Aviation Operations
Standard Operating Procedure
"The Warriors Choice"

COL Scott St. Sauver, Garrison Commander

STATE OF MINNESOTA
DEPARTMENT OF THE ARMY
Arden Hills Army Training Site, MN
1 OCTOBER 2014

UNCLASSIFIED

State of Minnesota
Department of Military Affairs
Arden Hills Army Training Site
Arden Hills, MN 55112

2015 AHATS Aviation SOP

Aviation Operations

SUMMARY
The 2015 AHATS Aviation SOP is a summary of policies and procedures set forth by AR 95-1, NGR 95-1, and any other regulations pertaining to the use and operations of aviation assets. All persons entering the Field Training Area are subject to the regulations set forth in this document. Persons subject to the Uniform Code of Military Justice will be prosecuted for violations of this regulation. Any other persons who violate this Regulation may be prosecuted by administrative action by the Installation Commander or other appropriate military or civilian authority.

APPLICABILITY
This regulation is applicable to any agency, military or civilian, conducting aviation training at AHATS.

SUPERSESSION
This regulation supersedes 2013 AHATS LZ SOP, dated 9 April 2013.

[Signature]
SCOTT A. ST. SAUVER
COL, FA, MNARNG
Garrison Commander
This revision is a major revision, dated 1 October 2014

- Changed Composite Risk Management (CRM) to Risk Management
- FM 5-19 is obsolete and replaced by ATP 5-19
- DA Form 7566 Composite Risk Assessment is obsolete and is replaced by DD Form 2977 Deliberate Risk Assessment Worksheet
- Administrative changes made (throughout).
AHATS Aviation SOP

Contents (Listed by paragraph and page number)

Chapter 1
Introduction, page 1
Purpose 1.1, page 1
Introduction to AHATS 1.2, page 1
References 1.3, page 1
Points of Contact 1.4, page 1
Suspense Dates 1.5, page 1

Chapter 2
Safety, page 2
Accident and Incident Reporting 2.1, page 2
Safety Briefing 2.2, page 2
Communications 2.3, page 2

Appendices
Risk Management Appendix A, page 4
Accident and Incident Reporting Appendix B, page 7
AHATS Operations Emergency Information Appendix C, page 10
Improved Landing Areas Map, Appendix D, Page 12
Training Areas, Appendix E, page 14
Chapter 1
Introduction

1.1 Purpose
The purpose of this regulation is to provide guidance for maximum realistic aviation readiness training, consistent with appropriate safety measures to prevent injury to personnel or damage to property.

1.1.1 The provisions of this SOP apply to all personnel, military or civilian, utilizing or occupying any portion of the field training areas to include airspace within the installation boundaries. Personnel utilizing any range training facility must comply with this publication and become familiar with Camp Ripley and AHATS Range Regulations.

1.1.2 NOTE: Any unit, person, organization, agency, or club that willfully violates a policy or procedure included in this regulation or any of the referenced publications below will be suspended from installation training and/or punished under the Uniform Code of Military Justice (UCMJ) or Minnesota Statutes.

1.2 Introduction to AHATS
1.2.1 Several areas in AHATS were contaminated with hazardous wastes during the operation of the Twin Cities Army Ammunition Plant (TCAAP).
   a) Ground water monitoring system on AHATS includes monitoring wells, located throughout AHATS and a water tower is located at 15TVK8644892937.

1.2.2 AHATS has one dedicated landing zone located at 15TVK87699278; latitude/longitude 45.008555/93.157572781011. Landing at other unimproved areas within AHATS is allowed, as long as it meets all the safety requirements for that unit and is coordinated with AHATS personnel.

1.3 References
Military units conducting aviation operations at AHATS will comply with AR 95-1, NGR 95-1 and all other applicable regulations.

1.4 Points of Contact
The AHATS Training Area Coordinator is the primary point of contact for all operations on AHATS. Contact the Camp Ripley Operations Officer or Range Control NCOIC if the AHATS Training Area Coordinator is unavailable

1.4.1 Training Area Coordinator (TAC): 651-282-4421 or 651-775-1284
1.4.2 Camp Ripley Operations Officer: 320-616-2710
1.4.3 Camp Ripley Range Control NCOIC: 320-616-6015

1.5 Suspense Dates
1.5.1 All scheduled training requests should be submitted NLT 90 days prior to the training event.
   a) AHATS will accommodate additional flight training periods (AFTP) and other short-notice training whenever reasonably possible.
1.5.2 Prior Permission Required (PPR) for all aviation training.

Chapter 2
Safety

2.1 Accident/Incident Reporting
Report all accidents/incidents in accordance with procedures outlined in AR 385-40 Accident Reporting and Records.

2.5.1 All accidents/incidents at AHATS must be reported to AHATS Operations immediately by telephone 651-775-1284 utilizing the Range Accident/Incident Checklist (see Appendix C) as a guide.

