

FAA Central Service Area (CSA) Mobile Airport Traffic Control Tower – (TEMP TOWER) Guidance

Utilizing Reimbursable Agreement, FAA Agreement Number: **AJT-OM-CSA-22-SW-004824 exp 2027**

When utilizing the CSA Reimbursable Agreement, the Point of Contact (POC) with the FAA is the Regional Operations Center (ROC) at (817) 222-5006 and ask for the Temporary Tower Coordinator. A lead time of 48 hours is desirable when ordering. Refer to the National Mobilization Guide, Chapter 50, for additional information. If you have any questions, please contact Kim Owczarzak, National Airspace Coordinator.

Note: The Local FAO/UAO and Dispatch Center should work together on the details. Please ensure that the Airport Manager has provided approval for the use of the Temporary Tower for their airport. The FAO/UOA/AOBD should work with the Airport Manager to obtain approval.

Step 1 – The Local Dispatch Center will create an order in IROC for “Service – Temporary Tower”. The Local Dispatch Center will work with the aviation manager who is requesting the Temporary Tower to fill out the [Temporary Tower Request Form](#) and email the completed form to your Geographic Area Coordination Center.

Step 2 – The Geographic Area Aircraft Coordinator or Assigned Airspace Coordinator (ASCO) will contact the Regional Operations Center (817) 222-5006 and ask for the Temporary Tower Coordinator. Discuss the following information: **Needed Date/Time, Delivery Location, Staffing hours, How many aircraft? IROC Order, and the Temp Tower Request Form.**

Step 3 – The Temp Tower may take a few days to get into place, but once it does the Geographic Area will fill the request in IROC using “Fill with Agreement”.

Step 4 - Please let the National Airspace Coordinator, Kim Owczarzak, know that a Temp Tower has been ordered at: Kimberley.Owczarzak@usda.gov or 208-296-9818.

Note: Consider ordering (Local Unit) NFES 4300 which has SOME material that could be used as an FAA portable tower. This kit is a portable battery operated VHF-AM aircraft base station consisting of a 760 Channel AM radio. If this kit is to be used as an FAA Temporary Tower, the resource order MUST be placed by the incident COML.

Please discuss with the ROC if they will need the incident to order support equipment such as: Binoculars, Traffic Counter, Wind and Altimeter Instruments, Temperature Instrument, Light Gun and Wind Sock.

The FAA Regional Operations Center will be the primary office to receive requests 24 hours a day for the agency to perform the scope of work included in this Agreement. The Operations Officer on duty is the initial lead and the initial liaison with the U.S. Forest Service and can be reached at (817) 222-5006 or via email at 9-CSA-ROC@faa.gov. This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.

Provide the following operational support associated with on-site air traffic control support:

- a. Provide support equipment: i.e. binoculars, anemometer, compass, weather equipment (wind/temperature/barometric pressure, etc.), windsock, 24 hour clocks, and other equipment as necessary. The equipment checklist is available in Chapter 11 of the [NWCG Standards for Airspace Coordination](#).
- b. Provide utility hook-ups or engine generator (EG) fuel at Wildland Fire Agency's cost or reimburse the FAA for the EG fuel costs for the temporary tower.

Provide the following logistical support associated with on-site air traffic control support:

- a. Restroom facilities for personnel on-duty at the temporary tower site.
- b. Shelter from the elements to reduce fatigue and improve safety conditions while the FAA personnel are working. Consider providing a heliport or airbase operations trailer when available.
- c. On-site safety-related instruction and reasonable protection to FAA personnel assigned to temporary towers in fire areas.
- d. Cellular service or Wi-Fi (if available).
- e. Copy and scanning services either at the heliport, airport or incident base.