



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER
8260.32G

Effective Date:
MM/DD/YYYY

SUBJ: U.S. Air Force Terminal Instrument Procedures Service

This order contains criteria and guidance to all Federal Aviation Administration (FAA) and the United States Air Force (USAF) personnel in the administration of the Flight Procedures and Airspace Program.

Under Order 8260.3 chapter 1, the military must request the FAA to develop procedures to meet their requirements where existing FAA approach and/or departure procedures at civil airports do not suffice. These requirements may be met by modification of an existing FAA procedure or development of a new procedure. Military requirements must be compatible with airspace availability, navigational aids (NAVAIDs), and Air Traffic Control (ATC) requirements. Order 8260.3, and other associated 8260-series orders provide the basic criteria for developing instrument flight procedures (IFP).

Lawrence Fields
Acting Executive Director, Flight Standards Service

DRAFT

Chapter 1. General Information

Section 1-1. General.

1-1-1. Purpose of this order. This order provides guidance to all personnel in the administration of the Flight Procedures and Airspace Program. It defines responsibilities regarding terminal instrument procedure development and maintenance service provided by the FAA for the USAF at domestic civil airports under Department of Transportation (DOT), FAA, Department of Defense (DoD), and USAF Memorandum of Agreement effective July 7, 1978. This order contains guidance that is pertinent to Title 14, Code of Federal Regulations, (14 CFR) Part 97, Standard Instrument Procedures.

1-1-2. Audience. All FAA and USAF offices responsible for procedures services provided to the USAF by the FAA.

1-1-3. Where can I find this order? You can find this order on the [FAA's web site](#).

1-1-4. What this order cancels. Order 8260.32F U. S. Air Force Terminal Instrument Procedures Service.

1-1-5. Explanation of changes.

a. Chapter 2.

(1) Established chapter 2 as an administrative chapter and moved all procedural content to the newly established chapter 4.

(2) Established Air Force Flight Standard Agency TERPS Division (AFFSA TERPS) as the POC for all IFP request from the USAF or Air National Guard Bureau (NGB) to the FAA at civil airports or at joint-use airports where the FAA is responsible for IFP development.

(3) Clarified request for a High-Altitude Instrument Approach Procedure (IAP) must conform to criteria in Order 8260.3 and must not be requested when it can be promulgated as a 14 CFR Part 97 IAP.

b. Chapter 3.

(1) Identified Service Center Flight Procedures Team (FPT) as a participant in the process when AFFSA TERPS request production, amendment or cancellation of an IFP by the FAA at civil airports or at joint-use airports where the FAA is responsible for IFP development.

(2) Clarified responsibilities, authorities, and communication requirements between Aeronautical Information Services, AFFSA TERPS, and Service Center FPT.

(3) Moved all procedural content to the newly established chapter 4.

c. Chapter 4.

(1) Updated processing Flow diagram to incorporate the current office symbols and routing codes to reflect current FAA organizational structure.

(2) Introduced the [IFP Information Gateway](#) as the primary means to for AFFSA TERPS to request the development, amendment, or cancellation of an IFP and to track the FAA's progress during the development process.

(3) Introduced required [IFP Request Form](#) supplemental information from AFFSA TERPS to the FAA for expeditious processing and tracking of USAF requested IFPs.

(4) Consolidated current supplemental Aeronautical Information Services processing guidance to Order 8260.3 and Order 8260.19, Flight Procedures and Airspace, for requested High Altitude, Contingency or Emergency IFPs.

d. Appendix A. Updated address/telephone on point-of-contact listing as necessary.

e. Appendix B.

(1) Updated and Incorporate the current office symbols and routing codes to reflect current FAA organizational structure used with in this document.

(2) Clarified in definition the required use of High Altitude Instrument Procedure design criteria in the development of a High Altitude Instrument Procedure.

(3) Introduced the definition of a Terminal Amendment System (TAS) letter.

(4) Expanded the identified forms used for the development of USAF requested IFPs at domestic civil airports.

Chapter 2. Administrative

Section 2-1.

