 31.81' W. It is 5 miles south of the town of Capitan, NM.

**10.1.3 Common Use Frequencies.**

- a. AWOS: 126.475 (575-336-8455)
- b. UNICOM/CTAF: 122.8 (CH 34)
- c. RUIDOSO RCO: 122.25 (Albuquerque Radio)

10.1.4 Runways. The landing area consists of runways oriented as follows:

<u>RUNWAY</u>	<u>LENGTH (FEET)</u>	<u>WIDTH (FEET)</u>
06/24	8,120'	100'
12/30	6,309'	75'

10.1.5 Field Lighting. Sierra Blanca Regional has pilot controlled medium intensity field lighting. Runways 06 and 24 have VASI indicators.

10.1.6 General Operations. Aircraft may perform day and night dual Touch & Go, and Emergency Landing Pattern practice using the following basic guidance:

- a. Direction of Traffic: Left
- b. Pattern Altitude: 7,600' MSL
- c. Break Altitude: 7,900' MSL
- d. High Key: 9,800' MSL

10.1.7 Restrictions.

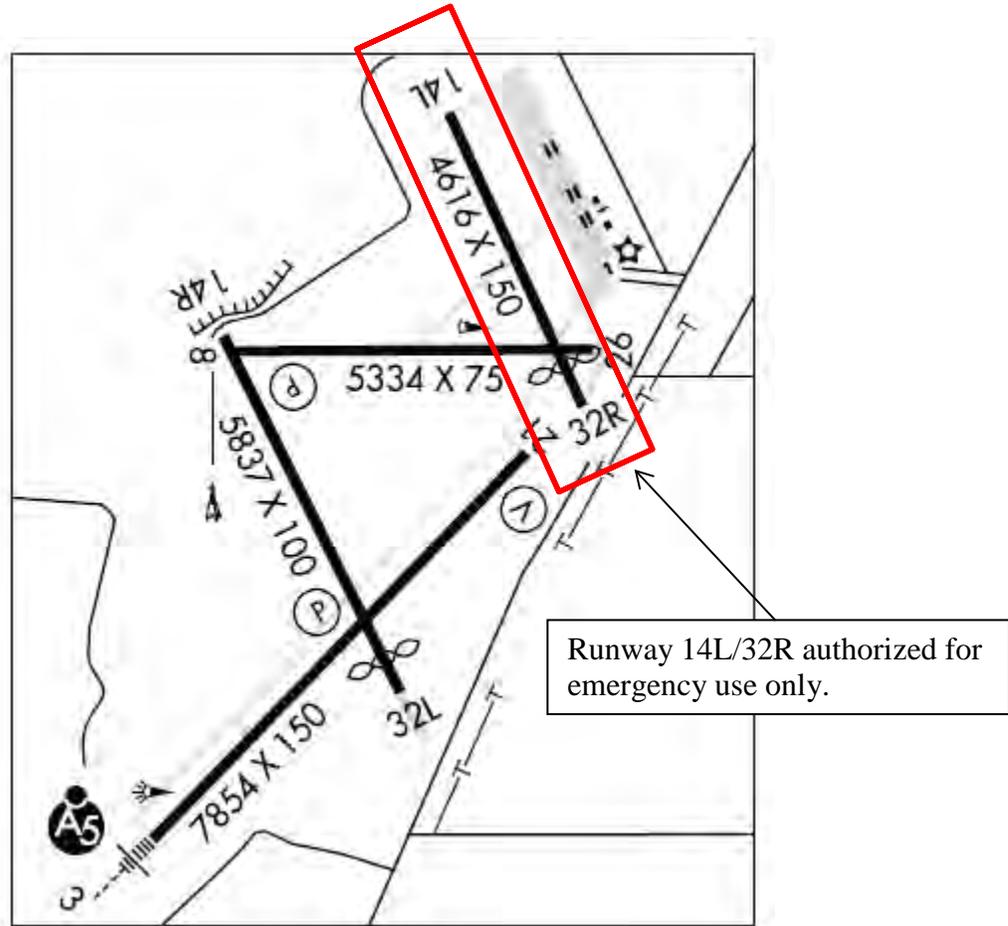
a. ELP may be accomplished day and night, but pilots are reminded that general aviation aircraft are unaware of the ELP and associated altitudes.

b. Break entries are authorized in accordance with Paragraph 1.11.

**NOTE: High density altitude at Sierra Blanca increases the risk of a hot start. Use of a start cart is recommended.**

## 10.2 CAVERN CITY AIR TERMINAL (KCNM).

### 10.2.1 Airfield Elevation. 3,295' MSL



**Cavern City Air Terminal**  
Figure 10-2

10.2.2 Location. Cavern City Air Terminal is located at latitude 32° 20.25' N, longitude 104° 15.80' W. It is 7 miles southwest of Carlsbad, NM.

### 10.2.3 Common Use Frequencies.

- |                               |                                |
|-------------------------------|--------------------------------|
| a. ASOS:                      | 118.375 (CH 41) (575-887-6858) |
| b. UNICOM/CTAF:               | 123.0 (CH 44)                  |
| c. CARLSBAD RCO:              | 122.65 (Albuquerque Radio)     |
| d. Albuquerque ARTCC App/Dep: | 135.875/292.15                 |

10.2.4 Runways. The landing area consists of runways oriented as follows:

<u>RUNWAY</u>	<u>LENGTH (FEET)</u>	<u>WIDTH (FEET)</u>
03/21	7,854'	150'
14R/32L	5,837'	100'
14L/32R	4,616'	150'
08/26	5,334'	75'

***CAUTION: RWY 03 and RWY 08 both have a .6% down gradient which lengthens landing roll-out by about 263' for a dry runway.***

10.2.5 Field Lighting. Cavern City Air Terminal has Medium Intensity Runway Lighting (MIRL) on runways 03/21, 08/26, and 14R/32L. Activate RWY 03 MALSR on 123.0.

10.2.6 General Operations. Aircraft may perform day and night dual Touch & Go and Emergency Landing Pattern practice using the following basic guidance:

- |                         |            |
|-------------------------|------------|
| a. Direction of Traffic | Left       |
| b. Pattern Altitude     | 4,100' MSL |
| c. Break Altitude       | 4,400' MSL |
| d. High Key             | 6,300' MSL |

