

**BY ORDER OF THE COMMANDER  
F.E. WARREN AIR FORCE BASE**

**F. E. WARREN AIR FORCE BASE  
INSTRUCTION 13-204**



**27 MAY 2021**

***Nuclear, Space, Missile, Command, and  
Control***

***HELIPORT  
AND AIRFIELD OPERATIONS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes procedures to be used for flying, airfield, and airfield vehicle operations at F. E. Warren Air Force Base (FEW). It implements policy guidance in AFPD 11- 2, Aircrew Operations, and AFPD 13-2, Air Traffic, Airfield, Airspace, and Range Management, and applies to all personnel conducting flying and airfield operations at FEW. It furnishes pilots and other interested personnel with procedures to be used in the control of aircraft at FEW and prescribes policy, responsibilities, and procedures for the control of motor vehicle traffic on the airfield. These procedures, although directive in nature, do not replace good judgment on the part of all personnel concerned. These procedures are supplemental to AFI 11-202 Volume 3, General Flight Rules, AFMAN 13 204 Volume 1, Management of Airfield Operations, AFMAN 13-204 Volume 2, Airfield Management, AFJMAN 24-306, Manual for the Wheeled Vehicle Driver, FAAO JO 7110.65, Air Traffic Control and other applicable Air Force and Federal Aviation Administration (FAA) directives. The 90th Missile Wing Commander (90 MW/CC) is the waiver authority for this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW with the Air Force Records Information Management System (AFRIMS). 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.

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## Chapter 1

### ADMINISTRATIVE GUIDANCE

**1.1. Purpose.** This instruction prescribes procedures and outlines policies for the safe, orderly, and expeditious flow of airfield operations. This instruction will serve as a letter of agreement between 582 Helicopter Group and 90 MW Airfield Operations.

**1.2. Scope.** This instruction prescribes local procedures and policies concerning aircraft and airfield vehicular operations at FEW. It does not supersede United States Air Force, Air Force Global Strike Command (AFGSC), or FAA directives. Deviation from this instruction is authorized only in emergencies where adherence would jeopardize safe aircraft or vehicular operation. Airfield and flight operations in the F.E. Warren area necessitate compliance with the procedures established herein.

**1.3. Policy.** Each partner unit or assigned organization is responsible for ensuring its personnel are familiar with this instruction.

1.3.1. Word Meanings. The following definitions apply within this instruction:

1.3.1.1. Shall, will, or must—indicate a mandatory procedure.

1.3.1.2. Should—indicates a recommended procedure.

1.3.1.3. May or need not—indicates an optional procedure.

**1.4. Revisions.** IAW AFMAN 13-204v2, this instruction will be reviewed annually. Recommendations for revisions to this instruction are encouraged and should be forwarded to 582 Operations Support Squadron (OSS) Airfield Management.

**1.5. Deviations.** Any party subject to these procedures may deviate from the policy contained herein only in the interest of safety. All other deviations or waiver requests must be approved by the 90 MW/CC before operations begin. All deviations must be reported to the OPR for this publication.

## Chapter 2

### GENERAL INFORMATION

**2.1. Airfield Information.** F. E. Warren's airfield elevation is 6,160 feet above mean sea level (MSL). All areas within the Helicopter Movement Area (HMA) are open and useable. F. E. Warren AFB heliport is open 1300-2300++ daily for the support of the 90 MW's mission, as well as other Defense Support of Civil Authorities (DSCA) operations.

2.1.1. The Airfield Manager (AFM) is a single person position and the hours of operation are 0730-1630L Monday through Friday, closed weekends, holidays, and down days.

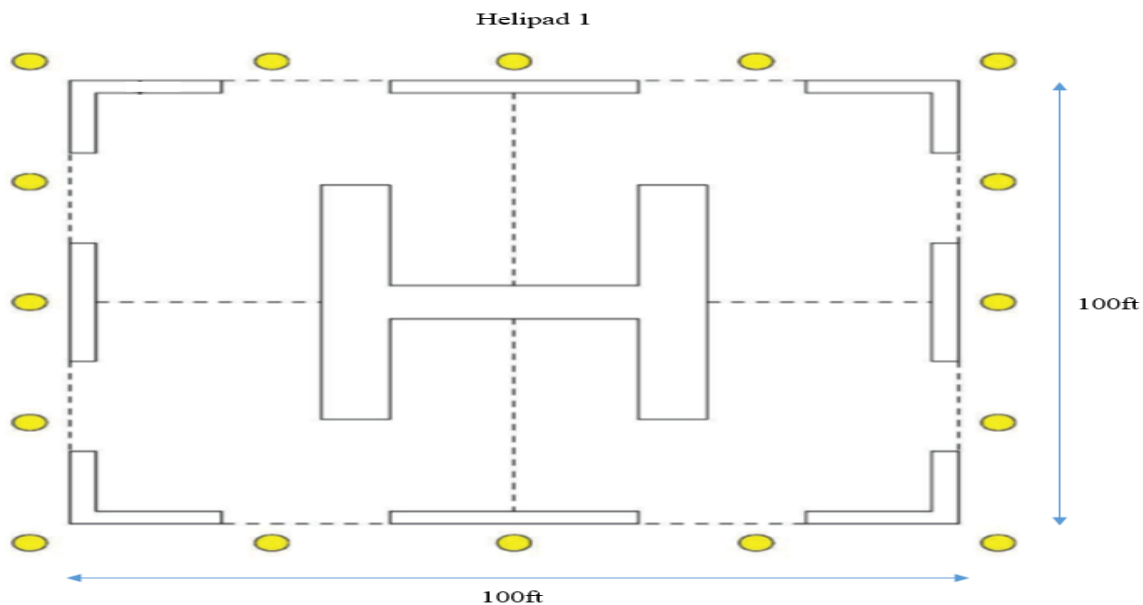
2.1.2. The 37th Helicopter Squadron Blade Operations and Operations Supervisor's operating hours are normally 0700-0100 (or upon final landing) Monday through Friday, closed weekends, holidays, down days. After flying hours, contact Wing Command Post (CP) at DSN 481-3921.

