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## ADMIRALTY FLEET ORDER

### CONTROL OF AIRCRAFT AT R.N. AIR STATIONS AND SEAPLANE BASES—RESPONSIBILITIES AND DUTIES OF FLYING CONTROL STAFF

ADMIRALTY, S.W.1,  
14th October, 1943.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated for information and guidance and necessary action.

By Command of their Lordships,

*H. V. Markham*

*To all Commanders-in-Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships and Vessels, fitted for Aircraft, Commanding Officers of R.N. Air Stations and Sections, and R.N. Air Training Establishments.*

NOTE:—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.

A.F.O.  
3130/45

#### 4903.—Control of Aircraft at Naval Air Stations and Seaplane Bases—Responsibilities and Duties of Flying Control Staff

(A. 167/43.—14 Oct. 1943.)

##### *Objects of Flying Control.*

(i) The objects of introducing Flying Control at R.N. Air Stations and Seaplane Bases are:—

- (a) To ensure that a uniform procedure for control of aircraft, in common with the current R.A.F. procedure, is carried out.
- (b) To ensure the exercise of strict supervision and control of all local flying and traffic.
- (c) To ensure that a high standard of flying discipline is enforced.
- (d) To enable aircraft to be operated in conditions of low visibility.
- (e) To reduce the number of accidents.

(ii) It is the responsibility of the Chief or Senior Flying Control Officer that the current orders and regulations designed to fulfil these requirements are strictly and conscientiously carried out.



### 2. Provision and General Responsibilities of Flying Control Officers

The complement of Flying Control Officers will depend on the function and number of squadrons normally operated, as follows:—

- (a) Four squadrons and above, where full day and night flying takes place. 1 Chief Flying Control Officer; 4 Flying Control Officers.
- (b) Three squadrons, and four squadrons and above, not normally used for night flying. 1 Chief Flying Control Officer; 3 Flying Control Officers.
- (c) Satellite stations commissioned as separate commands. 3 Flying Control Officers.
- (d) Other Satellite Stations ... .. 2 Flying Control Officers.

(ii) The supervision and control of all local flying and airfield traffic will be centred in the Flying Control Office in the Control Building, and a Flying Control Officer is to be on watch in the Control Building and/or slipway Watch Office at all times when flying is in progress.

(iii) Commanding Officers of specialised Flying Training Establishments and Air Stations at which Deck Landing Practice is carried out, may delegate responsibility for the conduct of local training flying to Deck Landing Control Officers and/or selected Officers of the Instructional Staff, providing that close liaison with the Flying Control Officer of the Watch is maintained.

### 3. Responsibilities of Chief or Senior Flying Control Officers

The Chief Flying Control Officer (or at Stations where no Chief Flying Control Officer is borne, the Senior Flying Control Officer, who will be known as such) will be responsible to the Commander or Lieutenant Commander (Flying) for:—

- (a) The general organisation, efficiency and supervision of the Flying Control Staff.
- (b) The efficient condition of all flying aids, safety arrangements, Ground Signals Equipment, and Air/Sea Rescue Equipment.
- (c) The reporting of all obstructions on the Airfield or Sea-alighting area to appropriate Naval and R.A.F. authorities.
- (d) The availability of attached "Q" sites for immediate operation in accordance with Station orders.
- (e) Recording, for display in the Flying Control Office, the current recognition procedure, the latest serviceability state of airfields and all warnings with regard to flying obstructions and dangers to air navigation.
- (f) The custody and amendment of the relevant publications, maps and charts.
- (g) Displaying in the Flying Control Office a plan of the airfield and/or seaplane alighting area, and a plan of the local flying area showing practice areas and ranges.
- (h) Maintaining liaison with meteorological and appropriate specialist officers.

### 4. Flying Control Staff

The organisation of the Air Watch at Naval Air Stations and seaplane bases should provide such of the following assistants to the Flying Control Officer of the Watch as may be considered necessary:—

- (a) One or more Air Watch Officers.
- (b) Signalmen of the Air Watch.
- (c) Telephone Operators of the Air Watch.
- (d) Messengers of the Air Watch.
- (e) Runway Controller.