10.2.7 Restrictions.

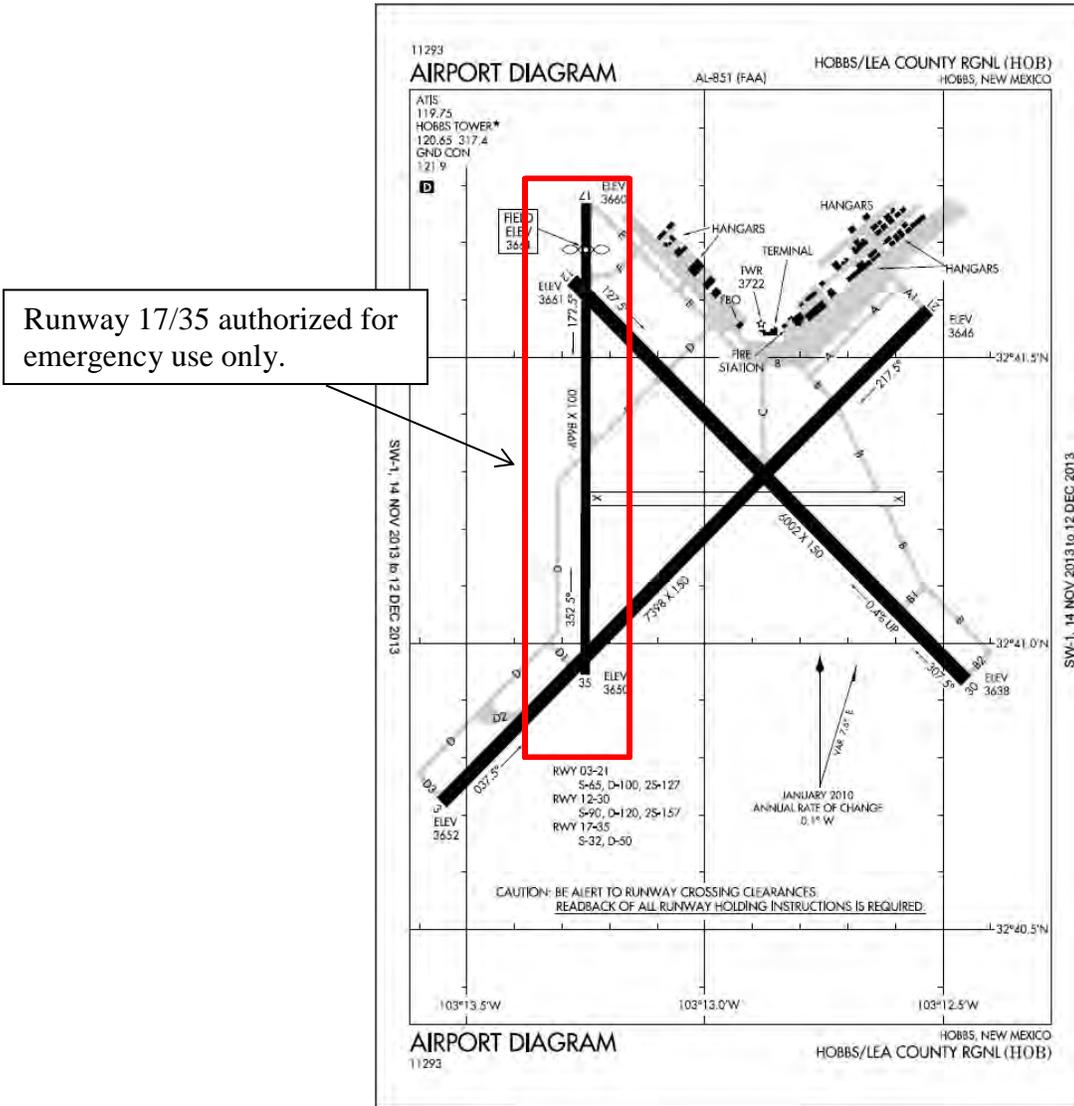
a. Runway 14L/32R (4,616' x 150') authorized for emergency use only.

b. ELP may be accomplished day and night, but pilots are reminded that general aviation aircraft are unaware of the ELP and associated altitudes.

c. Break entries are authorized in accordance with Paragraph 1.11.

10.3 HOBBS/LEA COUNTY REGIONAL AIRPORT (KHOB).

10.3.1 Field Elevation. 3,661' MSL.



**Hobbs/Lea County Regional Airport**  
Figure 10-3

10.3.2 Location. Hobbs/Lea County Regional Airport is located at latitude 32° 41.25' N, longitude 103° 13.04' W. It is 4 miles west of the city of Hobbs, NM.

10.3.3 Airspace Classification. Hobbs/Lea County Regional Airport is centered in Class D airspace, from the surface to 6,200' MSL. The airspace extends 4.4 NM from the field and communication with Hobbs Tower is required prior to entry.

10.3.4 Common Use Frequencies.

- a. ATIS/AWOS-3: 119.75 (CH 51) (575-393-8418)
- b. Ground: 121.9 (CH 53)
- c. HOBBS TOWER/CTAF: 120.65/317.4 (CH 54)
- d. UNICOM: 122.950 (CH 55)

10.3.5 Runways. The landing area consists of runways oriented as follows:

<u>RUNWAY</u>	<u>LENGTH (FEET)</u>	<u>WIDTH (FEET)</u>
03/21	7,398'	150'
12/30	6,002'	150'

10.3.6 Field Lighting. Hobbs/Lea County Regional Airport has High Intensity Runway Lighting on runway 03/21 and Medium Intensity Runway Lighting (MIRL) on runway 12/30. Activate RWY 03 MALSR and RWY 21 ODALS on 120.650.

10.3.7 General Operations. TRAWING FIVE aircraft may perform day and night dual Touch & Go and Emergency Landing Pattern practice using the following basic guidance:

- a. Direction of Traffic Right pattern - Runway 03 and Runway 12; Left pattern - Runway 21 and Runway 30
- b. Break Altitude 4,800' MSL
- c. Pattern Altitude 4,500' MSL
- d. High Key Altitude 6,700' MSL

10.3.8 Restrictions.

***NOTE: RWY 17/35 Asphalt in poor condition with large cracks and loose material. TRAWING FIVE aircraft shall not land on RWY 17/35.***

a. Use of Hobbs/Lea County Regional Airport will be on a basis of non-interference with Tower/Airfield Operations.

b. Practice Precautionary Emergency Landings (PPELs) and simulated power losses are authorized at Hobbs/Lea County Regional Airport. Aircraft desiring this procedure should make their request with Hobbs Tower on initial contact. Aircraft will make their maneuver away from the Control Tower for all runways. High Key altitude will be 6,700' MSL unless otherwise coordinated with Hobbs Tower.

