

**BY ORDER OF COMMANDER
MALMSTROM AIR FORCE BASE**

**MALMSTROM AIR FORCE BASE
INSTRUCTION 13-204**

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

HELIPORT AIRFIELD OPERATIONS

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This instruction establishes procedures to be used for flying, airfield, and airfield vehicle operations at Malmstrom Air Force Base. 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 Malmstrom. It furnishes pilots and other interested personnel with procedures to be used in the control of aircraft at Malmstrom 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, DAFMAN 13-204 Volume 1, Management of Airfield Operations, DAFMAN 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 341st Missile Wing Commander (341 MW/CC) is the waiver authority for this instruction. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. 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 document has been revised and should be completely reviewed. Changes include realigned format to outline duties of 550 Helicopter Squadron, removal and addition of Jolly helipads, updated mowing operations including changing the publication from AFMAN to DAFMAN.

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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 341 MW Airfield Operations.

1.2. Scope. This instruction prescribes local procedures and policies concerning aircraft and airfield vehicular operations at Malmstrom. 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 Malmstrom 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:

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

1.3.3. Should—indicates a recommended procedure.

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

1.4. Revisions. IAW DAFMAN 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 (AM).

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 341 MW/CC before operations begin. All deviations must be reported to the OPR for this publication.

Chapter 2

GENERAL INFORMATION

2.1. Airfield Information. Malmstrom AFB is designated as an airfield with facilities to support helicopters, with the FAA identifier KGFA.

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

2.1.2. The 40 Helicopter Squadron (40 HS) and the 550 Helicopter Squadron (550 HS) Blade Operations and Operations Supervisor's operating hours are normally 0700-0100 (or upon final landing) Monday through Friday, limited services on weekends, holidays, down days.

2.1.3. Malmstrom AFB heliport is open 24/7 for the support of the 341 MW's mission, as well as search and rescue and other Defense Support of Civil Authorities (DSCA) operations. After flying hours, contact Wing Command Post (CP) at DSN: 632-3801 or commercial: 406-731-3801.

2.1.4. Malmstrom AFB does not have an Air Traffic Control Tower or SOF. The 40 HS Operations Supervisor monitors all unit flying activities for the 40 HS and the 550 HS.

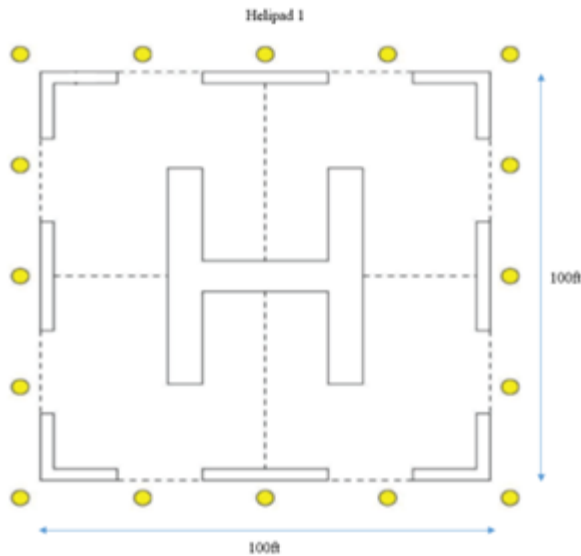
2.1.5. The Operations Supervisor is the central point of contact and coordination for the 40 HS and the 550 HS during duty hours. He/She is responsible for monitoring all unit flying activities. In this capacity the Operations Supervisor is authorized to make decisions to ensure safe and effective operations; he/she needs to be aware of all activities during their shift and ensure the CC and DO are updated as events occur.

2.1.6. Malmstrom AFB has a closed runway which is not equipped with arresting gear. Runway 03/21 is 11,500 feet x 150 feet with a 1,000 feet x 150 feet overrun on each end. This runway is permanently closed to all aircraft. A 2,100 foot portion of the runway that falls within the Helicopter Movement Area (HMA) is used as a helicopter slide area and is unmarked.

2.1.7. Malmstrom's airfield elevation is 3,472 feet above mean sea level (MSL).

2.2. Taxiways. All taxiways on Malmstrom AFB are permanently closed to all non-40 HS/550 HS, fixed wing and rotary wing aircraft unless previously coordinated with Blade Operations. Wing Safety utilizes the north portions of the runway and associated taxiways as a driving course for vehicle skid training. These activities are located outside of the HMA and do not pose an immediate threat to safety of flight.

2.3. Helipads. Helicopter Landing Areas (Visual Flight Rules (VFR) Helipads). Malmstrom AFB has three operational Standard VFR helipads. "Jolly" helipad, which is the helipad nearest the runway located on Taxiway "Romeo" and is made up of an asphalt and concrete surfaces. "Pedro" helipad, which is located to the Southeast of the helicopter hangers and "Huey" helipad, which is located farthest East of the helicopter hangers and Northeast of the parking apron; both of which are a concrete surfaces. All helipads are 100 feet by 100 feet. See [Figure 2.1](#).

Figure 2.1. Helipad.

2.4. Runway Selection Procedures. The primary location for local traffic pattern operations is the 2,100 foot section of decommissioned runway used as the helicopter slide area. The slide area is oriented 03/21. Landing direction is determined by locally assigned aircraft daily, and adjusted as necessary, based on surface wind direction. Typical traffic pattern direction is southeast. **NOTE:** Due to the flexible nature of helicopter operations, locally assigned aircraft may approach and land any direction to any area within the HMA boundary and may not adhere to the 03/21 runway orientation. De-confliction will be coordinated on UHF radio frequency 271.9 (Blade Operations).

2.5. Controlled Movement Areas.

2.5.1. No ATC Facilities are available at Malmstrom AFB. All aircraft and vehicle traffic are controlled through Blade Operations.

