

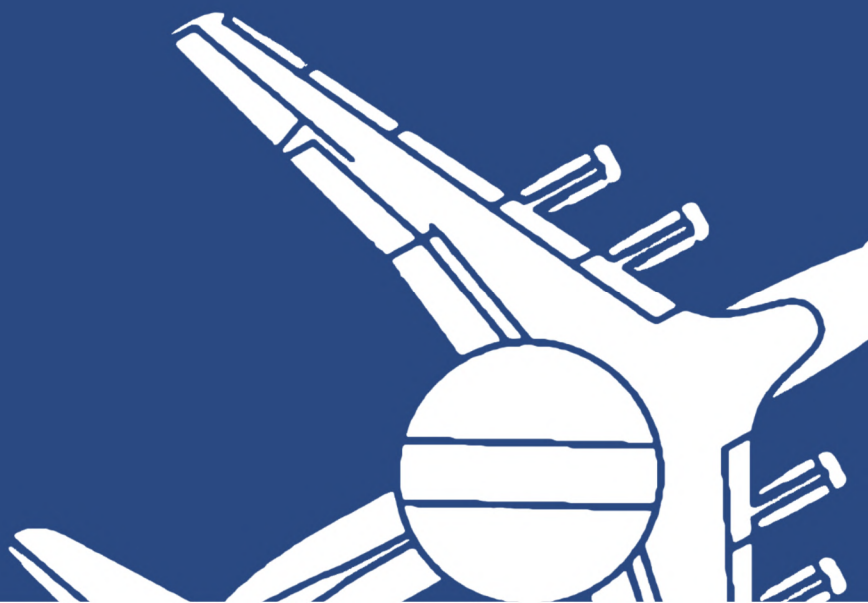
International Virtual Aviation Organisation Special Operations Regulations

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Foreword

Special Operations Regulations constitute a part of regulatory framework of IVAO.

A separate chapter is dedicated to each particular subject.

IVAO users performing flights on IVAO as pilots shall at least familiarise themselves with Chapter 1 (Introduction) and Chapter 2 (Individual Special Operations flights). Users intending to man military ATS and non-ATS units responsible for SO air traffic shall also refer to Chapter 3 (Controlling military units and other Special Operations units other than civil ATS).

Organisers and participants of various SO events and tours, as well as divisional authorities, shall refer to Chapter 4 (International SO events), Chapter 5 (Divisional SO events), and Chapter 6 (International and Divisional SO tours).

Groups of IVAO users intending to register as official Special Operations Groups, as well as existing SOGs shall refer to Chapter 7 (Special Operations groups).

Divisional staff shall refer to Chapters 8 (Divisional Special Operations departments), Chapter 9 (Airspace Restrictions and Reservations), and Chapter 10 (Divisional Special Operations Orders), as well as to all other Chapters and Appendices of SO Regulations.

Editorial practises

“Shall” indicates a statement, the compliance with which is mandatory.

“Should” indicates a recommendation or best practise, which may or may not be applied.

“May” indicates a discretion to act.

Use of conjunction “or” indicates both “or” and “and” (inclusive), unless preceded by “either”.

“Division” is an operational (active) IVAO division of any type (e.g. mini division, multi-country division, regular division).

“Division-less country” is a country without operational (active) IVAO division.

Definitions of terms and abbreviations commonly used in SO Regulations can be found on the next page.

Definitions

When the following terms and abbreviations are used by SO Regulations, they have the following meanings:

ATC. Air traffic control, refer to ICAO Doc 8400.

ATS. Air traffic services, refer to ICAO Doc 8400.

Divisional authorities. Staff of a particular IVAO division.

Divisional SO authorities. Operations Coordinator (SOC), divisional Special Operations Assistant Coordinator (SOAC), divisional Special Operations Advisor–1 (SOA).

Divisional SOD. IVAO divisional Special Operations Department, represented by divisional Special Operations Coordinator (SOC), divisional Special Operations Assistant Coordinator (SOAC) (if appointed), and divisional Special Operations Advisor–1 (SOA) (if appointed).

Due Regard principles. Refer to the Convention on International Civil Aviation.

High Seas. Refer to United Nations Convention on the Law of the Sea.

HQ–SOD. IVAO HQ Special Operations Department.

ICAO. International Civil Aviation Organization.

ICAO SARPs. Standards And Recommended Practices adopted by the Council of ICAO in accordance with Article 37 of the Convention on International Civil Aviation.

LOA. Letter Of Agreement, in SO context refer to 8.3.

NOTAM. Notice to Airmen, refer to ICAO Doc 8400.

RW. Real world.

SO or Special Operations. Refer to definition provided in 1.1.2.

SO activities. Refer to SO or Special Operations.

SO air traffic. Refer to SO or Special Operations.

SO flights. Refer to SO or Special Operations.

SO Order. Divisional Special Operations Order, refer to Chapter 10.

SOD. IVAO HQ Special Operations Department Director.

SOAD. IVAO HQ Special Operations Department Assistant Director.

SOG. Special Operations Group, refer to Chapter 7.

State Aircraft. Refer to the Convention on International Civil Aviation.

CHAPTER 1. INTRODUCTION

1.1 Definitions, purpose, aims, and scope

- 1.1.1 Special Operations is an inherent part of IVAO, shaping its landscape and seamlessly integrating into civil air traffic, while at the same time performing special tasks. Recognising the need to establish an appropriate environment for Special Operations, the IVAO HQ Special Operations Department (HQ-SOD) has been established to promote, regulate, and supervise Special Operations on the IVAO network.
- 1.1.2 Special Operations on IVAO are defined as follows:

Special Operations on IVAO are defined as aerial military operations, aerial work, and other aviation flights (activities, operations) that are performed in accordance with rules and procedures other than those that fully comply with ICAO SARPs or other civil rules and procedures. Controlling military units and other units other than civil ATS responsible for aforementioned flights (activities, operations) also fall under the framework of Special Operations.

Note 1. ICAO SARPs – Standards and Recommended Practices.

Note 2. Military (State) flights performed in accordance with civil rules and procedures are not considered to constitute Special Operations on IVAO.

- 1.1.3 The definition in 1.1.2 includes, among others, the following (the list below is not exhaustive):

- aerial military operations:
 - offensive operations (air strikes, suppression of air defences, etc.);
 - counter-air missions (air policing, air patrol, interceptions, etc.);
 - formation flights;
 - low level flights;
 - aerial refuelling;
 - operations of airborne early warning and control aircraft;
 - operations of command and control aircraft;
 - operations of communications relay aircraft;
 - carrier operations;
 - combat search and rescue;
 - training flights;
 - operations of unmanned (uninhabited) aircraft systems.
- aerial work or specialised operations:

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- search and rescue operations;
 - aerial fire fighting operations;
 - aeromedical evacuations;
 - construction work flights;
 - hoist operations, sling operations;
 - external load operations;
 - towing of other aircraft or other objects;
 - oil spill work;
 - avalanche mining operations;
 - parachute operations and skydiving;
 - aerobatic flights, special events flights, including such as flying display and competition flights;
 - agricultural flights;
 - news media flights;
 - aerial photography flights, television and movie flights, air to air filming, air to ground filming;
 - aerial advertising flights;
 - aerial observation, patrol, or survey flights;
 - animal herding flights, animal rescue flights, veterinary dropping flights;
 - dropping (releasing) of objects or spraying from an aircraft in flight;
 - operations at offshore installations or ships;
 - scientific research flights;
 - cloud seeding flights;
 - sensational flights;
 - test or acceptance flights;
 - calibration flights.
- police and customs operations;
 - any other specialised or high risk aerial operations;
 - any other aviation flights (activities, operations) that deviate from ICAO SARPs or other civil rules and procedures (such as flights conducted below minimum heights, helicopter operations outside Height Velocity diagram, etc.).

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- 1.1.4 SO Regulations, being a part of IVAO regulatory framework, govern all aspects of Special Operations on IVAO.
- 1.1.5 SO Regulations is mandatory for compliance by all IVAO users.
- 1.1.6 HQ–SOD External Circulars serve as temporary addendums to SO Regulations and are mandatory for compliance by all IVAO users.
- 1.1.7 The aim and spirit of HQ–SOD is to establish a common network–wide regulatory framework for the orderly and mature execution of Special Operations with extra emphasis, within reason, on *as real as it gets* principle. This framework also establishes common rights, privileges, duties, and responsibilities of different parties associated with SO.
- 1.1.8 SO Regulations attempt to balance and address the needs and requirements of both [simulated] civil aviation and Special Operations on IVAO. SO Regulations aim to ensure safety, regularity, and efficiency of civil air traffic when airspace is shared by civil air traffic and SO air traffic; SO Regulations promote civil–military coordination that appropriately manages activities potentially hazardous to civil aircraft and also facilitates optimum utilisation of airspace.

Note. SO Regulations promote ICAO model (framework) on civil–military coordination and cooperation.

- 1.1.9 It is recognised that execution of what constitutes Special Operations in real world varies significantly from one state to another state; SO Regulations reflect and respect this fact and provide enough flexibility in this regard. SO Regulations encourage regional and state–specific SO procedures.
- 1.1.10 Military operations constitute a major part of Special Operations; it shall be noted that per IVAO Rule 2.1.11, *simulation of real world ethnic, political or religious conflicts or problems including simulation of any form of war or aggression, are strictly prohibited*. Execution of certain military operations in full compliance with SO Regulations shall not be interpreted by spectators as *simulation of aggression*. Furthermore, real world perspectives (events) shall not influence spectators' interpretation of military operations when they are performed in compliance with SO Regulations. Due to the inherent nature of military operations and a certain potential for abuse in simulated environment, military operations are firmly regulated by Special Operations Regulations and supervised by the IVAO HQ Special Operations Department. It is, nonetheless, one of the HQ–SOD goals to provide IVAO users with the best possible experience and freedom when performing military Special Operations, whilst also limiting potential abuse of this freedom.
- 1.1.11 Special Operations may be performed on IVAO under several *frameworks*, they are:
- Individual (group) SO flights (Chapter 2);
 - SO flights of HQ–SOD designated Special Operations Groups (Chapter 7);
 - SO flights under international and divisional SO events (Chapters 4 and 5 respectively);
 - SO flights under international and divisional SO tours (Chapter 6).
- Specific rules, procedures, and protocols are established for each of the aforementioned framework by different Chapters of SO Regulations.
- 1.1.12 Regulations for units responsible for SO flights (various military ATS and non–ATS SO units) are established by Chapter 3.
- 1.1.13 It is strictly prohibited to organise or to perform SO activities under any framework listed in 1.1.11 that simulate (recreate), either partly or wholly, past or present RW warfare, RW or fictitious political or religious conflicts, or other RW events of a similar kind that has resulted in the loss of life inclusive of activities which could antagonise people from different countries or create controversy.

1.2 Airspace restrictions

- 1.2.1 Aircraft shall not be flown in a prohibited area, or in a restricted area, the particulars of which have been duly published in divisional SO Order or IVAO NOTAM system, except in accordance with the conditions of the restrictions.

Note 1. Divisional SO Orders are available on HQ–SOD website, regional SO communities section.

Note 2. IVAO NOTAM system is available at <http://notams.iviao.aero>.

1.3 IVAO HQ Special Operations Department

- 1.3.1 The IVAO HQ Special Operations Department promotes, regulates, and supervises Special Operations on the IVAO network.

- 1.3.2 The following general areas fall under the responsibility, supervision, and regulation of IVAO HQ Special Operations Department:

1. Special Operations Regulations and HQ–SOD External Circulars;
2. Special Operations flights (SO air traffic);
3. Controlling military units and other SO units other than civil ATS;
4. Special Operations Groups;
5. Special Operations events;
6. Special Operations tours;
7. Divisional Special Operations departments;
8. Special Operations procedural and guidance documentation;
9. Departmental website and other technical systems;
10. Departmental public relations.

- 1.3.3 The department is managed by a Director and Assistant Director; departmental staff perform specific duties.

- 1.3.4 HQ–SOD Internal Regulations and Internal Circulars establish internal departmental structure, internal rules, procedures, and protocols.

- 1.3.5 HQ–SOD departmental website is <http://sod.iviao.aero>.

1.4 Miscellaneous

- 1.4.1 When references to “within (or) in IVAO division” are made by SO Regulations, the following definition shall apply:

Respective IVAO division is considered to include all Flight Information Regions (FIRs) of a respective state(s) within or over its(their) territory(territories) that the concerned IVAO division represents, including those FIRs that incorporate partially or wholly airspace over the High Seas or airspace of undetermined sovereignty on the basis of [ICAO Council–approved] regional air navigation agreements, excluding airspace over territories

of other states within those FIRs. Whereby no FIR is associated with a particular state and other state is delegated to provide ATS in its sovereign airspace, state land borders and territorial waters shall be considered instead for the purposes of this definition.

- 1.4.2 When references to “within (or) in IVAO division-less country” are made by SO Regulations, the following definition shall apply:

Respective IVAO division-less country is considered to include all FIRs of a respective state within or over its territory, including those FIRs that incorporate partially or wholly airspace within or over the High Seas or airspace of undetermined sovereignty on the basis of [ICAO Council-approved] regional air navigation agreements, excluding airspace over territories of other states within those FIRs. Whereby no FIR is associated with a particular state and other state is delegated to provide ATS in its sovereign airspace, state land borders and territorial waters shall be considered instead for the purposes of this definition.

- 1.4.3 For the purposes of definitions in 1.4.1 and 1.4.2, current ICAO delimitations of FIR boundaries shall apply.

Note. The concept of High Seas (international airspace) is not currently established on IVAO.

CHAPTER 2. INDIVIDUAL SPECIAL OPERATIONS FLIGHTS

2.1 Introduction

- 2.1.1 *Individual SO flights* as one of the frameworks under which SO flights may be performed is the most common arrangement under which SO activities on IVAO are conducted; individual SO flights typically take place without prior coordination and are normally performed solo.

Note. The term "Individual Special Operations flights" shall be understood to include individual (solo) flights, as well as group flights (flights performed by a group of IVAO users with a common objective), except for any group flights under other frameworks listed in 1.1.11.

2.2 Restrictions

- 2.2.1 It is prohibited to perform individual SO flights that involve application of [simulated] weapons (combative operations).

Note. These flights shall only be performed within the framework of international SO events, divisional SO events, international SO tours, and SOG flights.

- 2.2.2 It is prohibited to perform SO flights in IVAO divisions other than IVAO user's division or division-less country of registration, unless:

- a. An explicit authorisation has been granted by the concerned division and individual's VID is included in the divisional SO Order in item 5;

Note. SO Orders are available on HQ-SOD website, regional SO communities section.

–or–

- b. For participation in international SO events;

–or–

- c. For participation in international or divisional SO tours.

- 2.2.3 It is prohibited to perform individual SO flights of military kind in IVAO division-less countries. These non-military SO flights shall only be performed on types of airframes (aircraft types) without any primary (offensive) armaments by design.

Note. There is no requirement to obtain authorisation to perform these non-military SO flights when IVAO user is registered in other division or division-less country.

- 2.2.4 Within the context of individual SO flights in IVAO divisions, it is prohibited to perform interceptions (including quick reaction alerts), targeting or escort of any IVAO air traffic outside divisional SO Order-designated permanent segregated airspace area(s) reserved for exclusive use by SO flights.

Note. Interceptions, targeting, escort and other similar activities shall only be performed when pre-agreed between SO flights and within divisional SO Order-designated permanent or temporary segregated airspace area(s) reserved for exclusive use by SO flights.

- 2.2.5 Within the context of individual SO flights in IVAO divisions, it is prohibited to perform the following SO activities outside divisional SO Order-designated permanent segregated airspace area(s) reserved for exclusive use by SO flights:

- a. high-energy manoeuvring;

- b. military supersonic flights;
- c. air combat training;
- d. mass movements (mass aerial activity) of aircraft within relatively small volume of airspace;
- e. interceptions (quick reaction alerts, targeting, escort, as well as training of these activities etc.);
- f. air displays (flying displays, races, etc.);
- g. dropping of objects or of paratroopers;
- h. launch and recovery of space vehicles;
- i. any other activities that are likely to pose hazard to civil aviation.

Note. These activities are potentially hazardous to civil aviation and thus require segregation.

- 2.2.6 If established by divisional authorities, operational restrictions and mandatory procedures listed in divisional SO Order shall be complied with by IVAO users when they perform individual SO flights within the respective division.

2.3 Procedural clauses

- 2.3.1 Within the context of individual SO flights in IVAO divisions, IVAO users may make use of divisional SO Order–designated permanent segregated airspace area(s) reserved for exclusive use by SO flights for the purpose of performing individual SO flights. Activities listed in 2.2.5 shall always be performed within SO Order–designated permanent segregated airspace areas. IVAO users shall respect all associated limitations and conditions of use of these areas, including activation times, lateral and vertical limits, etc., according to divisional SO Orders.