2-1-1. General. The FAA formulates, coordinates with the military and industry, and publish any IFPs as requested by the Air Force Flight Standard Agency TERPS Division (AFFSA TERPS) to meet military requirements of the USAF or National Guard Bureau (NGB) at civil airports or at joint-use airports where the FAA is responsible for IFP development. AFFSA TERPS validates and coordinates requests on behalf of the USAF and NGB with the FAA to develop, amend, or cancel IFPs. Additional responsibilities for the publication of high-altitude instrument approach procedures are found within this order.

2-1-2. AFFSA TERPS IFP Request. When AFFSA TERPS requests the FAA to develop or amend an IFP at civil airports or at joint-use airports where the FAA is responsible for IFP development, requests must be prioritized in the following order to minimize impact on Aeronautical Information Services' workload and promote procedure's use for the widest aviation audience possible.

a. Contingency/Emergency IFPs. Contingency/emergency IFPs at domestic civil airports will be provided by Aeronautical Information Services and documented as special instrument procedures as outlined in Order 8260.19, Flight Procedures and Airspace. These procedures must not be published in the DoD Flight Information Publications and Flight Information Products (FLIP) by National Geospatial-Intelligence Agency (NGA). Duration and authorized use of these procedures will be established by AFFSA TERPS and coordinated with Aeronautical Information Services.

b. Instrument Approach Procedure (IAP) or Obstacle Departure Procedure (ODP) Modification or development.

(1) Without adversely affecting civil users, request modification of an existing IAP or ODP processed under 14 CFR Part 97 (e.g., addition of Category E minima, Tactical Air Navigation (TACAN) capability, etc.).

(2) If modification of an existing IAP or ODP will adversely affect civil users, request development of a new IAP or ODP processed under 14 CFR Part 97 pursuant to the military users' request. (e.g., develop a TACAN IAP).

(3) If a 14 CFR Part 97 IAP is unable to be amended or developed to meet military high descent gradient requirements, a high altitude IAP may be developed in accordance with Order 8260.3. A request for a high altitude IAP must conform to criteria in Order 8260.3 and must not be requested when a 14 CFR Part 97 IAP can be promulgated to meet military aviation requirements in lieu of a high altitude IAP.

c. Standard Instrument Departure (SID) or Standard Terminal Arrival (STAR) modification or development. The request for modification or development must be coordinated through the servicing FAA approach control facility or FAA Air Route Traffic Control Center (ARTCC) as applicable for concurrence prior to submitting the request via the [IFP Information Gateway](#).

2-1-3. Waivers/Letters of Approval. The USAF will not process any waivers or letters of approval for deviations to TERPS criteria for IFPs developed by Aeronautical Information Services in accordance with this order. When designing an IFP for the USAF at a domestic civil airport or joint-use airport where the FAA is responsible for IFP development that does not conform to TERPS criteria, Aeronautical Information Services will complete and process all required waiver/approval actions in accordance with Order 8260.19.

2-1-4. Notices to Air Missions (NOTAM). When Aeronautical Information Services issues a NOTAM for an existing civil instrument procedure, they must review all published high altitude IAPs developed for the USAF at the same airport to determine whether corresponding NOTAM action is required. Aeronautical Information Services must issue a separate FDC NOTAM for each effected procedure and notify AFFSA TERPS.

2-1-5. Point of Contact (POC) Information. For any coordination, request, or notification to or from other agencies, use the POC information in Appendix A, Table A-1.

2-1-6. Records. All parties will maintain a paper or digital copy of all records as required that support all IFPs developed, maintained, and canceled for the USAF and NGB.

Chapter 3. Responsibilities

Section 3-1. Air Traffic Organization (ATO) and Air Force Flight Standards Agency (AFFSA) Responsibilities

3-1-1. Aeronautical Information Services.