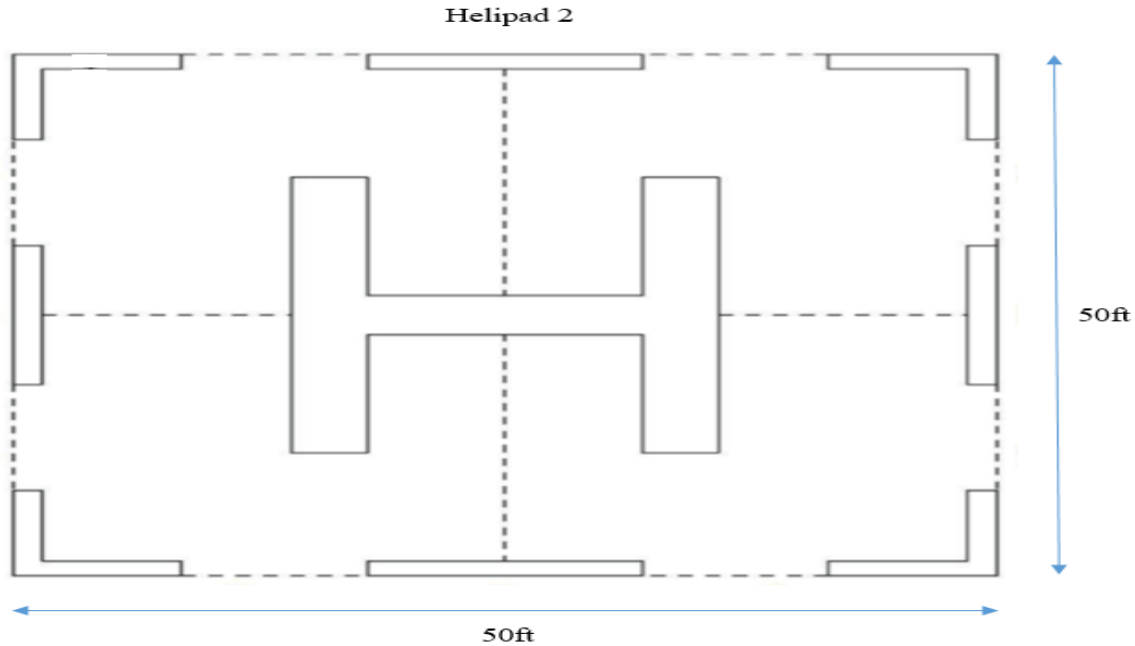
2.1.2.1. 37 HS Operations Supervisor is the on duty Supervisor of Flying (SOF).

2.1.2.2. The Operations Supervisor is the central point of contact and coordination for the 37<sup>th</sup> HS during duty hours. He/She is responsible for monitoring all unit flying activities. In this capacity the Operations Supervisor is authorized to make decisions to ensure safe and effective operations; he/she needs to be aware of all activities during their shift and ensure the CC and DO are updated as events occur.

**2.2. Helipads.** F. E. Warren AFB has two helipads. The eastern helipad (Pad 1) has been designated as a Standard VFR Helipad and is 100 feet by 100 feet. The western helipad (Pad 2) has been designated as a Limited Use Helipad and is 50 feet by 50 feet. See [Figure 2.1](#) and [Figure 2.2](#).

**Figure 2.1. Helipad 1.**



**Figure 2.2. Helipad 2.**

2.2.1. Helipad usage is decided by local aircraft daily, depending on wind direction. Usually whichever direction favors a headwind during landing.

### 2.3. Taxiway and Hoverlane.

2.3.1. There is one taxiway on the heliport that connects the parking apron to Helipad 2.

2.3.2. There is a hoverlane that provides hover taxi capability from the apron to the Short Take Off Landing (STOL) training area into the parking and apron area.

### 2.4. Parking Plan. Helicopters will utilize parking spots 1-6, as shown in [Attachment 5](#).

2.4.1. The base comprehensive parking plan applies to all assigned helicopters. The AFM will maintain a copy of the Heliport Parking Plan on file IAW AFMAN 13-204v2, [Chapter 2](#).

2.4.2. The AFM is the OPR for the development of the helicopter parking plan. The AFM and joint airfield inspection team members will review the parking plan as part of the annual Airfield Certification and Safety Inspection (ACSI).

2.4.3. Requests for reallocation or changes to apron marking schemes/helicopter parking must be submitted to 582 OSS/OSA. The AFM will coordinate any changes to the aircraft parking plan and submit request to 582 HG/CC for approval.

2.4.4. F. E. Warren AFB does not maintain a classified helicopter parking plan.

### 2.5. Airfield Lighting.

2.5.1. F. E. Warren has limited airfield lighting. Only Helipad 1 has perimeter lights. There are also taxi lights throughout the gravel in the hoverlane to provide guidance to aircraft going to and from parking from Helipad 1 and the STOL training area. The STOL training area has solar cone edge markers and raised lights along the edges of the approach and departure ends.

## 2.6. Control of Ground Traffic.

2.6.1. In lieu of Air Traffic Control (ATC), all ground traffic will be controlled by 37 HS/Operations Supervisor. All vehicles will obtain permission into the HMA from Blade Operations via two-way radio communications or via telephone, x-2001. If communication is lost, the Operations Supervisor will turn on/off the helipad lights repeatedly, once light changes are observed, all vehicles will exit the HMA and attempt to contact "BLADE OPS." First try radio contact, if that fails, call x-2001 or proceed to the 37<sup>th</sup> HS Ops Desk. During day time ops, when the lights are hard to see, Blade Ops will contact the AFM to respond or send a runner.