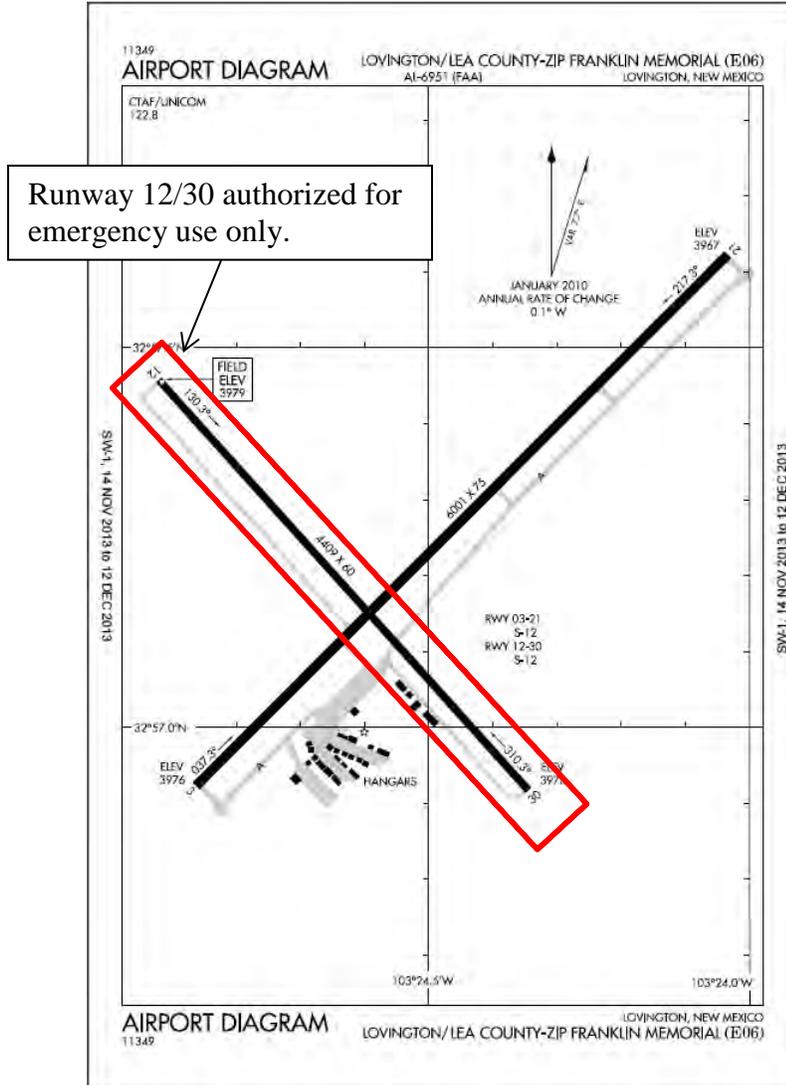
c. Runway 17/35 is authorized for emergency use only.

d. Break entries are authorized in accordance with Paragraph 1.11.

**NOTE:** An industrial airpark with a similar size and runway layout to KHOB is located approx. 5 NM to the north.

**10.4 LOVINGTON/LEA COUNTY-ZIP FRANKLIN MEMORIAL AIRPORT.**

10.4.1 Field Elevation. 3,979' MSL.



**Lovington/Lea County-Zip Franklin Memorial Airport**  
Figure 10-4

10.4.2 Location. Lovington/Lea County-Zip Franklin Memorial Airport is an unattended airfield located at latitude 32° 57.24' N, longitude 103° 24.53' W. It is 3 miles west of Lovington, NM.

10.4.3 Common Use Frequencies.

- a. UNICOM/CTAF: 122.8 (CH 34)

10.4.4 Runways.

<u>RUNWAY</u>	<u>LENGTH (FEET)</u>	<u>WIDTH (FEET)</u>
03/21	6,001'	75'
12/30	4,409'	60'

10.4.5 Field Lighting. All Lea County-Zip Franklin Memorial Airport runways have Medium Intensity Runway Lights (MIRL) that are pilot activated on 122.8.

10.4.6 General Operations. Aircraft may perform day dual touch and gos and Emergency Landing Pattern operations.

- a. Direction of Traffic Left
- b. Break Altitude 5,100' MSL
- c. Pattern altitude 4,800' MSL

10.4.7 Restrictions.

- a. Runway 12/30 (4,409' x 60') authorized for emergency use only.
- b. Lea County-Zip Franklin Memorial Airport is an unattended airfield with no services available.
- c. Break entries are authorized in accordance with Paragraph 1.11.

**10.5 HOLLOMAN AIR FORCE BASE.**

10.5.1 Field Elevation. 4,094' MSL.



e. Departure: 284.000 / 128.100  
 f. Approach: 269.225 / 120.600

#### 10.5.4 Runways.

<u>RUNWAY</u>	<u>LENGTH (FEET)</u>	<u>WIDTH (FEET)</u>
07/25	12,911'	150'
16/34	12,132'	150'
04/22	10,580'	300'

10.5.5 Field Lighting. All runways at Holloman AFB have High Intensity Runway Lighting (HIRL) installed. Precision Approach Path Indicator (PAPI) lights are installed on Runways 25, 16, 34, and 22. Runway 16 PAPI is currently unavailable. Runways 16 and 22 have ALSF-1 approach lighting system. All active taxiways are marked with blue lights on both sides. A standard military aerodrome rotating beacon [alternating green and two white lights] is located on the tower near taxiway F.

10.5.6 General Operations. Aircraft may perform day dual touch and gos and Emergency Landing Pattern operations.

a. Direction of Traffic Left  
 b. High Key 7,100' MSL  
 c. Low Key 5,600' MSL  
 d. Break Altitude 5,200' MSL  
 e. Pattern altitude 4,900' MSL

10.5.7 FAA Airspace Classification. While Tower is in operation, Class "D" Airspace is centered at Holloman AFB from the surface up to 6,600' MSL. Tower is in operation from 0900Z on Monday through 0100Z Friday and 1500-2200Z on Saturday except for the final Saturday of every month. All other times airspace reverts to Class "G."

#### 10.5.8 Restrictions.

a. Prior permission required (PPR) to enter Holloman airspace. Contact Base Operations at 575-572-5411. Minimum 24 hour notice is required but not more than 7 days prior. PPR is valid for +/-30 minutes of PPR time.

**CHAPTER TWELVE  
NIGHT OPERATIONS**

**12.5 NIGHT VFR DEPARTURE PROCEDURES.** All day departure procedures apply to night flights.

**12.6 NIGHT VFR ARRIVAL COURSE RULES.**

a. Request a Night Field Entry from Roswell Approach (VHF CH 5), when approximately 15 miles from Roswell International Airport. Inform them of your position relative to the airfield.

***"Roswell Approach, (call sign), 15 miles to the \_\_\_(NE, NW, etc.,)of Roswell with (ATIS), for Night Field Entry/Recovery."***

***NOTE: If desiring a practice PEL entry, request on initial contact with Roswell Approach.***

b. Roswell Approach Control will vector the aircraft to a position approximately five miles from the approach end of the duty runway at the Minimum Vectoring Altitude. At 5 NM, make airspeed 200 KIAS. From this point, Approach Control will direct a frequency change to Roswell Tower (VHF CH 4). Initial contact with Roswell Tower will be:

***"Roswell Tower, (Call sign), 5 miles \_\_\_\_\_ with (ATIS), for straight in/overhead runway\_\_\_\_\_."***

c. Roswell Tower will acknowledge your call with the duty runway and instructions.

d. Night overhead/break entry procedures and radio calls are identical to day procedures.

**12.7 NIGHT APPROACH AND LANDING.** Night approach and landing procedures are identical to day with the following exception:

a. Roswell Tower requires a clear deck for landing traffic, if preceding traffic has not cleared the active runway, expect a wave-off.

**12.8 NIGHT WAVE-OFFS.**

a. Comply with FTI wave-off procedures and tower instructions. Climb on runway heading, request clearance to turn crosswind from Roswell Tower, and continue climb to pattern altitude (4,500' MSL).

**CHAPTER THIRTEEN  
FORMATION PROCEDURES**

**13.1 TRAWING FIVE FORMATION FLIGHTS.**

a. Procedures conducted specifically for formation aircraft sorties that differ from single ship day operations are specified in this chapter.

b. Over-wing top-off fueling is approved for Form Division Chase.

