



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
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PEARL HARBOR HI 96860-5102

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JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 3710.3

Subj: HELICOPTER OPERATIONS AT JOINT BASE PEARL HARBOR-HICKAM

Ref: (a) OPNAVINST 3710.7U NATOPS GENERAL FLIGHT AND OPERATING INSTRUCTION
(b) NAVAIR 00-80T-114 ATC NATOPS MANUAL
(c) JOINT PUB 3-04.1 JOINT TACTICS, TECHNIQUES, AND PROCEDURES FOR SHIPBOARD HELICOPTER OPERATIONS
(d) OPNAVINST 3500.39 OPERATIONAL RISK MANAGEMENT
(e) OPNAV 3750.6R NAVAL AVIATION SAFETY PROGRAM
(f) OPNAV 3100.6J SPECIAL INCIDENT REPORTING
(g) NAVSEA OP 5, VOL 1, Rev 7
(h) NAVAIR 00-80R-14 NATOPS Aircraft Firefighting and Rescue Manual
(i) OPNAV 11320.23F Shore Activities Fire Protection and Emergency Service Program
(j) 32 C.F.R. PART 766

Encl: (1) Manual for Helicopter Operations at Joint Base Pearl Harbor-Hickam

1. Purpose. To provide policy and guidance, in accordance with reference (a) and as further delineated in references (b) through (j), for helicopter operations at Joint Base Pearl Harbor-Hickam (JBPHH) outside the boundaries of Honolulu International Airport and the Hickam Field flight line. Flight Operations originating and departing from Honolulu International Airport, including use of Hickam flight line support, are conducted in accordance with standard FAA and DoD Flight Regulations and are specifically excluded from this instruction.

2. Discussion. Helicopter operations are periodically required at non-airport locations in support of operational and/or logistic requirements. This instruction applies to all annexes and other areas under the control and authority of the Commander, JBPHH, and provides specific guidance to commands desiring to conduct shipboard helicopter or landing zone evolutions. JBPHH Port Operations is the JBPHH organization responsible for coordinating approval for all helicopter operations discussed in this instruction. Navy Munitions Command East Asia Division Detachment Pearl Harbor will be included in coordination for operations at JBPHH West Loch or Lualualei annexes and Fleet and Industrial Supply Center (FISC)

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Pearl Harbor will be included in coordination for operations at the Kilo Piers.

3. Review. This instruction must be reviewed annually per reference (a).

4. Action. All helicopter operations at JBPHH outside the Hickam Field flight line require the prior approval of the Commander, JBPHH. All activities requesting helicopter operations on JBPHH will comply with the guidance and direction provided in enclosure (1).



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**MANUAL FOR
HELICOPTER OPERATIONS
AT
JOINT BASE PEARL HARBOR-HICKAM**

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CHAPTER 1

GENERAL

Section 101. GENERAL PRUDENTIAL RULES.

a. The regulations set forth herein apply to Department of Defense (DoD) helicopters conducting shipboard or landing zone evolutions at Joint Base Pearl Harbor-Hickam (JBPHH) locations outside the Hickam flight line. These regulations shall not be interpreted as relieving the pilot of the basic responsibility for conforming to all FAA regulations and (DoD) directives, or from exercising sound judgment during flight operations as delineated in references (a) through (f).

b. Each aircraft commander is charged with the safe operation of their aircraft and for obtaining flight clearances from the FAA. Positive communications with FAA must be maintained during all flight regimes. Flight planning will include approach, wave off, and departure routes as well as completion of a risk management assessment.

Section 102. OPERATIONAL LIMITATIONS.

a. Helicopters are not permitted to use landing zones at JBPHH without approval from both the FAA and Commander, JBPHH. Additionally per reference (a), paragraph 4.4.2 there must be:

- (1) A military requirement for proposed landings
- (2) Adequate safeguards must be taken to permit safe landings and takeoffs
- (3) There must be no legal objections to proposed landing at non-airfield sites.

b. Flight Operations are limited to daylight hours (sunrise-sunset).

c. Per reference (g), helicopters are not permitted to fly at an altitude of less than 500 feet over magazines or ammunition staging areas, ammunition handling piers while ammunition handling is in progress or ammunition is staged, or explosives production areas.

d. Authorities desiring to schedule flights to or from areas within the confines of JBPHH, including Wahiawa, West Loch and Lualualei Annexes, are required to notify the JBPHH Port Services Officer (PSO) at least 96 hours in advance via record message traffic using the format below. Navy Munitions Command is to be included in coordination for operations at the West Loch or Lualualei Annexes. Exceptions to this timeline can be approved in cases of operational urgency; however, all notifications must be made prior to commencing flight operations.