2.6.2. No ATC Facilities available. All aircraft and vehicle traffic is controlled through Blade Ops.

2.6.3. Blade Operations will monitor the UHF and LMR radio nets at all times as shown in [Table 2.1](#).

**Table 2.1. Frequencies.**

AGENCY	UHF	VHF
Blade Ops	271.9	141.15
Command Post	311.0	N/A
Weather/Metro	239.8	N/A

## 2.7. Airfield Inspections and Checks.

2.7.1. The AFM is responsible for forwarding all pertinent airfield condition information that could constitute an aircraft safety hazard to Blade Ops. Personnel operating on the airfield should report any observed safety hazards to AM.

2.7.2. The AFM is responsible for accomplishing airfield inspections and checks. Airfield inspections and checks are accomplished to identify obstructions or conditions that are hazardous to aircraft operations. Conditions checked will include, but are not limited to, construction areas, obstruction lights, airfield lighting, wildlife/bird watch condition, grass mowing, standing water, and snow removal. The AFM will relay all pertinent information and any changes to Blade Ops. Blade Ops shall notify aircrew of changes via automated or verbal means.

2.7.3. Blade Ops shall notify all aircraft of airfield conditions prior to the start of taxiing or the issuance of landing clearance. Blade Ops will notify the AFM of any airfield conditions or discrepancies not previously reported.

2.7.4. Airfield Inspections. Airfield Inspections will be conducted on all AFM duty days at the earliest available time. The AFM will de-conflict with flying schedule. Additional checks (BASH, inclement weather, etc.) will be conducted as needed.

2.7.4.1. All Airfield inspections and checks will be followed as outlined in AFMAN 13-204v2, *Airfield Management*. See [Attachment 1](#).

- 2.7.4.1.1. The AFM will do two complete passes around the entire airfield before completing the inspection.
- 2.7.4.2. ACSIs will be conducted annually IAW AFMAN 13-204v1 and discussed at the bi-annual Airfield Operations Board (AOB).
- 2.7.4.3. Joint Airfield Inspections will be conducted quarterly and will be discussed as needed at the bi-annual AOB.
- 2.7.5. Airfield Checks. Helicopter movement area (HMA) or airfield checks will be conducted after any of the below:
  - 2.7.5.1. During periods of high winds, HMA will be checked at least every 2 hours if high winds are expected to be steady.
  - 2.7.5.2. After periods of heavy rain.
  - 2.7.5.3. Helicopter mishap.
  - 2.7.5.4. Helicopter landing after an inflight emergency.
  - 2.7.5.5. Following a bird strike in the HMA.
  - 2.7.5.6. When requested by Blade Ops.
- 2.7.6. Airfield Lighting Checks
  - 2.7.6.1. Blade Ops has control over all airfield lighting such as Helipad 1, hover lane lights, apron edge lights, raised lights along STOL edges, and wind cone lights.
  - 2.7.6.2. Airfield lighting checks, maintenance, and malfunctions shall be conducted at least once a week by the AFM.
    - 2.7.6.2.1. The AFM will do two passes around the entire airfield before completing the check and shall immediately notify Blade Ops if any lights are out of service and when they are returned to service.
    - 2.7.6.2.2. The AFM will submit a work order for lights that are out of service (OTS).

## **2.8. Suspensions and Closures.**

- 2.8.1. The following personnel have the authority to close/suspend operations within the HMA:
  - 2.8.1.1. 90 MW/CC & CV, 582 HG/CC, 37 HS/CC & DO, or designated representatives.
  - 2.8.1.2. On-Scene Commander (OSC).
  - 2.8.1.3. AFM.
  - 2.8.1.4. 37 HS Operations Supervisor.
- 2.8.2. Automatic HMA Closures:
  - 2.8.2.1. An aircraft is disabled on or near the helipads (if necessary for safety reasons).
  - 2.8.2.2. First emergency vehicle enters the HMA following the landing of an emergency-helicopter.

### 2.8.3. HMA Suspensions:

2.8.3.1. Blade Ops and the AFM may, in the interest of safety, suspend HMA operations at any time.

### 2.8.4. Notification Process for HMA Opening/Closing/Suspension:

2.8.4.1. The AFM will notify Blade Ops when opening/closing the HMA and/or suspending/resuming HMA operations.

2.8.4.2. When Blade Ops suspends/closes HMA operations, they will notify the AFM and Command Post of the suspension/closure. Blade Ops will determine if the situation (i.e. potential Foreign Objects Debris (FOD), disabled helicopter, etc.) requires an inspection/check before resuming normal operations. If an inspection is required, Blade Ops will dispatch the AFM to complete the check before resuming normal operations.

2.8.4.3. The AFM and Blade Ops are the only individuals that can resume operations after a suspension/closure.

2.8.4.4. A thorough check of the HMA will be accomplished before resuming operations, unless waived by Blade Ops.

## **2.9. Weather Support Equipment.** F. E. Warren AFB does not have an assigned Radar, Airfield, and Weather System (RAWS).

2.9.1. F. E. Warren AFB has FMQ-22 weather measuring equipment located on the airfield just outside the HMA on the eastside. Preventative Maintenance Inspections (PMIs) are completed on the FMQ-22 once a quarter by PMI contractor team.

## **2.10. Weather dissemination/coordination and hazardous/severe weather notification procedures.** Inclement weather information will be acquired from 90 MW Weather. Weather will be disseminated to aircraft, aircrew, and maintenance via radio 37HS Ops Channel by Blade Ops. In addition to hazardous/severe weather and lightning notifications, Blade Ops will notify affected and concerned parties of weather minimums for flight per AFMAN 11-202v1, wind limits for the aircraft per TO 1H-1(U) N-1 and cold weather.

## **2.11. ATIS Services.** Automatic Terminal Information Service (ATIS) is not available at FEW. Aircraft use Cheyenne Regional Airport (CYS) ATIS VHF frequency 134.425.