13.1.1 Formation Training Areas.

a. Any low block, as well as the high blocks in the north, are typically reserved for formation training.

b. Formation flights should not conduct landing pattern training at NOLF Artesia.

13.1.2 Formation Restrictions.

a. All formation flights shall be pre-briefed except for emergency assistance. No aircraft shall join up with another aircraft without positive radio or visual signals. Only a pilot currently qualified in the CNATRA Formation Instructor syllabus should conduct an emergency join up.

b. Flights of greater than three aircraft shall not be conducted.

c. Section Takeoff:

(1) Maximum crosswind component is 10 knots.

(2) Must have circling minimums for runway departing, or 1000' ceiling and 3 miles visibility in absence of published circling minimums.

(3) No standing water/ice/snow on runway.

(4) Minimum runway width 150'.

(5) Minimum runway length 6,000'.

d. Interval Takeoff:

(1) Minimum runway width: 100'. If runway width is less than 100' both aircraft will taxi onto the runway with appropriate spacing. Lead will line up on centerline and execute a normal takeoff. Once Lead begins his takeoff roll, Wing shall take centerline and commence his run-up or rolling takeoff at IP's discretion, not to commence the takeoff roll until lead is airborne.

### 13.1.3 Formation Aircraft Procedures.

a. Formation flights follow current CNATRA Formation FTI procedures with the following exceptions:

(1) Solo flights with a chase instructor are permitted to have three aircraft on the runway at the same time.

b. At KROW, each aircraft will call for its own landing clearance at the 180 position. Lead will use the flight call sign, Wing will be identified as "Dash Two," and chase (if applicable), will be identified as "Dash Three."

***"Roswell Tower, (Call sign), 180 gear down, full stop."***

***"Roswell Tower, dash 2, 180 gear down, full stop."***

c. Single aircraft as part of a formation flight that continue flight after the conclusion of formation operations shall revert to normal transponder code and call sign.

d. Due to civilian traffic operations at KROW, formation aircraft returning via PPEL should expect that one or more aircraft may be held at high key for sequencing. These aircraft should comply with approach/tower instructions and remain at high key altitude in a circular pattern in the direction of the intended PPEL until directed to resume descent.

**APPENDIX A**  
**FREQUENCIES, FILING, CALLSIGNS, STEREO ROUTES**

**A.1 TRAWING FIVE FIXED-WING AIRCRAFT RADIO PRESETS:**

		UHF	VHF
1	KROW ATIS	306.200	128.450
2	KROW Clearance	282.250	132.875
3	KROW Ground	348.600	121.900
4	KROW Tower	233.700	118.500
5	App/Dep (Primary)	239.000	119.600
6	App/Dep (Secondary)	229.400	120.350
7	KROW RDO/FDO*	266.800	125.025
12	Area Common	227.300	148.675
21	Artesia AWOS		126.725
24	Artesia NAVY/CTAF	235.825	123.075
34	KSSR, KE06 UNICOM		122.800
41	KCNM ASOS		118.375
44	KCNM UNICOM		123.000
51	Hobbs ATIS		119.750
53	Hobbs Ground		121.900
54	Hobbs Tower	317.400	120.650
55	Hobbs UNICOM		122.950
61	Spare 1 (FORM)	266.000	139.200
62	Spare 2 (FORM)	274.975	139.575
63	Spare 3 (FORM)	285.725	141.050
64	Spare 4	234.500	138.125
65	Spare 5	235.275	139.425
66	Spare 6	235.825	139.550
67	Spare 7	261.400	139.775
68	Spare 8	275.200	143.500
99	GUARD	243.000	121.500

*\* Frequencies are on temporary loan from Roswell Air Traffic Control.*

*Frequencies in GRAY are assigned to TRAWING FIVE for the duration of the detachment by Frequency Manager.*

**NOTE:** *North Whiting preset convention has been preserved to the maximum extent possible.*

**NOTE:** *No local ATC agencies monitor guard frequencies.*

**A.2 ROSWELL TYPICAL PRESET COMMUNICATIONS FLOW (VHF AS PRIMARY).**

Single Ship	RADIO	ATIS	CLR	GND	BASE	TWR	DEP	AREA	KATS	ATIS	ARR	TWR	GND	BASE
	UHF	7	7	7		7	7	5	24	7	7	7	7	
	VHF	1	2	3	7	4	5	12	24	1	5	4	3	7

Form	UHF	ALL	6X		6X	6X	6X	6X	6X							
	VHF	LD	1	2	3	7	4	5	12		12	5	4	3	7	
		WG	1	2	3		4	5	12		1	5	4	3		
		CH	1	2	3		4	5	12		12	5	4	3		

**A.3 CALLSIGNS.**

a. Local flights shall file using the tactical call sign of "Texan XX." The call sign will be specific to Bureau Number as assigned by WING DET Operations.

b. Flights departing the local area will file using their associated squadron call sign based on side number, e.g. "VV6E174" or "VV2E055."

**A.4 FILING INFORMATION AND VFR FLIGHT FOLLOWING.**

***NOTE: As a civilian facility, Roswell does not possess the capability to provide flight following. The squadron FDO will provide flight following for all VFR sorties departing from or returning to KROW. Failure to call outbound will frustrate search and rescue efforts in the event of a mishap.***

**A.4.1 Local Round-Robin VFR Operations.**

a. In accordance with ref (a) the daily flight schedule shall be used in lieu of a flight plan form.

b. Pilots of local area VFR flight plans to the working areas (to include NOLF Artesia and Roswell) shall contact Roswell Ground and advise them of their intentions per chapter 3.2. When departing a working area for pattern work, call approach:

**"Roswell Approach, (Call sign) out of (N/S/E/W) for (destination airfield)."**

c. Pilots shall contact the squadron FDO (VHF CH 7) prior to departure/upon return in order to effect flight following.

#### A.4.2 VFR Out-and-In Operations.

- a. In accordance with ref (a) the daily flight schedule shall be used in lieu of a flight plan form.
- b. Pilots of VFR flight plans to destination airfields other than Roswell shall contact Roswell Ground as in paragraph 3.2.
- c. Pilots shall contact the squadron FDO prior to departure in order to commence flight following.
- d. Upon arrival at destination, pilots shall contact the FDO to suspend flight following.
- e. Pilots flying visual navigation events shall leave a copy of the route with the FDO.

#### A.4.3 Local IFR "On Top" Clearance.

- a. If weather requires an IFR clearance in order to reach VFR on top, request "Local IFR to On Top" from Roswell Clearance Delivery. A typical Roswell Local IFR clearance will clear TRAWING FIVE aircraft to Chisum VORTAC (CME) via Radar Vectors with a climb to 6,000' MSL. Roswell Approach will require TRAWING FIVE aircraft to report reaching VFR on Top, and if not on top by 6,000' MSL, to level at 6,000' MSL and state intentions.