Note 1. These segregated permanent airspace areas, when established by divisional SO Orders, and subject to conditions of use, are exclusive for SO flights; other types of airspace users (e.g. civil) shall not use them.

Note 2. Permanent segregated airspace areas are established for two purposes: to confine certain potentially hazardous SO activities to these areas in order to safeguard civil aviation (1) and to provide clear volumes of airspace for SO flights without presence of civil aviation during their activation periods (2).

Note 3. SO Orders may not be available for all IVAO divisions. Lack of HQ–SOD approved and published SO Order for any given IVAO division shall not be understood as a prohibition to perform SO flights within that division. However, lack of SO Order shall imply that the activities listed in 2.2.5 shall not be performed within that division until SO Order becomes available with a designated permanent segregated airspace area for SO flights.

Note 4. Permanent segregated airspace established by SO Order may be activated by divisional authorities permanently (24/7) (1), according to a specific schedule of weekdays and times (2), or on request from IVAO users (3). It is up to divisional authorities to set a specific activation method. Activation methods are specified for each segregated airspace in divisional SO Order.

Note 5. Whereby permanent segregated airspace established by SO Order is set to be activated on email request to divisional authorities (third method) and IVAO user would like to make use of that airspace for the purpose of performing individual SO flight, he shall make a request directly to divisional authorities no later than 72 hours prior to the proposed time of operations within the concerned area; request shall include expected timing of operations. An explicit positive acknowledgement of the request shall be communicated by divisional authorities to the originator before such segregated airspace area may be used. It is divisional authorities' responsibility to promulgate information about activation of this airspace via the IVAO NOTAM system.

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- 2.3.2 Within the context of individual SO flights in IVAO divisions, IVAO users may perform individual SO flights, except those listed in 2.2.5, outside divisional SO Order–designated permanent segregated airspace area(s) when and where these operations (flights) do not compromise the safety, regularity and efficiency of other airspace users; they shall ensure that their operations are not endangering the safe operations of other aircraft; State Aircraft performing SO flights shall operate under Due Regard principles for the safety of navigation of civil aircraft.
- 2.3.3 When performing individual SO flights, IVAO users shall contact appropriate controlling military units or other SO units other than civil ATS in accordance with divisional SO Orders. Civil ATS shall be contacted when controlling military unit or other SO unit other than civil ATS is not available.

Note. There are no provisions for the concept of High Seas for State Aircraft.

- 2.3.4 IVAO users intending to perform individual SO flights (including for the purpose of participation in divisional SO events), regardless of duration or number of intended SO flights, in IVAO divisions other than a division or division–less country of their registration shall first seek prior authorisation from the concerned division by approaching divisional authorities directly, by email. Request for authorisation should include a general range of SO activities intended to be performed and any other relevant information.

Note 1. Should an approval be provisionally granted, divisional authorities shall insert applicant's VID in item 5 of their divisional SO Order and (re–)submit it to HQ–SOD for approval. Authorisation is considered valid once the divisional SO Order is promulgated on HQ–SOD website (when it is approved).

Note 2. Authorisations under this clause are indefinite, unless removed from divisional SO Order by a revised edition of SO Order.

Note 3. It is permissible for IVAO users to perform SO flights that constitute participation in international SO events, international SO tours, or divisional SO tours without authorisation of any division.

CHAPTER 3. CONTROLLING MILITARY UNITS AND OTHER SPECIAL OPERATIONS UNITS OTHER THAN CIVIL ATS

Note. This chapter refers to various military ATS and non-ATS units responsible for SO air traffic.

3.1 General clauses

- 3.1.1 The list of established IVAO facilities or units involved with handling of SO air traffic (controlling military units and other Special Operations units other than civil ATS) is provided in divisional SO Order of the respective IVAO division in item 3.

Note. SO Orders are available on HQ-SOD website, regional SO communities section.

- 3.1.2 IVAO users intending to man facilities involved with handling of SO air traffic in IVAO divisions other than a division or division-less country of their registration shall first refer to divisional SO Order of the respective division (item 3) and, if required, seek prior authorisation (known as *guest controller approval, GCA*) from the concerned division by approaching divisional authorities directly, by email.
- 3.1.3 IVAO users manning facilities involved with handling of SO air traffic shall comply with *divisional manual on controlling military units and other SO units* referenced by divisional SO Order in item 4 of the respective division or other materials prescribed by divisional authorities while the aforementioned manual is under development.

CHAPTER 4. INTERNATIONAL SPECIAL OPERATIONS EVENTS

4.1 General information and requirements

- 4.1.1 International SO events are special occasions when IVAO SO enthusiasts from different countries (divisions) gather together for the purpose of performing coordinated SO activities. The framework of international SO events is maintained and supervised by IVAO HQ Special Operations Department, thus ensuring that SO events are conducted with a certain set of minimum standards.

Note 1. This Chapter refers specifically to international Special Operations events within the framework maintained by HQ–SOD and not to divisional SO events. Regulatory framework on divisional SO events is provided in Chapter 5.

Note 2. The word "international" is not normally included in wordings of this Chapter. Unless explicitly stipulated otherwise, all SO events referenced in this Chapter refer to international SO events.

Note 3. Information on upcoming and past SO events is available on HQ–SOD website.

- 4.1.2 IVAO users and SOGs registered in any division or division–less country may participate in [international] SO events.
- 4.1.3 SO events may be organised by IVAO divisions, HQ–SOD designated Special Operations Groups (SOGs), and IVAO HQ Special Operations Department (HQ–SOD), as well as co–organised by combination of these parties. The party (co–)involved in organising SO event is referred to as Event Organising Party hereafter. [International] SO events require prior approval from HQ–SOD for their execution.
- 4.1.4 SO event organised by IVAO division shall only take place within the respective division, unless SO event is also co–organised with other division(s) and other division(s) have explicitly indicated that they are co–organisers of that event.
- 4.1.5 SO event organised by HQ–SOD designated SOG shall only take place within the division or division–less country where the SOG is registered, unless SO event is also co–organised with other division(s) and other division(s) have explicitly indicated that they are co–organisers of that event. SOGs registered in division–less countries are restricted to organising SO events of non–military kind only; these non–military SO events shall only be performed on types of airframes (aircraft types) without any primary (offensive) armaments by design. SOGs registered in countries of active IVAO divisions shall also always obtain an explicit approval from the respective division to run a specific SO event.
- 4.1.6 Only non–military kinds of SO events with airframes not carrying any primary (offensive) armaments by design shall take place in division–less countries; these non–military SO events may be organised by IVAO divisions, SOGs, and HQ–SOD. It is permissible for IVAO divisions and SOGs to organise [non–military] SO events solely in airspace of division–less countries.
- 4.1.7 The principal language of any SO event shall be the English language; no participant of any SO event shall be affected due to the lack of knowledge of local language(s) used by the Event Organising Party. All event–related information (including radio communications) shall be made available in English language.
- Note. SO events primarily aimed at domestic IVAO users and with the use of local language shall be organised within the framework of divisional [domestic] SO events instead (Chapter 5).*
- 4.1.8 Proposed SO events shall include SO activities in their scenarios; proposed SO events that cannot be sufficiently distinguished from civil operations or that include types of Special Operations that do not justify themselves sufficiently to be used for SO events may be rejected by HQ–SOD.
- 4.1.9 Operational procedures simulated (recreated) with SO events shall not be unreasonably simplified.
- 4.1.10 SO events shall be thoroughly organised, planned, and orderly executed; participants shall experience a mature environment.

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- 4.1.11 Operational procedures simulated (recreated) with SO events should generally correspond to procedures of the respective state (the location of SO event), as established by RW competent authorities (Basis of Procedures).
- 4.1.12 SO events shall be tactically coordinated by means of at least one unit involved in such coordination, the nature of such coordination shall be appropriate for the event type. Examples of tactical coordination include controlling military unit (or equivalent) or mission coordinator (non-ATS). Event Organising Party does not necessarily has to take the role of tactical coordinator (ATS, etc.); this may be delegated to participants themselves. Civil ATS shall not be involved with tactical coordination of SO events.
- 4.1.13 SO events shall not be additionally filed as civil events or vice-versa (i.e. entered into IVAO civil events system and IVAO SO events system at the same time). It is permissible to organise at one point in time and location (in close vicinity) SO event and civil event as long as they are clearly distinguishable (have different objectives, scenario, etc.) and as long as they are not likely pose unacceptable interference to each other and jeopardize the safety of air traffic.
- 4.1.14 Parties not participating in any given SO event shall not be affected by parties participating in that SO event and vice versa, except as according to 9.2, whereby segregation (partial segregation) mechanism is established to safeguard civil aviation, which may affect regularity of civil aviation users for a limited period of time.
- 4.1.15 Provisions on airspace restrictions or reservations shall be complied with in accordance with Chapter 9.
- 4.1.16 Application of [simulated] weapons (combative operations) is strictly prohibited against any civilian object, structure, or individual, whether this is explicit (i.e. mentioned directly) or implicit (i.e. this is apparent from the geographical location or relative vicinity). It is also strictly prohibited for participants of SO events that involve application of [simulated] weapons to use them against any air traffic (any party) not participating in SO event.

4.2 Coordination, approvals, and applications

- 4.2.1 When a proposed SO event is filed by staff of IVAO division and the SO event is due to take place within that division, an appropriate internal coordination or approval process shall take place first. When HQ-SOD receives applications for SO events, it is presumed that all prior internal coordination or approval has taken place and there are no objections in regards to the nature of SO event, its location, timing, scenario, airspace restrictions (if any), etc.

Note 1. It is up to a divisional Director to implement internal division protocol for SO events coordination or approval process.

Note 2. SO event applications may be filed and subsequently managed via the Internal Portal of HQ-SOD website by the following divisional staff: Director, Assistant Director, Special Operations Coordinator, and Special Operations Advisor; it is up to a divisional Director to internally nominate a particular staff for this role.

- 4.2.2 When a proposed SO event involves multiple divisions and when it is filed by a specific IVAO division, each additionally involved division has to explicitly indicate (by technical means of Internal Portal of HQ-SOD website) that they are actual co-organisers of that event (approve it), or reject it in other cases. When a division approves such a request, HQ-SOD presumes that all prior internal coordination or approval has taken place and there are no objections in regards to the nature of SO event, its location, timing, scenario, airspace restrictions (if any), etc.
- 4.2.3 When an application for proposed SO event is filed by a specific SOG and it is due to take place within a division where the SOG is registered, the respective IVAO division has to either explicitly approve or reject it (by technical means of Internal Portal of HQ-SOD website). When a division approves such a request, HQ-SOD presumes that all prior internal coordination or approval has taken place and there are no objections in regards to the nature of SO event, its location, timing, scenario, airspace restrictions (if any), etc. A division shall not unreasonably decline SO event applications originating from SOGs; rejection rationale shall always be communicated to HQ-SOD by means of Internal Portal of HQ-SOD website. HQ-SOD may intervene should it find that the divisional reject decision is not appropriate.

Note. It is up to a divisional Director to implement internal division protocol for coordination or approval process of SO events requests originated from SOGs.

- 4.2.4 When an application for proposed SO event is filed by a SOG and it is due to take place within division(s) other than where the SOG is registered, the respective IVAO division(s) has to either explicitly indicate that they are co-organisers of that event (approve it) or reject it in other cases (by technical means of Internal Portal of HQ-SOD website). When a division approves such a request, HQ-SOD presumes that all prior internal coordination or approval has taken place and there are no objections in regards to the nature of SO event, its location, timing, scenario, airspace restrictions (if any), etc.
- 4.2.5 Applications (proposals) for SO events shall be filed by IVAO divisions and SOGs via the Internal Portal of HQ-SOD website (form *SODF3*). The party that files event application form is designated as SO Event Main Organising Party hereafter.
- 4.2.6 Applications for SO events shall be filed at least 4 weeks prior to the proposed date of SO event. SO event applications may be filed for dates up to 365 days ahead. HQ-SOD may relieve specific SO events from 4-weeks restriction at own discretion.
- 4.2.7 The number of network-wide SO events is limited to one SO event per day (UTC). Dates are reserved according to SO event application form and date reservation mechanism of the Internal Portal of HQ-SOD website (first come, first served basis), dates may also be reserved by HQ-SOD for special purposes.

Note. This restriction is imposed to avoid unneeded competition for participants between different SO events.

- 4.2.8 SO Event Main Organising Party may propose a multiple-date SO event consisting of 2 or 3 separate instances (dates). The maximum interval between each pair of two instances is 28 days. Application for each instance (form *SODF3*) shall be filed separately; all instances shall be filed within 2 days after filing the first instance of a multiple-date SO event.
- 4.2.9 As a part of SO event application (form *SODF3*), the following information shall be provided by the SO Event Main Organising Party: event title, event type, event date and starting time (official event starting time), proposed duration of the event, location of the event (including airspace through which participants are expected to transit), participants' registration mode and registration details, event description, Event Master Plan document, event banner image, and other information. Information shall be submitted in a specific format, with certain requirements, as indicated on the application form.

4.3 Event Master Plan and Briefing Information

- 4.3.1 Event Master Plan is a single document that should include the following information:
1. General scenario and background story of the SO event;
 2. General geographical location or area of operations;
 3. General timeline or sequence of operations;
 4. Participants' roles and their general responsibilities and objectives, allowed kinds of airframes;
 5. Reference (URL) or include (text) Basis of Procedures;
 6. Event-specific rules, if any;
 7. Alternative communication means, if any;
 8. Briefing Information;
 9. Airspace restrictions (in textual and graphical forms), if any;
 10. Resources to be used (URL links).
- 4.3.2 Event Master Plan may establish event-specific rules, conditions, and restrictions that shall be abided by the event's participants. These rules, conditions, and restrictions shall be reasonable.
- 4.3.3 Briefing Information (of tactical or operational nature) shall be provided by the Organising Party and either included as a part of the Event Master Plan document (a), or provided separately at later stage, in a form of verbal briefing on the date of SO event (supplemented by written materials, as appropriate) (b), or distributed in additional document (c).

- 4.3.4 When Briefing Information is intended to be provided separately from Event Master Plan (written or verbal form), it shall be clearly noted in the Event Master Plan itself.
- 4.3.5 The content and the format of presentation of a Briefing Information shall be appropriate for the event type and should generally address the following questions from the participant's perspective at a tactical or operational level: who, when, where, and how. Briefing Information (whether provided in written or verbal form) shall include, among other elements, coordination procedures (unit(s) or party responsible for event coordination overall, etc.) and communication procedures (frequencies to be used, alternative technical means to be used, etc.). It is advisable to supplement Briefing Information with maps, drawings, etc.
- 4.3.6 When a separate written Briefing Information document is provided without verbal briefing, event participants shall receive it no later than official SO event starting time.
- 4.3.7 It is permissible and advisable to run a verbal briefing (supplemented by written materials, as appropriate) on the date of the SO event. Verbal briefing shall be conducted no earlier than the official SO event starting time. If so decided, it shall be clearly stipulated in the Event Master Plan that a verbal briefing will take place and that participants' attendance is mandatory. Verbal briefings may take place on ATC frequency via ATC or pilot software, or via alternative technical communication means. Details of communication means used for the purpose of conducting verbal briefing shall be provided in the Event Master Plan.
- 4.3.8 Both Event Master Plan and Briefing Information shall be appropriate and reasonable for the proposed SO event in terms of their content, presentation, and format. When evaluating SO event application, HQ-SOD should be satisfied that prospective participants will be able to comprehend how, when, and where to execute their roles without any ambiguities and confusion, and that they will be able to perform their roles with sufficient standards, as expected from IVAO SO events. When a Briefing Information is not included as a part of Event Master Plan document, HQ-SOD may request samples of Briefing Information as a part of SO event evaluation process.
- 4.3.9 Event Organising Party shall not expect for participants to conduct a comprehensive search for resources needed to participate in the SO event; this is especially the case about aeronautical data; it is the responsibility of Event Organising Party to prepare resources needed to participate in their event.
- 4.3.10 When SO event-specific flight simulator scenery is required (other than airfield sceneries), the Event Organising Party should provide such a scenery for at least all of the following 3 flight simulator platforms: "Prepar3d version 4", "X-Plane version 11", and "FSX". SO event-specific sceneries should be near identical in their visual representation and properties for all 3 aforementioned flight simulator platforms.
- Note. Not all SO events require SO event-specific sceneries.*
- 4.3.11 When including links for airfield sceneries, links for at least all of the following 3 flight simulator platforms should be provided, if available: "Prepar3d version 4", "X-Plane version 11", and "FSX".
- 4.3.12 Aforementioned resources and SO event-specific sceneries should be uploaded to divisional or SOG website and included as URLs in the Event Master Plan document or Briefing Information, as appropriate.