### 5. Flying Control when no Qualified Officers are borne

Where qualified Flying Control Officers and Staff are not provided Commanding Officers are to detail suitable Officers and Staff to carry out local control of Flying.

### 6. Duties of the Flying Control Officer of the Watch

The Flying Control Officer of the Watch will be responsible to the Chief or Senior Flying Control Officer for the supervision of the Flying Control Staff of the Watch, and of the Runway Controller and Deck Landing Control Officer. He is not to leave his place of duty unless properly relieved. His duties are:—

- (a) To ensure that the runways, taxi-tracks and/or seaplane alighting area are inspected before the commencement of each period of flying and to keep the Airfield Defect Book in accordance with A.F.O. 1876/43 and to initiate action on entries being made.

- (b) The briefing, despatch and reception of all aircraft using the airfield or seaplane base except where specifically delegated by Commanding Officers under paragraph 4 above. Before allowing an aircraft to proceed he is to ensure that the flight has been properly authorised in accordance with A.F.O. 3124/43 and subsequent amendments.
- (c) To ensure that an aircraft that has made a precautionary landing (due to causes other than fuel shortage or stress of weather) free from accident on the airfield or sea-alighting area, is not permitted to take-off until it has been examined and passed as fit to fly by the Air Engineer Officer and Commander or Lieutenant Commander's (Flying) approval has been given.
- (d) The local control of aircraft by radio or visual means (which involves the control of all aircraft taxiing, taking-off, flying in the circuit area, approaching or landing by night), the control of descents through cloud and of assisted landings in bad visibility, and the supervision of aircraft approaching and landing by day.
- (e) Safeguarding and homing aircraft if required.
- (f) To ensure that the ambulance, crash tender and boats attached to the Air Station for flying safety, and their fire-fighting equipment are instantly available.
- (g) To furnish aircraft in flight with weather information and any navigational assistance they may require.
- (h) To ensure the efficient operation, during his watch, of all night flying equipment, including the landmark beacon and portable lighting for use in the event of failure of the mains operated lighting where fitted and that the inspections laid down have been carried out and reported to him.
- (i) To ensure a Station Salvage Party and the necessary gear for the removal of local obstructions endangering aircraft traffic are available.
- (j) To arrange the immediate marking of new obstructions or hazards and the reporting of them to Commander (Flying) and the Chief or Senior Flying Control Officer.
- (k) To be responsible for the correct position and operation during his watch of all ground signals equipment and apparatus showing wind direction and runway in use.
- (l) To maintain watch on the monitoring systems provided for flying aids such as beam approach beacons, etc., and to initiate action, if faults develop, including any necessary warnings to aircraft in flight.
- (m) To maintain liaison with the Meteorological Officer during his watch.
- (n) To maintain liaison with the appropriate R.A.F. Group Movement Liaison Officer, R.A.F. Fighter Sector, and the Royal Observer Corps.
- (o) To initiate action to notify the appropriate R.N. Administrative authorities and R.A.F. authorities by signal of any change in the serviceability state of the airfield or sea-alighting area, flying aids such as D/F, beam approach, landmark beacons, airfield lighting, etc.
- (p) To initiate action to report all aircraft overdue, in distress, forced-landed or crashed, and to effect immediate diversion or distress and rescue action.
- (q) To report the arrivals and departures of aircraft in accordance with A.F.O. 5241/42 and subsequent amending orders.
- (r) To arrange the reception of visiting aircraft and to ensure the regulations relating to civil aircraft are complied with.
- (s) To maintain a control log covering assistance given to aircraft, messages sent and received, records of inspections of flying aids, low flying record, cloud flying areas in use and all items of interest.
- (t) To muster, at the beginning and end of his watch, all publications held in the Flying Control Office in connection with flying, and all signalling apparatus supplied for the control of aircraft.

