

**BY ORDER OF THE COMMANDER
90TH MISSILE WING**

90TH MISSILE WING INSTRUCTION 13-213

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Nuclear, Space, Missile, Command and Control

HELIPORT MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction defines and coordinates various base agencies responsible for the use, maintenance and safety of the F. E. Warren Air Force Base helipads, lighting, approach and landing areas and helicopter movement areas. It establishes procedures and guidance for all personnel using the F. E. Warren Air Force Base Heliport and the Helicopter Movement Area (HMA). This instruction implements AFPD 13-2, ***Air Traffic Control, Airspace, Airfield, and Range Management***. It is consistent with guidance provided in AFI 91-202, ***Safety Management***, AFI 13-213, ***Airfield Management*** and AFSPC supplements. This instruction supplements guidance contained in AFMAN 24-306, ***Manual for Wheeled Vehicle Driver***, AFI 24-301, ***Vehicle Operations***, AFOSH STD 91-100, ***Aircraft Flightline – Ground Operations and Activities*** and Unified Facilities Criteria (UFC) 3-260-01, ***Airfield and Heliport Planning and Design***. It applies to all military personnel, DOD civilians, and civilian contract and vendor personnel required to operate motorized vehicles within the confines of the closed runway and the HMA. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, ***Management of Records***, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Operations Security (OPSEC) has been considered in accordance with (IAW) AFI 10-701, ***Operations Security*** as supplemented. All organizations tasked by this instruction will ensure necessary actions are taken to safeguard any operational information that might fall within the scope of the OPSEC definition contained in AFI 10-701, ***Operations Security***. Refer to 90 MW FPlan 10-6, ***Operations Security***. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, ***Recommendation for Change of Publication***; route AF Form 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

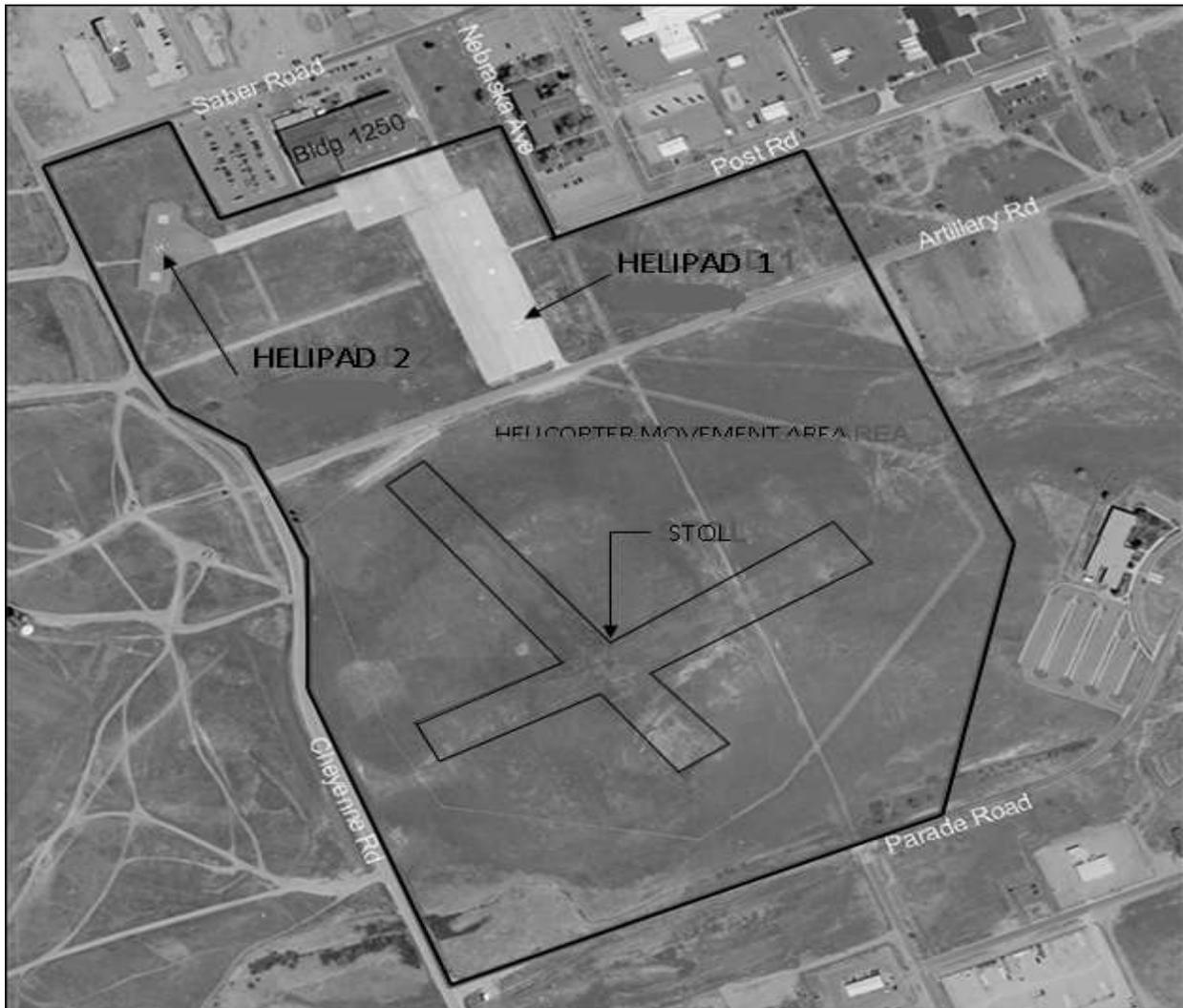
This rewrite implements new guidelines for the management of the Helicopter Movement Area (HMA) at F. E. Warren AFB. The management responsibilities have been divided between the 37th Helicopter Squadron, and the Base Community Planner. The 90th Missile Wing Safety Office will monitor the program and the HMA. The rewrite also reflects the newly adopted Supervisor of Flight program.