#### A.4.4 IFR Operations.

- a. If planning an IFR flight beyond Roswell, file flight plan with the local Flight Service Station prior to departure.
- b. IFR flights intending on remaining with Roswell Approach for duration of flight (i.e. only conducting approaches at KROW and KATS) do not have to file a flight plan but should call clearance with intentions. Callsign will remain as assigned for that aircraft but squawk will be as assigned by Roswell Clearance.
- c. Contact Roswell clearance delivery for IFR clearance to destination.
- d. Upon arrival at destination, pilots shall contact the FDO to report safe-on-deck.

#### A.4.5 VFR Flight Following.

- a. The FDO is responsible for flight following for all local VFR sorties.
- b. The FDO will attempt to locate aircraft once 30 minutes overdue. If unable to locate the aircraft within 15 minutes, notify the Detachment Duty Officer for further guidance.

SPECIAL INSTRUCTIONS FOR DETACHMENT RUNWAY DUTY OFFICERS (RDO) AT ROSWELL, NM

***NOTE: While on detachment all TRAWING FIVE RDO instructions will remain in effect with the following exceptions and additions.***

**1.1 HOME FIELD RDO.**

a. The home field RDO will be located in the control tower during solo operations at KROW. The home field RDO will liaise with ATC personnel in order to facilitate the safe and efficient flow of T-6B traffic at the facility.

b. The home field RDO will coordinate with the FDO for transportation to and from the Roswell Tower. Duty drivers should have all applicable KROW driver training.

**1.2 Artesia Municipal Airport (KATS) RDO.**

a. An RDO and Wheels Watch shall be present on the airfield at Artesia Municipal Airport (KATS) during daily OLF operations in normal hours.

b. Normal hours will be published on the daily flight schedule.

c. The RDO and Wheels Watch will drive from KROW to KATS each morning and station themselves in the RDO truck at least 50' from the runway's edge.

d. The RDO vehicle and associated assets (radios and light bar) will be managed by TRAWING FIVE DET Logistics.

e. The RDO shall announce their intentions on the VHF radio whenever repositioning the truck. If a personnel swap is necessary during daily operations, it should be coordinated through the FBO. The oncoming or off-going personnel should plan to be transported to the truck by FBO staff.

f. Additional requirements or corrections to this special instruction should be directed to the Detachment OIC as soon as practical.

g. In case assistance is required at KATS, contact the FBO manager, Lance Goodrich, at 575-748-3206. In case of emergency, he may be reached by cell phone at 575-513-1836. For airfield emergencies, contact the Artesia Fire Department via 911.

DETACHMENT BUSINESS RULES FOR OPERATIONS AND MAINTENANCE AT ROSWELL, NM

**1.1 PURPOSE.** TRAWING FIVE scheduling procedures set forth in this instruction are intended to promote safe, efficient, and orderly flight operations during the training detachment in Roswell, New Mexico. These procedures amplify or emphasize information contained in references (g) through (i). In the event of a conflict, directives from higher authority shall take precedence. Only the TRAWING FIVE Detachment Officer-In-Charge shall approve changes to these scheduling procedures.

**1.2 APPLICABILITY.** All Instructor Pilots (IPs) and Student Naval Aviators (SNAs) shall adhere to this instruction during the detachment in Roswell, NM.

**1.3 CREW REST.**

1.3.1 IP Crew Rest.

a. IPs should be scheduled for at least 12 hours crew rest, to include time for transportation to/from the hotel, meals, and 8 hours of uninterrupted sleep.

b. IP crew rest SHALL be no less than 10 hours, in order to ensure 8 hours of uninterrupted sleep.

c. IPs may brief with SNAs at the hotel during their crew rest period, but both the IP and SNA SHALL adhere to 8 hours of uninterrupted sleep.

1.3.2 SNA Crew Rest.

a. SNAs shall be scheduled for at least 12 hours crew rest, to include time for transportation to/from the hotel, meals, and 8 hours of uninterrupted sleep.

b. SNAs shall not fly the aircraft if they have had less than 12 hours crew rest.

c. SNAs may brief with their IPs at the hotel during their crew rest period, but the SNA shall adhere to 8 hours of uninterrupted sleep.

d. Phone calls do not constitute an interruption of crew rest.

**1.4 CREW DAY.**

1.4.1 IP Crew Day.

a. IP crew day starts at the IP's arrival to KROW and ends at the end of the last scheduled debrief time.

b. IPs shall not exceed a 12 hour crew day unless that limit is specifically waived by their squadron CO.

c. In no case shall an IP exceed a 14 hour crew day.

#### 1.4.2 SNA Crew Day.

a. SNA crew day starts at the SNA's arrival to KROW and ends at the SNA's departure from KROW. SNAs shall not exceed:

(1) 12 hour crew day for dual events.

(2) 10 hour crew day for solo events.

b. If a SNA is scheduled for a solo event followed by a dual event, the ten hour crew day applies to the completion of the solo event. At the completion of the solo event, the SNA will revert to a twelve hour crew day for the remaining dual event starting from the time they originally reported for the solo event.

### 1.5 Scheduling.

#### 1.5.1 SNA Scheduling.

a. SNAs should only be scheduled for flight events five of the six fly days per week. One day a week, SNAs should be scheduled for non-flying duty.

b. SNAs may be scheduled for more than one flight event per day.

1.5.2 IP Scheduling. Squadrons will decide how to best schedule their IPs. The following guidance applies:

a. IPs shall not be scheduled for more than three instructional sorties per day.

b. IPs should not be scheduled for more than two C4201-C4304 events per day.

1.5.3 Flight Schedule Distribution. Hard copies of the signed flight schedule shall be delivered to and posted in the Fairfield Inn & Suites, the TownePlace Suites, and the Chalet.

1.5.4 Scheduled Brief and Takeoff Times. One scheduling template will be established in TIMS for the duration of the detachment. The number of available scheduling lines will exceed the daily flight operation capacity in order to increase scheduling flexibility. The following guidance applies:

a. Squadrons shall schedule in order to utilize each Ready for Production aircraft at least three times daily.

b. The first event of the day shall be scheduled to takeoff no earlier than 0630L or scheduled sunrise.

c. The last event of the day shall be scheduled to land no later than 2030L.

1.5.5 Turnaround Times. Squadron scheduling shall allow for a one hour turnaround time by Maintenance for all PIC changes. The one hour turnaround time begins when the PIC turns in a completed NAVFLIR to Maintenance Control.

1.5.6 Schedule Execution. Squadron FDOs shall execute the daily flight schedule in accordance with ref (c).

1.5.7 Artesia. Squadron schedulers should schedule one out-and-in each day to Artesia.

**1.6 NAVFLIRS/ATFs**. Squadrons shall manage NAVFLIRs and ATFs between Roswell and Whiting Field as required. At a minimum, IPs shall print out a NAVFLIR for Maintenance Control when returning the aircraft to maintenance.

a. SNAs should maintain a "dummy jacket" while on detachment. The "dummy jacket" will contain a copy of all ATFs completed while on detachment. The jacket is intended to provide an off-wing IP the ability to quickly review the training requirements for a SNA in the event that a TIMS computer is not immediately accessible.

b. The "dummy jackets" shall not be transferred into the SNA's actual ATJ upon completion of the detachment.