4.4 Participants' registration

- 4.4.1 As a part of SO event application on the Internal Portal of HQ-SOD website, the Main Organising Party shall select whether participants' registration for the SO event is mandatory or not.
- 4.4.2 The Main Organising Party may define different participants' roles available for prospective participants to choose from during registration and may additionally specify limitation for the number of participants for each role.
- 4.4.3 The Main Organising Party may specify different data input fields they would like for participants to fill in during registration (e.g. selected mission type, preferred airframe, flight simulator platform, etc.). This information is only available to the Main Organising Party and HQ-SOD.
- 4.4.4 The Main Organising Party may pre-register certain IVAO users for specific roles; this functionality shall not be abused.

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- 4.4.5 Participants may voluntarily cancel their registrations at any time prior to the official SO event starting time.
 - 4.4.6 IVAO users who have not registered on HQ–SOD website for SO event designated with mandatory participants' registration mode within the registration period specified may be regarded by the Organising Party as users not participating in the SO event (e.g. as non–participating air traffic for the purposes of airspace restrictions or reservations).
 - 4.4.7 Event Organising Party shall not run a separate or parallel participants' registration for the SO event via means other than HQ–SOD website.
 - 4.4.8 The Main Organising Party may elect to run SO event without participants' mandatory registration.

4.5 Processing of SO Event application

- 4.5.1 HQ–SOD evaluates each SO event application for compliance with all the clauses of this Chapter before approving it.
- 4.5.2 HQ–SOD may request Main Organising Party to modify event particulars.
- 4.5.3 HQ–SOD aims to process SO event applications within 7 days.
- 4.5.4 HQ–SOD reserves the right to reject any application (proposal) for SO event.
- 4.5.5 HQ–SOD may prescribe additional rules, restrictions, or conditions for the approved SO event; Event Organising Party, as well as event participants shall abide by these rules, restrictions, or conditions.

4.6 Post approval

- 4.6.1 Once the SO event is HQ–SOD approved and any time before the official SO event starting time, the Main Organising Party may file a Data Change Request (form *SODF3–2*) via the Internal Portal of HQ–SOD website. Organising Party shall not introduce significant change(s) to the SO event once it has been HQ–SOD approved without filing Data Change Request and receiving an explicit approval from HQ–SOD for that request. SO event Data Change Request allows to change participants' system of roles, event description, Event Master Plan document, or event banner image, as well as other details at HQ–SOD discretion. All event Data Change Requests shall approved by HQ–SOD to become effective.
- 4.6.2 Should the Main Organising Party decide to cancel SO event for any reason (including for a reason outside its control), HQ–SOD shall be informed at the earliest opportunity.
- 4.6.3 Event Organising Party shall take all the reasonable steps to ensure continuity of SO event in case of no–show or disconnection of key individual(s) responsible for running SO event, such as to provide a stand–by individual(s). When a no–show or subsequent disconnection of a key individual(s) precludes event from starting or continuing, SO event shall be considered cancelled. HQ–SOD may refuse SO event applications from Organising Parties with poor track record on no–shows or disconnections or request to provide back–up plans as a part of SO event evaluation process.
- 4.6.4 When it is not practical or not foreseeable to use the standard IVAO voice functionality in conjunction with ATC and pilot software for the purpose of SO event coordination, an alternative technical means may be arranged and used. Details of such alternative communication means shall be provided in the Event Master Plan.

Note. HQ–SOD Discord server may be used for this purpose.

- 4.6.5 It is the responsibility of the Main Organising Party to commence event at the time specified on application form *SODF3* (official event starting time).

4.6.6 It is permissible to operate military airborne early warning and control aircraft(s) (AEWC) for the purpose of executing military command and control functions by means of establishing both pilot and ATC connection with IVAO network at the same time (referred to as *double connection* method), according to the following protocol and requirements:

1. AEWC identifier(s), call sign(s), and frequency(frequencies) (ATC connection part) shall be included in the Briefing Information.
2. AEWC operational procedures (for both AEWC participant(s) on interaction with other participants and for other participants on interaction with AEWC participant(s)) shall be included or referenced in the Briefing Information.
3. An email request has been made by the Main Organising Party to HQ–SOD no later than 5 days prior to the SO event date, containing the following information: event title and date (1), VID(s) of participant(s) nominated to execute the said role(s) (2), and general location of AEWC operations by reference to 4–letter FIR identifier (3).

Note 1. When the Main Organising Party is a SOG, an appropriate prior coordination on the matter of AEWC operation with the concerned IVAO division(s) (location of AEWC operations) and approval process shall take place before sending request to HQ–SOD.

Note 2. When the Main Organising Party is IVAO division, an appropriate prior coordination or approval process on the matter of AEWC operation shall take place before sending request to HQ–SOD. In case AEWC operations are proposed to take place within airspace of several divisions (co–organising divisions), a joint coordination or approval process shall take place before sending request to HQ–SOD.

4. An explicit positive approval by means of email from HQ–SOD has been given to the Main Organising Party to utilise *double connection* method.

Note. HQ–SOD coordinates with the Executive Council on this matter.

5. AEWC participant(s) may establish pilot connection with IVAO network as standard.
6. AEWC participant(s) shall establish ATC connection (second connection) with IVAO network once airborne and within AEWC operational area, according to a Briefing Information; ATC connection shall be disengaged before leaving AEWC operational area.
7. Only the appropriate participants of SO event shall be subjected to AEWC command and control.
8. An appropriate coordination between AEWC, controlling military units, other units, or civil ATS units shall take place.

Note. It is advisable for AEWC operations to be simulated (recreated) with two separate participants executing pilot role (with pilot connection and software) and command or control functions (with ATC connection and software), without using double connection method; no approval is required for AEWC operations from HQ–SOD under this arrangement.

4.6.7 When participating in SO event, IVAO users shall contact an appropriate controlling military unit(s), or other SO unit(s) (mission coordinator, etc.), or civil ATS in accordance with Event Master Plan or Briefing Information.

4.6.8 Event Organising Party may run event–dedicated website (web page) containing promotional information on SO event. Such a website (web page) shall be revealed to public once the SO event has been approved by HQ–SOD. No separate or parallel participant' registrations are allowed on such websites (web pages).

4.6.9 HQ–SOD approved SO events may be announced on the IVAO forum (HQ Departments / International Special Operations Events board) and on social media platforms. IVAO forum shall not be used as a separate or parallel participants' registration platform or for posting operational information.

Note. Should this be required prior to the event, Main Organising Party shall contact registered participants directly to provide them operational information and other materials; contact data of registered participants is available on the Internal Portal of HQ–SOD website.

- 4.6.10 The Main Organising Party shall maintain an accurate record of event's participating users. Within 2 days after the SO event date (individual SO event instance in case of multiple-date SO event) the Main Organising Party shall submit participation report (form *SODF4*) via the Internal Portal of HQ-SOD website. Participation report consists of VIDs of participants, each participant shall be marked by their type of participation: either as a pilot participant, as ATC participant (or equivalent), or as both pilot and ATC participant (or equivalent).
- 4.6.11 IVAO users indicated by the event's Main Organising Party as participating users are awarded by HQ-SOD with 2 pilot or ATC SO points per each participation type per each SO event (per each instance of a multiple-date SO event).
- 4.6.12 Accumulated pilot and ATC SO points contribute towards Special Operations awards as follows:
- | | |
|--------------------------------------|------------------------------|
| 10 pilot SO points – Jet Fighter 1; | 10 ATC SO points – SO ATC 1; |
| 40 pilot SO points – Jet Fighter 2; | 20 ATC SO points – SO ATC 2; |
| 60 pilot SO points – Jet Fighter 3; | 30 ATC SO points – SO ATC 3; |
| 100 pilot SO points – Jet Fighter 4. | 40 ATC SO points – SO ATC 4. |
- 4.6.13 HQ-SOD aims to issue Special Operations points and awards within 7 days after Main Organising Party submits participation report.
- 4.6.14 It is the SO Event Main Organising Party's responsibility to report to HQ-SOD any violations of SO Regulations, HQ-SOD External Circulars, and IVAO Rules, Regulations, and Policies that took place during the SO event concerned.

CHAPTER 5. DIVISIONAL SPECIAL OPERATIONS EVENTS

5.1 General information and requirements

5.1.1 Divisional SO events are special occasions when IVAO SO enthusiasts primarily from one specific country [division] gather together for the purpose of performing coordinated SO activities. Unlike the framework of international SO events which is fully maintained and supervised by IVAO HQ Special Operations Department, divisional SO events are generally bound by protocol and rules established by a specific division; certain rules and restrictions, nonetheless, are also prescribed by HQ–SOD by this Chapter to ensure basic standards of all SO events on IVAO.

Note 1. This Chapter refers specifically to divisional Special Operations events, and not to international SO events. Regulatory framework on international SO events is provided in Chapter 4.

Note 2. The word "divisional" is not normally included in wordings of this Chapter when referring to SO events. Unless explicitly stipulated otherwise, all SO events referenced in this Chapter refer to divisional SO events.

- 5.1.2 IVAO users and SOGs registered in divisions or division–less countries other than those that involve divisional SO event shall not participate without prior authorisation; IVAO users and SOGs registered elsewhere shall seek prior authorisation from divisional authorities of the corresponding divisional SO event (per 2.3.4 and 7.1.7.3 (3) respectively).
- 5.1.3 SO events may be organised by the divisional staff and co–organised with other parties (divisions, SOGs). The party (co–) involved in organising SO event is referred to as SO Event Organising Party hereafter.
- 5.1.4 Events that do not involve activities that constitute Special Operations per definition in 1.1.2 shall not be named or classified as SO events.
- 5.1.5 SO Event Organising Party may prescribe reasonable administrative procedures (including procedures for participants' mandatory or optional registrations), protocols, restrictions, regulations and rules for their SO events that shall be abided by the event's participants; these particulars shall not violate SO Regulations (including this Chapter), HQ–SOD External Circulars, and IVAO Rules, Regulations, and Policies.
- 5.1.6 SO event shall only take place within the respective division, unless SO event is also co–organised with other division(s), in which case it may also take place within that division(s).
- 5.1.7 It is prohibited to organise SO events partly or wholly within IVAO division–less country.
- 5.1.8 An appropriate internal coordination or approval process shall take place during the planning stage of SO event development. It is up to a divisional Director to implement internal division protocol for SO events coordination or approval process.
- 5.1.9 HQ–SOD is not involved in approving [divisional] SO events. HQ–SOD may request to cancel [divisional] SO event should it violate SO Regulations (including this Chapter), HQ–SOD External Circulars, and IVAO Rules, Regulations, and Policies, or for other reasons at HQ–SOD discretion.
- 5.1.10 Operational procedures simulated (recreated) with SO events should generally correspond to procedures of the respective state (the location of SO event), as established by RW competent authorities.
- 5.1.11 SO events shall be tactically coordinated by means of at least one unit involved in such coordination, the nature of such coordination shall be appropriate for the event type. Examples of tactical coordination include controlling military unit (or equivalent) or mission coordinator (non–ATS). Event Organising Party does not necessarily has to take the role of tactical coordinator (ATS, etc.); this may be delegated to participants themselves. Civil ATS shall not be involved with tactical coordination of SO events.
- 5.1.12 SO events shall not be additionally filed as civil events or vice–versa. It is permissible to organise at one point in time and location (in close vicinity) SO event and civil event as long as they are clearly distinguishable (have different objectives, scenario, etc.) and as long as they are not likely pose unacceptable interference to each other and jeopardize the safety of air traffic.

- 5.1.13 SO Event Organising Party shall prepare and provide a suitable and appropriate material for prospective participants on the event, such as event master plan, briefing, etc.
- 5.1.14 Parties not participating in any given SO event shall not be affected by parties participating in that SO event and vice versa, except according to 9.2, whereby segregation (partial segregation) mechanism is established to safeguard civil aviation, which may affect regularity of civil aviation for a limited period of time.
- 5.1.15 Provisions on airspace restrictions or reservations shall be complied with in accordance with Chapter 9.
- 5.1.16 Application of [simulated] weapons (combative operations) is strictly prohibited against any civilian object, structure, or individual, whether this is explicit (i.e. mentioned directly) or implicit (i.e. this is apparent from the geographical location or relative vicinity). It is also strictly prohibited for participants of SO events that involve application of [simulated] weapons against any traffic (any party) not participating in SO event.
- 5.1.17 When participating in SO event, IVAO users shall contact appropriate controlling military unit(s), or other SO unit(s) (mission coordinator, etc.), or civil ATS in accordance with event rules and regulations.
- 5.1.18 When promoting [divisional] SO event on IVAO environment, Organising Party shall clearly indicate the status of SO event – "Divisional SO event".
- 5.1.19 SO Event Organising Party shall not post announcement or discussion topic about the concerned [divisional] SO event under IVAO forum – HQ Departments / Special Operations board or International Special Operations events board.

Note 1. Divisional SO events are primarily aimed at domestic users (users of the corresponding IVAO division) and should instead make use of divisional PR tools, such as divisional IVAO forum, divisional website and divisional media platforms.

Note 2. HQ–SOD does not promote divisional SO events on HQ–SOD website and on HQ–SOD social media platforms.

- 5.1.20 It is the SO Event Organising Party's responsibility to report to HQ–SOD any violations of SO Regulations, HQ–SOD External Circulars, and IVAO Rules, Regulations, and Policies that took place during the SO event concerned.

CHAPTER 6. SPECIAL OPERATIONS TOURS

6.1 General information and requirements

- 6.1.1 Special Operations tours are established for the purpose of providing IVAO users an opportunity to perform SO activities solo (alone) with specific objectives. SO tours typically consist of several flight legs, normally with a common storyline. Some SO tours span over several countries. Unlike SO events, SO tours may be performed at any time, for as long as SO tour remains open (available).

Note. SO tours are issued (released) at irregular intervals and remain available for a limited time.

- 6.1.2 Each SO tour prescribes general rules, as well as specific rules and objectives for each flight leg. Participants shall comply with these rules, successfully accomplish certain objectives and complete all flight legs to qualify for an associated tour award.

- 6.1.3 SO Regulations establish two types of SO tours: international SO tours (1) and divisional SO tours (2).

Note. SO WT (SO World Tours) and international SO tours are equivalent terms.

- 6.1.4 When performing SO tours, IVAO users shall contact appropriate controlling military units or other SO units other than civil ATS in accordance with divisional SO Orders. Civil ATS shall be contacted when controlling military unit or other SO unit other than civil ATS is not available.

Note. There are no provisions for the concept of High Seas for State Aircraft.

6.2 International SO tours (SO WT)

- 6.2.1 IVAO users and SOGs registered in any division or division-less country may participate in international SO tours.

- 6.2.2 International SO tours are developed and managed by IVAO HQ Special Operations Department and IVAO HQ World Tours Department (Tour Organising Party hereafter).

- 6.2.3 International SO tours normally involve airspace of multiple countries; whereby airspace of IVAO division is intended to be involved, HQ-SOD will coordinate with the respective division operational matters relating to the development of international SO tour.

- 6.2.4 All currently available international SO tours at any given time are published on HQ-SOD website.

- 6.2.5 IVAO users intending to perform international SO tours shall log their flight legs via the IVAO World Tour website (<https://wt.ivao.aero>).

6.3 Divisional SO tours

- 6.3.1 IVAO users and SOGs registered in any division or division-less country may participate in divisional SO tours.

- 6.3.2 Divisional SO tours are developed and managed by divisional authorities (Tour Organising Party hereafter).

- 6.3.3 All information relating to divisional SO tours shall be made available at least in English language.

- 6.3.4 HQ-SOD is not involved in approving divisional SO tours. HQ-SOD may request to cancel divisional SO tour should it violate SO Regulations (including this Chapter), HQ-SOD External Circulars, and IVAO Rules, Regulations, and Policies, or for other reasons at HQ-SOD discretion.

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- 6.3.5 All available divisional SO tours shall be published on divisional website or IVAO tour system (<http://tours.ivao.aero>).
- 6.3.6 It is up to divisional authorities to either implement custom technical means for IVAO users to log their flight legs or to make use of IVAO tour system.
- 6.3.7 Tours that do not involve activities that constitute Special Operations per definition in 1.1.2 shall not be named or classified as SO tours.
- 6.3.8 Divisional SO tour shall only take place within the respective division, unless divisional SO tour is also co-organised with other division(s), in which case it may also take place within that division(s).
- 6.3.9 It is prohibited to organise divisional SO tour partly or wholly within IVAO division-less country.
- 6.3.10 An appropriate internal coordination or approval process shall take place during the planning stage of divisional SO tour development. It is up to a divisional Director to implement internal division protocol for divisional SO tours coordination or approval process.
- 6.3.11 Operational procedures simulated (recreated) with divisional SO tours should generally correspond to procedures of the respective state, as established by RW competent authorities.
- 6.3.12 Each flight leg of a divisional SO tour shall be accompanied by a suitable material for prospective participants, such as briefing information, etc.
- 6.3.13 Areas of SO activities of flight legs of divisional SO tours should generally be located in areas known for sparse IVAO air traffic.
- 6.3.14 Parties not participating in any given divisional SO tour shall not be affected by parties participating in that divisional SO tour and vice versa, except as according to 9.2, whereby segregation (partial segregation) mechanism is established to safeguard civil aviation.
- 6.3.15 Provisions on airspace restrictions or reservations shall be complied with in accordance with Chapter 9.
- 6.3.16 It is strictly prohibited for divisional SO tours to include flight legs that involve application of [simulated] weapons (combative operations).