- a. When amending civil IFPs for maintenance activities, ensure corresponding high altitude IAPs at the same airport have also been coordinated as required for changes.
- b. Load all applicable completed 8260-series forms and the Flight Procedure Tracking Form to the [IFP Information Gateway](#) for AFFSA TERPS processing and or comments. Always include a flight inspection graphic (FIG) when establishing or amending high altitude IAPs.
- c. Coordinate flight inspection with Flight Inspection Central Operations (FICO) on all requested IFPs from the USAF. See Order JO 8200.44, Flight Inspection Services Instrument Flight Procedure Coordination.
- d. Specify a publication date concurrent with other affected procedures to ensure compatibility with facility schedules, airspace activity, and the charting cycle via the [IFP Information Gateway](#).
- e. Perform a post-production FLIP review of the NGA charted FAA IFPs to ensure the publication meets the FAA's intentions and notify AFFSA TERPS of findings. Charting date of the FAA procedure will be found in the courtesy copy Terminal Amendment System (TAS) letter sent to the NGA.
- f. Provide AFFSA TERPS a two-year biennial review forecast for all high altitude IAPs developed by the FAA at the request of the USAF every January.
- g. Provide AFFSA TERPS read only access to the active procedure files for record keeping purposes.

3-1-2. Air Force Flight Standards Agency TERPS Division.

- a. Manage and process USAF request for high altitude IAP charting in the DoD FLIP.
- b. Coordinate with the requesting stakeholders to ensure user needs are met through the development, amendment, and/or cancelation of IAPs as outlined in chapter 2 and track the POC information of the IFP requestor.
- c. Sign the "ENDORSED BY" space on the applicable FAA form indicating USAF acceptance of high altitude IAPs as designed by the FAA. Acceptance indicates the appropriate USAF agencies outside AFFSA TERPS have been coordinated with and concur on the high altitude IAPs or amendments.

d. For high altitude IFPs courtesy copy Aeronautical Information Services on all processing actions to include signed signature page(s) of the applicable FAA form(s), and TAS letter sent to NGA.

e. When the USAF is unable to meet a required effective publication date on a FAA amended or original high altitude IAP, AFFSA TERPS must notify Aeronautical Information Services, who must initiate appropriate NOTAM action.

f. When Aeronautical Information Services sends two-year biennial review forecasts to AFFSA TERPS, validate the requirement to maintain high altitude IAPs with the original requestors one calendar year in advance of the biennial review due date. If unable to reconcile, take the following actions:

(1) Coordinate NOTAM action with Aeronautical Information Services stating, "Procedure Not Authorized, contact AFFSA TERPS at HQAFFSA.TERPS.Standards@us.af.mil."

(2) After six 28-day publication cycles and no requestor confirmation, take action to remove the procedure from the DoD FLIP.

g. Coordinate with Aeronautical Information Services for the biennial review results of contingency, emergency, or high altitude IAPs developed at the request of the USAF if the results are not added to the active procedures files 30 days past the biennial review due date. If the biennial review was not completed, the procedure must be removed from DoD publications and coordinated with Aeronautical Information Services for cancellation.

3-1-3. Service Center Flight Procedures Teams.

a. When developing, reviewing, and canceling civil IFPs, also develop, review, and cancel corresponding high altitude IAPs at the same airport as appropriate, and coordinate required changes with AFFSA TERPS.

b. Changes or cancelations to IFPs requested by the USAF must be coordinated with AFFSA TERPS.