2.5.2 All MEDEVACs have priority and are initiated through Ramsey County Sheriff’s Office or Lake Johanna Fire Department.
   a) Ramsey County Dispatch 651-484-3366
   b) Lake Johanna Fire Department 651-481-7024

2.5.2 AHATS will maintain an active Pre-Accident Plan.

2.2 Safety Briefings
2.2.1 A safety briefing is given to the OIC/NCOIC prior to all training at AHATS.
   a) Minnesota Army aircrews must attend the annual Aviation Safety Day stand down and receive the flight training safety brief which is valid for one year.
   b) Ground crew must receive the standard safety brief which is valid for 90 days.
   c) Ground support troops must be trained in loading and unloading procedures for each aircraft and will approach the helicopter only after receiving visual recognition from the aircrew.

2.2.2 Deliberate Risk Assessment Worksheet (DA Form 2977) as listed in Appendix A is the current form used to calculate the risk involved in any training exercise. Aviation may require additional or alternate forms.
   a) The risk assessment approved through the flight planning process is sufficient for training at AHATS and should be on file with flight operations from the initial departure location. This is only applicable to MN Army National Guard flights.
   b) TAC may request a formal Deliberate Risk Management worksheet completed for a specific training event and/or require an additional safety briefing prior to conducting training.
   c) Civilian flight agencies must complete DA Form 2977 prior to conducting any aviation activities at AHATS.

2.3 Communications
2.3.1 There is no protected training airspace at AHATS. General aviation can and does fly over the training area without notification to flight crews in the area.
2.3.2 AHATS currently has no assigned frequencies or radio communication capabilities. The following restrictions are in place for aviation units training at AHATS until communication capabilities are resolved:
   a) No more than one organization (civilian or military) will conduct flight operations within AHATS at any time.
   b) The unit must have and brief a dedicated air to air frequency for internal de-confliction prior to entering AHATS.
   c) Two flights maximum are allowed into AHATS per unit at the same time. A flight is defined as a single helicopter or a flight of aircraft under the control of one Air Mission Commander (AMC).
2.3.3 Anoka County Airport (KANE) is located approximately 3 miles to the Northwest of AHATS. AHATS does not fall under Anoka’s class D airspace. A best practice is to contact Anoka tower and advise them of your training, when open, on 132.4, or monitor CTAF 132.4, when the tower is closed. Anoka’s ATIS is 120.625 for weather information.
Appendix A

RISK MANAGEMENT
**DELIBERATE RISK ASSESSMENT WORKSHEET**

1. **MISSION/TASK DESCRIPTION**

2. **DATE (DD/MM/YYYY)**

3. **PREPARED BY**
   - a. Name (Last, First, Middle initial)
   - b. Rank/Grade
   - c. Duty Title/Position
   - d. Unit
   - e. Work Email
   - f. Telephone (DSN/Commercial (Include Area Code))
   - g. UIC/CIN (as required)
   - h. Training Support/Lesson Plan or OPORD (as required)
   - i. Signature of Preparer

Five steps of Risk Management: (1) Identify the hazards  (2) Assess the hazards  (3) Develop controls & make decisions  (4) Implement controls  (5) Supervise and evaluate  (Step numbers not equal to numbered items on form)

<table>
<thead>
<tr>
<th>4. SUBTASK/SUBSTEP OF MISSION/TASK</th>
<th>5. HAZARD</th>
<th>6. INITIAL RISK LEVEL</th>
<th>7. CONTROL</th>
<th>8. HOW TO IMPLEMENT WHO WILL IMPLEMENT</th>
<th>9. RESIDUAL RISK LEVEL</th>
</tr>
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<tbody>
<tr>
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<td>How:</td>
<td>Who:</td>
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<td>Who:</td>
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</tbody>
</table>

Additional entries for items 5 through 9 are provided on page 2.

10. **OVERALL RESIDUAL RISK LEVEL (All controls implemented):**
    - [ ] EXTREMELY HIGH
    - [ ] HIGH
    - [ ] MEDIUM
    - [ ] LOW

11. **OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION**

12. **APPROVAL OR DISAPPROVAL OF MISSION OR TASK**
    - [ ] APPROVE
    - [ ] DISAPPROVE

   - a. Name (Last, First, Middle initial)
   - b. Rank/Grade
   - c. Duty Title/Position
   - d. Signature of Approval Authority

   - e. Additional Guidance:

**DD FORM 2977, JAN 2014**
# DELIBERATE RISK ASSESSMENT WORKSHEET

<table>
<thead>
<tr>
<th>Risk Assessment Matrix</th>
<th>Probability (expected frequency)</th>
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<tbody>
<tr>
<td></td>
<td>Frequent: Continuous, regular, or inevitable occurrences</td>
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<tr>
<td>Severity (expected consequence)</td>
<td>A</td>
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<tr>
<td>Catastrophic: Death, unacceptable loss or damage, mission failure, or unit readiness eliminated</td>
<td>I</td>
</tr>
<tr>
<td>Critical: Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability</td>
<td>II</td>
</tr>
<tr>
<td>Moderate: Minor injury, illness, loss, or damage; somewhat degraded unit readiness or mission capability</td>
<td>III</td>
</tr>
<tr>
<td>Negligible: Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability</td>
<td>IV</td>
</tr>
</tbody>
</table>