CHAPTER 7. SPECIAL OPERATIONS GROUPS

7.1 General clauses

7.1.1 Special Operations Groups (SOGs) are dedicated hobby organisations whose aim is to perform Special Operations flights, intending to simulate (recreate) operations of RW state operators (including military operators), aerial work operators, specialised operators, etc. (e.g. air forces, squadrons, SAR units, branches of state operators, aerial work operators, etc.), or to establish equivalent fictitious entities, or combinations of both.

7.1.2 Recognising the need to promote existence of SOGs within IVAO environment and to provide them the necessary tools for their operational needs, HQ–SOD has established a regulatory framework (this Chapter) that facilitates orderly operations of SOGs, with interests of both SOGs and other airspace users (e.g. civil air traffic) reasonably balanced when they share common volumes of airspace, with safety of all airspace users being the priority. This framework also establishes clear organisational requirements that promotes and encourages development of high calibre SOGs, which in turn attracts IVAO users, contributing to the growth of IVAO SO community.

7.1.3 IVAO SOGs are regulated by IVAO HQ–SOD SO Regulations in general and by this Chapter specifically.

Note. Regulatory framework on SOGs exists separately from regulatory framework of civilian equivalent, Virtual Airlines (VAs), which are regulated by IVAO HQ–FOD Regulations; List (register) of VAs is maintained by HQ–FOD. VAs and SOGs shall not be considered as the same type of entities.

7.1.4 The Register of IVAO Special Operations Groups is maintained by IVAO HQ Special Operations Department (HQ–SOD) and is publicly available on HQ–SOD website. Listing of an entity in the Register implies its formal status within IVAO as “HQ–SOD designated Special Operations Group”, the equivalent term of “Special Operations Group” or “SOG”. The Register contains the following administrative details on each SOG: SOG name, country of registration, head of SOG IVAO VID*, website URL, administrative contact email*, description, logotype or banner image file, and other information.

Note. Details marked with asterisk are not displayed on HQ–SOD [public] website for privacy reasons; these details are available to HQ–SOD, divisional staff, and to the head of SOG on the Internal Portal of HQ–SOD website.

7.1.5 The term of “Special Operations Group” and its acronym of “SOG” are reserved for entities designated as such by HQ–SOD only (listed in the Register of IVAO Special Operations Groups). Entities performing flights on IVAO without such formal status designated by HQ–SOD shall not make use of the term “Special Operations Group” or acronym “SOG” on IVAO environment.

7.1.6 The formal status of HQ–SOD designated Special Operations Group allows for an entity to perform SO flights on IVAO under the provisions of this Chapter of SO Regulations, making use of the following additional instruments available to them (i.e. privileges reserved for SOGs):

1. Provisions that allow SOGs to request divisional authorities to establish temporary segregated airspace (for very short durations) designated for exclusive use by SOGs for the purpose of performing SO flights, according to 7.4.1.2.

Note 1. SOGs may submit such requests to their divisional authorities and these requests should be accommodated whenever possible; no other airspace users shall use these temporary segregated airspace areas (including other SOGs, unless requested and approved otherwise). SOGs may use them for their Special Operations activities when use of divisional permanent (fixed) segregated airspace areas is not practical or not appropriate for operational reasons, for example. Individuals or groups (unrecognised entities) cannot submit such requests to their divisional authorities.

Note 2. SOGs may also perform SO flights outside permanent and temporary segregated airspace areas, under certain conditions, according to 7.4.1.5.

2. Provisions to perform SO flights that involve application of [simulated] weapons (combative operations) within temporary segregated airspace, according to 7.4.1.4.

Note. Individuals or groups (unrecognised entities) cannot perform such operations, except under the framework of international SO events, divisional SO events, and international SO tours.

3. Provisions to organise [HQ–SOD approved] international SO events, according to 7.5.1;

Note 1. Individuals or groups (unrecognised entities) cannot organise such SO events.

Note 2. SOGs may also co–organise divisional SO events with divisional authorities, per Chapter 5.

Note 1. Aforementioned provisions are summary of privileges; refer to the referenced clauses.

Note 2. Provisions (1) and (2) are only available to SOGs tied to (registered in) active IVAO divisions.

7.1.7 Geographical limitations on SOGs SO flights

- 7.1.7.1 Geographical limitations on SOGs SO flights are intended facilitate strong focus on national or regional specifics and to promote diverse array of different SOGs in every geographical region. It is also understood that most RW entities that SOGs seek to recreate are also typically confined to certain geographical areas, unlike international civil aviation operators. Certain exceptions are provided to facilitate some flexibility in this regard.

Note. Geographical limitations apply to SO flights per definition in 1.1.2 and not to flights that comply with civil rules and regulations. SOGs are free to perform flights that comply with civil rules and regulations without SO Regulations–induced geographical limitations.

- 7.1.7.2 Unless contrary to SOGs' internal rules, IVAO users may join SOGs and perform SO flights under them irrespective of their own IVAO division or division–less country of registration.
- 7.1.7.3 SOGs are directly tied to one country (country of SOG registration, according to 7.1.7.4), which in turn may produce a further tie with IVAO division that represents that country. SOGs are limited geography–wise to perform SO flights within IVAO division that arises from the last aforementioned tie or division–less country.

The following exceptions shall apply to the aforementioned geographical limitation:

1. SOG may perform SO flights [within any IVAO division] that constitute participation in international SO event in accordance with Chapter 4.
2. SOG may perform SO flights [within any IVAO division] that constitute legs of international SO tour in accordance with 6.2 or divisional SO tour in accordance with 6.3.
3. SOG may perform SO flights within IVAO division other than the [home] division that result from its *tie* or division–less country, should there be an explicit authorisation from divisional authorities of other division for that SOG in the divisional SO Order of that division; SOG shall fully comply with all conditions, restrictions, and procedures established in connection with such authorisation, as promulgated in divisional SO Order. Head of SOG may approach divisional authorities [of other division] directly, by email, and present a credible case for requesting such authorisation. It is at divisional authorities' discretion to issue such authorisation. Regardless of duration of authorisation and other limitations, authorisation is only considered valid if promulgated in divisional SO Order and published on HQ–SOD website.

Note 1. The tie with IVAO division may change as a result of formation, change, or closure of IVAO division and thus affect the geography of SOG SO flights, as well as to induce operational restrictions in certain cases, as explained below in note 2.

Note 2. SOGs not tied to any IVAO divisions are restricted in kinds of SO flights they may perform, according to 7.4.2.

Note 3. For other restrictions also refer to 7.4.

7.1.7.4 SOG country *tie* arises from its founding user's (head of organisation) division or division-less country of IVAO registration as of the time of filing application for SOG registration; this produces a *country of SOG registration*.

7.2 SOG registration procedure

7.2.1 All of the following criteria shall be complied with at a time when SOG registration form is filed for HQ-SOD evaluation:

1. Prospective SOG is not a commercial entity and is not pursuing any commercial goals;
2. Prospective SOG is not intending to profit in monetary terms or equivalents whether directly or indirectly from using IVAO network and from publicity (status) that IVAO network will create for that prospective SOG;
3. Prospective SOG is not collecting any monetary funds for admissions, membership fees, or equivalents, etc.;
4. Prospective SOG is not selling and is not acting as an intermediary for selling of any products or services, including product placement practises by sponsoring organisations, etc.;
5. Prospective SOG intends to use a name (SOG's full name) other than any identical name (SOG's full name) used by another already registered SOG;

Note. It is permissible to register SOG that recreates operations of RW operator recreated by another already registered SOG as long as these SOGs use sufficiently different names.

6. Prospective SOG has been in operational existence for at least the previous 90 days;
7. Within the last 90-day period the majority of flights performed on IVAO by prospective SOG constituted SO flights (according to 1.1.2) and not flights that comply with civil rules and regulations (for the purpose of this clause majority implies more than a half);
8. Prospective SOG offers some form of verifiable and appropriate training to its users;
9. Prospective SOG has a user base of at least 5 individuals, active users of IVAO;
10. Within the last 90-day period each prospective SOG's active user performed at least 2 SO flights under SOG on IVAO of a reasonable duration;
11. Prospective SOG is not registered on IVAO Virtual Airlines (VA) system and is not listed as IVAO Virtual Airline;
12. Prospective SOG complies with GDPR [European Union] legislation;
13. Prospective SOG's management is behaving in ethical and moral manner in general, as well as towards IVAO users and its own users;
14. Website criteria:
 - a) Prospective SOG has an operational website, running and available continuously;
 - b) No advertisements of commercial products or services are present, except for advertisements automatically placed by freeware website hosting;
 - c) No inappropriate content is present;

- d) Website shall be appropriately structured and designed, as common for SOGs' websites;
- e) At least the following distinct pages are publicly available and information is provided in English language:
 - I. Index (main) page – shall provide an introductory information on the prospective SOG and kinds of Special Operations it performs;
 - II. Internal rules page (or equivalent) – shall list prospective SOG's internal rules, including rules on admission procedure (information shall be up-to-date);
 - III. Member list page (or equivalent) – shall list IVAO VIDs of prospective SOG's active users (information shall be up-to-date);
 - IV. Flights list page (or equivalent) – shall list at least all prospective SOG's IVAO SO flights made within at least the last 90 days, clearly displaying at least the following flight details: date of flight (1), call sign (2), and pilot IVAO VID (3) (information shall be up-to-date); should such a page cannot be developed for technical reasons, head of SOG shall provide aforementioned data when requested by HQ-SOD.

Note. It is permissible to provide website content in other languages.

15. Founding user (head of organisation) criteria:

- a) Status within prospective SOG – acts as the ultimate head of organisation and has an unrestricted administration access to SOG website;
- b) Years of age – at least 18;
- c) IVAO usership – active, duration of at least 6 months;
- d) IVAO suspension record – none within the last 3 months;
- e) IVAO ratings – PP or ADC;
- f) IVAO pilot activity – within the last 90-day period performed at least 2 SO flights on IVAO of a reasonable duration under prospective SOG;
- g) Other IVAO related positions – not a designated administrator of any registered VA and not a head of any registered SOG;
- h) Command of English language – sufficient for the purpose of performing communication with HQ-SOD on administrative matters and understanding IVAO Rules, Regulations, and Policies.

16. An approval for SOG registration has been received from founding user's (head of organisation) divisional authorities, at HQ-SOD discretion.

Note 1. Founding user (head of organisation) should approach his divisional authorities directly, by email, and present a credible case for intending to register SOG. Should a subsequent dispute arise, HQ-SOD can be requested to intervene.

Note 2. Founding users (heads of organisations) registered with IVAO division-less countries are not required to seek such approval.

7.2.2 Application for SOG registration shall only be filed by the ultimate head of organisation by means of submitting SOG registration form (SODF2) located on the Internal Portal of HQ-SOD website.

- 7.2.3 The following information shall be provided via the form *SODF2*: IVAO VID of head of organisation, [prospective] SOG's full name, country of [prospective] SOG registration (limited and tied to the founding user's (head of organisation) IVAO usership status), website URL, administrative contact email, description, logotype or banner image, and other information. Information shall be provided in English language, in a specific format, with certain requirements, as indicated on the application form.
- 7.2.4 HQ–SOD aims to process SOG registration applications within 7 days.
- 7.2.5 HQ–SOD evaluates each application for SOG registration against criteria list according to 7.2.1 before making a positive decision on SOG registration. Exemption from the established criteria list may be made on minor deviations at HQ–SOD discretion.
- 7.2.6 HQ–SOD may contact founding user (head of organisation) via the provided administrative contact email to clarify or asking to provide additional information or to request to make necessary corrections to comply with criteria list according to 7.2.1; lack of response or requested implementation of corrections within 30 days from the application date will result in SOG registration application being rejected by HQ–SOD.
- 7.2.7 Following a positive decision on SOG registration, a prospective SOG is HQ–SOD designated as Special Operations Group (SOG) and entered into the Register of IVAO Special Operations Groups.

7.3 Post–registration administrative requirements and procedures

- 7.3.1 HQ–SOD designated Special Operations Groups shall continuously comply with the following requirements:
1. SOG is not a commercial entity and is not pursuing any commercial goals;
 2. SOG is not profiting in monetary or equivalent terms whether directly or indirectly from using IVAO network and from publicity (status) that IVAO network creates for it;
 3. SOG is not collecting any monetary funds for admissions, membership fees, or equivalents, etc.;
 4. SOG is not selling and is not acting as an intermediary for selling of any products or services, including product placement practises by sponsoring organisations, etc.;
 5. Within every 90–day period the majority of flights performed by SOG constitute SO flights and not flights that comply with civil rules and regulations (for the purpose of this clause majority implies more than a half);
 6. SOG offers some form of verifiable and appropriate training to its users;
 7. SOG has a user base of at least 5 individuals, active users of IVAO;
 8. Each SOG's active user on average performs at least 2 SO flights of a reasonable duration under SOG on IVAO for every 90–day period;
 9. SOG is not registered on IVAO Virtual Airlines (VA) system and is not listed as IVAO Virtual Airline;
 10. SOG complies with GDPR [European Union] legislation;
 11. SOG's management is behaving in ethical and moral manner in general, as well as towards IVAO users and its own users;
 12. Neither the official IVAO logotype, nor the IVAO HQ–SOD departmental logotype is placed on a SOG website and on any SOG materials, unless explicitly authorised by IVAO PR department or HQ–SOD.

Note. Only the "IVAO Special Operations Group status image" shall be used, as below in 13 (b).

13. Website requirements:

- a) SOG has an operational website, running and available continuously;
- b) IVAO Special Operations Group status image (http://sod.ivao.aero/c_images/SOG_status_image.png) is clearly displayed at least on the index (main) page with underlying URL link for <http://sod.ivao.aero>; status image may be proportionally reduced in size, but shall not be changed in any other way.
- c) Affiliation with IVAO is evident;
- d) No advertisements of commercial products or services are present, except for advertisements automatically placed by freeware website hosting;
- e) No inappropriate content is present; compliance with IVAO Rules, Regulations, and Policies is assured;
- f) At least the following distinct pages are publicly available and information is provided in English language:
 - I. Index (main) page – shall provide an introductory information on SOG and kinds of Special Operations it performs;
 - II. Internal rules page (or equivalent) – shall list SOG’s internal rules, including rules on admission procedure (information shall be up-to-date);
 - III. Member list page (or equivalent) – shall list IVAO VIDs of SOG’s active users (information shall be up-to-date);
 - IV. Flights list page (or equivalent) – shall list at least all SOG’s IVAO SO flights made within at least the last 90 days, clearly displaying at least the following flight details: date of flight (1), call sign (2), and pilot IVAO VID (3) (information shall be up-to-date); should such a page cannot be developed for technical reasons, head of SOG shall provide aforementioned data when requested by HQ-SOD.

Note. It is permissible to provide website content in other languages.

14. Requirements for head of SOG (as maintained in the Register of IVAO Special Operations Groups):

- a) Status within SOG – acts as the ultimate head of organisation and has an unrestricted administration access to SOG website;
- b) IVAO usership – active;
- c) IVAO division or division-less country usership status – remains the same as of SOG;
- d) IVAO pilot activity – performs on average at least 2 SO flights on IVAO of a reasonable duration for every 90-day period under SOG;
- e) Other IVAO related positions – not a designated administrator of any registered VA.

15. SOGs tied to IVAO divisions: a positive approval from divisional authorities is maintained, at HQ-SOD discretion.

16. Head of SOG shall ensure that there is no mismatch between SOG administrative particulars (details) and SOG particulars as maintained in the Register of IVAO Special Operations Groups; head of SOG shall file SOG data change request form (per 7.3.7) at the earliest opportunity when there is any mismatch.

7.3.2 HQ-SOD performs regular monitoring of SOGs on compliance with basic requirements and periodic full audit inspections of SOGs on compliance with SO Regulations and HQ-SOD External Circulars at least once every 12 months or when deemed necessary.

