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DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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☆☆
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Major General
The Adjutant General

DEPARTMENTAL DIRECTIVE
No. 680.2*

11 August 2009

AVIATION

NEW JERSEY ARMY NATIONAL GUARD HELICOPTER LANDING SITES

1. **PURPOSE:** This regulation establishes and creates the policies and procedures for the utilization of areas designated as helicopter landing sites.
2. **APPLICABILITY:** This regulation applies to all New Jersey Department of Military and Veterans Affairs (DMAVA) units, support facilities, and activities.
3. **REFERENCES:**
 - NGB Supplement to AR 95-1, dated 12 November 2008.
 - Title 6, Aviation, New Jersey Statutes Annotated (N.J.S.A.).
 - Chapter 54, Licensing of Aeronautical Facilities, New Jersey Administrative Code (N.J.A.C.), dated 3 November 2003.
4. **OBJECTIVES:** This regulation prescribes and implements policies and procedures to secure a helicopter landing site and the utilization of those sites by various types of helicopters.
5. **RESPONSIBILITIES:**
 - The Adjutant General (TAG) exercises commanding control over the functions of the department as, in his judgment may be necessary or required.
 - The State Army Aviation Officer (SAAO);
 - (1) Manages and develops policies and procedures for the effective management and safety of NJARNG military aircraft.

**** This Directive supersedes DD 680.2, dated 1 November 1997***

(2) Is the controlling authority for all NJDMAVA authorized helicopter landing sites. Aircraft other than NJARNG aircraft must secure prior approval from the SAAO to use any NJARNG landing site.

- The New Jersey Department of Transportation, Division of Aeronautics, Inspection & Aircraft Operations is responsible for the licensing of New Jersey approved helicopter landing sites.

- Commanders, Army Aviation Support Facilities (AASF) will:

(1) Maintain an approved helicopter landing site information binder.

(2) Ensure all helicopter landing sites are inspected annually, and related information is updated in accordance with NJARNG Landing Zone Survey, NJARNG Form 95-6-1 (Figure 1) and the Division of Aeronautics Self-Inspection Form DA-6- Rev 3/09.

- Station commanders will ensure that approved landing sites are properly maintained. Site maintenance includes proper lighting (if applicable), obstacle clearance, and keeping the area free of objects/debris that can cause damage to engines, aircraft, and ground personnel.
- Aircrew members will ensure compliance with all helicopter landing site procedures, and will become familiar with all use requirements as annotated in each AASF's helicopter landing site information binder.

6. PROCEDURES:

- Use of these facilities is subject to the site limitations and requirements, *i.e.*, if the location has no lights it will be restricted to daylight use only.
- Noise abatement procedures will be executed for all take-offs and landings.
- Coordination for use of the site will be the responsibility of the pilot in command (PC). Whenever possible the PC will inform station personnel of the date and time of estimated arrival.
- These landing sites are for Visual Flight Rules (VFR) only.
- Whenever possible ground personnel will be present at the landing site to ensure that the site is clear for the aircraft's landing. They will also prevent civilians from wandering into and around the parked aircraft.

7. SAFETY:

- Each NJDMAVA facility with a licensed helicopter landing site will have an accessible HELICOPTER LANDING SITE PRE-ACCIDENT PLAN (Appendix A).

- Everyone involved with helicopter operations are to be familiar with Appendix A.
8. Temporary U.S. Government-leased field training areas:
 - These locations will normally be used during movements to and from Annual Training sites or during weekend training movements. If the site is located in New Jersey, the location must be licensed as a temporary helicopter landing site. Out of state landing zones will comply with the requirements of the applicable state.
 - Leasing agreements will include a statement authorizing the use of the area for helicopter landings, parking, and take-offs.
 - Usage requirements: The senior commander of troops using the leased property is responsible for coordinating the use of, obtaining approval for, safety at, and security of the area. Before the aircraft lands at the site, the senior commander must coordinate the use of the site and obtain approval from the NJARNG SAAO. The commander will, whenever possible, provide two-way radio communication with the aircraft, and keep the landing area clear.
 9. Public use airfields and helicopter landing sites which are not listed in U.S. Government publications may be used provided that site restrictions and limitations can be complied with. The PC must be aware of facilities that charge a landing fee. The PC will be personally responsible for these fees unless mission requirements dictate or prior approval has been granted by NJARNG SAAO.
 10. Restricted use airfields and helicopter landing areas will only be used for the completion of an assigned mission and approved by NJARNG SAAO. The PC will coordinate the use of these areas with the facility manager.
 11. Private use airfields and helicopter landing locations will not be used without prior approval of the NJARNG SAAO. Upon approval, the PC will coordinate the use of these areas with the facility manager.
 12. Land use agreement: Terrain flight training is conducted in these areas. Landings may be made at the PC's discretion in specified landing zones which have been surveyed for hazards by the safety officer.
 13. Temporary Government-Licensed areas will only be used for the assigned mission and can be approved by the NJARNG SAAO.
 14. Licensing Requirements:
 - Military Installations – Do not have licensing requirements.

- NJDMAVA Installations – Request for a license will be through NJ SAAO to the NJ Dept of Transportation, Division of Aeronautics.
- When a commander wishes to have an area licensed he/she should contact the appropriate AASF to initiate the action. The AASF safety officer will complete and submit the application.

15. Temporary Government-Leased Field Training Areas:

- The licensing procedures are dependent upon their geographic location.
- The senior officer of the unit utilizing the area will ensure that all local, state, and federal licensing requirements are met.
- All licensing forms and applications will be forwarded through the NJARNG SAAO.