2.5.2. In lieu of ATC, all ground traffic will be controlled by the Operations Supervisor (Blade Operations). All vehicles will obtain permission into the HMA from Blade Operations via two-way radio communications on frequencies 271.9 (UHF) primary, 143.25 (VHF) or via Land Mobile Radio (LMR) "RWYXNG". If communication is lost, the Operations Supervisor will raise and lower the Apron flood lights, once light changes are observed, all vehicles will exit the HMA and attempt to contact "BLADE OPERATIONS" over the radio. If radio contact is unsuccessful, call DSN: 632-3250 (commercial: 406-731-3250) or proceed to the Blade Operations Desk (Bldg. 1455). If contact cannot be established, Blade Operations will notify the AFM to respond and/or send a runner to make contact with the vehicle concerned.

2.6. Airfield Lighting Systems.

2.6.1. Malmstrom AFB airfield lighting is comprised of temporary taxiway lighting on Taxiway Romeo only, a Heliport Rotating Beacon, two lit Windssocks and three Parking Apron stadium lighting.

2.6.2. “Jolly” helipad and “Pedro” helipad are not lit. “Huey” helipad is equipped with a flush mounted perimeter lighting system. Helipad lighting is controlled by Blade Operations or Aircraft controls and has three intensity levels, low/medium/high via frequency 143.25 (VHF).

2.7. Permanently Closed/Unusable Portions of the Airfield. All portions of the airfield that are outside of the HMA at Malmstrom AFB are uncontrolled. Vehicle operators and pedestrians must use extreme caution while operating on the uncontrolled portions of the airfield. Due to 341st Missile Wing (341 MW) and 582d Helicopter Group (582 HG) airfield mission (vehicle training area and helicopter operations), the airfield will not be used for convenience crossings. All privately owned vehicles (POVs) and non-participating government-owned vehicles (GOVs) will not cross the airfield and will use the perimeter road to travel to the maximum extent possible.

2.8. Restrictions.

2.8.1. No wing tip or jet blast restrictions exist at Malmstrom AFB.

2.8.2. When inside the HMA, helicopters will be parked in the designated parking areas. When outside the HMA, helicopters will avoid parking in areas with vehicles and will limit the time on the ground to the max extent necessary to complete the mission.

2.9. Parking Plan.

2.9.1. The base comprehensive parking plan applies to all assigned helicopters. The AFM will maintain a copy of the Heliport Parking Plan on file IAW DAFMAN 13-204v2, Chapter 2. See [Attachment 4](#) for Helo Parking Plan.

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

2.9.3. Requests for reallocation or changes to apron marking schemes/helicopter parking must be submitted to 582 OSS Det 4/AM. AFM will coordinate any changes to the aircraft parking plan and submit request to 341 MW/CC and/or 582 HG/CC for approval.

2.9.4. Malmstrom AFB does not maintain a classified helicopter parking plan.

2.10. Local Frequencies/Channelization.

2.10.1. Blade Operations will monitor the UHF and LMR radio nets during operational hours.

2.10.2. The LMR frequency is the primary means for airfield users to request entry into the HMA from Blade Operations. Two-way radio communication must be maintained at all times when inside the HMA. Blade Operations can be reached on the LMR channel designated as “RWYXNG”.

Table 2.1. Frequencies.

AGENCY	UHF	VHF
Blade Operations	271.9	143.25
Command Post	323.8	N/A
Weather/Metro	239.8	N/A

2.11. Radar, Airfield and Weather Systems (RAWS) and Preventive Maintenance Inspection (PMI) schedule.

2.11.1. Malmstrom AFB does not have an assigned Radar, Airfield, and Weather System (RAWS).

2.11.2. Malmstrom AFB has FMQ-22 weather measuring equipment located on the airfield just outside the HMA to the north. Preventative Maintenance Inspections (PMIs) are completed on the FMQ-22 once a quarter by PMI contractor team coordinated by the 341 MW Weather.

2.12. Weather dissemination/coordination and hazardous/severe weather notification procedures. Inclement weather information will be acquired from 341 MW Weather. Weather will be disseminated to aircraft, aircrew, and maintenance via radio 40 HS Ops Channel by Blade Operations. In addition to hazardous/severe weather and lightning notifications, Blade Operations will notify affected and concerned parties of weather minimums for flight per AFMAN 11-202v3, wind limits for the aircraft per TO 1H-1(U) N-1 and cold weather.

2.13. Transient Aircraft.

2.13.1. The Malmstrom AFB heliport and decommissioned runway are closed to all fixed wing traffic.

2.13.2. Malmstrom AFB may support transient helicopters on official business with prior coordination. Prior permission is required for all transient rotary wing aircraft. Contact Blade Operations at DSN: 632-3250 or commercial: 406-731-3250 to obtain permission and service availability.

2.13.3. Contract Blade Maintenance (M-1) may provide transient assistance within the scope of their contract. Transient maintenance services are not typically available to aircraft outside of the 582 HG. Prior coordination with Blade Maintenance at DSN: 632-6356 or commercial: 406-731-6356 is required for service determination and coordination.

2.14. Automatic Terminal Information Service (ATIS) Procedures. ATIS services are not available at KGFA. The nearest ATIS can be obtained from KGTF on 126.6 or 269.0. For weather information during duty hours, Malmstrom METRO may be available on 239.8.

2.15. Aircraft Towing Procedures. Helicopter maintenance personnel are the focal point for helicopter towing activities within the HMA. Blade Maintenance will coordinate with Blade Operations to get permission to tow on the HMA.