FM _____
TO JB PEARL HARBOR-HICKAM HI
INFO
COMNAVREG PEARL HARBOR HI/N3/
NMC EAD DET PEARL HARBOR HI (for operations at West Loch or Lualualei Annexes)
UNCLAS //N03170//
MSGID/GENADMIN/(ORIGINATOR)//
SUBJ/REQUEST FOR HELICOPTER FLIGHT OPERATIONS//
RMKS/1. PROPOSED DATE AND TIME OF INTENDED TAKE OFF/LANDING (NIGHT OPERATIONS WILL NOT NORMALLY BE APPROVED)
2. TYPE OF AIRCRAFT, TAIL NUMBER, AND CALLSIGN:
3. A/C SQUADRON/DETACHMENT:
4. AIRCRAFT COMMANDER:
5. NUMBER PERSONNEL ONBOARD:
6. NUMBER VIPS/DV ONBOARD:
7. FLIGHT PATH AND PROFILE (INCLUDE SHIP INFORMATION IF APPLICABLE):
8. JUSTIFICATION:
9. FREQUENCIES TO BE USED:
10. POINT OF CONTACT (NAME, TELEPHONE NUMBER, AND E-MAIL)
11. AMPLIFYING INFORMATION://

e. Authorization to conduct helicopter flight operations will be approved by Commander, JBPHH. The approval will be provided via record message traffic to the requesting activity or as coordinated by the PSO. JBPHH will promulgate an announcement message to JBPHH activities, info Commander, Navy Region Hawaii, with the date, time location and type of operation being conducted.

Section 103. DESCRIPTION OF HELICOPTER LANDING ZONES.

a. FISC Pearl Helicopter Landing Zone (K3).

(1) The K3 Landing Zone is the designated area for take-off and landings required for helicopters being loaded on or off Roll-on/Roll-off ships.

(2) This landing site is located adjacent to K5 pier in the Southeast Loch of Pearl Harbor. No control tower exists at this landing site. Use of the pad requires advance notice to clear an adjacent parking lot.

(3) In addition to notifying the JBPHH PSO, use of this landing zone requires coordination through FISC PH, Operations Dept, Code 430. The LZ Coordinator can be contacted at (808) 473-7630.

b. JBP HH West Loch Annex Landing Zone.

(1) The Navy Munitions Command East Asia Division, Detachment Pearl Harbor (NMCEADDETPH) coordinates operations at a Landing Zone located on JBP HH West Loch Annex at coordinates 21° 20' 12" North and 157° 59' 24" West.

(2) Activities desiring to use the JBP HH West Loch Annex landing area will coordinate use with the NMCEADDETPH Ordnance Manager. The NMCEADDETPH Ordnance Manager will coordinate approval with the JBP HH PSO. Scheduling of ammunition operations will be done by the Ammunitions Handling & Storage Contractor for NMCEADDETPH. The Ammunitions Handling & Storage Contractor will notify the Ordnance Manager and Detachment Duty Officer (DDO) 48-72 hours prior to scheduled helicopter operations at (808) 368-8383.

(3) No control tower exists at this landing site.

(4) The use of Lualualei and West Loch Annexes for non-ordnance related operations or training is not permitted. Both annexes are restricted munitions operational areas and other uses are strictly discouraged by reference (g). Exceptions to this policy must be coordinated with, and approved by, the Commander, JBP HH.

Section 104. PROCEDURES FOR HELICOPTER FLIGHT OPERATIONS.

a. Prior to aircraft departure from base of origin the requesting organization shall notify the PSO [(808) 473-1168] to mark the commencement of the operation. The number of personnel on board each aircraft will be provided.

b. The aviation activity requesting use of Landing Zones will ensure the proposed landing areas are cleared of debris or unsecured objects which could become missile hazards when exposed to rotor wash or cause Foreign Object Damage (FOD) to aircraft. The area should also be cleared of personnel, vehicles or equipment.

c. Security will ensure personnel and vehicles remain clear of the helicopter operations.

d. The Regional Air Operations Officer is an available resource for information and coordination of any proposed operations.

e. The PSO will coordinate the following notifications at least 48 hours prior to operations:

- (1) Regional Dispatch Center (808) 473-2222.
- (2) Federal Fire Department (808) 471-3303.
- (3) JBP HH Security (808) 471-7114.
- (4) Regional Operations Center (808) 473-3215/3216.
- (5) Public Affairs Office (808) 473-2888.

CHAPTER 2

SHIPBOARD HELICOPTER OPERATIONS

Section 201. OPERATION OF AIRCRAFT ENGINES AND ROTORS ABOARD SHIP.

a. For ships at anchor, aircraft engine turns may be performed at the discretion of the ship's Commanding Officer.

b. Pier side engine turns will not normally be approved. However, for situations of operational urgency, the Commander, JBPHH may grant permission to operate aircraft engines on ships moored pier side. All engine turns will be conducted following procedures outlined in reference (c).

c. Ships desiring to engage rotors must gain approval using the procedures delineated in Chapter 1 of this manual.