1. Heliport Facilities

1.1. Heliport facilities must permit safe, efficient and effective heliport operations.

1.2. The Helicopter Movement Area (HMA) is the term used to identify the areas where helicopters routinely park, perform takeoffs, landings, hovering maneuvers and taxi operations.

1.3. The HMA (Figure 1) is a controlled area. It includes: the area designated by barriers on Artillery Road; entry signs at the end of Post Road and the entrance road northeast of Building 1250; the aircraft parking ramp near Building 1250 (identified by red entry point lines and heliport markings); Helipad 2 located to the west-southwest of Building 1250 and connected to the ramp via a paved taxi way; the Short Take-Off and Landing (STOL) runways (13/31 and 05/23); and the grass infield surrounding the ramp and STOL.

Figure 1. Helicopter Movement Area

1.4. The helicopter parking area is defined by painted spots numbered 1 through 6. The helipad on the ramp is designated as Helipad 1. The helipad located to the West west-southwest of Building 1250 and connected to the ramp via a paved taxi way is designated as the Limited Used Take-Off pad, or helipad 2. The STOL area is comprised of two grass landing strips oriented 13/31 and 05/23 and is located south of Artillery Road.

1.5. The 37 HS/SOF monitors the HMA from Helicopter Operations. Any unusual condition on the heliport that may adversely impact the safety of helicopter operations will be immediately reported to Helicopter Operations. Helicopter Operations may be contacted via landline (ext. 2001) or by radio (Missile Net Frequency Heliops or UHF Frequency 271.9.)

The 37 HS/SOF will immediately notify the 37 HS/DO, 37 HS/SE and 90 MW/SEF. 90 MW/SEF will coordinate to eliminate the hazard. The 37 HS/DO will determine the immediate actions to be taken concerning flight operations based on an assessment of the risk and the nature of the hazard.

2. Duties and Responsibilities

2.1. 37 HS/DO is responsible for the overall management of the heliport and facilities. The DO will ensure that crews have all flight planning materials needed for mission planning and that all materials are kept current. The DO will also ensure all Prior Permission Required (PPR) requests are coordinated for transient aircraft. The DO is responsible for insuring FEW AFB Heliport information is correct/updated in applicable Flight Information Publications (FLIP).

2.2. 90 MW/SEF (Wing FSO) should perform monthly heliport inspections in accordance with Attachment 2. The areas inspected will include, but are not limited to: helipads, ramp and parking areas, the STOL, the grass infield area, ramp and runway markings, HMA signs, heliport lighting, barriers and obstacles. On a quarterly basis this inspection will be conducted jointly with the Base Community Planner.

2.3. 37 HS/DO or facility manager is responsible for submitting AF Form 332s, *Base Civil Engineer Work Request* to the 90 CES Customer Service Unit, and notifying the Base Community Planner. If the AF Form 332 is being submitted to eliminate a hazard, the wing FSO will assume this responsibility.

2.4. 90 CES is responsible for the maintenance of all helipads, ramp areas, the runway and all grass areas around the HMA. They will remove snow and ice when appropriate, will sweep the HMA weekly and upon request, will keep the grass cut from 7 to 14 inches in accordance with AFI 91202 and will maintain all heliport lighting.