2.16. Aircraft Taxiing Requirements/Routes.

2.16.1. Taxi plans are transmitted over Blade Operations frequency (271.9 UHF) prior to taxiing from parking.

2.16.2. Taxiing aircraft will follow all taxi lines to the maximum extent possible unless it is safe to perform a present position departure and landing direct to parking spots.

2.17. Sweeper and Mowing Operations.

2.17.1. Sweeper Operations. The 341st Civil Engineer Squadron (341 CES) Pavements/Equipment (CEOHP) will conduct sweeper operations on the heliport at least once a week to the maximum extent possible. All helipads and the helicopter parking apron will be swept. 341 CES/CEOHP personnel will also be available to sweep the heliport on an as needed basis. When needed, the AFM will coordinate sweeper operations at the desired location within the HMA.

2.17.2. 341 CES/CEOHP shop will notify the AFM if they have no sweeper capability and the estimated time the sweeper truck will be out of service. Once the truck(s) are returned to service, 341 CES/CEOHP shop will notify the AFM.

2.17.3. Mowing Operations. Contract for Mowing Operations is maintained by 341 CES/CEOER.

2.17.4. 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 AFM has approved scheduled times. Maintain a uniform appearance in all areas.

2.17.5. 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 airfield according to AFI 91-202, *The US Air Force Mishap Prevention Program*, AFPAM 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Management Techniques* and 341MWI91-212, *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.

2.17.6. Continuous mowing operations occur at Malmstrom AFB using a new electronic autonomous mower system (robotic). Autonomous mowing shall be accomplished only after AFM has approved routes and scheduled times.

2.17.7. Additional airfield maintenance will be coordinated as necessary by the AFM.

2.18. Runway Surface Condition (RSC) and Runway Condition Reading (RCR). Are not necessary for helicopter operations. The HMA is designated as a priority 1 area per local Snow and Ice Control Plans and the area will be cleared during inclement weather.

2.19. Airfield Snow Removal Operations.

2.19.1. IAW 341 Missile Wing Snow and Ice Control Plan, snow removal operations will commence on the helicopter parking, taxiways and helipads with the start of precipitation to achieve continuous bare pavements.

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

2.19.3. 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.

2.19.4. Runway snow plowing operations will be performed utilizing methods and procedures proven from past experience to be the quickest and most economical. Due to existing wind conditions, normally the runway will be plowed one direction to the south and a back-pass made next to the lights into the adjacent field. Snow plowing operations under "no-wind" or "light snow" conditions will be performed by plowing from centerline of the runway to each side.

2.19.5. In the event of an impending emergency operation, or normal landing of aircraft, Blade Operations will warn snow removal personnel on the HMA by radio. If normal radio communications cannot be established, the Blade Operations will raise and lower the Apron Stadium lights. The following actions apply:

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

2.19.7. Any snow removal equipment operating in the HMA will yield to taxiing aircraft, landing aircraft, or aircraft taking off.

2.19.8. Augmentation crews, as required, will report to the Snow Control Center (SCC) with adequate winter clothing, and will be utilized for shoveling snow from runway lights, taxiway lights, etc., as directed by the shift supervisor.

2.19.9. Taxiways, under "no-wind" or "light-snow" conditions, will be plowed from the centerlines of taxiways to each side, with a back-pass, and snow then blown into adjacent field. In strong wind conditions, taxiways will be plowed in one direction from the windward side.

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

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

2.20. Airfield Inspections and Checks.

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

2.20.2. 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 Operations. Blade Operations shall notify aircrew.

2.20.3. Blade Operations shall notify all aircraft of airfield conditions prior to operations in the HMA. Blade Operations will notify the AFM of any airfield conditions or discrepancies not previously reported.

2.21. Airfield Inspections. Airfield Inspections will be conducted by the AFM on all duty days. The AFM will de-conflict with flying schedule.

2.21.1. All airfield inspections and checks will be followed as outlined in DAFMAN 13-204v2, *Airfield Management*, Chapter 5. See [Attachment 2](#).

2.21.2. Airfield inspections will consist of two complete passes around the airfield and HMA. At a minimum, the AFM will inspect the following for safety and compliance with requirements:

2.21.2.1. Obstacles and Obstructions

2.21.2.2. Construction Areas

2.21.2.3. Airfield Markings

2.21.2.4. Airfield Signs

2.21.2.5. Airfield Lighting

2.21.2.6. Pavement Deficiencies

2.21.2.7. Discrepancies identified during inspections and checks will be reported to Civil Engineering through a work order using the Tririga system (or equivalent processing system). The system provides a tracking capability for each discrepancy through individual work orders and the AFM will follow-up on the individual statuses as needed.

2.21.2.8. Any areas deemed unsuitable for aircraft operations will be restricted via NOTAMs and if required, published in the associated FLIP.

2.22. Airfield Certification/Safety Inspections (ACSI). Will be conducted annually IAW DAFMAN 13-204v1 and discussed at the bi-annual Airfield Operations Board (AOB).

2.23. Airfield Checks. The AFM conducts HMA or airfield checks after any of the below occurrences. Each check consists of a pass around the HMA and its proximity depending on the situation:

2.23.1. During periods of high winds, HMA will be checked at least every 2 hours if high winds are expected to be steady.

2.23.2. After periods of heavy rain or snow (particularly ensuring airfield has been plowed).

2.23.3. Helicopter mishap.

2.23.4. Helicopter landing after an in-flight emergency.

2.23.5. Following the reporting of increased wildlife activity or a bird strike in the HMA.

2.23.6. When requested by Blade Operations.

2.24. Procedures for Opening and Closing the HMA. The HMA will be opened and closed at the beginning and end of each flight duty period by the Operations Supervisor in Blade Operations.

2.25. Procedures for Suspending, Closures and Resuming Runway Operations.

2.25.1. The following personnel have the authority to close/suspend operations within the HMA:

2.25.1.1. 341 MW/CC.