**1.7 Aircraft Assignments**. Maintenance shall assign aircraft one hour prior to scheduled takeoff time in TIMS.

**1.8 Flight Cancellations**.

1.8.1 Cancelled Flights for Aircraft Availability. Maintenance will inform the FDO when they are unable to assign aircraft due to availability. The FDO shall communicate with Maintenance and ensure that the highest priority events are issued aircraft.

1.8.2 Cancelled Flights for Other. Once it is determined that an event will not be conducted for a reason other than aircraft availability, the FDO shall cancel the event in TIMS with the appropriate code and communicate squadron intentions to Maintenance Control.

**1.9 Solo Flights.**

1.9.1 Solo Touch and Go Restrictions. Student solos shall not commence Touch and Go operations at either Roswell or NOLF Artesia without having previously conducted Touch and Go operations at those fields on a syllabus training event.

1.9.2 Solo Working Area Restrictions. Student solos shall not utilize a working area (North, South, East, West) unless having previously flown the entry and departure course rules for that area.

DETACHMENT BUSINESS RULES FOR LOGISTICS1.1 Definitions and Responsibilities.1.1.1. Forward Deployed Logistics Personnel.

a. Wing Logistics Officer (WG LOGO) - Maintains overarching responsibility for logistics forward, to include accountability of personnel, vehicles and equipment forward. Coordinates movements of units into and out of deployment site.

b. Wing Communications Officer (WG COMMO)/Wing Assistant Operations Officer (WG AOPS) - Responsible for accountability, maintenance and operability of cell phones, telephones, radios. Additionally, COMMO will interface with CNATRA N6 and TIMS personnel to establish IT infrastructure and ensure continued IT support. Serves as Responsible Officer for all TRAWING FIVE minor property, providing an inventory of all equipment (to include IT) to the DET OIC once per week on Saturday. Lastly, as WG AOPS, provide support as needed to the WG OPSO.

c. Wing Billeting Officer (WG BILLETING O) - Responsible for tracking billeting and personnel accountability on a day-to-day basis. The O will interface daily with the hotels at the deployment site to provide up-to-date room requirements and work with the hotel sales manager to ensure proper room receipt formatting.

d. Wing Transportation Officer (WG TRANSP O) - Responsible for accountability and inspection of vehicles and functions as the ATCO's forward counterpart for manifest management. Coordinates directly with VT A/LOGO daily to ensure up-to-date outlook for gains/losses.

e. Squadron Logistics Officer (VT LOGO) - Responsible for squadron specific logistical needs and coordinates with WG LOGO for support.

f. Assistant Squadron Logistics Officer (VT A/LOGO) - Assistant to the Squadron Logistics Officer. Coordinates directly with WG TRANSP O daily to ensure up-to-date outlook for gains/losses.

1.1.2. Logistics Remain Behind Element.

a. Wing Rear Logistics Officer (WG REAR LOGO)- Responsible for managing all transportation of people and things (TOP/TOT) going to and coming from KROW.

b. Air Transport Coordination Officer (WG ATCO) - The ATCO is the primary POC for NALO/JOSAC/Airlift Providing Units and is the focal point for all manifest inputs. The ATCO is responsible for airlift requests,

manifests and confirmations, and coordination of all airlift requirements with forward personnel. The ATCO will merge this information on the TPFDD for a single source document for all TOP/TOT details.

c. Operations Personnel - Squadron Operations Officer and Squadron Remain Behind Element (VT RBE) - Responsible for passing constantly up-to-date airlift requirements to VT LOGO/VT A/LOGO for students and instructors in and out of KROW.

## 1.2 Personnel.

### 1.2.1. Accountability.

a. VT LOGO shall provide WG LOGO with up-to-date cell phone and email contact information via the O prior to airlift departure and as required throughout the deployment.

b. This information should reside only on NMCI computers (if available) and in duty binders in order to safeguard PII.

c. Each airlift shall have a designated Senior Traveler (ST), assigned by seniority. This individual will be responsible for accountability for all passengers on his/her airlift. The ATCO will contact the ST when an airlift passenger manifest is finalized (normally 96 hours prior to departure). The ST will receive travel orders for all passengers from squadron Admin 24 hours prior to departure. Orders shall be issued to individual travelers on the morning of the airlift. Prior to departure, ST shall account for all passengers, report to the airlift loadmaster, and notify ATCO and Det Log O of departure time and updated itinerary/ETA.

d. Upon arrival at the deployment site, incoming personnel and cargo manifest will be closed out by TRANSP O, who will update the appropriate trackers.

### 1.2.1. Orders and Travel Claims.

a. Personnel traveling to Detachment site via T-6B shall retrieve their orders from their squadron Admin prior to departing KNSE as per standard cross-country practice.

b. Personnel traveling to Detachment site via NALO/rotator shall receive their orders from the airlift Senior Traveler on the morning of departure.

1.2.3. Travel Claims.

a. Wing Admin will process travel claims for Wing Staff and Stashed Officers; Applicable squadron Admin will process travel claims for squadron Personnel.

b. All personnel, while detached, shall collect receipts for all charges to Government Travel Cards and any reimbursable expenses.

c. Fuel for rental vehicles shall be purchased with the provided GSA fleet card. Fuel purchases on individual credit cards will not be reimbursed.

d. Upon return to NASWF, personnel shall complete a travel claim with squadron Admin within five working days or as per squadron travel claim policy.

1.2.4. GTCC.

a. Squadrons shall ensure that all students and instructors with the potential to participate in the winter detachment have operable GTCCs and will make arrangements for short notice acquisition for SNAs that do not have one. SNAs traveling via commercial air must have an active card at least 72 hrs prior to travel in order to ensure ticketing.

b. VT Admin shall ensure that deployed individuals' GTCCs are turned on and will not expire during the detachment.

c. Wing Staff members should ensure that their GTCC credit limit is sufficient to support extended nature of temporary duty.

1.3. TRANSPORTATION OF PERSONNEL (TOP) & THINGS (TOT).1.3.1 Airlifts.

## a. NPA Departures/Arrivals

## (1) Luggage

(a) Individuals traveling via T-6B shall deposit excess luggage in the squadron ready room prior to departing on the T-6B. The WG REAR LOGO will provide direction to the deploying squadron as to the disposition of baggage.

(b) Personal luggage for all hands shall be limited to 100 lbs and be no larger than a sea bag or comparably sized bag. This includes flight gear, professional publications, other flight clothing and boots. This limitation facilitates efficient travel on government rotators (UC-

35/C-12/T-39) on which space is extremely limited. Individuals should minimize their luggage to the maximum extent possible.

(2) Flight Gear

(a) Individuals traveling via NALO shall check out flight gear from the paraloft prior to the day of travel and take vest as carry-on luggage in the cabin. Due to the LPU CO2 canisters, harness cannot be loaded into cargo hold of C-40.

(b) Individuals traveling via T-6B shall keep flight gear in the paraloft for use on cross-country flight.

(c) Student Stashes - Should have water survival/egress for the T-6B with flight gear in order to provide the option of T-6B transportation.

(3) Government Equipment

(a) Squadron and Wing equipment will be staged at squadron NLT COB the day prior to travel. VT LOGO will coordinate with WG REAR LOGO for follow on movement to KNPA.