## **2.12. Sweeper and Mowing Operations.**

2.12.1. Sweeper Operations. The 90 CES/CEOHP will conduct sweeper operations on the heliport as needed. All helipads and the helicopter parking apron will be swept. When needed, the AFM will coordinate sweeper operations at the desired location within the HMA.

2.12.1.1. The 90 CES/CEOHP shop will notify the AFM if they have no sweeper capability and the estimated time the sweeper truck will be OTS. Once the truck(s) are returned to service, CEOHP shop will notify the AFM.

2.12.2. Mowing Operations. Contract for Mowing Operations is maintained by 90 CES/CEOER.

2.12.2.1. The Contractor shall maintain grass height between 7 and 14 inches in all semi-improved grounds, roadside areas, and airfield areas to include BASH areas. Cutting of grass on airfield grounds shall be accomplished only after Airfield Management has approved scheduled times. Maintain a uniform appearance in all areas. Where possible, maintain adjacent areas at or near the same grass heights. Maintain vegetation growth (grass mowing, tree/brush trimming) on or adjacent to the HMA according to AFI 91-202, *The US Air Force Mishap Prevention Program*, AFI 91- 212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Management Program* and 90MWI91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH)Reduction Program*. All vegetation waste should be removed from the airfield to reduce areas from becoming bird/wildlife attractant.

**2.13. Snow Removal/Airfield De-icing Operations.** IAW 90 MW Snow and Ice Control Plan, the HMA is designated as a priority level 1 area.

2.13.1. Snow removal operations will commence on the helicopter parking, taxiways and helipads with the start of precipitation to achieve a continuous bare pavement to one half inch (1/2") snow depth.

2.13.1.1. Snow plowing operations can also be requested on an as needed basis.

2.13.1.2. At the beginning of a snowfall, snow removal equipment will commence operations starting at the hangar door and work their way out to the taxiways, helipads and the operational portion of the apron.

2.13.1.3. Every effort will be made to obtain maximum productive time from each operator and piece of equipment. Sufficient personnel and equipment will be employed to ensure that fire lanes are open and the airfield is maintained in an operational status.

2.13.1.4. In the event of an impending emergency operation, or normal landing of aircraft, the 37HS/DDO will warn snow removal personnel on the controlled movement area by radio. If normal radio communications cannot be established, the 37HS/DDO will raise and lower the helipad lights. The following actions apply:

2.13.1.4.1. Operators of all snow equipment will clear from the movement area by the nearest hard surface and proceed 200 feet from helipad or STOL area.

2.13.1.4.2. Any snow removal equipment operating in the HMA will yield to taxiing aircraft.

2.13.2. Liquid deicer will be applied on an "as needed" basis as requested by Blade Ops or the AFM. Liquid deicer will not be a part of normal snow and ice clearing procedures.

2.13.3. Runway Surface Condition (RSC) and Runway Condition Readings (RCR) are not necessary for helicopter operations.

**2.14. Engine Run Procedures.** Engine runs can be conducted on any helicopter parking spot located on the helicopter parking apron. All engine runs will be coordinated through Blade Ops for approval during normal operating hours. During the hours Blade Ops is not present, the weekend Ops Sup will authorize all engine runs.

**2.15. Helicopter Towing Procedures.** Contract helicopter maintenance personnel (M1) are the focal point for helicopter towing activities within the HMA.

2.15.1. Maintenance personnel requesting aircraft tows shall contact Blade Ops over 271.9 (UHF) prior to taxi from parking.

**2.16. Noise Complaint Procedures.** Noise complaints are tracked in a master tracker at the 37 HS. Each noise complaint is placed on the local flying area map as a yellow square. Repeated noise complaints are circled yellow, labeling it as a noise-sensitive area which aircrew avoid as depicted laterally or at least 500 feet vertically. If a noise-sensitive area reports a complaint, a red circle is placed around it labeling that area as a No-Fly area. Aircrews will avoid no-fly areas laterally as depicted, or by at least 2,000 feet vertically, mission allowing.

## Chapter 3

### LOCAL FLYING PROCEDURES

**3.1. Local Flying Procedures.** F. E. Warren AFB is considered a heliport. Standard non-towered airport calls are made on 271.9 (UHF). Aircraft will adhere to the local flying procedures to avoid overflight of the Weapons Storage Area (WSA) and housing areas. For local flying operations area. **See Attachment 4.**

3.1.1. The 37 HS maintains agreements with CYS for corridor routing, Emergency Procedures and STOL pattern operations.

3.1.2. Local training areas are located throughout the 90MW missile field at every Launch Facility (LF), Missile Alert Facility (MAF), and local flying area. **See Attachment 4.**

3.1.2.1. A current list of local training areas and sites is located on the 37 HS share drive. Each site is reviewed every 6 months and a local flight area review for obstacles >50 feet is conducted annually.

3.1.3. IAW with FAA regulations for classes A, B, C, D, E, and G and applicable MDS guidance. F. E. Warren is located in the Class D airspace of CYS. **See Attachment 4.**

3.1.4. Functional Check Flights (FCFs) will be conducted IAW 582HGI11-102, *FCF and OCF Procedures*.

## Chapter 4

### EMERGENCY RESPONSE PROCEDURES

**4.1. Operation of Primary Crash Alert System (PCAS) and Secondary Crash Net (SCN).** Blade Ops follows their Quick Reaction Checklist (QRC) procedures and activates the PCAS. They are provided a code that they input into the LAN line that connects them to the Fire Department, Base Defense Operations Center (BDOC), Central Security Center (CSC), and CP. SCN is operated by Wing Command Post. Activation of the SCN is dictated by Command Post's QRC procedures.

**4.2. Emergency Response Procedures.** In-Flight/Ground Emergency Procedures (on/off base), Designation, and Responsibilities.

4.2.1. On-Base. If able, aircrew should notify Blade Ops of an emergency. Blade Ops will activate the PCAS. After declaring an emergency, other aircraft in the vicinity will clear out of the area and/or assist, if requested. In all cases crews will ensure survivability to the maximum extent possible.