2.25.1.2. 341 MW/CV.

2.25.1.3. 582 HG/CC.

2.25.1.4. 40 HS/CC.

2.25.1.5. 40 HS/DO.

2.25.1.6. 50 HS/CC.

2.25.1.7. 50 HS/DO.

2.25.1.8. On-Scene Commander (OSC).

2.25.1.9. Airfield Manager (AFM).

2.25.1.10. 40 HS Operations Supervisor (Blade Operations).

2.25.2. HMA Closures.

2.25.2.1. The HMA will be considered closed, and all operations suspended during the following circumstances:

2.25.2.2. An aircraft is disabled on or near the helipads (if necessary for safety reasons)

2.25.2.3. First emergency vehicle enters the HMA following the landing of an emergency helicopter. **Note:** Portions of the HMA not impacting safety may be reopened or may remain open at the discretion of the above-named authorities.

2.25.3. HMA Suspensions. Any of the above designated authorities may, in the interest of safety, suspend HMA operations at any time. Anyone noticing an unsafe condition should contact Blade Operations and the AFM to immediately report the condition so a suspension determination can be made and associated NOTAMs submitted.

2.26. Notification Process for HMA Opening/Closing/Suspension:

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

2.26.2. Blade Operations will notify AFM (if not previously notified) and Command Post of the suspension/closure. Blade Operations will determine if the situation (i.e. potential Foreign Objects Debris, disabled helicopter, etc.) requires an inspection/check before resuming normal operations. If an inspection is required, Blade Operations will dispatch the AFM to complete the check before resuming normal operations.

2.26.3. 341 MW/CC, AFM, and/or Blade Operations are the only authorities that can resume operations after a suspension or closure.

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

2.27. Airfield Lighting Checks.

2.27.1. Blade Operations has control over all airfield lighting which includes the following:

2.27.1.1. "Huey" helipad flush mounted perimeter lighting system.

2.27.1.2. Apron stadium lights.

2.27.1.3. Wind cone lights.

2.27.1.4. Rotating beacon light

2.27.2. Airfield lighting checks, maintenance, and malfunctions shall be conducted at least once a week by the AFM.

2.27.3. The AFM will do two passes around the entire airfield before completing the check and shall immediately notify Blade Operations if any lights are out of service and when they are returned to service.

2.27.4. The AFM will submit a work order for lights that are out of service and publish NOTAMs as required.

2.28. Engine Test/Run-up Procedures. Helicopter engine runs can be conducted on any helicopter parking spot located on the helicopter parking apron. All engine runs will be coordinated through Blade Operations for approval during normal operating hours. During the hours Blade Operations is not present, the weekend Operations Supervisor will authorize all engine runs.

2.29. Noise Complaint Procedures. Noise complainants are referred to 341 MW Public Affairs (PA). Noise complaints are tracked and mitigated by Blade Operations.

Chapter 3

LOCAL FLYING PROCEDURES

3.1. Airspace.

3.1.1. No Air Traffic Control Facilities are available at Malmstrom AFB. Closest ATC facilities are located at Great Falls International Airport (KGTF) approximately nine (9) nautical miles West-southwest of Malmstrom AFB. All aircraft, vehicle, and pedestrian traffic is controlled through Blade Operations. Reference 341MWI 13-213, Heliport/Airfield Driving for additional information.

3.1.2. The Malmstrom AFB heliport (KGFA) is uncontrolled in Class G airspace below 700 feet above ground level (AGL). KGFA is located underneath KGTF Class E airspace beginning at 700 feet AGL (see NOTAMs/Directory for 700' Class E effective hours) and KGTF terminal radar service area (TRSA) which starts at 5500 feet above mean sea level (MSL).

3.2. Flying Areas.

3.2.1. Local Flying Area/Designation of Airspace, Malmstrom AFB is designated as an airfield with facilities to support helicopters. Standard FAA uncontrolled airport radio transmissions are made on Blade Operations frequency (271.9 UHF). Southeast traffic is used to the maximum extent possible to avoid overflight of base-housing.

3.2.2. 120th Airlift Wing (MTANG) Memorandum of Understanding (MOU) information will be reviewed annually.

3.3. VFR Local Training Areas.

3.3.1. Local training areas are located throughout the 341 MW missile field at every Launch Facility (LF), Missile Alert Facility (MAF), Highwoods Mountains, Little Belt Mountains, and local flying area.

3.3.2. The current list of local training areas and sites is located at the operations desk at Blade Operations. Each site is reviewed every 6 months, and a local flight area review is conducted annually.

3.4. VFR Procedures.

3.4.1. VFR Weather Minimums

3.4.1.1. IAW with FAA regulations for classes A, B, C, D, E, and G and applicable MDS guidance.

3.4.1.2. Helicopter operations IAW AFMAN11-2UH-1NV3 and other applicable guidance.

3.4.2. VFR Traffic Patterns.

3.4.3. Special Procedures - Functional Check Flight (FCF).

3.4.3.1. The FCF area is located east of the local flying pattern as depicted in [attachment 5](#).

Chapter 4

EMERGENCY RESPONSE PROCEDURES.

4.1. Operation of the Primary Crash Alarm System (PCAS) and Secondary Crash Net (SCN). Malmstrom AFB is not equipped with a PCAS. SCN is operated by 341 MW Command Post. Activation of the SCN is dictated by Command Post's Quick Reaction Checklist (QRC) procedures.