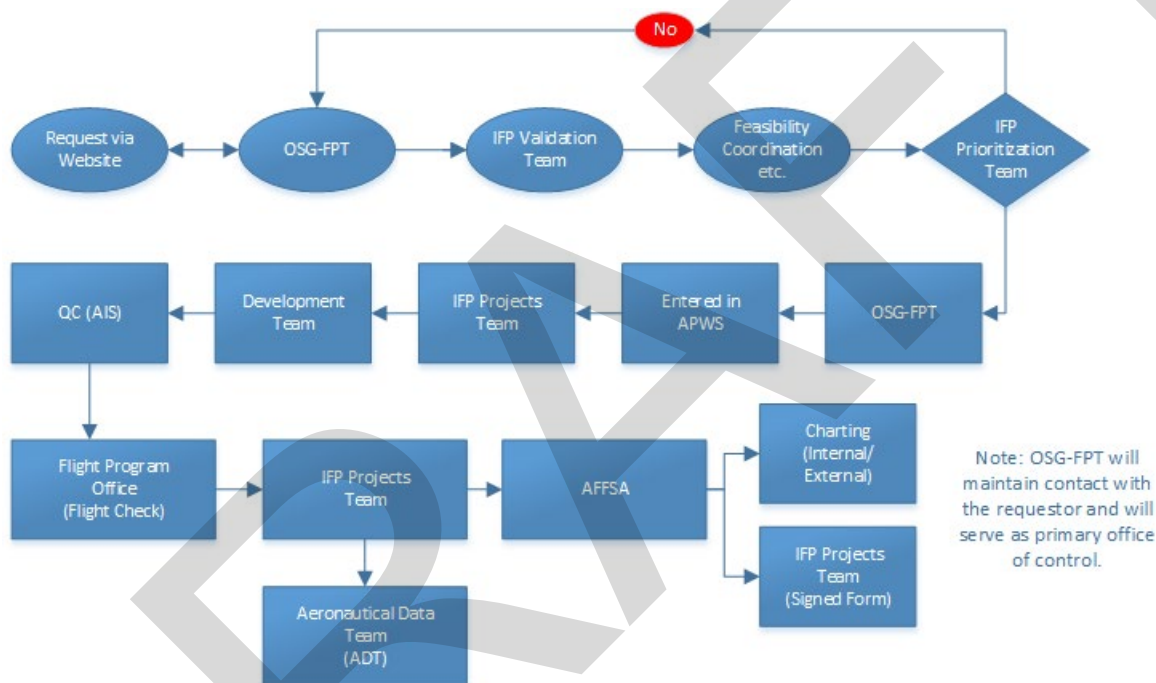
c. Ensure all IFPs developed at the request of the USAF include the POC information of the requestor as provided by AFFSA TERPS via the [IFP Request Form](#). Coordinate with Aeronautical Information Services to have the POC information annotation on the applicable 8260-series form.

Chapter 4. Processing

Section 4-1.

4-1-1. General. USAF request for the design, amendment, or cancelation of high altitude, contingency, or emergency IFPs will be in accordance with this order. For the design, amendment, or cancelation of all other IFPs per USAF request, Refer to Order 8260.43 and Order 8260.19 in conjunction with paragraph 2-1-2 for the order of precedence for request. Figure 4-1-1 provides a flow diagram of the procedure request and development process for the USAF request of IFPs.

Figure 4-1-1. USAF IFP Processing Flow Diagram



4-1-2. Development, Amendment, or Cancelation of IFP(s). Requests for development, amendment, or cancellation of all IFP(s) from AFFSA TERPS must be submitted on an electronic [IFP Request Form](#) via the Instrument Flight Procedures Information Gateway (IFP Information Gateway). The appropriate Service Center FPT, after initial airspace analysis, will coordinate the request with the IFP Validation Team. Upon IFP Validation Team's concurrence, the request will be forwarded to the IFP Prioritization Team and then to the appropriate Aeronautical Information Services' team for technical development service. The developing team must coordinate any changes to the original request, with the USAF TERPS office and the FPT.

a. The [IFP Request Form](#) must contain a detailed description of the procedure design or revisions requested and any additional supporting information as outlined on the form. Additionally, include the following supplemental information on the request form:

(1) Include the requesting USAF unit's POC information to AFFSA TERPS for the establishment, amendment, or cancelation of the IFP to include organizational email address, commercial phone number, and name.

(2) For SIDs and STARs, provide the servicing FAA approach control facility or ARTCC as applicable POC information to include email address, phone number, and name of the FAA personnel who the pre-coordination was conducted with in the remarks section.

(3) Identify the need if circling minima is required. Circling minima will not be provided if not specifically requested.

(4) For HI IAP(s):

(a) Request establishment of an emergency safe altitude (ESA) in addition to minimum safe/sector-altitudes (MSA) in the remarks section.