4.2.2. Off-base. Aircrew should contact local ATC, airport traffic of intended landing, and notify Blade Ops of the emergency, if able, depending on the nature of the emergency. Blade Ops will activate the PCAS if needed. If in controlled airspace near an airport, aircrew should use ATC to coordinate for crash, fire, and rescue, if available. If not near an airport, crews will ensure survivability to maximum extent possible.

4.2.3. In the event an inbound aircraft loses communication, the Aircraft Commander will determine if it is safe to land and will make contact with the 37 HS Operations Supervisor immediately upon arrival. Either by phone (x-2001) or in person.

**4.3. Abandonment of Aircraft.** Aircraft abandonment may happen during contingency operations. If necessary aircrew will discuss the most appropriate means necessary to use the aircraft as a tool to regain control of the situation. If possible, crews will notify a F. E. Warren AFB agency of the situation.

4.3.1. Hijacking situations could lead to aircraft abandonment. Aircrew will react IAW AFI 13-207.

4.3.2. Upon notification from Air Force Rescue Coordination Center (AFRCC), the 37 HS Operations supervisor will activate the locally developed QRC.

**4.4. Hot Gun Procedures.** Hot Gun procedures are maintained within the 37th HS OI.

**4.5. Airfield Management Evacuation Procedures.** When required to evacuate, the AFM will take only their government laptop and proceed with evacuation procedures for the 582 OSS, building 340.

**4.6. Flight Planning Procedures.** All locally assigned UH-1N flight planning procedures will be conducted IAW 37 HS OI guidance.

## Chapter 5

### HELICOPTER MOVEMENT AREA (HMA) VEHICLE/PEDESTRIAN OPERATIONS

**5.1. Detailed instructions pertaining to.** HMA vehicle/pedestrian operations can be found in AFI 13-213, F. E. Warren supplement.

## Chapter 6

### MISCELLANEOUS PROCEDURES

#### 6.1. Airfield Operations Board (AOB).

6.1.1. The AOB will convene bi-annually per waiver signed by the 90 MW Commander.

6.1.2. The board is chaired by the 90 MW/CV.

6.1.3. Board members include: HG/CC, MSG/CC, 37 HS/CC, 582 SEF, 582 OSS/CC, AFM, 90 CES/CC, Base Weather, and Command Post.

#### 6.2. NOTAMs.

6.2.1. NOTAMs will be processed and maintained IAW AFI 11-208, *DoD Notice to Airmen (NOTAM) System*, by the AFM.

6.2.2. When the AFM is not available to process NOTAMs, the alternate facility is Malmstrom AFB Airfield Manager (DSN: 632-1598).

#### 6.3. Flight Information Publications (FLIPs).

6.3.1. Paper and digital FLIPs will be maintained by 37th HS/CCV office of Standardization and Evaluation.

6.3.2. Change requests will be processed by the AFM IAW General Planning.

6.3.3. FLIPs will be reviewed for local airfield data in each new FLIP edition for accuracy and consistency with information published in other FLIPs (e.g., approach plates, enroute supplement, area planning, etc.), base publications (e.g., AOI, OPLANs) and Blade Ops displays.

6.3.3.1. A memo for record, log or electronic equivalent to document FLIP reviews will be created. As a minimum, include the FLIP Title, Effective Date, Review Completion Date, Discrepancies Noted, Corrective Action, Date Corrected, and Name/Rank of individual performing the review

#### 6.4. Prior Permission Required Procedures.

6.4.1. The 37 HS/DOO will issue PPR's IAW 37 HS policy.

6.4.1.1. Deconfliction will be performed as far in advance as possible between 37 HS Operations Supervisor, 37 HS scheduling, and transient units.

6.4.1.2. Blade ops will determine the priority levels of aircraft based off of mission needs.

6.4.2. With prior coordination, F. E. Warren AFB can support military helicopters. Services provided are fuel, marshalling, and Distinguished Visitor (DV) support only. M-1 maintenance contractor cannot support refuel or maintenance. However, they will assist with phone and computer access. Hangar space is limited and designed for UH-1Ns.

#### 6.5. Unscheduled/Unauthorized Aircraft Arrivals.

6.5.1. In the event of an unauthorized civilian aircraft landing, the 37th HS Operations Supervisor will contact the AFM to process the landing IAW AFI 10-1001, *Civil Aircraft Landing Permits*, section 10.

6.5.2. In the event of an unauthorized military aircraft landing, the 37th HS Operations Supervisor will notify the 582 HG command chain to work with the aircraft's home station squadron/group.

**6.6. Distinguished Visitor Procedures.** The DV staff either notifies Public Affairs or will contact the 37 HS and details will be worked out on a case-by-case basis.

**6.7. Night Vision Device (NVD) Operations.** NVD operations are accomplished IAW with AFI 11-2UH-1Nv3, AFI 11-202v1, and the AFTTP 3-3.H-1, and their respective AFGSC supplements.

**6.8. Bird Aircraft Strike Hazard (BASH) Program Guidelines.**

6.8.1. The BASH Program is managed by the 582 HG/90MW Flight Safety Officer.

6.8.1.1. Develops and ensures procedures for reporting and identifying wildlife and/or bird strikes as outlined in the installation BASH/Wildlife Hazard Reduction Plan.

6.8.1.2. Ensure procedures are developed to report and disseminate the concentration of bird activities/movements on or near the airfield and trains aircrews and maintenance personnel on proper strike reporting and handling of remains IAW T.O. 1-1-69155-1.

6.8.2. The AFM is a member of the Bird Hazard Working Group (BHWG) and will take an active approach to managing BASH hazards on a day to day basis. This includes working with 90 CES for mitigation and identifying problem areas.

**6.9. Bird Watch Condition Procedures:**

6.9.1. **Bird Watch Conditions (BWC).** The following terminology will be used for rapid communications to disseminate bird activity information and implement unit operational procedures. Bird location may be given with the condition code.