16. Temporary Government-Licensed Areas:

When a commander wishes to have an area licensed he/she should contact the closest AASF to initiate the action. The AASF safety officer will complete and submit the application.

APPENDIX A

NEW JERSEY ARMY NATIONAL GUARD HELICOPTER LANDING SITE PRE-ACCIDENT PLAN

PURPOSE: This plan prescribes the policies and procedures for minimizing personal injury and protecting property in the event of an aircraft incident/accident.

APPLICABILITY: This plan applies to all NJDMAVA facilities and/or activities designed as helistops/helistop for NJARNG aircraft. It is effective upon receipt and remains in effect until rescinded or superseded.

RESPONSIBILITY:

- The State Army Aviation Officer (SAAO) will establish and implement this plan for use at every NJDMAVA installation and/or activity having a helistop.
- Station Commanders/Chief Executive Officers with a landing site will ensure compliance with this plan.
- All Federal or State employees involved in helicopter operations shall be familiar with this plan.

OBJECTIVE: Should an emergency occur, the policies and procedures prescribed will minimize the loss of life and/or damage to property.

PROCEDURES:

Immediate Notification:

Depending on the severity of the accident/emergency, the following local emergency support departments will need to be notified;

- Fire department
- Police Department
- Rescue Squad
- Hospital

A call must then be made to:

The appropriate AASF – If no answer at either facility, continue placing calls in the following order until someone answers:

- State Army Aviation Officer (SAAO)
- State Aviation Safety Officer (SASO)
- Emergency Operations Center (EOC)
- NJDMAVA Staff Duty Officer (SDO)

Information to be provided:

- Aircraft type and tail number
- Your location
- Nature of the emergency
- Number and extent of injuries (if known)
- Your name and telephone number

Upon the completion of rescue efforts, guard(s) must be posted to ensure that government property is secured and/or safeguarded until the arrival of the Accident Investigation Board. This must be done to prevent the destruction of evidence that might play an important part in determining the cause of the accident. **DO NOT ATTEMPT TO MOVE THE AIRCRAFT OR ANY DEBRIS UNTIL TOLD TO DO SO BY THE PRESIDENT OF THE ACCIDENT INVESTIGATION BOARD!**

Alert Notification of overdue aircraft:

When the Station Commander/Chief Executive Officer at the landing site becomes aware that the planned arrival is 30 minutes or more late, he/she must call to notify the appropriate AASF. If there is no answer at either facility, then the call shall be made in the following order until someone answers:

- State Army Aviation Officer (SAAO)
- State Aviation Safety Officer (SASO)
- Safety and Occupational Health Manager (SOH)
- Emergency Operations Center (EOC)
- NJDMAVA Staff Duty Officer (SDO)

MEDIA CALLS: All calls are to be referred to NJDMAVA Public Affairs Office (PAO).

SPECIAL REQUIREMENTS:

- A minimum of two caution signs (normally yellow with black lettering) will be prominently displayed at the landing site to caution pedestrians of the aircraft hazard.
- A windsock will be flown to assist the pilots.
- Helipad markings, if any should be painted yellow or white.
- The staff at each NJDMAVA facility or activity must inform the Flight Operations or Safety Officer of either AASF of new/relocated poles/wires or construction which may preclude the safe operation of the helistop.

NEW JERSEY DEPARTMENT OF MILITARY & VETERANS AFFAIRS

HELICOPTER LANDING SITE

ALERT NOTIFICATION ROSTER

Local Fire Department	Phone #: _____
Local Police Department	Phone #: _____
Local Rescue Squad	Phone #: _____
Local Hospital	Phone #: _____
NJDMAVA PAO	Phone #: _____

Station commanders/Chief Executive Officers or their representatives having knowledge of an aircraft emergency will notify at least one of the following individuals in the order listed:

AASF # 1 – Lakehurst NAS	Phone #: _____
AASF #2 – Trenton-Mercer Airport	Phone #: _____
State Army Aviation Officer	(W) Phone #: _____ (C) Phone #: _____
NJDMAVA Staff Duty Officer	(W) Phone #: _____ (C) Phone #: _____
Emergency Operations Center	24 hr Phone #: _____

NJDMAVA HELISTOP/LANDING ZONE SURVEY

Date of survey: _____

Conducted by: _____

Name of helistop: _____

Identifier: _____

Telephone # _____

POC: _____

Type of surface: _____

Approx. Dimensions: _____

North Latitude: _____

West Longitude: _____

	<u>YES</u>	<u>NO</u>	<u>REMARKS:</u>
Is a windsock present?	_____	_____	_____
Are wires/obstacles marked?	_____	_____	_____
Is the LZ clear of FOD?	_____	_____	_____
Are LZ signs present?	_____	_____	_____
Is the pre-accident plan available and current?	_____	_____	_____
Are personnel aware of the pre-accident plan?	_____	_____	_____
Is the LZ photo current?	_____	_____	_____

Obstacles/Hazards: _____

Restrictions: _____

Relevant Information: _____

Remarks: _____

REQUEST FOR WIND SOCK / CAUTION SIGNS

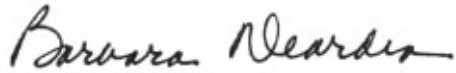
	<u>Windsock</u>	<u>Caution signs</u>
Helistop requires:	_____	_____

<u>Date of issue:</u>	_____	<u>Received by:</u>	_____
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The Proponent of this Directive is the State Army Aviation Office.
Users are invited to send comments and suggested improvements to NJDMAVA
(SAAO), P.O. Box 340, Trenton, New Jersey 08625-0340.

OFFICIAL:

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