(4) Duty Drivers - TRAWING FIVE STUCON shall designate students as required to function as duty drivers to move luggage and cargo from Whiting Field to Sherman Field prior to each NALO.

(a) Duty Drivers will contact ATCO NLT 24 hours prior to movement to coordinate staging of duty vehicles and brief movement plan.

(b) Cargo Supervisors - Designated team of two officers (can double as duty drivers) provided by Wing STUCON to supervise the loading and sorting of supplies, flight gear, and luggage prior to airlifts as well as the recovery of such items upon squadron return.

*When bags are to be palletized, individuals traveling via NALO shall be on deck at KNSE no later than 1200 the day prior to airlift and shall deliver flight gear, squadron equipment and luggage to the cargo tri-wall at base supply no later than 1600.*

1.3.2. NALO Recoveries.

a. ATCO will assist WG REAR LOGO in properly inventorying all equipment, IT gear, and supplies upon return to KNSE.

b. NSE Rotator Departures/Arrivals

(1) Prior to departure of Rotator flights from KNSE, WG REAR LOGO will request inputs from VT LOGO, CNATRA N4, N6 and TIMS representatives

to compile a list of needed parts, equipment, and paperwork required at KROW, as well as a list of items to be returned to KNSE. The ATCO shall arrange for required items to be loaded onto the next Rotator flight and ensure that the manifest is accurate.

(2) 96 hours prior to rotation airlift, the VT Det Operations and VT LOGO shall confirm the personnel and cargo manifest with the the ATCO. The ATCO will then notify the WG REAR LOGO and the TRANSPO O and will give NALO/JOSAC final confirmation 72 hours prior to the Airlift. Any changes to the manifest inside of 72 hours will be coordinated between VT LOGO/VT A/LOGO and the ATCO. Finalized manifests will be pushed back to the Squadron OPSO and LOGO for visibility.

### Coordination Flow

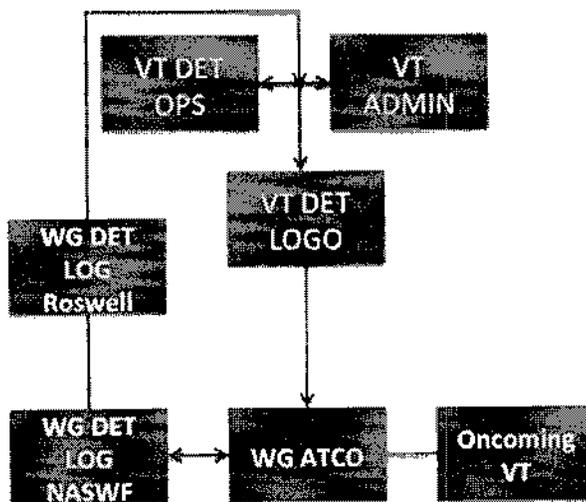


Figure 1-1

(3) TPFDD update procedures - The Time Phased Force and Deployment Data Tracker (TPFDD) shall be maintained by the ATCO utilizing Dropbox. The ATCO and TRANSPO O will update the TPFDD as required, but the document will be available read-only to applicable personnel.

#### 1.4. Billeting.

a. For NALO movements, BILLETING O will conduct check in/out with hotel management (not desk clerk) to ensure correct room charges (split total bill between students, full price if no roommate) and ensure correct name and zero balance. This will facilitate quick recovery of large groups with minimal delay. Individuals should expect to check in at the airport staging area with BILLETING O and VT LOGO to pick up welcome

packet and room key. BILLETING O will collect GTCC and photo ID for billing and vehicle licensing purposes. These can be picked up at the front desk shortly after arrival is complete. SNAs tasked as duty drivers will have their driver's license copied and returned immediately.

b. Individuals traveling on the rotator will check in and out normally with the front desk, but should coordinate with BILLETING O for any issues.

c. BILLETING O shall provide projected rooming needs to hotel on a continual 3 and 5-day advance basis in order to maximize double occupancy, minimize empty reserved rooms, and to coordinate additional room requirements. BILLETING O shall liaise with management staff on a daily basis.

d. Upon turnover of VTs, BILLETING O will supervise check-in of new arrivals in transient rooms and be on hand the day of outgoing VT departure to assist with room checkouts and ensure zero balance on all rooms. BILLETING O shall oversee checkout from transient rooms and reissue permanent rooms to new tenants following NALO departure. *Ensuring smooth interaction with third party hotels is critical to efficient turnover operations. Without the benefit of prior coordination and experienced front desk staff, this will require additional oversight (in person) from the BILLETING O.*

e. With the exception of the VT DET OIC, the incoming squadron will be billeted two to a room (both students and instructors) to the maximum extent possible until the outgoing squadron has departed the deployment site in order to reduce overall cost and logistical complexity.

#### 1.5. Ground Transportation.

##### 1.5.1. Crew Transportation.

a. Use and tracking/maintenance/supervision of rental cars, fuel purchases, and all issuance of vehicle keys shall be coordinated and monitored by BILLETING O.

b. TRANSP O will maintain accountability for rental vehicles and fleet cards. Group use vehicles may be checked out and logged at the front desk of each hotel. Vehicles will normally be purposed as follows:

- (1) Wing Det OIC - 1 x sedan
- (2) Wing Det Ops O - 1 x sedan
- (3) Wing Det Log O - 1 x sedan

- (4) VT Det OIC - 1 x sedan
- (5) VT Det Ops O - 1 x sedan
- (6) VT Det Log O - 1 x sedan
- (7) Airfield vehicle - 1 x sedan
- (8) Duty shuttle - 2 x 15 pax vans
- (9) Det squadron use - 6 x minivans
- (10) RDO - 1 x pickup truck/SUV

c. The airfield vehicle will be based at RIAC. The two shuttles will be based at the Fairfield. All other vehicles will be allocated and based at the squadron's discretion.

d. Squadron schedulers shall provide duty drivers and vehicle schedule sufficient to support flight operations.

e. Duty vehicle schedule is at the squadron's discretion, however experience has shown that two vehicles running offset by 30 minutes at regular intervals works well. For planning purposes, drivers should allow approximately 50-60 minutes for one round trip.

f. All personnel operating motor vehicles shall report any maintenance discrepancies to the TRANSP O. TRANSP O will determine whether any exchange of vehicles is required (due to required maintenance, problems with vehicles, etc.).

#### 1.5.2. RDO truck.

a. The RDO shall check out the RDO vehicle from the Hangar prior to commencement of flight operations and shall ensure that VHF and UHF radios are accounted for prior to driving to the airfield.

b. At the conclusion of daily flight operations, RDO shall return the truck to the Hangar and ensure return of handheld radio and cellphone to the FDO office to charge.

#### 1.5.3. Airport Vehicle.

a. The airport vehicle will be maintained at KROW by the FDO. Due to the limited number of drivers the airfield will authorize, the Transportation officer and the stashed logistics/scheduling officers shall be trained in order to have reliable transportation for the Tower RDO.