Legend:
- EH – extremely high risk
- H – high risk
- M – medium risk
- L – low risk

13. RISK ASSESSMENT REVIEW (Required when assessment applies to ongoing operations or activities)

<p>| | | | | |</p>
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<tbody>
<tr>
<td>a. Date</td>
<td>b. Last Name</td>
<td>c. Rank/Grade</td>
<td>d. Only Title/Position</td>
<td>e. Signature of Reviewer</td>
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14. FEEDBACK AND LESSONS LEARNED

15. ADDITIONAL COMMENTS OR REMARKS
Appendix B

ACCIDENT AND INCIDENT REPORTING FORMS

RANGE ACCIDENT/INCIDENT CHECKLIST
Vehicle / Barrier / Training Area

ACCIDENT / INCIDENT REPORT -
ATS FORM 285-AB-R (FEB 2014)
RANGE ACCIDENT/INCIDENT CHECKLIST  
Vehicle / Barrier / Training Area

DATE_________________________


2. Report the nature of accident/incident and have information available.
   □ Vehicle accident/incident  
   Date and time of incident: ________________________________
   Type of accident/incident: ________________________________
   Personnel injured: Yes  No  Vehicle damage: Yes  No  
   Grid: ________________________________
   Activity being conducted: ________________________________
   Name of individual and unit reporting: ____________________

   □ Damage to Training Area or property

   Damage was caused by:
   □Tracked Vehicle  □Wheeled Vehicle  □Troop use  □Fire  □Other _________________
   Training Area #_______ and Grid__________________________
   Approximate amount of damage:__________________________
   Engineer equipment required: YES  NO  TYPE:______________
   Personnel reporting and unit: ____________________________

3. Stand by for instructions from AHATS Operations.

4. If accident/incident warrants investigation, AHATS Operations may request unit to submit ATS  
   Form 285-AB-R (Accident/Incident Report).
ACCIDENT / INCIDENT REPORT
(Items derived from AGAR DA Form 285-AB-R FEB 2009)

1. DATE / TIME OF ACCIDENT / INCIDENT (1):

2. UNIT (5):

3. LOCATION OF ACCIDENT / INCIDENT (6):

4. MISSION (BRIEF DESCRIPTION) (8):

5. INDIVIDUAL(S) INVOLVED (11):

<table>
<thead>
<tr>
<th>NAME (LAST, FIRST, MI)</th>
<th>SOCIAL SEC. #</th>
<th>GRADE</th>
<th>SEX</th>
<th>AGE</th>
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6. WERE PERSONNEL HOSPITALIZED? (21) YES / NO (CIRCLE ONE)

7. DESCRIBE ACCIDENT/INCIDENT (24):

8. WAS ACCIDENT / INCIDENT CAUSED BY (CIRCLE ALL THAT APPLY) (37):
   LEADER   TRAINING   STANDARDS/PROCEDURES   SUPPORT   INDIVIDUAL
   DESCRIBE: __________________________________________

9. CORRECTIVE ACTIONS TAKEN OR PLANNED (40):

10. POC FOR INFORMATION ON ACCIDENT / INCIDENT (41):

   (INCLUDE NAME, RANK, POSITION, UNIT, HOR, AND PHONE NUMBERS)

11. HAS AN ATS FORM 47A BEEN COMPLETED IF THE INDIVIDUAL WAS TREATED AT A CIVILIAN MEDICAL FACILITY? YES / NO / NA (CIRCLE ONE)

12. WAS A COPY LEFT AT AHATS OPERATIONS? YES / NO / NA (CIRCLE ONE)

   (NUMBERS IN PARENTHESES ARE THE LINE ITEM NUMBER ON DA FORM 285-AB-R)

ATS FORM 285-AB-R (FEB 2014)
Appendix C

AHATS Operations Contact Information
AHATS Operations
Contact Information

COMMERCIAL PHONE
651-282-4421

CELL PHONE
651-775-1284

IN CASE OF AN EMERGENCY:

"DO NOT CALL 911! CONTACT AHATS Operations"

CAMP RIPLEY SECURITY:
(320) 632-7375
Appendix D

Improved Landing Area Maps
Landing Zones
Arden Hills Army Training Site

<table>
<thead>
<tr>
<th>Landing Zone NO.</th>
<th>GRID LOCATION</th>
<th>LATITUDE / LONGITUDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>X-1</td>
<td>VK 8769 9278 (MUTF)</td>
<td>45.088555 93.157572781011</td>
</tr>
</tbody>
</table>
Appendix E

Training Areas