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- 7.3.3 HQ–SOD may revoke a status of Special Operations Group (SOG) under the following circumstances (references to “*head of SOG*” imply head of SOG as maintained in the Register of IVAO Special Operations Groups):
1. SOG fails to comply with all of the requirements established in 7.3.1, with SO Regulations, with HQ–SOD External Circulars, or with IVAO Rules, Regulations, and Polices on two consecutive audit inspections separated by at least 60 days; exemption from the established requirements may be made on minor deviations at HQ–SOD discretion;
 2. Head of SOG is not responding to two incoming emails from HQ–SOD sent to the SOG administrative contact email (as maintained in the Register of IVAO Special Operations Groups) separated by at least 60 days;
 3. SOG is involved in an event (incident) requiring an immediate revocation of its status, at HQ–SOD discretion;
 4. SOG has violated clauses in 7.1.7 or 7.4 on at least 3 occasions within the last 6 months;
 5. SOGs tied to IVAO divisions: a positive approval from divisional authorities is no longer maintained, at HQ–SOD discretion;
 6. There is a gross mismatch between SOG administrative particulars (details) and SOG particulars as maintained in the Register of IVAO Special Operations Groups;
 7. Head of SOG is no longer an active IVAO user;
 8. Head of SOG changes IVAO division or division–less country;
 9. Head of SOG is not performing any SO flights under SOG on IVAO for every 90–day period;
 10. Head of SOG abandons SOG;
 11. Head of SOG fails to comply with reasonable requests from HQ–SOD;
 12. Head of SOG voluntarily requests revocation of this status.
- 7.3.4 Revocation of SOG status under the circumstances listed in 7.3.3 implies loss of the formal status of “HQ–SOD designated Special Operations Group”, removal from the Register of IVAO Special Operations Groups, and loss of all associated privileges and rights, established by SO Regulations. Entity shall remove all references to its former status, including terms “Special Operations Group” and “SOG” from its public appearance (including website), as well as to remove IVAO Special Operations Group status image (http://sod.iviao.aero/c_images/SOG_status_image.png) from its website.
- 7.3.5 Revocation of SOG status under the circumstances listed in 7.3.3 precludes a subsequent application for this status (SOG registration procedure) by the same or similar entity for 6 months since the date of revocation, at HQ–SOD discretion.
- 7.3.6 Procedure on head of SOG change:
1. Head of SOG (as maintained in the Register of IVAO Special Operations Groups) applies to HQ–SOD by means of email and requests to change head of SOG, nominating another individual meeting all of the following criteria:
 - a) Status within SOG – existing user;
 - b) Years of age – at least 18;
 - c) IVAO usership – active, duration of at least 6 months;

- d) IVAO division or division-less country usership status – the same as of SOG;
 - e) IVAO suspension record – none within the last 3 months;
 - f) IVAO ratings – PP or ADC;
 - g) IVAO pilot activity – within the last 90-day period performed at least 2 SO flights on IVAO of a reasonable duration under SOG;
 - h) Other IVAO related positions – not a designated administrator of any registered VA and not a head of any registered SOG;
 - i) Command of English language – sufficient for the purpose of performing communication with HQ-SOD on administrative matters and understanding IVAO Rules, Regulations, and Policies.
2. HQ-SOD evaluates a nominated individual against all criteria according to 7.3.6 (1) and makes a decision on head of SOG change request.

7.3.7 Procedure on SOG administrative details (particulars) change:

1. Application for SOG administrative details change shall only be filed by head of SOG (as maintained in the Register of IVAO Special Operations Groups) by means of submitting SOG data change request form (SODF2-2) located on the Internal Portal of HQ-SOD website.
2. The following information may be requested to be changed or updated via the form SODF2-2: SOG's full name, website URL, administrative contact email, description, logotype or banner image, 3-letter identifier. Information shall be submitted in English language, in a specific format, with certain requirements, as indicated on the form.
3. HQ-SOD evaluates all SOG data change requests before they become effective and entered into the Register of IVAO Special Operations Groups.

Note 1. SOG data change requests that involve significant change of information, such as a complete change of SOG's full name will be rejected by HQ-SOD.

Note 2. It is not permissible to change country of SOG registration.

7.4 Procedural clauses

7.4.1 SO flights of SOGs within IVAO divisions

Note. Also refer to 7.1.7 for clauses on geographical limitations on SOGs SO flights.

- 7.4.1.1 Subject to availability and in accordance with divisional SO Order, SOGs may make use of permanent segregated airspace area(s) reserved for exclusive use by SO flights for the purpose of performing SO flights, except those that involve application of [simulated] weapons (combative operations); SOGs shall respect all associated limitations and conditions of use of these areas, including activation times, lateral and vertical limits, etc., according to divisional SO Order.

Note 1. Permanent segregated airspace established by SO Order may be activated by divisional authorities permanently (24/7) (1), according to a specific schedule of weekdays and times (2), or on request from IVAO users (3). It is up to divisional authorities to set a specific activation method. Activation methods are specified for each segregated airspace in divisional SO Order.

Note 2. Whereby permanent segregated airspace established by SO Order is set to be activated on email request to divisional authorities and SOG would like to make use of that airspace for the purpose of performing SO flight(s), a request shall be made directly to divisional authorities no later than 72 hours prior to the proposed time of operations within the concerned area; request shall include expected timing of operations. An explicit positive acknowledgement of the request shall be communicated by divisional authorities to the

originator before such segregated airspace area may be used. It is divisional authorities' responsibility to promulgate information about activation of this airspace via the IVAO NOTAM system.

- 7.4.1.2 SOGs may request their divisional authorities to establish different temporary segregated airspace areas designated for their exclusive use (and other nominated SOGs, if desired) for the purpose of performing SO flights, for short durations of time; these requests shall be made in accordance with 9.4. Subject to the positive decision of divisional authorities in regards to SOG's request to establish segregated airspace areas designated for their exclusive use, SOG (as well as other specific SOG(s), if explicitly requested and approved under such arrangement) may make use of temporary segregated airspace area designated for their use for the purpose of performing SO flights; SOG(s) shall respect all associated limitations and conditions of use of such area, including activation times, lateral and vertical limits, availability of a specific area for application of [simulated] weapons (combative operations), etc.
- 7.4.1.3 SOGs are prohibited to perform the following activities outside divisional SO Order–designated permanent segregated airspace area(s) (according to 7.4.1.1) and outside temporary segregated airspace areas (according to 7.4.1.2):
- a. application of [simulated] weapons (combative operations);
 - b. air combat training;
 - c. military exercises;
 - d. high–energy manoeuvring;
 - e. military supersonic flights;
 - f. mass movements (mass aerial activity) of aircraft within relatively small volume of airspace;
 - g. interceptions (quick reaction alerts, targeting, escort, as well as training of these activities, etc.);
 - h. air displays (flying displays, races, etc.);
 - i. dropping of objects or of paratroopers;
 - j. launch and recovery of space vehicles;
 - k. any other activities that are likely to pose hazard to civil aviation.

Note. These activities are potentially hazardous to civil aviation and thus require segregation.

- 7.4.1.4 SOGs shall only perform SO flights that involve application of [simulated] weapons (combative operations) within temporary segregated airspace areas according to 7.4.1.2. Application of [simulated] weapons is strictly prohibited against any civilian object(s), structure(s), or individual(s), whether this is explicit or implicit (i.e. this is apparent from the geographical location or relative vicinity, as evident from common sources such as maps). It is strictly prohibited to apply [simulated] weapons outside temporary segregated airspace areas established under conditions of 7.4.1.2.
- 7.4.1.5 SOGs may perform SO flights, except those listed in 7.4.1.4, outside divisional SO Order–designated permanent segregated airspace area(s) and outside temporary segregated airspace areas when and where these operations (flights) do not compromise the safety, regularity and efficiency of other airspace users; they shall ensure that their operations are not endangering the safe operations of other aircraft; State Aircraft performing SO flights shall operate under Due Regard principles for the safety of navigation of civil aircraft.

Note. SOGs should consider using permanent or temporary segregated airspace areas for their SO flights when operationally feasible.

7.4.1.6 If established by divisional authorities, operational restrictions and mandatory procedures listed in SO Order shall be complied with by SOGs when they perform SO flights within the respective division. SO Orders are considered valid and effective when they are approved by HQ–SOD and published on HQ–SOD website.

7.4.1.7 When performing SO flights under SOGs, IVAO users shall contact appropriate controlling military units and other SO units other than civil ATS in accordance with divisional SO Order. Civil ATS shall be contacted when controlling military unit or other unit other than civil ATS is not available.

Note. There are no provisions for the concept of High Seas for State aircraft.

7.4.2 SO flights of SOGs within IVAO division–less countries

Note. Also refer to 7.1.7 for clauses on geographical limitations on SOGs SO flights.

7.4.2.1 SOGs are restricted to performing only non–military kinds of SO flights; these non–military SO flights shall only be performed on types of airframes (aircraft types) without any primary (offensive) armaments by design.

7.4.2.2 Subject to 7.4.2.1, SOGs may perform SO flights when and where these operations (flights) do not compromise the safety, regularity and efficiency of other airspace users; they shall ensure that their operations are not endangering the safe operations of other aircraft; State Aircraft performing SO flights shall operate under Due Regard principles for the safety of navigation of civil aircraft.

Note. There are no standard provisions for establishment of temporary or permanent segregated airspace areas in IVAO division–less countries.

7.5 Miscellaneous

7.5.1 HQ–SOD designated Special Operations Groups may organise international SO events within the framework of Chapter 4.

Note. SOGs may also co–organise divisional SO events with divisional authorities, per Chapter 5.

7.5.2 When a formation, change, or closure of IVAO division involves country of SOG registration and affects its *tie* with that division, SOG shall adjust its operations according to 7.1.7 and 7.4.

7.5.3 HQ–SOD does not require SOGs to utilise single fixed call sign prefixes for their flights (3–letter identifiers, etc.).

7.5.4 SOGs may enter into custom formal agreements with IVAO divisions (divisional SODs) by establishing [SO] LOA, per to 8.3.

CHAPTER 8. DIVISIONAL SPECIAL OPERATIONS DEPARTMENTS

8.1 General information

- 8.1.1 Divisional Special Operations Departments (divisional SODs) constitute a part of Special Operations hierarchy of SO system on IVAO. Divisional SODs also constitute a part of divisional hierarchy.
- 8.1.2 While divisional SODs operate within the context of their divisions with their own divisional SO agenda, being a part of a larger IVAO SO framework, divisional SODs shall comply with SO Regulations in general and with this Chapter specifically, and with HQ–SOD External Circulars. Divisional SODs shall promote spirit of SO in line with the spirit of SO Regulations and HQ–SOD.
- 8.1.3 Divisional SOD is considered to be operational with at least Special Operations Coordinator (SOC) being appointed.

Note. HQ–SOD is not involved with appointments of divisional SO staff; divisional Directors shall establish appropriate criteria lists for candidates considering a variety of responsibilities established by this Chapter, as well as other divisional SO responsibilities. Moreover, any divisional SO staff position requires certain degree of expertise in SO topics, this should be considered when establishing these criteria lists.

- 8.1.4 HQ–SOD encourages divisional Directors to appoint SOC when ever foreseeable.

Note. Lack of appointed SOC does not preclude Special Operations from taking place within the concerned division, however, this does limit the potential for development of SO within the concerned division.

- 8.1.5 Divisional Director may also appoint Special Operations Assistant Coordinator (SOAC).
- 8.1.6 Under special circumstances and with prior HQ–SOD and Executive Council approval a third divisional SO staff position, Special Operations Advisor–1 (SOA) can be introduced and a suitable individual appointed. Approvals for each [new, another] divisional SOAs are granted by HQ–SOD and Executive Council when divisional SOD is able to demonstrate its superior recent performance with verifiable results, reasonable future plans, and is able to prove that the current workload of both SOC and SOAC, as well as projected workload, indeed require introduction of a third divisional SO staff. When intending to introduce a divisional SOA position or to replace already appointed SOA with another individual, divisional SOC shall first file a request to HQ–SOD and receive an explicit approval from HQ–SOD and Executive Council, before advertising this vacancy (before appointing divisional SOA). Requests shall be filed with the form SODF5. Should an approval be granted by HQ–SOD and Executive Council, it shall only be considered valid for 1 SOA appointment, within 3 months from the approval date by HQ–SOD.

Note. Form SODF–5 is available at <http://sod.ivao.aero/pf/documents/SODF5.docx>

8.2 Duties and responsibilities

- 8.2.1 Most duties and responsibilities established hereafter apply with at least SOC being appointed. Duties and responsibilities marked with asterisk (*) apply to IVAO divisions under all circumstances and fall under responsibility of divisional Director or Assistant Director, when SOC is not appointed. Divisional Directors may establish additional duties and responsibilities for their SO staff, based on divisional SO agenda.
- 8.2.2 Duties and responsibilities of divisional authorities in connection with Special Operations established by IVAO SO Regulations:
1. Familiarity and compliance with SO Regulations and HQ–SOD External Circulars*;
 2. Development of divisional SO Order (*);
 3. Development of divisional manual on controlling military units and other SO units;

4. Development and maintenance of SO section on divisional website and SO forum board;
5. Development and publication of SO-related materials for divisional SO community;
6. Undertaking active steps in promoting SO at divisional level;
7. Engagement with divisional SO community;
8. Conduct of international and divisional SO events;
9. Management of SOGs*;
10. Processing of requests from IVAO users registered elsewhere to perform SO flights within the respective division*.

8.2.3 1. Familiarity and compliance with SO Regulations and HQ-SOD External Circulars *

Divisional Directors, Assistant Directors, SOCs, SOACs, and SOAs shall be familiar and proficient with SO Regulations and HQ-SOD External Circulars. Divisional authorities (staff) shall comply with SO Regulations and HQ-SOD External Circulars.

8.2.4 2. Development of divisional SO Order (*)

Divisional SOD shall prepare divisional SO Order in accordance with Chapter 9 and submit it to HQ-SOD for approval. SO Order should be periodically evaluated and revised by divisional SOD.

Note. () Whereby no divisional SOD is established and circumstances that require introduction of divisional SO Order arise, it shall be the responsibility of divisional Director or Assistant Director to prepare it and submit to HQ-SOD for approval.*

8.2.5 3. Development of divisional manual on controlling military units and other SO units

Divisional SOD shall develop and publish *divisional manual on controlling military units or other SO units other than civil ATS*. The aim of this manual should be to establish basis of operations for these units, including procedural and administrative matters. Operational procedures should generally correspond to procedures of the respective state, as established by RW competent authorities. The manual shall be available to all IVAO users and shall be published on divisional website. While it is understood that the development of this material may take time, it is imperative that divisional SOD makes such manual available at the earliest opportunity and subsequently periodically revises it. HQ-SOD is not involved with reviewing and approving aforementioned manual, however, HQ-SOD may request to cancel it should it contain inappropriate information. Specific format and content of this material is not prescribed by SO Regulations, below are suggested chapters and topics:

- Types of facilities (units) established and kinds of services provided (e.g. military aerodrome or area control, fighter control, AEWCs, SAR RCCs, etc.);
- List of established facilities (identifier, call sign, frequency, area of responsibility, kinds of services provided, types of air traffic handled, associated requirements for IVAO ATC ratings, associated IVAO GCA requirements, other reasonable requirements);

Note 1. These details shall also be included in the divisional SO Order, in item 2.

Note 2. Identifiers of facilities (units) solely involved with SO air traffic shall include “_MIL_” suffix (e.g. FJDG_MIL_APP).

- Procedures for aforementioned facilities (including operational procedures, coordination with civil ATS, radiotelephony phraseology, etc.);

- Divisional training programs for aforementioned facilities, if provided.

8.2.6 4. Development and maintenance of SO section on divisional website and SO forum board

Divisional SOD shall establish a dedicated Special Operations section (page(s)) on divisional website that shall at least include:

- background SO information;
- HQ–SOD approved divisional SO Order (item 2);
- Divisional manual document on controlling military units and other SO units (item 3).

Information should be regularly revised. Divisional SO forum board shall be established and valuable information should be published by divisional SOD; divisional SODs shall promote discussions of divisional SO matters on divisional SO forum.

8.2.7 5. Publication of SO–related materials for divisional SO community

Divisional SOD should gather and publish relevant documentation or materials on SO subjects for divisional SO community. Own content should be developed when foreseeable.

8.2.8 6. Undertaking active steps in promoting SO at divisional level

Divisional SOD shall take proactive steps in promoting SO activities at divisional level. This includes a wide array of measures and instruments, some of them constitute formal duties and responsibilities established by this Chapter, others are left for divisional SODs' discretion.

8.2.9 7. Engagement with divisional SO community

Divisional SOD shall engage with divisional SO community.

8.2.10 8. Conduct of international and divisional SO events

Divisional SOD shall conduct at least 1 international SO event per calendar year (within the framework of Chapter 4) and at least 1 divisional SO event per calendar year (within the framework of Chapter 5).

8.2.11 9. Management of SOGs*

- a. Divisional SOD shall take proactive steps that encourage formation (registration) of new SOGs, as well as to support already registered ones.
- b. Divisional authorities shall monitor registered SOGs in their division and ensure that their operations comply with Chapter 7.
- c. Divisional authorities shall review SOG registration requests for their division. Requests are initially dealt with directly upon initial contact from head of prospective SOG by email. Subsequently, once SOG registration form is filed via HQ–SOD Internal Portal website, divisional authorities shall explicitly approve or reject that request via HQ–SOD Internal Portal website. HQ–SOD has an ultimate discretion as to whether to register a SOG or not.
- d. Handling of requests from SOGs by means of email registered in their division to establish different temporary segregated airspace areas designated for their exclusive use for the purpose of performing SO flights, in accordance with 7.4.1.2 and 9.4.
- e. Handling of requests from SOGs by means of email registered elsewhere to perform SO flights within their division. It is at divisional authorities' discretion to approve or reject these requests. List of authorised

SOGs registered elsewhere, duration of authorisations and any restrictions shall be included in the divisional SO Order, per Chapter 9.