6.9.1.1. BWC SEVERE. Heavy concentration of birds in the immediate vicinity of the active airfield, the low level flying area, or other locations that represent an immediate hazard to safe flying operations. During condition SEVERE, pilots shall not conduct flight operations except in an emergency.

6.9.1.2. BWC MODERATE. Concentrations of birds observed or predicted in locations that represent a probable hazard to safe flying operations. This condition requires increased vigilance by all agencies and aircrews. Operational commanders will consider restricting formation departures, approaches, and pattern work.

6.9.1.3. BWC LOW. Little to no bird activity in the vicinity. Low probability of hazard to safe flying operations.

**6.9.2. BASH Phase II**

6.9.2.1. The period September through February is designated as BASH Phase II, or heightened "Bird Awareness" months, based on bird strike data and previous observations of bird activity in and around F. E. Warren AFB. The period outside of Phase II is considered Phase I. Completely separate from the BASH Phase I or II distinctions, the local Bird Watch Condition provides an estimate of the immediate and continuously changing bird threat throughout the missile field complex. It estimates strike risk in close proximity to established HLZ, LF, and MAFs. Strike risk is estimated based on data on the types and quantity of birds observed, the altitude and the proximity of the birds to

established landing sites. Information containing daily and seasonal bird activities over the airfield, by species, helps determine the appropriate BWC, or level of strike risk to helicopter operations. However, the BWC does not give data or bird activity information for low level routes, consult the Bird Avoidance Model (BAM) and Avian Hazard Avoidance System (AHAS) databases for this information. However, BAM, a component of AHAS, provides only general guidance (Low, Medium, or Severe) regarding the hazard rating during any two week period.

6.9.3. **Authority.** During normal flight operations, the authority to declare BWC LOW, MODERATE, or SEVERE lies with the 37 HS SOF. Conditions can be declared based on ground observations, pilot reports, radar observation, flight safety recommendations, etc. The SOF can downgrade or cancel a condition with 37 HS/CC or DO approval.

6.9.4. **Communication.** BWC will be disseminated by the following means:

6.9.4.1. During normal flight operations, changes in the BWC at F. E. Warren AFB will be passed by the declaring authority to 582 HG Flight Safety (773-3875).

6.9.4.2. 37 HS/DDO will post the current birdwatch condition as necessary.

6.9.4.3. Any time the BWC at F. E. Warren AFB is declared MODERATE or SEVERE, the 37 HS SOF will brief the wildlife watch condition, and what it is based on, to all aircrews filing flight plans. The SOF will inform the 37 HS DO or CC of this condition.

**6.10. Airfield Photography.** Photography on the airfield is coordinated with the 37 HS duty SOF.

**6.11. Airfield Coordination Requirements.** Airfield activities (air shows, aerial demonstrations, exercises, deployments, crane operations, construction projects, etc.) must be coordinated through the AFM in advance to ensure proper notification and coordination.

6.11.1. **Coordination.** The base civil engineers (90 CES) shall coordinate the location, dates, and times of construction and any restrictions to aircraft operations with the AFM.

**6.12. Airfield Maintenance.** Persons initiating maintenance projects on or near the airfield must coordinate with the AFM before the start of the projects. This policy includes maintenance repair activity in or around any part of the airfield environment, transitional surface areas, helipad safety areas or clear zones and aircraft parking ramps or aprons. Note: Information about these areas may be obtained from the AFM.

**6.13. Airfield Construction.** Persons initiating work projects on or near the airfield must coordinate the projects with the AFM before the start of construction. This policy includes construction or repair activity in or around any part of the airfield environment, transitional surface areas, runway safety areas or clear zones and aircraft parking ramps or aprons. Note: Information about these areas may be obtained from the AFM.

6.13.1. The AFM will be invited to all airfield pre-construction, work in-progress, and project acceptance construction meetings.

6.13.2. The AFM will ensure all contractors are briefed and trained on safe airfield driving procedures IAW AFI 13-213 F. E. Warren Supplement.

6.13.3. Crane operations present special problems around an airfield and must be coordinated through the 90 CES a minimum of 45 days in advance of the requested operation to ensure a FAA Form 7460-1, Notice of Proposed Construction or Alteration, is filed as required by Title 14 CFR, Part 77. The AFM must be notified 5 days in advance of any crane operation to ensure flying operations are not impacted and that all applicable obstacle NOTAMs have been accomplished. Note: When the approved FAA Form 7460- 1 is returned to the requester, a copy must be sent to the 90 CES and the 582 OSS/OSA. Failure to coordinate may result in suspension of crane operations until approved for flight safety.

6.13.4. Submit request for waivers through the 90 CES 60 days prior to project start date to allow time to review the waiver and 45 days to be signed by the 90 MW/CC.

6.13.5. Airfield construction within restricted areas requires the initiating agency to provide the escort for contracted personnel. Note: The AFM does not provide escort for airfield construction projects.

6.13.6. Temporary Construction Waivers. Airfield construction waivers take up to 45 days to process through the 90 CES. See UFC 3-260-01 for further instructions. IAW AFMAN 13-204v2, the AFM must have a copy of the approved waiver, signed by the 90 MW/CC, prior to an airfield construction project starting.

6.13.7. Activity. Construction activity on or adjacent to any aircraft movement area (TWY, ramps, parking aprons and STOL/Training area) must be well defined to contractors and users of the airfield by marked barricades.

6.13.8. Barricades will be placed by CES or designated personnel in such a manner that inadvertent entry to the construction site by aircraft or vehicles is eliminated. The AFM will identify the location of barricades at pre-construction meetings and monitor their placement throughout the entire construction activity.

6.13.9. The AFM must approve construction vehicle access and haul routes to and from construction sites on the airfield. Construction crews must stay within approved construction boundaries and approved entry and exit routes when entering or leaving the construction zones.