4.2. Emergency Response Procedures. In-Flight/Ground Emergency Procedures (On/Off Base).

4.2.1. On-Base. If able, aircrew should notify Blade Operations of an emergency. Blade Operations will notify base fire crash and rescue. 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 may contact local ATC, airport traffic of intended landing, and notify Blade Operations of the emergency, if able, depending on the nature of the emergency. If in controlled airspace near an airport, aircrew may 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 Operations Supervisor in Blade Operations immediately upon arrival. Either by phone (x-3250) or in person.

4.3. Abandonment of Aircraft. Aircraft abandonment may occur during contingency operations. Aircraft may be abandoned during a hijacking scenario. Aircrew will react IAW AFI13-207. If possible, crews will notify a Malmstrom AFB agency of the situation.

4.4. Personnel/Crash Locator Beacon or Emergency Locator Transmitter (ELT) response procedures. Upon notification from Air Force Rescue Coordination Center (AFRCC), Operations supervisor in Blade Operations will activate the locally developed QRC.

4.5. Hot Gun Procedures. Hot Gun procedures are maintained within the 40 HS OI.

4.6. Evacuation of Airfield Operations (AO) Facilities. When required for the AFM to evacuate, the AFM will take only their government laptop and LMR and proceed with evacuation procedures for the 582 OSS/Det 4. The evacuation point is the Blade Operations desk area, either by GOV or POV.

Chapter 5

HELICOPTER MOVEMENT AREA (HMA) VEHICLE/PEDESTRIAN OPERATIONS

5.1. Detailed instructions pertaining to HMA vehicle/pedestrian operations. Can be found in reference 341MWI 13-213, Heliport/Airfield Driving.

Chapter 6

MISCELLANEOUS PROCEDURES

6.1. Flight Planning Procedures. All locally assigned UH-1N and MH-139 flight planning will be conducted IAW 40 HS OI guidance.

6.2. Airfield Operations Board (AOB).

6.2.1. The AOB will convene bi-annually per waiver signed by the 341 MW Commander.

6.2.2. The AOB will be chaired by the 341 MW Vice Commander (CV) and run by the AFM.

6.2.2.1. AOB members/attendees include:

6.2.2.2. 341 MW/CV

6.2.2.3. AFM

6.2.2.4. 582 HG/CC

6.2.2.5. 341 MSG/CC

6.2.2.6. 341 CES/CC

6.2.2.7. 40 HS/CC

6.2.2.8. 50 HS/CC

6.2.2.9. 582 HG Safety (SEF)

6.2.2.10. 582 OSS Det 4/CC

6.2.2.11. 341 MW Weather (OSS/OSW)

6.2.2.12. 341 MW Command Post.

6.3. Notices to Airmen (NOTAMs).

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

6.3.2. When the AFM is not available to process NOTAMs, the alternate facilities are F.E. Warren AFM (first; DSN: 481-3999) and Gore Hill AM (second; DSN: 791-0507).

6.4. Flight Information Publications (FLIP).

6.4.1. FLIPs will be maintained by 40 HS Standardization and Evaluation (CCV).

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

6.4.3. FLIPs will be reviewed by AFM 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 Operations displays.

6.4.4. A memo for record, log or electronic equivalent to document FLIP reviews will be created by the AFM. At 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

6.5. Prior Permission Required (PPR) Procedures. The 40 HS Current Operations Flight (DOO) will use checklist labeled “Issuing a PPR Number” in DOO Book #2 QRCs & Force Protection Condition (FPCON) Measures that ensures adequate measures are taken to ensure MAFB can accommodate the aircraft in question. Some of the checklist items listed are: gathering information on crew and aircraft, notifying maintenance and coordinating fuel, parking and hangar space.

6.6. Unscheduled/Unauthorized Aircraft Arrivals.

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

6.6.2. In the event of an unauthorized military aircraft landing, the Operations Supervisor in Blade Operations will notify the 582 HG command chain to work with the aircraft’s home station Squadron/Group.

6.7. Distinguished Visitor Notification Procedures. The Distinguished Visitor’s staff either notifies Public Affairs or will contact the Blade Operations and details will be worked out on a case-by-case basis.

6.8. Night Vision Device (NVD) Operations. NVD operations are accomplished IAW AFMAN 11-2UH-1Nv3, DAFMAN 11-202v3, and the AFTTP 3-3.H-1, and their respective AFGSC supplement.

6.9. Local Aircraft Priorities.

6.9.1. Aircraft/Missions will be handled in the following order: CAT-1 mission support (convoy), Emergency Security Response, Search and Rescue mission support, fire rescue response to the WSA or east side of the airfield, transient aircraft (to include overflight operations).

6.9.2. Deconfliction will be performed as far in advance as possible between the Operations Supervisor in Blade Operations and transient units.

6.10. Lost Communications Instructions. In the event an inbound aircraft loses communication, the Aircraft Commander (AC) will follow loss of communication procedures in the Flight Information Handbook (FIH). If the AC determines it is safe to land, an immediate landing may be made to the HMA and the AC will make contact with the Operations Supervisor in Blade Operations immediately upon arrival. Either by phone (DSN: 632-3250 or commercial: 406-731-3250) or in person.

6.11. Airfield Photography. Airfield Photography is approved through Blade Operations and coordinated with 341 MW Public Affairs office.

6.12. Airfield Coordination Requirements. Airfield activities (air shows, aerial demonstrations, exercises, deployments, crane operations, construction projects, etc.) must be coordinated through the AFM and the 341 MW/SE in advance to ensure proper notification and coordination.

6.13. Airfield Maintenance. Personnel 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.

6.14. Airfield Construction. Personnel initiating work projects on or near the airfield must coordinate the projects at least 45 days before the start of any construction with the AFM. 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.

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

6.14.1.1. The base civil engineers (341 CES) shall coordinate the location, dates, and times of construction and any restrictions to aircraft operations with the AFM.