2.4.1. The Base Community Planner, 90 CES Asset Optimization Element, is the central point of contact for heliport management within the Civil Engineer Squadron.

2.4.2. The Base Community Planner will ensure that work requests (AF Forms 332) comply with all 32series instructions and UFC 3-260-01, coordinate all work orders pertaining to the airfield, maintain the airfield obstruction waiver file and Etabs and validate and process airfield obstruction waiver requests.

2.5. 90 CS will maintain the crash phones and the response talk group.

2.6. 90 MW/CC is the final approval authority for changes to procedures in this instruction.

3. Heliport Use and Safety

3.1. The heliport is routinely used only by the 37 HS. Other base agencies and units outside the 90 MW may request to use the heliport landing areas, or portions of the HMA.

3.1.1. PPR requests from transient aircraft will be coordinated by the 37 HS according to paragraph 2.3. Any transient aircraft wishing to use the heliport for other than full stop landings, passenger pickup and drop off and take-offs for departure must get the approval of 37 HS/DO.

3.1.2. Agencies or units wishing to use any portion of the HMA for nonaviation related activities will coordinate through 37 HS/DO to ensure that there is no adverse impact on Helicopter Operations.

4. Heliport Management Committee

4.1. The Heliport Management Committee (HMC) will consist of: 90 MW/CV (or designated representative), 90 MW/SEF, 37 HS/CC (or designated representative), 37 HS/DO (or designated representative), 37 HS/SEF, 90 CES/CC (or designated representative), 90 CES/CEAO, 90 CES/CEAN and 90 CES/CEOIE. The HMC will meet semiannually or more frequently if required.

4.2. The HMC will address issues pertinent to the heliport to include, but not limited to: heliport construction, heliport maintenance, grass cutting, snow removal, Foreign Object Debris (FOD) prevention and any hazards near the heliport or HMA that may affect operations.

5. Helicopter Movement Area and Vehicle Access

5.1. The use of motor vehicles on the HMA is necessary for normal operations and maintenance. Anyone operating a vehicle in the HMA must have a legitimate reason for specific access to this area. Using these areas as a thoroughfare, for convenience or to save time/mileage is strictly prohibited. The HMA is defined in paragraph 1.3 and is depicted in Figure 1.

5.2. Motor vehicle traffic in the HMA is restricted to Government Motor Vehicles, vendor or contractor vehicles, or privately owned vehicles (POV) driven by key command personnel responding to an incident on the HMA.

5.3. Exceptions to paragraphs 5.1 and 5.2 require written authorization by 90 MW/SEF.

5.4. The 37 HS/SOF monitors the HMA from Helicopter Operations and will grant access to motor vehicles for legitimate purposes. Helicopter Operations may be contacted via landline (ext. 2001) or by radio (Missile Net Frequency 4 or UHF Frequency 271.9). Approvals are required and granted for specific times or windows of time. Access clearance expires once the vehicle departs the HMA. Another clearance must be granted to reenter the HMA. Inform Helicopter Operations via radio or telephone when clear of the HMA.

5.4.1. Fuel trucks receiving notification from helicopter maintenance for refueling constitutes clearance.

5.4.2. Vehicles responding to helicopter emergencies do not require prior permission provided good judgment is used.

5.4.3. Helicopter maintenance personnel may operate unrestricted in the helicopter parking and movement area.

5.4.4. When Helicopter Operations is closed, contact base dispatch at ext. 2136 for approval to enter the HMA.

6. Prerequisites for Helicopter Movement Area Driving

6.1. Squadron commanders assigning personnel to operate motor vehicles in the HMA must comply with the following:

6.1.1. All drivers requiring access to the HMA must possess a valid state driver's license.

6.1.2. Only personnel necessary for mission accomplishment will be authorized to operate a motor vehicle in the HMA.

6.1.3. Immediate supervisors will personally ascertain that their operators are physically, mentally and emotionally capable of performing assigned driving tasks.

6.1.4. Appoint a unit trainer, usually the Vehicle Control Officer or the Unit Safety Representative, to ensure that all HMA driving prerequisites are accomplished and properly tracked.

6.2. The unit trainer, usually the Vehicle Control Officer or the Unit Safety Representative will:

6.2.1. Ensure that drivers are briefed on this instruction and the lesson outline established in Attachment 2. Other training materials are available from 90 MW/SEF. Trainers will conduct refresher training annually.

6.2.2. Document the training on the individual's AF Form 55, *Employee Safety and Health Record* or another tracking program.

6.2.3. Maintain a list of personnel eligible to drive on the HMA and submit to 90 MW/SEF when requested.

7. Helicopter Movement Area Driving Procedures

7.1. Vehicles will enter and exit at the entry points designated at the terminus of Post Road, or from the parking lots adjacent to Building 1250. These entry points are illustrated in Figure 2.