### 7. Signalmen of the Air Watch

Signalmen of the Air Watch will normally be Telegraphist Air Gunners. They will carry out their duties in the Control Building and/or by the runway in use as ordered. They will be responsible to the Flying Control Officer of the Watch for:—

- (a) *In the Control Building.*—The provision of binoculars, two signal lamps one with a red and one with a green screen, two signal pistols and the necessary cartridges, signal mortar and the necessary ammunition or signal rockets, and for making and receiving signals by V.S. or radio,



to and from aircraft, runway and Deck Landing or Flare Path Control, or safety boats as directed by the Chief or Flying Control Officer of the Watch.

- (b) *On the runway in use.*—The provision of two signal lamps, one with a red and one with a green screen, two signal pistols and the necessary red signal cartridges, and, if required, a shaded signal lantern for communication with the Control Building, and for making and receiving signals as directed by the Runway, Deck Landing Control Officer or Officer-in-Charge of the Flare Path by V.S. or radio to or from aircraft or the Control Building.

#### 8. Air Watch Telephone Operators

Air Watch Telephone Operators will normally be Naval Airmen (G.D.), Able Seamen or Ordinary Seamen. They will carry out their duties either in the Control Building or by the runway in use. They will be responsible to the Flying Control Officer of the Watch for the operation of the telephone communication normally provided between the runway, deck landing or flare path control position and the Flying Control Office.

#### 9. Air Watch Officer

He may be either a Flying Control Officer, an Officer under training awaiting a Flying Control Course, or a (P) or (O) Officer or rating selected by the Commanding Officer. He will carry out his duties in the Control Building or such other Control Office which may be established at a slipway or adjacent satellite airfield as ordered, and will be responsible to the Flying Control Officer of the Watch for such duties as the Chief Flying Control Officer may assign to him.

#### 10. The Runway Controller

When Runway Control is in force, a Runway Controller is to be established in a mobile van, hut or trailer, approximately 50 yards clear of and at the lee end of the runway in use, abreast No. 1 flare or pillar light position, as applicable on the port side of aircraft landing or taking-off, or in a movable canvas windbreak in a similar position close to the runway in use. The vehicle or windbreak is to be painted overall in black and yellow, or black and white, squares, and will normally be in direct telephone communication with the Flying Control Officer of the Watch. He is responsible to the Flying Control Officer of the Watch for:—

- (a) The visual control of the approach and landing of all aircraft by night.
- (b) The refusal of permission to land if the path of the on-coming aircraft is obstructed.
- (c) The refusal of permission to land if aircraft approach with undercarriage retracted, if there is danger of collision or other accident, or on the instructions of the Flying Control Officer of the Watch.
- (d) The refusal of permission to an aircraft to leave the Marshalling point or to take-off by day, if to do so would cause an accident or obstruct aircraft approaching to land, or take-off.
- (e) The control of aircraft from the Marshalling point to take-off by night.
- (f) The control of all traffic in the vicinity of the runway in use or using adjacent runways, perimeter track or taxi-tracks.
- (g) The reporting to the Flying Control Officer of the Watch of crashes, forced-landings, breaches of flying discipline, unusual movements of aircraft, and the use of any non-standard signals.
- (h) The correct positioning of the auxiliary "T" marking the runway in use.
- (i) The correct siting of all portable night-flying equipment and checking the settings of the sector lights or angle of approach indicators under the direction of the Officer-in-Charge of Night-Flying.
- (j) The reporting to the Flying Control Officer of the Watch and the Officer-in-Charge of Night-Flying, of any failure of Night-Flying lighting or equipment.

#### 11. The Deck-Landing Control Officer

When deck landing practice (*vide* paragraph 2 (iii) above) is being carried out, the Deck Landing Control Officer will be responsible by day to the Flying Control Officer of the Watch and by night to the Officer-in-Charge of Night-Flying for:—

- (a) The control of the approach and landing of Naval aircraft by means of control bats in accordance with the procedure given in C.A.F.O. 2014/43.
- (b) Such duties of the Runway Controller as may be delegated to him by the Commanding Officer.

(C.A.F.O. 2014/43 and A.F.Os. 5241/42, 1876/43 & 3124/43.)