6.14.2. The AFM will ensure all contractors are briefed and trained on safe airfield driving procedures IAW the 341MWI 13-213, Heliport/Airfield Driving.

6.14.3. Crane operations present special problems around an airfield and must be coordinated through the 341 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 341 CES and the AFM. Failure to coordinate may result in suspension of crane operations until approved for flight safety.

6.14.4. Submit request for waivers through the 341 CES 60 days prior to project start date to allow time to review the waiver and 45 days to be signed by the 341 MW/CC.

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

6.14.6. Temporary Construction Waivers. Airfield construction waivers take up to 45 days to process through the 341 CES. See UFC 3-260-01 for further instructions. IAW DAFMAN 13-204v2, the AFM must have a copy of the approved waiver, signed by the 341 MW/CC, prior to an airfield construction project starting.

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

6.14.8. 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.

6.14.9. 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.

6.14.10. 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, 40 HS/SE, and 341 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 341 CES, AFM, and 40 HS/SE accepts the site.

6.15. Airfield Waivers.

6.15.1. The 341 CES is the OPR for the Airfield Waiver Program. Airfield waivers are coordinated through the AFM and created and processed by the 341 CES Community Planner.

6.15.2. Airfield waivers are reviewed annually and briefed at the AOB bi-annually and discussed at the Facility Use Board (FUB).

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

6.16.1. 341 MW Fire Department will advise 341 MW CP and AFM 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 is 731-4101.

6.16.2. Per AFI 32-2001 Fire and Emergency Services Program, para 2.4.1.2.1., Operating at Reduced Level of Services (RLS) is a normal day-to-day situation. When the designated number of firefighting personnel or firefighting agent falls below RLS to Critical Levels of Service (CLS), notification will be made to 341 MW CP and AFM. This report is sent via NOTAMs and through direct communication with local flying organizations.

Chapter 7

INCLEMENT WEATHER OPERATIONS

7.1. Weather Dissemination and Coordination Procedures.

7.1.1. The Blade Operations DDO will use checklist labeled QRC 8, Severe Weather/MET Watch Checklist in DDO Book #2 QRCs & FPCON Measures that is designed to notify affected and concerned parties (40 HS CC/DO, 550 HS CC/DO, airborne crewmembers, MX, etc.).

7.1.2. When to use the Severe Weather/MET Watch Checklist:

7.1.2.1. Severe thunderstorms or tornadoes

7.1.2.2. Lightning within 5 miles from base

7.1.2.3. Heavy rain or severe turbulence within the local flying area

7.1.2.4. Known or forecast thunderstorms in the vicinity of unit aircraft routes of flight

7.1.2.5. When destination weather is or will be below minimums at planned estimated time of Arrival (ETA)

7.1.2.6. Winds in excess of 45 knots

7.1.2.7. When wind-chill is forecast or known to be below -25°C

7.2. Operations Supervisor duties and responsibilities during severe weather.

7.2.1. Notify 40 HS and 550 HS/CC/DO/Flight Safety Officer

7.2.2. Notify airborne aircraft or aircrews planning to fly

7.2.3. Assist airborne aircraft in taking necessary precautions for divert action

7.2.4. Advise aircrews planning to fly of restrictions, delays or cancellations imposed by outside agencies due to hazardous weather

7.2.5. Notify M1 SUPPORT SERVICES Job Control (x3813) of the following hazardous conditions:

7.2.5.1. Electrical storms within 10 NM of airfield

7.2.5.2. Winds greater than 45 knots

7.2.5.3. Severe thunderstorms or tornadoes known/forecast w/in 25 NM of airfield

7.2.5.4. Wind-chill known/forecast to be below -25°C

7.2.5.5. Freezing precipitation

7.2.6. Notify Aircrew Flight Equipment (x3033)

7.2.7. Accomplish OPREP-3 and Off-Station Report (BOOK #2 – TAB 18 & 20) if aircraft will remain off-station for more than 24 hours

7.2.8. Update SOF Logbook

7.2.9. Make a copy of completed QRC and give to DOO along with completed QRC QA sheet (Book #2 - Tab 24).

Chapter 8

BIRD/WILDLIFE AIRCRAFT STRIKE HAZARD (BASH)

8.1. BASH Program Guidelines.

8.1.1. The BASH Program is managed by the 582 HG/341MW Flight Safety Officer.

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

8.1.1.2. 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.

8.1.2. 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 341 CES for mitigation and identifying problem areas.

8.2. Bird Watch Condition Procedures:

8.2.1. 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.

8.2.2. 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.

8.2.3. 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.

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

8.3. BASH Phase II. The period August to April 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 Malmstrom 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 helicopter landing zones (HLZ), launch facilities (LF), and missile alert facilities (MAF). 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.

8.4. Authority. During normal flight operations, the authority to declare BWC LOW, MODERATE, or SEVERE lies with the Operations Supervisor in Blade Operations. Conditions can be declared based on ground observations, pilot reports, radar observation, flight safety recommendations, AFM recommendations, etc. The Operations Supervisor in Blade Operations can downgrade or cancel a condition with 40 HS/CC or DO approval.

8.5. Communication.

8.5.1. Upon any change in the local BWC, the Operations Supervisor in Blade Operations will execute the BWC quick reaction checklist and ensure that all airborne aircrews are properly notified. Upon initial contact via UHF 271.9, the Operations Supervisor in Blade Operations will report the local BWC if exceeding MODERATE to transient crews or those returning from off station.

8.5.2. For questions concerning the BASH program, consult 341MW91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Reduction Program*.

Chapter 9

SUPERVISOR OF FLYING AND TACTICAL PROCEDURES

9.1. SOF Operating in the Tower.

9.1.1. Malmstrom AFB does not have an Air Traffic Control Tower or SOF. The Operations Supervisor in Blade Operations monitors all unit flying activities for the 40 HS and the 550 HS.