Figure 2. HMA Entry Points

7.2. Prior to traveling onto the HMA, drivers will stop at the entry point and ensure the area and surrounding airspace is clear of helicopter traffic.

7.2.1. Helicopters always have the right-of-way. Vehicles not directly supporting ground operations or servicing will remain a minimum of 100 feet from operating helicopters (rotors not tied down) and clear of the intended flight path, and 50 feet from parked helicopters (rotors tied down).

7.2.2. Never approach a running helicopter from the rear. Remain in front of or to the side of the helicopter whenever possible.

7.2.3. Drivers will plan routes on the HMA to avoid the taxi routes, helipads and landing areas to the maximum extent practical to preclude impacting hover, taxi and landing operations.

7.3. Speed Limits:

7.3.1. General Purpose Vehicles – 15 MPH

7.3.2. Special Purpose Vehicles – 10 MPH

7.3.3. All vehicles are restricted to 5 MPH within 50 feet of helicopters.

7.3.4. Emergency response vehicles responding to an aircraft or ground emergency within the HMA may exceed the speed limit if the situation dictates and good judgment is used.

7.3.5. Snow removal equipment may be driven at the recommended speeds to accomplish snow and ice removal.

7.4. Drivers will not direct headlights to the front of an operating helicopter at night. The lights severely degrade the crew's night vision capability. When operating on the HMA at night, always position the vehicle well clear of the helicopter and its taxi route. If the vehicle is positioned such that the headlights are directed at the helicopter, turn off the vehicle's headlights and turn on the hazard lights until the helicopter has passed and will not be affected by the headlight beams.

7.5. All vehicles will approach a helicopter with the driver's side of the vehicle towards the front of the helicopter. Do not back a vehicle toward a helicopter unless a spotter is posted and a chock is positioned to preclude backing into the helicopter.

7.6. When parking a vehicle on the HMA in other than designated parking areas and leaving the driver's seat unattended, the following applies:

7.6.1. Engine will be turned off. NOTE: Emergency or servicing vehicles may leave the engine running provided chocks and hand brake/parking brake are used.

7.6.2. Select reverse (standard) or park (automatic) if the engine is to be turned off or neutral (standard) or park (automatic) if the engine will remain on.

7.6.3. Set the parking or hand brake.

7.6.4. Chocks will be used to secure all wheeled equipment that does not have an integral braking system or other times specified in this instruction. Chocks will be used during all refueling operations.

7.6.5. Hazard lights or parking lights will be turned on during periods of darkness or limited visibility.

7.6.6. Vehicles will remain unlocked with the keys in the ignition.

8. Helicopter Movement Area Driving Violations and Incursions

8.1. An HMA violation is any negligent or willful act committed by an authorized HMA driver that violates the directives set forth in this publication or violates the safety of aircraft, personnel or equipment.

8.2. An HMA incursion is any unauthorized movement or entry onto the HMA. Incursions present potential hazards to aircraft and personnel operating legitimately in this area.

8.3. Violations and incursions will be reported to 37 HS/SOF as soon as possible after the event. 37 HS/SOF will submit the information in Attachment 3 to the 37 HS/DO for follow up. These actions are time critical so corrective action can be taken immediately.

8.4. The 37 HS/DO will investigate allegations of a violation or incursion and collect the facts surrounding the event. If the evidence of a violation or incursion warrants administrative or other adverse action, the DO will submit the facts to the offender's unit commander, as applicable. The unit commander will forward a recommendation to the installation commander for consideration and final action. Potential actions for these offenses follow:

8.4.1. For an HMA violation:

8.4.1.1. First offense – Suspension of HMA driving privileges for one week and retraining.

8.4.1.2. Second offense – Suspension of HMA driving privileges for one month and retraining.

8.4.1.3. Third offense – Loss of all HMA driving privileges.

8.4.2. For an HMA incursion:

8.4.2.1. First offense – Suspension of base driving privileges for one week.

8.4.2.2. Second offense – Suspension of base driving privileges for one month.

8.4.2.3. Third offense – Suspension of base driving privileges for one year.

CHRISTOPHER A. COFFELT, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

Prescribed Forms: There are no prescribed forms.