Note. It is permissible for SOGs to perform SO flights that constitute participation in international SO events, international SO tours, or divisional SO tours without authorisation of any division.

8.2.12 10. Processing of requests from IVAO users registered elsewhere to perform SO flights within the respective division*

Per 2.3.4, IVAO users intending to perform individual SO flights (including for the purpose of participation in divisional SO events), regardless of duration or number of intended SO flights, in divisions other than a division or division-less country of their registration shall first seek prior authorisation from the concerned division by approaching divisional authorities directly, by email. Request for authorisation should include a general range of SO activities intended to be performed and any other relevant information.

Should an approval be provisionally granted, divisional authorities shall insert applicant's VID in item 5 of their divisional SO Order and (re-)submit it to HQ-SOD for approval. Authorisation is considered valid once the divisional SO Order is promulgated on HQ-SOD website (approved). Authorisations under this clause are indefinite, unless removed from divisional SO Order by a revised edition of SO Order. No conditions or additional restrictions shall be attached to authorisations under this clause; authorisations shall not be issued for specific SO activity (activities). Divisional authorities shall have considerable and well-grounded reasons for rejecting authorisations under this clause. Should a dispute arise, HQ-SOD can be requested to intervene; HQ-SOD may overturn divisional decision to reject authorisation.

Note. It is permissible for IVAO users to perform SO flights that constitute participation in international SO events, international SO tours, or divisional SO tours without authorisation of any division.

8.3 Letters of Agreements (LOAs)

8.3.1 Divisional SOD may enter into custom formal agreements with other IVAO divisions (divisional SODs) (1), with HQ-SOD (2), or with SOGs (3) on SO matters. Letters or Agreements (LOAs) should be used under special circumstances when the standard structure of SO Order is not sufficient or there is a need to establish a highly detailed and specific procedure or protocol agreement with a specific party (parties) – other division, HQ-SOD, or a SOG. LOAs can also be used for exemptions from SO Regulations or HQ-SOD External Circulars.

Note 1. LOA between two divisions (divisional SODs) may, for example, establish a custom arrangement for provision of military ATS at a specific airfield by military controllers of other division (party to the agreement).

Note 2. LOA between divisional SOD and SOG may, for example, establish certain exemptions from SO Regulations for that SOG.

Note 3. LOA between divisional SOD and HQ-SOD may, for example, be used to exempt divisional SOD from certain clauses of SO Regulations or to establish different clauses.

8.3.2 It is permissible to establish LOA between more than two parties (multi-party LOA).

8.3.3 It is not permissible to establish LOA with individual IVAO user(s) or unregistered SOG(s) (group entities).

8.3.4 LOA shall be prepared as a separate document, coordinated between all concerned parties, approved by all concerned parties, including divisional Directors, and submitted to HQ-SOD for final approval.

Note 2. HQ-SOD may involve relevant IVAO authorities for consultations when evaluating LOAs, such as HQ ATC Operations Department and Executive Council.

8.3.5 The specific structure of LOA is not prescribed by SO Regulations; the following is a generic suggested structure:

- Purpose;
- Administrative data (definitions, effective date, validity, etc.);
- Titles of parties to the agreement;
- Responsibilities of each party, operational procedures, exceptions, etc.;
- Supplementary materials, references to RW documents, drawings, etc.

8.3.6 HQ–SOD approved LOAs are supplemented to divisional SO Orders.

8.3.7 HQ–SOD may cancel any LOA at any time by removing it from divisional SO Order.

8.4 Administrative protocols

8.4.1 Divisional Directors shall establish the following internal divisional SO protocols in order to facilitate efficient, internally transparent, and consistent handling of all divisional routine SO matters:

1. Protocol on SO Orders (per 8.2.4) – to determine individual(s) (staff position(s)) responsible for preparing SO Orders and protocols on consultation, coordination, approval, and submission of SO Orders.
2. Protocol on management of SOGs (per 8.2.11) – to determine individual(s) (staff position(s)) responsible for handling matters related to SOGs and protocols on this subject;
3. Protocol on international and divisional SO events (per Chapters 4 and 5) – protocols for coordination or approval process of international SO events (a), international SO events with SOG being an organising party (b), divisional SO events (c), and for airspace restrictions associated with SO events (d).
4. Protocol on divisional SO tours (per Chapter 6) – protocols for coordination or approval process of divisional SO tours (a) and for airspace restrictions associated with divisional SO tours (b).
5. Protocol on processing of requests from IVAO users registered elsewhere to perform SO flights within the respective division (per 8.2.12).

Note 1. Aforementioned protocols should involve relevant divisional parties (departments). For example, various coordination and approval protocols for airspace restrictions may involve divisional SOD, divisional ATC Department, and FIR chiefs.

Note 2. HQ–SOD is not involved with reviewing and approving aforementioned internal protocols.

Note 3. Divisional Directors may establish other protocols on matters relating to execution SO duties and responsibilities.

8.4.2 It is expected that most duties and responsibilities associated with Special Operations should be performed by divisional SOD (SOC, SOAC, SOA) rather than by divisional Director or Assistant Director. Divisional Director should determine the degree of discretion and authority of divisional SOD in order to minimise the need for referrals to higher authority; divisional Director may establish protocols that require their final approval for certain procedures.

8.5 Miscellaneous

- 8.5.1 Divisional authorities shall report at the earliest opportunity to HQ–SOD all instances of observed violations of SO Regulations or HQ–SOD External Circulars by IVAO users and SOGs in their division.

Note. These reports shall be made by means of sending email to SOD and SOAD.

- 8.5.2 Divisional authorities shall not publish information of a mandatory character for IVAO users (such as restrictions, mandatory procedures, etc.) relating to Special Operations with instruments (documents, publications, etc.) other than HQ–SOD approved SO Orders (per Chapter 9), HQ–SOD approved [SO] LOAs (per 8.3), and divisional manual on controlling military units and other SO units (per 8.2.5).

- 8.5.3 Divisional SODs shall remain in close contact with HQ–SOD.

8.6 Divisional review by HQ–SOD

- 8.6.1 HQ–SOD may conduct sessions on SO matters with divisions to review past performance, assess current situation, and to resolve any issues.

- 8.6.2 Should following a reasonable period after one such review divisional authorities fail to comply with SO Regulations or HQ–SOD External Circulars, HQ–SOD may request Executive Council their removal.

CHAPTER 9. AIRSPACE RESTRICTIONS AND RESERVATIONS

9.1 General clauses

- 9.1.1 This Chapter establishes all conditions under which airspace restrictions and reservations (broadly speaking, segregation and partial segregation of air traffic) in connection with Special Operations may be established on IVAO.
- 9.1.2 Sections 9.2, 9.3, and 9.4 are cross-referenced from other Chapters and shall only be interpreted and applied within their context.
- 9.1.3 Technical means of segregation or partial segregation should generally agree with and make use of existing civil aviation regulatory framework, preferably ICAO mechanisms, such as restrictions (*restricted areas*, *danger areas*), reservations (*temporary segregated areas*, *temporary reserved areas*), or other appropriate equivalent nomenclature(s) for airspace segregation or partial segregation, as provided by RW competent authority. Only danger areas shall be established over High Seas.
- 9.1.4 For brevity, both restrictions and reservations are commonly referred to as *airspace restrictions* in this Chapter.
- 9.1.5 Permanent segregated airspace and temporary segregated airspace are two generic terms used by SO Regulations to differentiate between [permanent] segregated airspace area(s) established by divisional SO Order (fixed in terms of location) and all other [temporary] segregated areas which are temporary in nature (in connection with SO events, SO tours, and custom requests from SOGs).

9.2 Airspace restrictions in connection with SO events and tours

Note. This Chapter is cross-referenced from Chapters 4, 5, and 6.

- 9.2.1 It is the responsibility of the Event Organising Party or Tour Organising Party to establish means of segregated or partially segregated operations of SO event or SO tour air traffic (participating air traffic) and non-participating air traffic when SO event or a particular flight leg of SO tour includes the following types of activities or their equivalents:
- a. application of [simulated] weapons (combative operations);
 - b. air combat training;
 - c. military exercises;
 - d. high-energy manoeuvring;
 - e. military supersonic flights;
 - f. mass movements (mass aerial activity) of aircraft within relatively small volume of airspace;
 - g. interceptions (quick reaction alerts, targeting, escort, as well as training of these activities, etc.);
 - h. air displays (flying displays, races, etc.);
 - i. dropping of objects or of paratroopers;
 - j. launch and recovery of space vehicles;
 - k. any other activities that are likely to pose hazard to civil aviation.

Note 1. These activities are potentially hazardous to civil aviation and thus require segregation.

Note 2. The majority of SO event types require means of segregated operations.

- 9.2.2 Each defined temporary segregated airspace area imposed in connection with SO event or tour shall include the following details:
1. Area identification;
 2. Period of activation or time of activity (start, end);
 3. Lateral limits (geographical coordinates);
 4. Vertical limits (upper and lower);
 5. Conditions of use.
- 9.2.3 Conditions of use of airspace for airspace restrictions imposed in connection with SO event may either grant an exclusive right to use that airspace to participating air traffic (segregation) or may additionally allow partial use of that airspace by non-participating air traffic, under defined limitations (partial segregation). Whereby partial segregation is established, specific procedures and limitations shall be established (e.g. entry with ATC clearance, at specific levels, etc.).
- 9.2.4 Conditions of use of airspace for airspace restrictions imposed in connection with SO tour shall always establish complete segregation between participating and non-participating air traffic.
- 9.2.5 Lateral and vertical limits of airspace under airspace restrictions shall account for the nature of operations, hazards, navigation accuracy, and include a reasonable lateral and vertical safety buffer.
- 9.2.6 SO Event Organising Party or SO Tour Organising Party may make use of existing RW promulgated airspace restrictions (e.g. restricted areas, danger areas, etc.) or establish custom ones, as deemed appropriate.
- 9.2.7 The size, shape, and time regulation of airspace restrictions should be set in such a manner so that to minimise the impact on operations of non-participating air traffic.
- 9.2.8 It is permissible to establish multiple airspace restrictions, as circumstances warrant.
- 9.2.9 Airspace restrictions shall not overlap with other restrictions established for other purposes.
- 9.2.10 Period of activation of airspace restrictions imposed in connection with SO event shall correspond to the SO event starting and ending time.
- 9.2.11 Period of activation of airspace restrictions imposed in connection with SO tour shall correspond to the entire period of availability of SO tour.
- 9.2.12 Approved airspace restrictions imposed in connection with SO event or tour shall be promulgated to allow various parties to become aware of these restrictions. Promulgation in textual form shall be made via the following means:
1. Material for participants (for participating air traffic);
- Note. For international SO events – SO Event Master Plan document, for divisional SO events and tours – an appropriate material for participants.*
- and–
2. IVAO NOTAM system (for non-participating air traffic).

- 9.2.13 Airspace restrictions shall be graphically portrayed on a map (maps) for ease of comprehension and included in the material for participants; area shall be drawn as an enclosed polygon representing its lateral limits, its identification and vertical limits shall be noted within the polygon. These maps may contain latitude and longitude grid, contours of state borders, FIRs, topography, significant airfields, etc. Maps shall be appropriate in terms of relative scale, relevance, validity of information, etc.
- 9.2.14 Airspace restrictions in textual form for the IVAO NOTAM system shall be prepared in accordance with Appendix 3 of SO Regulations and include elements listed in 9.2.2. Promulgation of airspace restrictions via the IVAO NOTAM system shall take place no later than 7 days prior to the date of SO event or release of SO tour.
- 9.2.15 When airspace restrictions imposed in connection with SO event or tour are proposed to be established by Event Organising Party or Tour Organising Party within a specific IVAO division, an appropriate divisional coordination or approval process shall take place.
- Note. It is up to a divisional Director to implement internal division protocol for coordination or approval process of airspace restrictions in connection with SO events and tours.*
- 9.2.16 When airspace restrictions imposed in connection with SO event or tour are proposed to be established by Event Organising Party or Tour Organising Party in division-less country, coordination and approval process is handled by HQ-SOD; Promulgation of NOTAM is also performed by HQ-SOD.
- 9.2.17 Duly approved and promulgated airspace restrictions imposed in connection with SO events or tours shall be observed and complied with by IVAO users. When segregation of participating and non-participating air traffic is established, non-participating air traffic shall not enter a defined volume of airspace while it is activated and participating air traffic should not leave that volume of airspace while conducting SO activities. Whereby partial segregation is established for SO events, non-participating air traffic shall enter a defined volume of airspace in accordance with the conditions of the restrictions.
- 9.2.18 SO Event Organising Party shall take all the necessary steps in ensuring that civil ATS units of the respective division are aware of the [upcoming] restrictions and are aware of associated procedures.
- 9.2.19 Airspace restrictions for SO events shall be tactically modified (both time and location wise) when participating air traffic needs to operate elsewhere or past promulgated time period. It is the responsibility of the Event Organising Party to tactically liaison with all relevant parties (including civil ATS units) to modify airspace restrictions in order to safeguard civil aviation.

9.3 Airspace restrictions in connection with SO Order

Note. This section is cross-referenced from Chapter 10.

- 9.3.1 When divisional SOD is established (SOC is appointed), SO Order shall list at least one permanent segregated airspace area reserved for exclusive use by SO flights that no other airspace users shall use during its activation period.
- 9.3.2 When defining permanent segregated airspace areas the following criteria shall be considered:
1. Dimensions (volumes) and layouts shall be reasonable for typical purposes and kinds of SO flights (i.e. considering a required degree of manoeuvring freedom, high-energy operations by military high-performance aircraft types, simultaneous operations of multiple aircraft, altitude requirements (low level operations, as well as high level), etc.).

Note. These permanent segregated areas are established for a very wide range of different SO activities, with a possibility that multiple aircraft will engage in these areas simultaneously.

2. Locations shall be reasonably close to relevant military or special-use airfields.

3. It is permissible to use areas established or promulgated by RW competent authorities or to establish custom areas.
 4. Layouts (boundaries of areas) should be easily identifiable by pilots, not constituting highly irregular geometrical shapes.
 5. Locations should avoid resulting closure or realignment of established ATS routes, blocking of the most economic flight levels, or delays of scheduled civil aircraft operations.
 6. Once approved and published in SO Order, permanent segregated airspace area shall not be temporary suspended for tactical reasons, such as for IVAO events, etc., unless another SO Order is submitted to HQ-SOD and it is approved. Divisional authorities shall take extra care when establishing these areas.
- 9.3.3 Each defined permanent segregated airspace area shall include the following details (these details shall be included in SO Order, in item 1):
1. Area type and identification;
 2. Activation details (either):
 - First method – permanently active (*“permanently active”*);
 - Second method – specific weekdays and times (from – to) (UTC) and various combinations (e.g. *“TUE, FRI, SUN 1000–1900”*);
 - Third method – activation by prior request from IVAO users, then promulgation of NOTAM by divisional authorities (*“By NOTAM (on email request at least 72 hours in advance from IVAO users)”*).
 3. Lateral limits (format of coordinates and description of area in accordance with Appendix 3 of SO Regulations, paragraphs 2.2.5.3, 2.2.5.4.1, 2.2.5.4.2);
 4. Vertical limits (upper and lower);
 5. Conditions of use (*“reserved and designated for exclusive use by SO flights only”*);
- 9.3.4 First method of activation of segregated area may be considered by divisional authorities to reduce administrative burden of handling individual requests for activation and is the most preferred method.
- 9.3.5 Third method of activation of segregated airspace area by NOTAM (by email request to divisional authorities) is a mere technical procedure and shall not be refused, unless requested by IVAO user with less than 72–hours notice period or in violation of SO Regulations or HQ-SOD External Circulars. An explicit positive acknowledgement of the request shall be communicated by divisional authorities to the originator by email, followed by promulgation of textual NOTAM via the IVAO NOTAM system in accordance with Appendix 3 of SO Regulations.
- 9.3.6 All defined permanent segregated airspace areas shall be additionally graphically portrayed on a map (maps) for ease of comprehension and included in SO Order, in item 1. Segregated airspace area should be drawn as an enclosed polygon representing its lateral limits, its identification and vertical limits shall be noted within the polygon. These maps may contain latitude and longitude grid, contours of state borders, FIRs, topography, significant airfields, etc. Maps shall be appropriate in terms of relative scale, relevance, validity of information, etc.
- 9.3.7 All permanent segregated airspace areas listed in divisional SO Order (including those that are activated by separate NOTAMs – “third method”) shall also be promulgated via the IVAO NOTAM system in accordance with Appendix 3 of SO Regulations and include elements listed in 9.3.3.