Section 202. HELICOPTER FLIGHT OPERATIONS.

a. Shipboard Flight Operations will not normally be approved for ships moored pier side or at anchor within Pearl Harbor. When approved, operations will be conducted per reference (c). Aircrews operating helicopters from ships in Pearl Harbor shall conduct their flights in accordance with all DoD and FAA regulations as well as the additional requirements of this instruction.

b. Only the outboard vessel in a nest of ships may conduct flight operations at Pearl Harbor. If the ship conducting helicopter operations in Pearl Harbor is nested, the ship must coordinate with the inboard ship(s) to secure gear in order to prevent damage, injury, or FOD. The inboard ship(s) will be notified prior to commencement of flight operations.

c. Helicopters shall not operate from or in close proximity to ships loading/unloading ordnance, explosives or fuel. All petroleum product handling at the berth involved, and adjacent berths (including those across the pier), will cease for the duration of flight operations. Fuel hoses need not be disconnected.

d. In no case will shipboard flight operations at the piers be authorized if the aircraft is carrying live ordnance.

CHAPTER 3

AIR TRAFFIC CONTROL IN PEARL HARBOR ENVIRONS

Section 301. FLIGHT PLANS AND CLEARANCE. JBPHH and Pearl Harbor are located within the Honolulu International Class E airspace. FAA Flight Clearance must be obtained prior to flight. Pilots are responsible for submission of flight plans and flights shall be conducted in accordance with all applicable DoD and FAA procedures.

Section 302. RADIO COMMUNICATIONS. Pilots shall be in positive communications with FAA for all portions of the flight and for takeoff clearance. Additional frequencies may be used for ground coordination.

Section 303. WEATHER MINIMUMS. Take offs and landings will only be conducted during Visual Meteorological Conditions (VMC) and be conducted per Visual Flight Rules (VFR).

Section 304. TRAFFIC APPROACH AND DEPARTURE ROUTES. Flight paths will be coordinated with the FAA. Aircraft proceeding to or from Pearl Harbor should remain over water to the maximum extent practicable. Avoid overflying buildings and personnel, the Arizona Memorial, the Naval Shipyard, and other noise sensitive areas. Pilots shall also be vigilant for and avoid overflight of ships, submarines, small watercraft and sailboats operating in the harbor.

Section 305. LOCAL OBSTRUCTIONS AND HAZARDS TO AIR NAVIGATION. Local obstructions and hazards are depicted on current DoD FLIP publications.

Section 306. AERIAL PHOTOGRAPHY FOR MEDIA OR OTHER USE.

a. Activities desiring to conduct aerial photography of areas, vessels or structures at JBPHH should:

(1) Contact Navy Region Hawaii Public Affairs Office (PAO) at (808) 473-2888 and provide a written request including desired flight path and identification of photography subjects.

(2) PAO will forward the request to the JBPHH Operations Officer for review and approval.

(3) The JBPHH Operations Officer will provide a copy of the approval to the Region PAO and Region Air Operations Officer.

(4) The agency operating the aircraft is responsible for all flight clearances required by the FAA.

(5) After the photographs are taken, the agency will provide copies to the PAO who will coordinate with JBPHH Security for approval to release.

Section 307. FLIGHT DEMONSTRATIONS. Military organizations desiring to coordinate flight demonstrations at Pearl Harbor events shall complete a

DD Form 2535 Request for Military Aerial Support to gain FAA and JBPHH approval. The request should be completed at least 30 days prior to the event.

Section 308. CIVIL AIRCRAFT OPERATIONS. Reference (j) provides guidance for non-DoD aircraft to operate on Navy Facilities. The following forms are required for approval:

- (a) DD Form 2400, Civil Aircraft Certificate of Insurance
- (b) DD Form 2401, Civil Aircraft Landing Permit
- (c) DD Form 2402, Civil Aircraft Hold Harmless Agreement

CHAPTER 4

AIRCRAFT CRASH AND RESCUE

Section 401. PROCEDURES

a. The Federal Fire Department (FFD) will be notified prior to the conduct of any flight operations requested in accordance with this instruction. FFD is responsible for coordinating with the activity conducting the operation to ensure all fire/rescue related requirements are fully met. The District Chief, Battalion Chief and engine companies assigned responsibility for the area in which the flight operations are being conducted will be briefed on the operations and any specific items required to support an effective response in the event of a crash or fire.

b. Mishap reporting will be in accordance with reference (f) or specific service reporting criteria for non-naval aircraft.

CHAPTER 5

PHONE LIST

Section 501. PHONE LIST (All numbers are in the 808 area code)

JBPHH Port Ops Logistics Office	473-1168/1183
JBPHH Port Operations Officer	473-1139/473-2974
Pearl Harbor Signal Tower	474-6262
JBPHH Command Quarterdeck	473-1222
JBPHH Base Security	471-7114
Regional Dispatch Center	474-2222
COMNAVREG HI Staff Duty Officer	220-9188
COMNAVREG HI Regional Operations Center	473-3215/3216
COMNAVREG HI Air Operations Officer	474-6219
COMNAVREG HI Public Affairs	473-2888
Federal Fire Department	471-3303
FISC Pearl Landing Zone Coordinator	473-7630
Naval Munitions Command Duty Officer (DDO)	368-8383
FAA Honolulu Specialist	840-6131/840-6125