## 1.6. Communications.

### 1.6.1. Information Technology.

a. All IT equipment will be inventoried by IT personnel at KNSE and transported in locked containers (Det IT personnel will retain possession of keys). IT resources will be shipped by N6 in order to arrive at the Det site to coincide with the arrival of Wing Logistics.

b. A working party composed of available Wing stash officers shall assist in the unloading, movement, and handling of IT equipment.

c. While forward, IT equipment will be inventoried on a weekly basis by the COMM O, who will coordinate with N6 for updates.

### 1.6.2. Phones.

a. Duty cell phones will be issued by COMM O.

b. Det duty cell phone will be kept by the Det Duty Officer (DDO) and shall be turned over with the watch.

c. The RDO cell phone will be checked out by the RDO each morning in the FDO office. The primary purpose of the RDO phone is for aircraft emergencies at KATS. RDOs will call 911 for airfield fire/rescue support. Artesia Fire Department will call the RDO cell phone for details of the emergency.

### 1.6.3. Radios.

a. Radio assets will be purposed as follows:

(1) 3x VHF for FDO, RDO and backup

(2) 2x UHF for RDO and backup

(3) 2x VHF handheld radios for airfield driver and RDO

b. The indoc brief shall include instruction for RDO setup and radio operation.

## 1.7. Administrative.

### 1.7.1. Major Movements.

a. ADVON

(1) Wing LOG shall arrive in Roswell via commercial air transport with three Logistics Stashes one day prior to the remainder of the ADVON

(b) ADVON party shall include Det OPSO, an N6 representative, an N4 representative, TIMS representative, one VT Scheduling Stash Officer, and VT Assistant Logistics Officer

b. VT Reception Day

(1) Uniform for all NALO passengers is flight suits.

(2) Vehicles will be staged at airport at least 1 hour prior to airlift arrival in order to receive incoming squadron and all cargo/personal effects.

(3) TRANSPO O will be posted at RIAC air terminal with vehicles on 10 January to distribute keys and sign out vehicles.

(4) VT LOGO shall designate three parties of ~10 SNAs to assist in loading/ unloading equipment and luggage at airport/ hotel.

(5) BILLETING O will have a pre-built room list, as well as all room keys, to expedite check-in at hotels (should be positioned in lobby of Fairfield awaiting arrival of SNAs, the relocate to TownePlace to ensure smooth check in for Staff/IPs).

(6) Working parties will store T-6 cross-country SNAs' luggage, either in a hotel bag check or designated hotel rooms (as determined by BILLETING O).

c. Squadron Turnover

(1) Uniform for all NALO passengers is flight suits

(2) Additional vehicles will be acquired by TRANSPO O and staged at Chalet prior to oncoming VT arrival.

(3) BILLETING O and VT A/LOGO will be posted at Chalet to conduct check in.

(4) Liberty brief will be given at Chalet prior to individuals moving to hotels.

(5) Working parties will be designated from outgoing squadron SNAs to facilitate luggage transfer and drive vans.

(6) On the day of outgoing VT departure, the oncoming squadron members will check out of their hotel (as required) and stage their luggage in the conference room. All personnel should check the front desk for new room assignments.

d. Det Closure/VT Departure

(1) Upon completion of last training event at det site, COMM O will ensure a proper inventory of IT gear and radios, which will be stored in locked containers and staged for loading on airlift.

(2) 72 hours prior to Det closure (night before VT-3 redeployment), VT Log O shall ensure that all personnel departing on airlift have personal luggage and flight gear staged with IT boxes and all other manifested equipment and supplies.

(3) VT LOGO shall organize 3 working parties of ~10 SNAs to assist in transportation and loading/unloading of luggage between hotels and airport.

(4) BILLETING O will oversee checkout from hotels and coordinate with management to ensure no discrepancies in room balances and any GTCC issues.

(5) Once all personnel are checked out of hotels and relocated to airport, TRANSPO O will supervise final inspection and return of vehicles to rental agency except for those required by Logistics Cleanup Crew.

(6) Det Logistics cleanup crew will remain behind to oversee Det shutdown and depart via Comm Air 48 hrs after final NALO.

## 1.8. Equipment.

### 1.8.1. General Equipment.

a. Supplies shall be ordered by VT LOGO through the Wing Rear Logistics Officer. If unable to be delivered to the KROW Hangar, the WG REAR LOGO shall ensure proper coordination with ATCO for their transport.

b. Office equipment will be furnished and maintained by Wing Logistics Personnel

c. Squadron equipment should be minimal but its transportation can be coordinated by the VT LOGO through the ATCO no later than 11 days prior to NALO airlifts.

### 1.8.2. Miscellaneous.

a. A recommended packing list will be furnished to squadron personnel by the Squadron Logistics Officer

b. Due to the limited availability of TIMS machines for event briefs, SNAs shall maintain a junk jacket with current stage grade sheets for IP review. This jacket shall be built prior to departure; folders will be provided by Wing Supply. These folders will be kept in the flight duty office, maintained by the FDO and secured when the duty office is un-

manned. IPs will turn in original grade sheets to the FDO and ensure a copy is filed in their SNAs dummy jacket.

c. All pilots shall ensure that their flight gear 365 day inspection will not expire while on detachment and that it includes clear visors.

SUGGESTED PACKING LIST1.1 BILLETING INFORMATION.

- a. Laundry Services will be available at Fairfield and TownePlace Inns.
- b. Luggage Limitations: Flight gear, pubs, plus 50 pounds (approximately sea bag size).
- c. Average daytime highs are in the 50's, average night time lows are in the 20's.
- d. Rooms contain small refrigerators and microwaves.
- e. SNAs will be billeted two to a room. Staff and IPs will have single rooms.

1.2 REQUIRED FLIGHT GEAR.

- a. Flight Suits
- b. Flight Boots
- c. Garrison Cover
- d. Flight Gloves
- e. G-Suit
- f. Harness
- g. Helmet

1.3 REQUIRED PUBLICATIONS.

- a. NATOPS
- b. NATOPS PCL
- c. Quadfold Checklist
- d. Roswell In-Flight Guide (IFG): Each IP and SNA will be issued a numbered card-stock IFG with colorized sections upon arrival in Roswell. These IFGs are intended for follow-on deployed squadrons and shall not be cut, written on, or altered (with the exception of official changes issued via Wing Read-and-Initial). Aircrew shall turn in these IFGs to Wing staff prior to leaving the detachment site. IFG will also be distributed electronically. Any pilot wishing to write notes on or alter their IFG shall print out their own copy. PRINTING THE IFG IN COLOR IS NOT NECESSARY, all instructions are readable in black-and-white.

SUGGESTED PACKING LIST

e. Roswell Detachment SOP (distributed electronically and on a limited basis in hard-copy).

f. Mini ATJ (Dummy Jacket)

g. All FTIs

**1.4 PERSONAL GEAR.**

a. 3-4 Sets of civilian clothing

b. Non-synthetic winter undergarments for warmth under flight suit

c. Toiletries

d. PT gear

e. Winter hat

f. Gloves

g. Jacket

**1.5 RECOMMENDED/OPTIONAL ITEMS.**

a. Leather Flight Jacket

b. Green Nomex® Flight Jacket

c. Systems Study Guides

d. Any other study material you need