9.1.1.1. The Operations Supervisor in Blade Operations is the central point of contact and coordination for the 40 HS and 550 HS during duty hours. The Operations Supervisor is a direct representative of the 582 HG Commander for organizations outside of the 40 HS. The Operations Supervisor 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. The Operations Supervisor needs to be aware of all activities during their shift and ensure the 40 HS/CC and 550 HS/CC are updated as events occur.

9.1.1.2. The Operations Supervisor in Blade Operations is the primary focal point for communicating with the 341 MW Command Post during events requiring elevation to group, Wing, and higher headquarters (HHQ) leadership. The Operations Supervisors will coordinate with the 341 MW Command Post for any Operational Reports (OPREP) or Commander's Critical Information Requirements (CCIR) involving Malmstrom assigned aircraft.

9.2. Tactical Arrival/Departure Procedures. There are no tactical arrival/Departure procedures for KGFA.

Chapter 10

UNMANNED AERIAL SYSTEMS (UAS) OPERATIONS

10.1. UAS Operations Procedures.

10.1.1. Recreational sUAS Operations are prohibited on Malmstrom AFB based on the following guidance:

10.1.1.1. **FAA Announces** UAS Airspace Restrictions Over Additional National Security Sensitive Locations: On 29 Oct 19, the FAA announced Unmanned Aircraft Systems (UAS) airspace restrictions over additional national security sensitive locations, effective 7 Nov 19. In cooperation with its federal partners, the FAA will restrict UAS operations in the airspace over 60 additional Department of Defense and Department of Justice facilities to address concerns about malicious drone activity. An FAA Notice to Airmen (NOTAM), FDC 9/7752, defines these special security instructions. The FAA published a new NOTAM, FDC 9/1278, which alerts UAS operators and others in the aviation community to this change and points to FDC 9/7752. Officials strongly advised UAS operators to review these NOTAMs, as well as important supporting information provided on the FAA's UAS Data Delivery System (UDDS) website. The restrictions are pending until the November 7 effective date. The restrictions will also be included in the FAA's B4UFLY mobile app. UAS operators who violate these flight restrictions may be subject to enforcement action, including potential civil penalties and criminal charges. The FAA considers requests by eligible federal security agencies for UAS-specific flight restrictions using its authority under 14 CFR § 99.7.

10.1.2. If conducting sUAS operations for official duties, contact Security Forces sUAS POC, DSN: 632-1502 or Comm: 406-731-1502 and Flight Safety, DSN: 632-6727/6720 or Comm: 406-731-6727/6720.

10.1.3. The FAA is using its existing authority under Title 14 of the Code of Federal Regulations (14 CFR) § 99.7 – “Special Security Instructions” – to address national security concerns about unauthorized drone operations over 133 military facilities.

10.1.4. FAA Website for military bases compliance details: https://www.faa.gov/uas/recreational_fliers/where_can_i_fly/airspace_restrictions/security_sensitive/.

DANIEL J. VOORHIES, Colonel, USAF
Commander, 341st Missile Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

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

341MWI 91-212, *Bird/Wildlife Aircraft Strike Hazard Reduction Program*, 1 July 2019

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

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

DAFMAN 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

AFMAN 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*.

Abbreviations and Acronyms

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.)

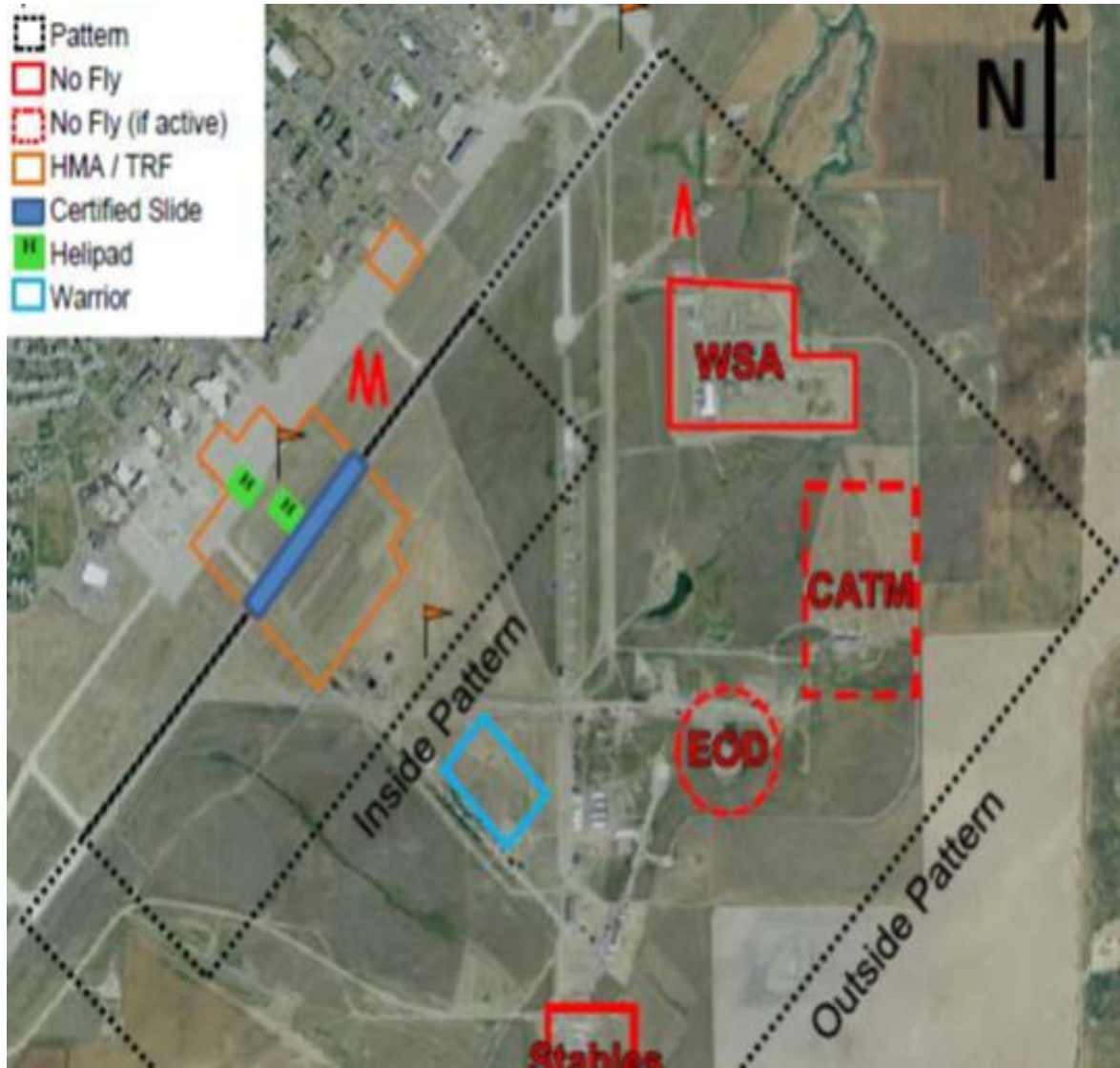
Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