6.13.10. Construction crews must clean aircraft movement pavement and surrounding safety areas to an acceptable condition before the area is opened for aircraft use. When construction is complete, the AFM, 37 HS/SE, and 90 CES will inspect the surface and point out areas that need additional cleaning or repair. The area will be open to aircraft traffic only after all debris and barricades are removed and 90 CES, AFM, and 37 HS/SE accepts the site.

#### **6.14. Airfield Waivers.**

6.14.1. The 90 CES is the OPR for the Airfield Waiver Program. Airfield waivers are coordinated through the AFM and created and processed by the 90 CES Community Planner.

6.14.2. Airfield waivers are reviewed annually and briefed at the AOB bi-annually and discussed at the Joint Quarterly Airfield Inspection.

**6.15. Aircraft Rescue and Fire-Fighting (ARFF) Notification Procedures.**

6.15.1. 90 MW Fire Department is on the daily email distro list to receive the next day's flying schedule and will advise Blade Ops of their support capability. In addition, they will also notify the AFM, Blade Ops, and 90 MW CP in a timely manner of any reduced firefighting capability in terms of amount of agent or number of personnel and estimated time of return to full capability. Fire Chief number 307-773-2931.

6.15.2. When the designated number of firefighting personnel or firefighting agent is outside the required numbers or response times based on the published steady state, the capability category falls, and a report is made to personnel and agencies affected. This report is sent via NOTAMs and through direct communications with local flying organizations. The AFM and Blade Ops will be notified of reduced firefighting capability and estimated time of return to full capability if known.

PETER M. BONETTI, Colonel, USAF  
Commander

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

AFI 91-202, *The US Air Force Mishap Prevention Program*, 24 June 2015; IC1 15 February 2017

AFI 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Management Program*, 12 June 2020

90MWI 91-212, *Bird/Wildlife Aircraft Strike Hazard Reduction Program*, 1 July 2019

AFMAN 13-204v1, *Management of Airfield Operations*, 22 July 2020

AFMAN 13-204v2, *Airfield Management*, 22 July 2020

AFI 11-202v3, *General Flight Rules*, 10 August 2016

AFI 13-217, *Drop Zone and Landing Zone Operations*, 10 May 2007

AFI 13-212v1, *Range Planning and Operations*, 23 April 2015

AFI 11-208, *Department of Defense Notice to Airmen System*, 13 February 2018

AFI 10-1001, *Civil Aircraft Landing Permits*, 1 September 1995

AFI 11-2UH-1Nv3, *UH-1N Helicopter Operations Procedures*, 30 August 2017

AFTTP 3-3.H-1, *Combat Aircraft Fundamentals H-1*, 22 February 2019

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Acronyms and Abbreviations***

**AFGSC**—Air Force Global Strike Command

**AFM**—Airfield Manager

**AOB**—Airfield Operations Board

**ARFF**—Aircraft Rescue and Firefighting

**BAM**—Bird Avoidance Model

**BASH**—Bird/Wildlife Aircraft Strike Hazard

**BWC**—Bird Watch Condition

**DOD**—Department of Defense

**FAA**—Federal Aviation Administration

**FCF**—Functional Check Flight

**FOD**—Foreign Object Damage

**HMA**—Helicopter Movement Area

**HMAV**—Helicopter Movement Area Violation

**HLZ**—Helicopter Landing Zone

**LZ**—Landing Zone

**MAF**—Missile Alert Facility

**NVD**—Night Vision Device

**OPR**—Office of Primary Responsibility

**OTS**—Out of Service

**SOF**—Supervisor of Flying

**STOL**—Short Takeoff/Landing

**VFR**—Visual Flight Rule

### *Terms*

**Accountable Forms**—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

**Administrative Change**—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.)

**Approval Authority**—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

**Authentication**—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

**Helicopter Movement Area**—Area of the airfield designated for helicopter operations. Identified on airfield as area within the orange barricades and red line.

Attachment 2

AIRFIELD INSPECTION CHECKLIST

Figure A2.1. Airfield Inspection Checklist.

AIRFIELD INSPECTION AND CHECK FORM						DATE:	
SECTION 1 AIRFIELD INSPECTION			INSPECTOR:			TIME:	
<b>1. OBSTACLE CLEARANCE CRITERIA</b> (e.g. tree growth vegetation, dirt/snow piles, ponding, construction, depressions, mobile/fixed obstacles, etc.)		<b>3. SIGNS</b> (e.g. broken, missing, correct background and legend colors, easy to read, not obscured by vegetation, dirt or snow, frangible mounted and illuminated if required for night operations, etc.) <b>MARKINGS</b> (e.g. peeling, chipping, fading and obscurity due to rubber buildup, etc.)				d. STORAGE	
a. HELIPAD 1 PRIMARY SURFACE 300X300 FT		a. VFR HOLDING POSITIONS				e. VEHICLES LIGHTED/MARKED	
b. HELIPAD 1 CLEAR ZONES 400X300 FT		b. INFORMATIONAL SIGN				f. FOD CONTROL	
c. HELIPAD 2 PRIMARY SURFACE 150X150 FT		c. HELIPADS MARKINGS		<b>6. PAVEMENT CONDITIONS</b> (e.g. scaling, spalling, cracks, holes, surface variations such as bumps/low spots, rubber deposits and vegetation growth, etc.)			
d. HELIPAD 2 CLEAR ZONES 400X150 FT		d. APRON MARKINGS				a. HELIPAD 1	
e. TWY CLEARANCE 100 FT FROM CENTERLINE		e. CLOSED AREAS				b. HELIPAD 2	
f. APRON LAT CLEARANCE 75 FT FROM						c. TAXIWAYS	
g. CONSTRUCTION AREAS						d. LANDING LANE (STOL) GROUND CONDITION	
h. LANDING LANE CLEAR ZONE 400X300 FT		<b>4. RWY/TWY/APRON SHOULDERS</b>				e. PARKING APRONS	
i. LANDING LANE PRIMARY SURFACE 300XLENGTH+225FT		a. HELIPAD 1 100X100 FT HELIPAD 2 50X50 FT				f. ACCESS ROADS	
j. PERIMETER/ACCESS ROADS		b. TWY 50 FT		<b>7. HABITAT MANAGEMENT</b>			
<b>2. FOD CONTROL</b>		<b>5. CONSTRUCTION</b>				a. GRASS HEIGHT	
a. HELIPAD		c. APRONS				b. PONDING EFFECTS	
b. PARKING APRON		a. PARKING				c. BIRD/ANIMAL SURVEY	
c. TAXIWAY		b. RULES COMPLIANCE				d. BASH CONDITION:	
d. PERIMETER/ACCESS ROAD		c. SITE LIGHTING/MARKING		<input type="checkbox"/> LOW		<input type="checkbox"/> MOD <input type="checkbox"/> SEVERE	
ITEM #	DESCRIPTION				REPORTED TO:		
<b>SECTION 2 LIGHTING CHECK</b>		INSPECTOR:			TIME:		
1. HELIPAD 1 PERIMETER LIGHTS		3. WIND CONES					
2. HOVERLANE		4. ROTATING BEACON					
3. STOL EDGE LIGHTS							
ITEM #	DESCRIPTION				REPORTED TO:		
<b>SECTION 3 AIRFIELD CHECKS</b>		A. FOD REPORTED	B. FOD RANDOM	C. BASH	D. 483	E. OTHER	
TYPE	TIME	INSPECTOR	REMARK				