(b) Identify the required category(s) of landing minimums, Categories C through E only.

b. The [IFP Information Gateway](#) may be used to track the status of the project. The "IFP Information Gateway instructional video" is available on the website home page for a functional explanation and a guide for full access to the website.

4-1-3. In addition to Order 8260.3 and Order 8260.19, Aeronautical Information Services must use the following supplemental guidance for the development and processing of USAF requested high altitude, contingency, or emergency IFPs:

a. Prepare applicable FAA forms with the following modifications and emphasis:

(1) Ensure the form title includes "U.S. Air Force."

(2) For high altitude procedures, do not refer to the inoperative component table. However, add a note to each line of minima, where applicable, indicating the visibility increase required for inoperative approach lights (e.g., "For inoperative ALS, increase S-29 CAT C and CAT D RVR to 6000, visibility to 1¼ SM; CAT E visibility to 1½ SM."). When multiple straight-in minimums are published, use an attention symbol (e.g., an asterisk, to denote which minimums the note(s) applies).

(3) Category E decision altitude (DA)/minimum decent altitude (MDA) must not be lower than those published for Category D.

(4) Specify charting of any special use airspace areas in accordance with Order 8260.19 that overlie or underlie procedure tracks.

(5) Establish an ESA and document ESA data on the same line following MSA (i.e., "ESA within 100 NM 10,800.").

(6) Preface all high-altitude procedure titles with “HI-” (e.g., “HI-TACAN RWY 31,” “HI-ILS or LOC RWY 31,” etc.) and an alphabetical suffix “S” through “Z” as appropriate when more than one procedure to the same runway uses the same type of navigation system for lateral guidance within the final approach segment.

DRAFT

DRAFT

Appendix A. Address/Telephone Listings**Table A-1. POC Listing**

ADDRESS	AREA
Aeronautical Information Services, AJV-5 P.O. Box 25082 Oklahoma City, OK 73125 Primary: 405-954-8923 Secondary: 405-954-8770 AMC-AJV-IFP-ProdCoordTeam@faa.gov AIS 24/7 NOTAM Office 405-954-8260.	Worldwide
HQ AFFSA/XO TERPS Bldg 8400, Rm 232 5316 South Douglas Blvd Oklahoma City, OK 73150 HQAFFSA.TERPS.Standards@us.af.mil Commercial: 405-739-8500 DSN: 339-8500	Worldwide
Eastern Flight Procedures Team, AJV-E24 1701 Columbia Ave College Park, GA 30337 AJV-E24-TM@faa.gov 404-305-5940	TEBW, TEDC, TEJX, TEMA, TENY, TETL
Central Flight Procedures Team, AJV-C24 10101 Hillwood Parkway Fort Worth, TX 78177 AJV-C24-TM@faa.gov 817-222-5900	TCAU, TCFW, TCHU, TCIM, TCKC, TCMP, TCOB, TCAB
Western Flight Procedures Team, AJV-W24 2200 S. 216 th Street Des Moines, WA 98198-6547 AJV-W24-TM@faa.gov 425-917-6720	TWAN, TWSE, TWLC, TWDV, TWOA, TWLA, TWHG

DRAFT

Appendix B. Administrative Information

1. Distribution. This order is distributed electronically only.

2. Background. Order 8260.3 chapter 1 provides that where a military requirement has been established, a request for an instrument approach and/or departure procedure must be approved if the minimum standards within that paragraph are met. Under Order 8260.3 chapter 1 the military must request the FAA to develop procedures to meet their requirements where existing FAA approach and/or departure procedures at civil airports do not suffice. These requirements may be met by modification of an existing FAA procedure or development of a new procedure. Military requirements must be compatible with airspace availability, NAVAIDs, and ATC requirements.

b. Basic criteria for developing IFPs. Order 8260.3 and other associated 8260-series orders provide the basic criteria for developing instrument flight procedures. Additional policy guidance is contained in this order and Order 8260.19.

c. Procedures services. Procedure services provided to the USAF by the FAA include development and maintenance of high and low IFPs, contingency/emergency procedures, criteria waivers, and NOTAM service for these procedures at domestic civil airports.

d. Supporting aeronautical charts. Aeronautical charts to support USAF procedures are created by the National Geospatial Intelligence Agency, St. Louis, Missouri, and forwarded to the FAA Aeronautical Information Services for inclusion in the FAA TPPs.