Note. When SO Order is subsequently revised, an appropriate handling of NOTAMs relating to no longer used or changed permanent segregated airspace areas shall be effected.

- 9.3.8 An appropriate divisional coordination or approval process shall take place for each permanent segregated airspace area before including it in divisional SO Order and submitting to HQ–SOD for approval.

Note. It is up to a divisional Director to implement internal division protocol for coordination or approval process of airspace restrictions in connection with SO Order.

- 9.3.9 Duly approved and promulgated airspace restrictions established by divisional SO Order shall be observed and complied with by IVAO users; non–participating air traffic (non SO flights) shall not enter a defined volume of airspace while it is activated and participating air traffic (SO flights) shall not leave that volume of airspace while conducting SO activities listed in 2.2.5 or 7.4.1.3.
- 9.3.10 Divisional authorities shall take all the necessary steps in ensuring that civil ATS units of the respective division are aware of associated procedures.

9.4 Airspace restrictions in connection with SOGs

Note. This section is cross–referenced from Chapter 7.

- 9.4.1 SOGs may request their divisional authorities to establish different temporary segregated airspace areas designated for their exclusive use (and other nominated SOGs, if desired) for the purpose of performing SO flights, for short durations of time; no other airspace users shall enter these areas while they are activated.
- 9.4.2 Head of SOG should approach his divisional authorities directly by email and to present a credible case for requesting to establish temporary segregated airspace area. These requests shall be specific and detailed and include at least the following details:
1. Time of activity (starting and ending date and time);
 2. Precise lateral boundaries (geographic coordinates);
 3. Vertical limits;
 4. Types or kinds of SO flights intended to be performed;
 5. Whether application of [simulated] weapons (combative operations) is intended;
 6. Whether request is co–filed with another SOG.
- 9.4.3 Requests for establishment of temporary segregated airspace areas shall be reasonable in the following ways:
- a. Requests should be infrequent;
 - b. Requests shall be made at least 7 days in advance;
 - c. Durations (activation times) shall be of relatively short periods, lasting less than 6 hours;
 - d. Locations should avoid resulting closure or realignment of established ATS routes, blocking of the most economic flight levels, or delays of scheduled aircraft operations;
 - e. Dimensions should be as small as possible, considering reasonable operational needs for which requests are made;
 - f. Dimensions shall account for the nature of operations, hazards, navigation accuracy, and include a reasonable lateral and vertical safety buffer;
 - g. Segregated airspace areas shall not overlap with other areas established for other purposes;

-
- h. When requests are made for SO flights that involve application of [simulated] weapons (combative operations), no civilian object(s), structure(s), or individual(s) shall be located within immediate proximity of the proposed temporary segregated airspace area location, as evident from common sources such as maps;
 - i. Locations shall avoid areas of airspace where IVAO air traffic is known to routinely engage in performing flights for IVAO tours;
 - j. Locations and times shall avoid the following IVAO activities:
 - 1. Official [divisional or HQ] trainings and examinations;
 - 2. Events (of all types, including civil).
- 9.4.4 Divisional authorities should and are expected to accommodate requests that are reasonable (that satisfy criteria list in 9.4.3). Should both parties be unable to reach a consensus, HQ-SOD can be requested to intervene.
- 9.4.5 Conditions of use of airspace for airspace restrictions imposed in connection with request originating from SOG shall establish complete segregation between participating and non-participating air traffic. Participating air traffic shall be understood to include SO flights performed under a specific SOG (requestor), unless also requested and approved for other SOG(s).
- 9.4.6 It is divisional authorities' responsibility to promulgate information on airspace restrictions imposed in connection with request originating from SOG to allow various parties to become aware of these restrictions.
- 9.4.7 Promulgation shall take place in textual form via IVAO NOTAM system, no later than 24 hours prior to the expected time of activities; NOTAM shall be prepared in accordance with Appendix 3 of SO Regulations and include elements listed in 9.4.2.
- 9.4.8 An appropriate divisional coordination or approval process shall take place before approving such requests from SOGs.
- Note. It is up to a divisional Director to implement internal division protocol for coordination or approval process of airspace restrictions in connection with requests from SOGs.*
- 9.4.9 Duly approved and promulgated airspace restrictions imposed in connection with a request from SOG shall be observed and complied with by IVAO users; non-participating air traffic shall not enter a defined volume of airspace while it is activated and participating air traffic shall not leave that volume of airspace while conducting SO activities for which request has been made.
- 9.4.10 Divisional authorities shall take all the necessary steps in ensuring that civil ATS units of the respective division are aware of the [upcoming] restrictions and are aware of associated procedures.

CHAPTER 10. DIVISIONAL SPECIAL OPERATIONS ORDERS

10.1 General clauses

10.1.1 Divisional Special Operations Order (SO Order) is a mechanism by which information of a lasting and mandatory character relating to SO matters of a particular IVAO division is made available to IVAO users.

Note 1. SO Orders are not instituted for IVAO division-less countries.

Note 2. Divisional authorities are tasked with preparing SO Order for their division in accordance with requirements established by this Chapter.

10.1.2 Information promulgated in SO Orders has a mandatory status when approved by IVAO HQ Special Operations Department (HQ-SOD) and when published on HQ-SOD website; IVAO users shall comply with SO Orders, subject to geographical applicability according to 1.4.1 and 1.4.3.

10.1.3 Lack of a published SO Order for any given IVAO division shall not imply that Special Operations flights are prohibited in the respective division.

10.1.4 Unless cancelled by reasons stipulated in 10.1.6 and 10.1.8, each SO Order has an indefinite effectivity period once approved by HQ-SOD and published on HQ-SOD website.

10.1.5 Effective date for each SO Order shall be the date of HQ-SOD approval and publication on HQ-SOD website.

10.1.6 Each HQ-SOD subsequently approved and published SO Order cancels (supersedes) all previous revisions (editions) of SO Orders for the corresponding IVAO division.

10.1.7 Each SO Order is a self-contained document. SO Order may contain references to other documents. SO Orders may be supplemented by Letters of Agreements (LOAs, in accordance with 8.3).

10.1.8 SO Order may be cancelled at HQ-SOD discretion, as well as under the following circumstances:

1. When a corresponding divisional SOC is removed from his position (divisional SOD is closed);

–or–

2. When a corresponding IVAO division is closed or structurally changed (involving change of countries composition (multi-country divisions)).

–or–

3. When SO Order is not (is no longer) satisfying current edition of SO Regulations or HQ-SOD External Circulars.

Note. Cancellation of SO Order constitutes its removal from HQ-SOD website.

10.1.9 In addition to SO Order availability on HQ-SOD website, HQ-SOD approved SO Order shall be published on the divisional website under SO section (page(s)).

10.2 Structure of SO Order

Note. SO Order template and SO Order example are provided in Appendix 1 and Appendix 2 respectively.

10.2.1 Structure of each proposed SO Order shall have a rigid format and content prescribed by this Chapter.

10.2.2 The following items shall be included in each proposed SO Order:

1. Permanent segregated airspace reserved for exclusive use by SO flights;
2. Operational restrictions and mandatory procedures for SO flights;
3. Controlling military units and other SO units other than civil ATS;
4. Divisional manual on controlling military units and other SO units;
5. IVAO users registered elsewhere authorised to perform SO flights;
6. SOGs registered elsewhere authorised to perform SO flights;
7. SO-related Letters of Agreements.

Note. Content for some of the aforementioned items is optional.

10.2.3 Item 1. Permanent segregated airspace reserved for exclusive use by SO flights

a. Item content: *permanent segregated airspace area(s) reserved for exclusive use by SO flights (textual description and map(s))*

Note 1. Permanent segregated airspace areas are established for two purposes: to confine certain potentially hazardous SO activities to these areas in order to safeguard civil aviation (1) and to provide clear volumes of airspace for SO flights without presence of civil aviation during their activation periods (2).

Note 2. These areas are intended for certain individual SO flights (refer to 2.2.5 and 2.3.1) and certain SOG SO flights (refer to 7.4.1.1).

Note 3. Temporary segregated airspace areas imposed in connection with SO events, SO tours, and for custom requests from SOGs are not included in SO Order.

- b. When divisional SOD is established (SOC is appointed), SO Order shall list at least one permanent segregated airspace area reserved for exclusive use by SO flights that no other airspace users shall use during its activation period.
- c. Refer to 9.3 for requirements on establishing permanent segregated airspace areas.
- d. When divisional SOD is not established (SOC is not appointed), divisional Director or Assistant Director may submit SO Order with no content for item 1; in this case the word "none" shall be inserted for item 1.

10.2.4 Item 2. Operational restrictions and mandatory procedures for Special Operations flights

a. Item content: an appropriate list of operational restrictions and mandatory procedures for Special Operations flights

b. Item 2 shall not contain general information of a non-mandatory nature; such information should be published on a divisional website under SO section instead. Examples of this include information on transponder codes, list of airbases, preferred call signs, etc.

c. An appropriate list of operational restrictions and mandatory procedures for Special Operations flights shall not contain any prohibitions or privileges for IVAO users based on their usership status such as IVAO division or division-less country of registration, SOG usership, etc. HQ-SOD will also decline to approve proposed SO Orders that it deems to contain other inappropriate content in item 2.

d. Item 2 shall not reiterate (repeat) clauses of SO Regulations and HQ-SOD External Circulars.

- e. When certain mandatory procedures are intended to be established, they should generally correspond to procedures of the respective state, as established by RW competent authorities.
- f. Content for item 2 is optional. Whereby there is no content for this item, the word "none" shall be inserted for item 2.

10.2.5 Item 3. Controlling military units and other SO units other than civil ATS

- a. Item content: identifier (1), call sign (2), frequency (3), area of responsibility (4), kinds of services provided (5), types of air traffic handled (6), associated requirements for IVAO ATC ratings (7), associated IVAO GCA requirements (8), other reasonable requirements (9)
- b. When divisional SOD is established (SOC is appointed), SO Order shall list at least one controlling military unit or other SO unit other than civil ATS.
- c. Identifiers of units solely involved with SO air traffic listed in item 3 shall include “_MIL_” suffix (e.g. FJDG_MIL_APP).
- d. When divisional SOD is not established (SOC is not appointed), divisional Director or Assistant Director may submit SO Order with no content for item 3; in this case the word "none" shall be inserted for item 3.

10.2.6 Item 4. Divisional manual on controlling military units and other SO units

- a. Item content: reference (URL link) divisional manual on controlling military units and other SO units
- b. Refer to 8.2.5.
- c. When divisional SOD is not established (SOC is not appointed), divisional Director or Assistant Director may submit SO Order with no content for item 4; in this case the word "none" shall be inserted for item 4.
- d. When divisional SOD is established (SOC is appointed) and aforementioned manual is under development, the word "under development" shall be inserted for item 4.

10.2.7 Item 5. IVAO users registered elsewhere authorised to perform SO flights

- a. Item content: a list of IVAO users (VID numbers only) registered in other divisions or division-less countries authorised to perform SO flights within lateral boundaries (according to 1.4.1 and 1.4.3) of the respective division
- b. Refer to 8.2.12.
- c. Whereby there is no content for item 5, the word "none" shall be inserted for item 5.

10.2.8 Item 6. SOGs registered elsewhere authorised to perform SO flights

- a. Item content: a list of [HQ-SOD designated] Special Operations Groups registered in other divisions or division-less countries authorised to perform SO flights, including any conditions, restrictions, and procedures associated with these authorisations
- b. Refer to 8.2.11 (e).
- c. Whereby conditions, restrictions, and procedures are substantial, LOA should be considered to be established instead (refer to 8.3).
- d. Whereby there is no content for item 6, the word "none" shall be inserted for item 6.

10.2.9 Item 7. SO-related Letters of Agreements

- | |
|---|
| a. Item content: a list (titles) of all current divisional SO-related Letters of Agreements with other divisions, HQ-SOD, or SOGs |
|---|
- b. Refer to 8.3.
- c. Item 7 shall only contain a list with LOA titles, not LOA texts.
- d. Whereby there is no content for item 7, the word "none" shall be inserted for item 7.
- e. All LOAs listed in item 7 shall be supplemented to SO Order (full LOA texts); SO Order and supplemented LOAs shall be merged together as a single PDF file.

10.3 Submission of SO Order

- 10.3.1 Each appointed divisional Special Operations Coordinator shall ensure that SO Order for their division is continuously available to IVAO users by means of (re-)submitting an appropriately prepared SO Order to HQ-SOD for approval.
- 10.3.2 Each newly appointed SOC shall submit an appropriately prepared SO Order to HQ-SOD for approval within 14 days from the appointment date, unless there is an HQ-SOD approved and published SO Order for the corresponding division already.
- 10.3.3 When divisional SOC is not appointed, divisional Director or Assistant Director may at their discretion submit an appropriately prepared SO Order to HQ-SOD for approval.
- 10.3.4 Divisional authorities may revise their SO Order by means of submitting an appropriately prepared SO Order to HQ-SOD for approval. There are no restrictions on frequency of these submissions.
- 10.3.5 An appropriately prepared SO Order, as referenced by clauses of this Chapter, shall constitute SO Order that fully complies with section 10.2.
- 10.3.6 It is up to a divisional Director to implement internal division protocol for coordination, approving, and submission of SO Orders. All SO Orders submitted to HQ-SOD are presumed to be coordinated and approved at divisional level.
- 10.3.7 Submission of SO Order may technically be performed by divisional Director, Assistant Director, Special Operations Coordinator and Special Operations Assistant Coordinator via the form *SODF1* located on the Internal Portal of HQ-SOD website.
- 10.3.8 A dedicated template shall be used for structuring SO Order content before submitting SO Order via the form *SODF1*. The template can be found in Appendix 1 and is also available at http://sod.ivao.aero/pf/documents/SO_Order_template.docx in DOCX format (remove all yellow text and highlighting and insert items' content). A generic example of SO Order is provided in Appendix 2.

10.4 Processing of SO Order

- 10.4.1 HQ-SOD evaluates each SO Order for compliance with clauses in 10.2 before approving and publishing SO Order.
- 10.4.2 HQ-SOD aims to process SO Orders within 7 days.

SO Regulations Appendix 1 / 11 October 2019

International Virtual Aviation Organisation



HQ Special Operations Department

Divisional SO Order (form edition A)

This document constitutes divisional Special Operations Order as defined by Chapter 10 of IVAO Special Operations Regulations; compliance with this divisional SO Order is mandatory when operating within the concerned division. Refer to SO Regulations available at <http://sod.ivao.aero/regulations>

Divisional Special Operations Order for

Division name

Item 1. Permanent segregated airspace reserved for exclusive use by Special Operations flights

Area type and identification	Conditions of use	Lateral limits	Vertical limits	Activation details

Map(s) depicting all permanent segregated airspace areas listed in the table above. Insert as image(s), URL links are not accepted

Note. Also refer to IVAO NOTAM system available at <http://notams.ivao.aero> for other information on airspace restrictions and reservations and for other operationally significant information.

Item 2. Operational restrictions and mandatory procedures for Special Operations flights

An appropriate list of operational restrictions and mandatory procedures for Special Operations flights

Item 3. Controlling military units and other SO units other than civil ATS

A list of approved controlling military units or other SO units other than civil ATS (identifier (1), call sign (2), frequency (3), area of responsibility (4), kinds of services provided (5), types of air traffic handled (6), associated requirements for IVAO ATC ratings (7), associated IVAO GCA requirements (8), other reasonable requirements (9))

Item 4. Divisional manual on controlling military units and other SO units

Reference (URL link) divisional policy on controlling military units and other SO units



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HQ Special Operations Department

Divisional SO Order (form edition A)

Item 5. IVAO members registered elsewhere authorised to perform SO flights

A list of IVAO members (VID numbers only) registered in other divisions or division—less countries authorised to perform SO flights within lateral boundaries of the respective division

Note. It is permissible for IVAO members to perform SO flights that constitute participation in international SO events, international SO tours, or divisional SO tours without authorisation of any division.

Item 6. SOGs registered elsewhere authorised to perform SO flights

A list of [HQ–SOD designated] Special Operations Groups registered in other divisions or division—less countries authorised to perform SO flights, including any conditions, restrictions, and procedures associated with these authorisations

Note. It is permissible for SOGs to perform SO flights that constitute participation in international SO events, international SO tours, or divisional SO tours without authorisation of any division.

Item 7. SO—related Letters of Agreements

A list (titles) of all current divisional SO—related Letters of Agreements with other divisions, HQ–SOD, or SOGs. Item 7 shall only contain a list with LOA titles, not LOA texts.

All LOAs listed in item 7 shall be supplemented to SO Order (full LOA texts); SO Order and supplemented LOAs shall be merged together as a single PDF file.