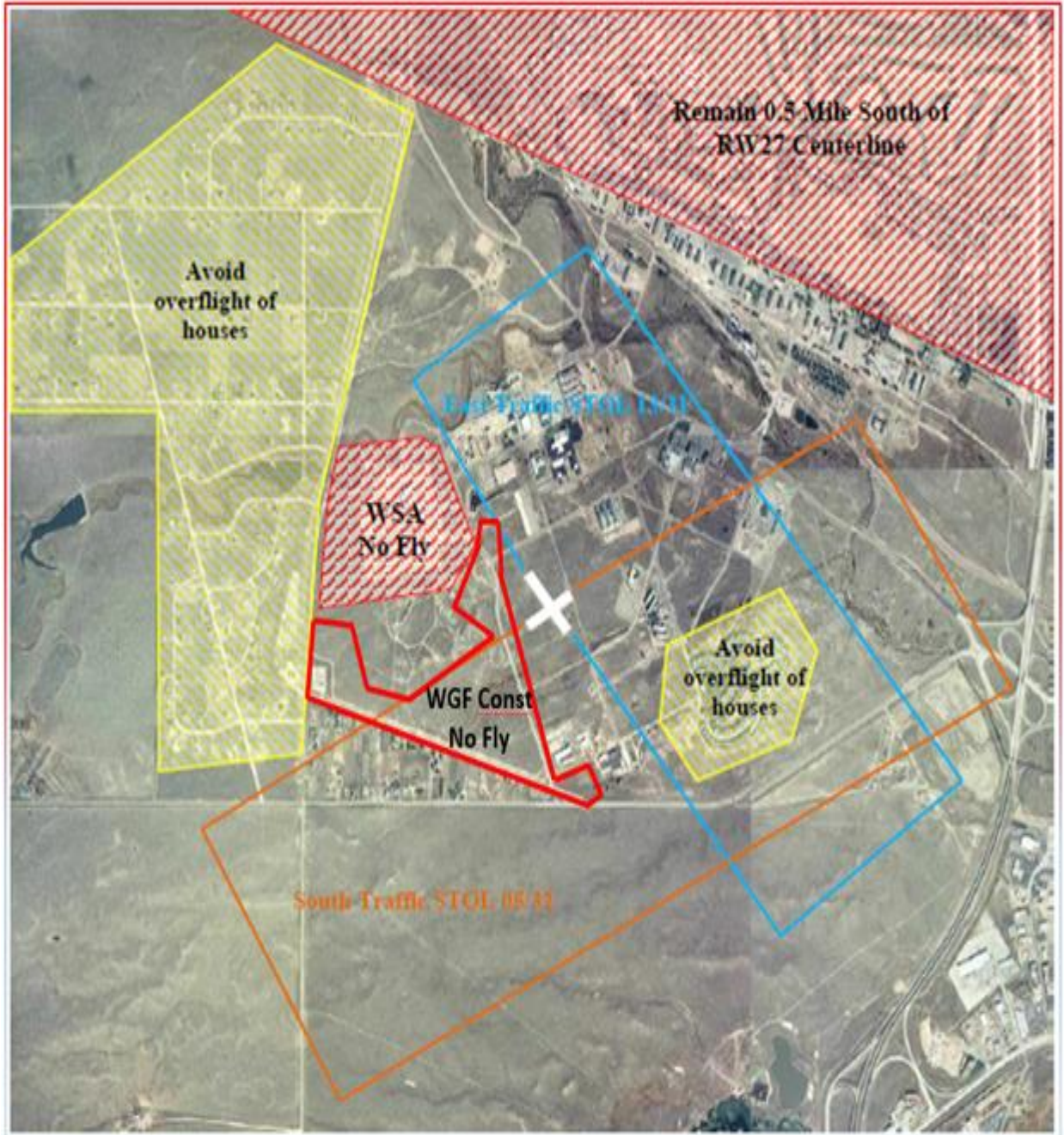
Attachment 3  
AIRFIELD MAP

Figure A3.1. Airfield Map.



Attachment 4  
LOCAL AIRSPACE

Figure A4.1. Local Airspace.



Attachment 5  
HELICOPTER PARKING PLAN

Figure A5.1. Helicopter Parking Plan.



Attachment 6

F. E. WARREN CLASS D AIRSPACE SECTIONAL

Figure A6.1. F. E. Warren Class D Airspace Sectional.