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.

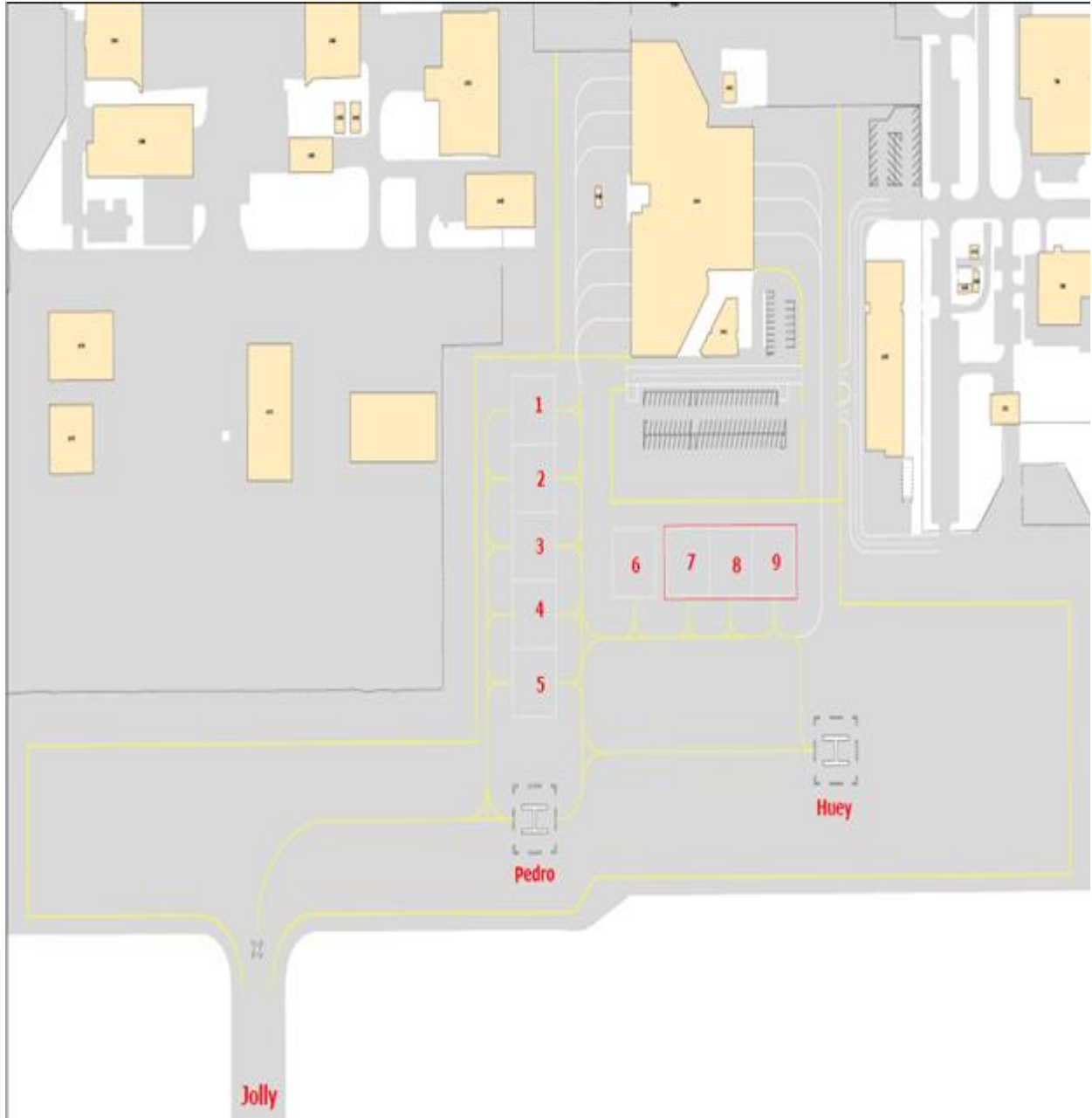
Attachment 3
AIRFIELD MAP

Figure A3.1. Airfield Map.



Attachment 4
HELO PARKING PLAN

Figure A4.1. Helo Parking Plan.



Attachment 5
MALMSTROMAFB FCF AREA

Figure A5.1. MALMSTROMAFB FCF Area.