— END OF DIVISIONAL SO ORDER —



SO Regulations Appendix 2 / 11 October 2019

International Virtual Aviation Organisation

HQ Special Operations Department

Divisional SO Order (form edition A)

This document constitutes divisional Special Operations Order as defined by Chapter 10 of IVAO Special Operations Regulations; compliance with this divisional SO Order is mandatory when operating within the concerned division. Refer to SO Regulations available at <http://sod.iviao.aero/regulations>

Divisional Special Operations Order for

Bangladesh Division **sample only, not actual divisional SO Order**

Item 1. Permanent segregated airspace reserved for exclusive use by Special Operations flights

Area type and identification	Conditions of use	Lateral limits	Vertical limits	Activation details
Restricted area VGR4	Reserved and designated for exclusive use by SO flights only	241302N0903850E- 243802N0911149E- 250002N0911449E- 250002N0902150E- 243802N0895350E- 241502N0901450E- 241302N0903850E	UNL GND	Permanently active
Restricted area VGP22	Reserved and designated for exclusive use by SO flights only	242032N0900250E- 242032N0901320E- 241032N0901320E- 241032N0900250E- 242032N0900250E	FL100 GND	Monday-Sunday, 1500 - 2100Z.
Restricted area VGR42	Reserved and designated for exclusive use by SO flights only	245800N0890900E- 245200N0891200E- 244700N0891600E- 244000N0892000E- 242800N0892700E- 242700N0890000E- 243830N0885830E- 245800N0890900E	FL080 GND	By NOTAM (on email request at least 72 hours in advance from IVAO members)

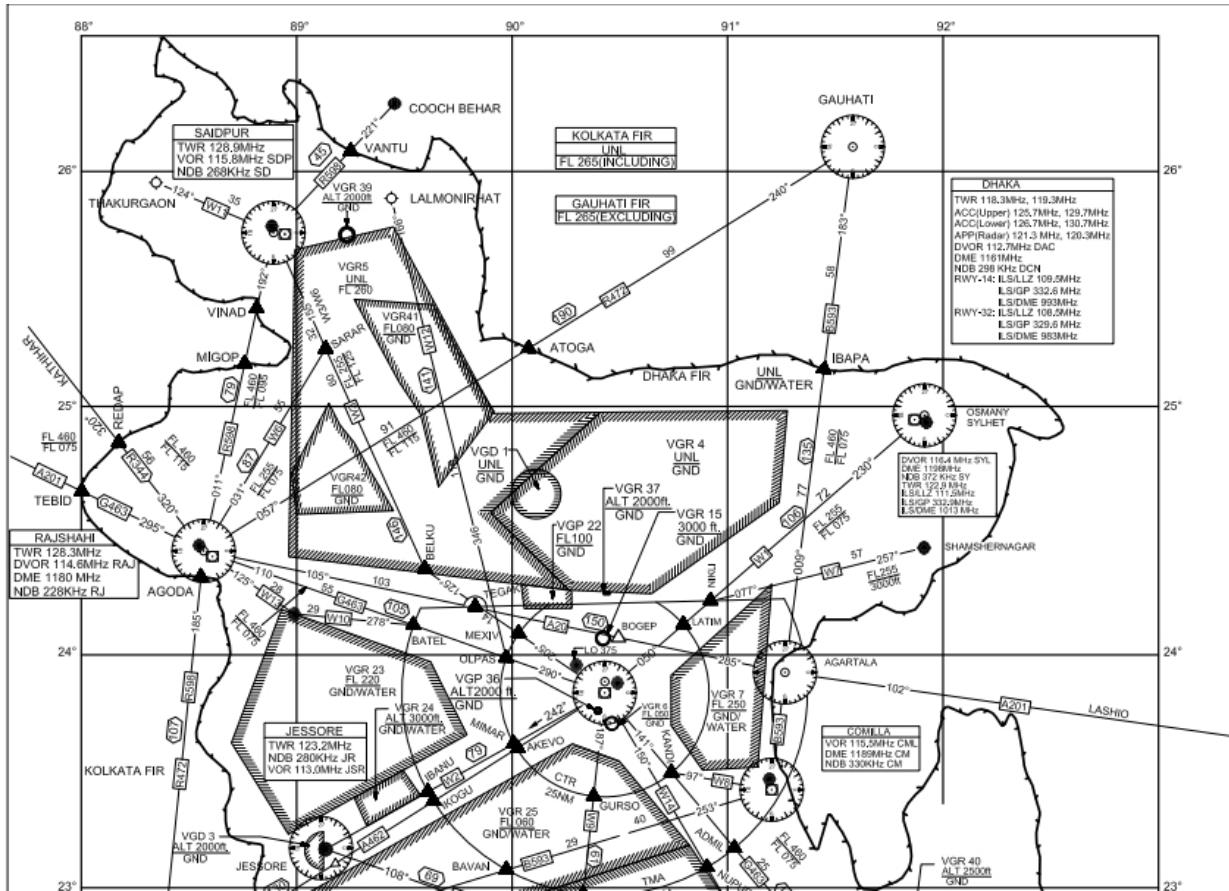


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Note. Also refer to IVAO NOTAM system available at <http://notams.ivao.aero> for other information on airspace restrictions and reservations and for other operationally significant information.

Item 2. Operational restrictions and mandatory procedures for Special Operations flights

None

Item 3. Controlling military units and other SO units other than civil ATS

VGZR_MIL_APP, Shahjalal military, 118.400
 Shahjalal TMA, GND-FL100, Approach control
 Only responsible for military air traffic
 IVAO AS3 rating minimum
 Prior GCA approval required



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VGFR_MIL_CTR, Dhaka military, 120.100
VGFR FIR, FL100–UNL, Area control
Only responsible for military air traffic
IVAO ADC rating minimum
Prior GCA approval required

Item 4. Divisional manual on controlling military units and other SO units

Under development

Item 5. IVAO members registered elsewhere authorised to perform SO flights

999777, 777999, 222111

Note. It is permissible for IVAO members to perform SO flights that constitute participation in international SO events, international SO tours, or divisional SO tours without authorisation of any division.

Item 6. SOGs registered elsewhere authorised to perform SO flights

Bhutan SOG, humanitarian SAR operations only

Note. It is permissible for SOGs to perform SO flights that constitute participation in international SO events, international SO tours, or divisional SO tours without authorisation of any division.

Item 7. SO—related Letters of Agreements

None

— END OF DIVISIONAL SO ORDER —

Appendix 3. Use of IVAO NOTAM system in connection with Special Operations

1. Introduction

- 1.1 This Appendix provides instructions for divisional authorities on the use of IVAO NOTAM system in connection with Special Operations.
- 1.2 Airspace restrictions in connection with Special Operations as required by SO Regulations and HQ–SOD External Circulars shall be appropriately promulgated via the IVAO NOTAM system.

Note. IVAO NOTAM system is available at <http://notams.ivao.aero>

- 1.3 Use of IVAO NOTAM system for the purposes of complying with SO Regulations and HQ–SOD External Circulars is permitted to divisional Director, Assistant Director, Special Operations Coordinator, and Special Operations Assistant Coordinator.
- 1.4 Promulgation of any NOTAM in connection with Special Operations shall only be made when required by and in accordance with SO Regulations and HQ–SOD External Circulars.

2. Technical requirements

- 2.1 Each NOTAM shall deal with only one subject and one condition of the subject.
- 2.2 The following data fields shall be specified when issuing a new NOTAM:

1. Division;
2. Code;
3. FIR;
4. Airport;
5. Text;
6. Start date;
7. Permanent flag;
8. End date;
9. Type.

2.2.1 1. Division

Required field. Two letter division identification code shall be entered.

2.2.2 2. Code

Required field. A 6–digit NOTAM unique code shall be entered.

Note. This field corresponds to NOTAM series and number as defined by ICAO NOTAM format and not to “NOTAM Code” as defined by ICAO NOTAM format.

2.2.3 3. FIR

Required field. An appropriate 4–letter FIR identifier shall be entered corresponding to the location of airspace restriction (reservation). A maximum of two 4–letter FIR identifiers can be entered separated by space.

Note. Whereby entry of more than 2 FIR identifiers is required, a separate NOTAM shall be issued.

2.2.4 4. Airport

Optional field. Whereby airspace restriction (reservation) directly affects a specific airfield (e.g. flying display taking place at an airfield), a 4–letter location indicator shall be entered.

2.2.5 5. Text

Required field. This field shall be clear and concise, made in plain English language and with the use of ICAO abbreviations and conventions. As IVAO NOTAM system does not support NOTAM qualifiers (item Q) and certain items (D, F, G) of the ICAO NOTAM format, this information shall be entered in this field instead.

2.2.5.1 Subject to technical limitations of the IVAO NOTAM system, text of each NOTAM should generally comply with ICAO requirements on NOTAM format.

2.2.5.2 All dates and times shall be referenced to UTC time only.

2.2.5.3 In order to facilitate automatic and consistent parsing of IVAO NOTAMs, all geographical coordinates shall be provided in WGS84 system and in the following format (either):

a. Degrees, minutes, and seconds of latitude (6 digits in total), followed by North (N) or South (S) hemisphere designator, followed by degrees, minutes, and seconds of longitude (7 digits in total), followed by West (W) or East (E) hemisphere designator. No spaces shall be inserted in the expression. Example:
255520N0455050W

–or–

b. Degrees and rounded minutes of latitude (4 digits in total), followed by North (N) or South (S) hemisphere designator, followed by degrees and rounded minutes of longitude (5 digits in total), followed by West (W) or East (E) hemisphere designator. No spaces shall be inserted in the expression. Example:
2555N04551W

2.2.5.4 Text field of NOTAM issued in connection with establishment of restricted (reserved) area or other equivalent area shall include:

1. Area identification;
2. Period of activation or time of activity;
3. Lateral limits (geographical coordinates);
4. Vertical limits (upper and lower);
5. Conditions of use.

2.2.5.4.1 Airspace restriction (reservation) comprising enclosed polygon shall be described by successive geographical points, the last point shall correspond to the first point. Each pair of two points shall be separated by the minus sign (-). Example: 255000N0455000W–300000N0455000W–300000N0500000W–300000N0455000W–255000N0455000W–255000N0455000W

2.2.5.4.2 Airspace restriction (reservation) comprising a constant radius circle shall be described by the radius value in NM, followed by "NM RADIUS OF " expression, followed by geographical coordinates of the centre point.
Example: 15NM RADIUS OF 255000N0455000W

2.2.5.4.3 Example of text field of NOTAM issued in connection with establishment of permanently active permanent segregated airspace area (item 1 of divisional SO Order, per 9.3):

```
PERMANENT RESTRICTED AREA R-1 ESTABLISHED WITHIN AREA BOUNDED BY STRAIGHT LINES  
JOINING SUCCESSIVELY: 255000N0455000W-300000N0455000W-300000N0500000W-  
300000N0455000W-255000N0455000W-255000N0455000W  
LOWER LIMIT: SFC  
UPPER LIMIT: FL300  
ACTIVATION: PERMANENTLY ACTIVE  
CONDITIONS OF USE: RESERVED AND DESIGNATED FOR EXCLUSIVE USE BY SPECIAL OPERATIONS  
FLIGHTS ONLY, NO OTHER AIR TRAFFIC SHALL ENTER RESTRICTED AREA
```

2.2.5.4.4 Example of text field of NOTAM issued in connection with establishment of permanent segregated airspace area activated according to a specific schedule (item 1 of divisional SO Order, per 9.3):

```
PERMANENT RESTRICTED AREA R-1 ESTABLISHED WITHIN AREA BOUNDED BY STRAIGHT LINES  
JOINING SUCCESSIVELY: 255000N0455000W-300000N0455000W-300000N0500000W-  
300000N0455000W-255000N0455000W-255000N0455000W  
LOWER LIMIT: SFC  
UPPER LIMIT: FL300  
ACTIVATION: MON, WED, FRI, SUN 1200 - 1800  
CONDITIONS OF USE: RESERVED AND DESIGNATED FOR EXCLUSIVE USE BY SPECIAL OPERATIONS  
FLIGHTS ONLY, NO OTHER AIR TRAFFIC SHALL ENTER RESTRICTED AREA
```

2.2.5.4.5 Example of text field of NOTAM issued in connection with establishment of permanent segregated airspace area activated by a separate NOTAM, on email request (item 1 of divisional SO Order, per 9.3):

```
PERMANENT RESTRICTED AREA R-1 ESTABLISHED WITHIN AREA BOUNDED BY STRAIGHT LINES  
JOINING SUCCESSIVELY: 255000N0455000W-300000N0455000W-300000N0500000W-  
300000N0455000W-255000N0455000W-255000N0455000W  
LOWER LIMIT: SFC  
UPPER LIMIT: FL300  
ACTIVATION: BY NOTAM, ON EMAIL REQUEST TO ABC DIVISION AT LEAST 72 HRS IN ADVANCE  
CONDITIONS OF USE: RESERVED AND DESIGNATED FOR EXCLUSIVE USE BY SPECIAL OPERATIONS  
FLIGHTS ONLY, NO OTHER AIR TRAFFIC SHALL ENTER RESTRICTED AREA
```

2.2.5.4.6 Example of text field of NOTAM issued in connection with activation of previously promulgated permanent segregated airspace area (previous example) (item 1 of divisional SO Order, per 9.3):

```
PERMANENT RESTRICTED AREA R-1 ACTIVATED  
LOWER LIMIT: SFC  
UPPER LIMIT: FL300  
CONDITIONS OF USE: RESERVED AND DESIGNATED FOR EXCLUSIVE USE BY SPECIAL OPERATIONS  
FLIGHTS ONLY, NO OTHER AIR TRAFFIC SHALL ENTER RESTRICTED AREA.
```

2.2.5.4.7 Example of text field of NOTAM issued in connection with establishment of temporary segregated airspace area for a specific SOG (per 9.4):

```
TEMPORARY RESTRICTED AREA ESTABLISHED WITHIN AREA BOUNDED BY STRAIGHT LINES  
JOINING SUCCESSIVELY: 255000N0455000W-300000N0455000W-300000N0500000W-  
300000N0455000W-255000N0455000W-255000N0455000W  
LOWER LIMIT: FL150  
UPPER LIMIT: FL400  
ACTIVATION: 01JAN20 1800 - 2000
```

CONDITIONS OF USE: RESERVED AND DESIGNATED FOR EXCLUSIVE USE BY ABC SPECIAL OPERATIONS GROUP ONLY, NO OTHER AIR TRAFFIC SHALL ENTER RESTRICTED AREA

2.2.5.4.8 Example of text field of NOTAM issued in connection with establishment of temporary segregated airspace area for SO event (per 9.2):

TEMPORARY RESTRICTED AREA ESTABLISHED WITHIN AREA BOUNDED BY STRAIGHT LINES JOINING SUCCESSIVELY: 255000N0455000W-300000N0455000W-300000N0500000W-300000N0455000W-255000N0455000W-255000N0455000W
LOWER LIMIT: SFC
UPPER LIMIT: FL100
ACTIVATION: 01JAN20 1800 - 2200
CONDITIONS OF USE: RESERVED AND DESIGNATED FOR EXCLUSIVE USE BY PARTICIPANTS OF ABC SPECIAL OPERATIONS EVENT ONLY, NO OTHER AIR TRAFFIC SHALL ENTER RESTRICTED AREA

2.2.5.4.9 Example of text field of NOTAM issued in connection with establishment of temporary segregated airspace area for SO tour (per 9.2):

TEMPORARY RESTRICTED AREA ESTABLISHED WITHIN AREA BOUNDED BY STRAIGHT LINES JOINING SUCCESSIVELY: 255000N0455000W-300000N0455000W-300000N0500000W-300000N0455000W-255000N0455000W-255000N0455000W
LOWER LIMIT: SFC
UPPER LIMIT: FL100
ACTIVATION: 01JAN20 1200 - 01APR21 1200
CONDITIONS OF USE: RESERVED AND DESIGNATED FOR EXCLUSIVE USE BY PARTICIPANTS OF ABC SPECIAL OPERATIONS TOUR ONLY, NO OTHER AIR TRAFFIC SHALL ENTER RESTRICTED AREA

2.2.5.4.10 Example of restriction or activity position defined by a circle:

[...] RESTRICTED AREA ESTABLISHED WITHIN 15NM RADIUS OF 255000N0455000W [...]

2.2.6 6. Start time

Required field. Date and time (UTC) at which the NOTAM comes into force shall be entered in this field.

2.2.7 7. Permanent flag

This field shall be checked for NOTAM issued in connection with establishment of permanent segregated airspace area (item 1 of divisional SO Order, per 9.3).

2.2.8 8. End time

Date and time (UTC) at which the NOTAM ceases shall be entered in this field.

2.2.9 9. Type

Required field. This field shall be consistent with the field (4) "Airport"; whereby field 4 is left blank, field 9 shall be set as "Enroute", otherwise as "Airport".

2.3 It is not advisable to edit NOTAM once promulgated.

2.4 NOTAM with permanent flag shall be manually deleted when no longer required.