3. Definitions.

a. Contingency/Emergency procedures. Those IFPs required supports nonstandard USAF operations defined by an urgent requirement to fly short-notice, humanitarian, contingency, medical evacuation (MEDEVAC), “special” access, and urgent State Department missions.

b. Domestic civil airport. An airport located in the United States or its territories that is open for public use (e.g., private airport open to the public, general aviation airports, commuter service airports, air carrier airports, and public-use airports). Military airports, including those open for public use, and federal airports operated by other agencies such as the National Aeronautics and Space Administration require separate agreements between that agency and the FAA.

c. Flight Programs Office (FPO). The FAA office responsible for scheduling and coordinating flight inspection of instrument procedures and navigation aids in support of the National Airspace System (NAS) and Department of Defense (DoD) flight operations.

d. Flight Procedures Team (FPT). The ATO Service Area Operations Support Group element responsible for initial processing of requests for instrument flight procedure development. The FPT also serves as the IFP Validation Team chairperson, in accordance with Order 8260.43, Flight Procedures Management Program.

e. Headquarters Air Force Flight Standards Agency (HQ AFFSA). The USAF office responsible for all program and policy matters related to instrument procedures and air traffic

control services for the USAF, NGB and United States Space Force. It is also the focal point for all USAF and NGB instrument flight concerns including pilot procedures, instrument procedure design criteria, and TERPS program management.

f. High Altitude Instrument Procedure. A terminal instrument procedure that usually begins (approach) at or above 18000 ft mean sea level (FL 180). The beginning altitude may be lower to achieve compatibility with airspace constraints and optimum traffic flows but will conform to the requirements as outlined in Order 8260.3.

g. Aeronautical Information Services, AJV-A. The FAA office responsible for development, maintenance, quality control, technical approval, production, and distribution of public-use instrument procedures for the United States and its territories.

h. Aeronautical Data Team (ADT), AJV-A31. The FAA headquarters office responsible for maintenance of all data necessary to support the NAS and for the compilation, validation, and dissemination of all aeronautical information relating to the NAS.

i. National Geospatial-Intelligence Agency (NGA). The DoD aeronautical charting agency having primary responsibility for all military cartographic matters and aeronautical information products.

j. Instrument Flight Procedures (IFP) Validation Team. A team established at each FAA Service Center under Order 8260.43 for the purpose of coordinating and processing requests for new or modified flight procedures and related airspace matters.

k. Terminal Procedures Publications (TPPs). A set of bound United States government flight information publications containing civil and military instrument approach, departure, and arrival charts as well as selected airport diagrams for the United States and its possessions.

l. Terminal Amendment System (TAS) letter. A tasking letter provided by the USAF or NGB TERPS office to the NGA submitting new IFPs, changes to existing IFPs, and deletion of IFPs in the DoD FLIP.

4. Forms. Use the following FAA forms for United States Air Force procedures at domestic civil airports.

- FAA Form 8260-1, Flight Procedures Standards Waiver
- FAA Form 8260-2, Radio Fix and Holding Data Record
- FAA Form 8260-3, ILS and RNAV Standard Instrument Approach Procedure
- FAA Form 8260-4, Radar – Standard Instrument Approach Procedure
- FAA Form 8260-5, Standard Instrument Approach Procedure
- FAA Form 8260-9, Standard Instrument Approach Procedure Data Record

- FAA Form 8260-15A, Takeoff Minimums and Obstacle Departure Procedures (ODP)
- FAA Form 8260-15B, Graphic Departure Procedure (DP)
- FAA Form 8260-15C, Departure (Data Record)

DRAFT