Adopted Forms:

AF Form 847, Recommendation for Change of Publication, 22 September 2009

AF Form 332, Base Civil Engineer Work Request, 1 January 1991

AF Form 55, Employee Safety and Health Record, 5 August 2011

Attachment 2**MONTHLY HELIPORT INSPECTION****Heliport and HMA Condition**

1. Is erosion close to or undercutting taxiways, ramps, or overruns?
2. Has erosion occurred in the areas next to the runways that could cause damage to helicopters that depart the runway?
3. Is the HMA clear of obstructions and potential FOD hazards?
4. Is the HMA clearly marked with signs and barriers in place?
5. Have adequate guidelines been posted on the ramp perimeter areas to aid in the safe movement of aircraft and to control vehicle traffic?
6. Are sweeper procedures and snow removal plans in place to keep the heliport free of FOD/snow?
7. Are the following lights operational?
 - a. Helipads
 - b. Approach Lights
 - c. Beacon
 - d. Taxiway
 - e. Ramp
 - f. Tower obstruction
 - g. Construction areas
8. Monitor and check the following:
 - a. Closed sections of runway and helicopter slide areas
 - 1) Condition
 - 2) Markings
 - b. Ramps
 - 1) Controlled access signs
 - 2) Parking spots marked
 - 3) Vehicle traffic
 - 4) Obstructions
 - c. Taxiways
 - 1) Condition
 - 2) Markings
 - 3) Obstructions

HMA Vehicle Traffic

1. Are drivers operating with the driver's side toward the aircraft?
2. Are spotters used when backing vehicles?
3. Are speed limits being observed?
4. Are engines left running in unmanned vehicles outside of designated parking areas?
5. Are the red "no vehicle traffic" lines being observed by drivers?
6. Are Security Forces vehicles periodically monitoring vehicle traffic?
7. Are vehicles using routes that bring FOD onto the ramp?
8. Are vehicles using the ramp as a short-cut to other places on the HMA that actually have no reason for being on the ramp itself?

Attachment 3**HELICOPTER MOVEMENT AREA DRIVER TRAINING OUTLINE**

- I. HMA orientation and heliport layout (Figure 1)
 - A. Helipads
 - B. Slide area
 - C. Tactical approach area
 - D. HMA entry points (Figure 2)
 - E. Entry Procedures
 - 1. Contacting Blade Operations
 - 2. Clearing for helicopters
 - II. Clearance requirements
 - A. Helicopters always have the right of way
 - B. Clearance is responsibility of the driver
 - 1. Remain 100' from operating helicopter
 - a. Blade not tied down
 - b. Only get closer if directly supporting or servicing the helicopter
 - c. Remain clear of intended flight or hover path
 - 2. Remain 50' from parked helicopter
 - a. Blade is tied down
 - b. May get closer if directly supporting or servicing the helicopter
 - C. Plan routes around established taxi routes if possible
 - D. Approach only from side or front, never the rear (except during fuel servicing)
 - III. Speed Limits
 - A. General Purpose Vehicles – 15 MPH
 - B. Special Purpose Vehicles – 10 MPH
 - C. All vehicles are restricted to 5 MPH within 50 feet of helicopters
 - D. On closed runway (not including the designated slide area) – 25 MPH
 - E. Emergency response vehicles responding to emergency may exceed the speed limit if the situation dictates and good judgment are used
 - F. Snow removal equipment – as required to accomplish snow and ice removal
 - IV. Approaching helicopters in a vehicle
 - A. Do not point headlights at the pilots
 - 1. Avoid maneuvering so that headlights point into cockpit
 - 2. If headlights are pointing at the helicopter turn them off
 - 3. Turn on hazards until the helicopter passes
 - B. Only approach with the driver's side toward the helicopter
 - C. Only back toward the helicopter with a spotter
 - D. Use a chock to prevent backing into the helicopter
 - V. Parking outside of designated parking areas
 - A. Engine turned off
- NOTE: Emergency and servicing vehicles exempt if chocks and parking brake are used
- B. Select reverse (standard) or Park (automatic)
 - C. Set parking brake
 - D. Chock rear wheels if no integral parking brakes
 - E. Use hazards or parking lights during limited visibility or darkness

F. Leave vehicle unlocked and keys in ignition

Attachment 4**HELICOPTER MOVEMENT AREA VIOLATION OR INCURSION REPORT**

In the event of an HMA incursion or a violation, the person noting the infraction will report immediately to Helicopter Operations. The 37 HS/SOF will immediately:

1. Alert aircraft in the pattern and suspend emergency procedure training until the vehicle is clear of the HMA

The 37 HS/SOF will record the following information:

1. Situation
2. Description of vehicle involved
3. Location and direction of travel
4. Name of contact or individual reporting
5. Time of incident

The 37 HS/SOF will notify the following personnel:

1. Law Enforcement
2. Unit Flight Safety
3. Wing Flight Safety
4. 37 HS/DO