



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-3  
UNIT 29351  
APO AE 09014

AEAGC-AV

JUL 29 2004

MEMORANDUM OF INSTRUCTION

SUBJECT: Usage of Heidelberg-Pfaffengrund Helipad

1. PURPOSE. This Memorandum Of Instruction (MOI) establishes procedures for the use of the United States Army Heidelberg-Pfaffengrund helipad for landing helicopters in support of Headquarters, United States Army, Europe and Seventh Army (USAREUR/7A) and in support of medical or public safety missions.
2. APPLICABILITY. This MOI applies to all military and civilian aircraft using the Heidelberg-Pfaffengrund helipad. This document is also available in German. In the case of differences in meaning between the two versions, the English version will have precedence.
3. RESPONSIBILITIES.
  - a. The Chief, Aviation Division, USAREUR/7A DCS, G-3 is responsible for the establishment and publication of the policies governing the usage of the helipad.
  - b. The Commander, 25<sup>th</sup> ASG, is responsible for the conduct of semiannual safety assessment of the helipad in accordance with USAREUR Regulation 95-1.
  - c. USAREUR/7A DCS G-3, Aviation Division is responsible for approving or disapproving all aircraft request for use of the Heidelberg-Pfaffengrund helipad.
  - d. The Commander, Army Flight Operations Detachment (AFOD) is responsible, after landing approval is obtained from G3 Aviation Division, for issuing PPR numbers for aircraft requesting use of the Heidelberg-Pfaffengrund helipad and for maintaining an accurate count of the number and type of aircraft utilizing the facility.
4. GENERAL. The Heidelberg-Pfaffengrund helipad is established for use in support of the Headquarters, USAREUR.7A and for medical or public safety missions flown by USAREUR/7A, German civilian medical emergency or Polizei aircraft. Temporarily, the helipad does not meet all safety, construction, and landing dimensions for a standard helipad. Therefore, it is temporarily designed as a non-standard helipad with the following restrictions:
  - a. The landing site is for visual flight rule (VFR) use only and is not for general use by other aircraft.
  - b. Use of the landing site is limited to UH-60 aircraft and smaller, with a rotor diameter less than or equal to 54 ft/16.5 m and a gross weight less than or equal to 21,000 lbs./9,500 kg.
  - c. Overnight parking is prohibited.
  - d. No services (e.g., refuel, maintenance) are provided.
  - e. Aircrews are responsible for the security of their aircraft during operations. No on-site security will be provided.

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5. AUTHORIZED USERS.

a. Within the scope of this MOI, aircraft transporting the Commanding General, USAREUR/7A are authorized unrestricted use of the Heidelberg-Pfaffengrund helipad. (A flight notification to AFOD will be provided for all flights)

b. Operational Support Airlift (OSA) missions, including tactical aircraft performing OSA mission, with approval granted by the USAREUR/7A DCS G3 Aviation Division.

c. Medical support aircraft transporting patients, live organs or blood, medicine, medical equipment or specialized medical teams with approval granted by the USAREUR/7A DCS G-3 Aviation Division.

d. German Polizei and Bundesgrenzschutz aircraft in the performance of their official duties, with approval granted by the USAREUR/7A DCS G3 Aviation Division.

6. PRIOR PERMISSION REQUEST (PPR) PROCEDURE.

a. PPR for use of the Heidelberg-Pfaffengrund Helipad will be handled thru the Army Flight Operations Detachment at least 24 hours prior to the planned usage. AFOD's telephone numbers are DSN 373-8094, CIV +49 6221 7050310 or TOLL FREE 00800-12442244. AFOD FAX is DSN 373-6542/7827 or CIV +49 6221 17-6542/7827. The AFOD E-Mail Address is [fltops@hq.hqusareur.army.mil](mailto:fltops@hq.hqusareur.army.mil) or [afodfdp@hq.hqusareur.army.mil](mailto:afodfdp@hq.hqusareur.army.mil). AFOD information is also available online at <http://afod.hqusareur.army.mil> and in the DOD ENAME Enroute Supplement. After obtaining the landing approval from USAREUR/7A G3 Aviation Division, AFOD will assign a PPR number to each flight.

b. Requestors will provide AFOD with the following information:

- 1) Aircraft type, tail number and call sign.
- 2) Aircraft operating agency.
- 3) Estimated time of arrival.
- 4) Estimated time of departure.
- 5) Purpose of the mission.
- 6) Special requests.
- 7) Point of contact for the request.
- 8) A copy of an approved exception to policy if required.
- 9) Statement with their request certifying that mission aircrews are familiar with the contents of this MOI.

c. Before granting landing approval, USAREUR/7A G-3 Aviation Division will review the request to ensure that the aircraft's mission meets established criteria. USAREUR/7A G-3 Aviation Division will disapprove all requests that do not meet the criteria in paragraph 5 above and that are not accompanied by an approved waiver or exception.

d. The Chief of Staff, USAREUR/7A is the final authority on questions of usage priorities.

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7. ARRIVAL/DEPARTURE PROCEDURES.

- a. All operations at Heidelberg-Pfaffengrund helipad will be conducted south of the inactive runway that runs along the northern boundary of the installation. Avoid over flight of all residential areas.
- b. Arriving aircrafts will cross the air control point (ACP) PHV (N49°22.3', E008°38.0') at minimum of 1000' AGL or higher and proceed NNE along the Speyerer Strasse until reaching ACP QUEEN at the intersection at N49° 23.3'. E008°39.7'.
- c. After crossing ACP QUEEN, begin a gradual left turn passing east and avoiding over flight of the recycling area north of ACP QUEEN.
- d. Land to parking pad 3 (N49°23.552', E008°39.306') at the southern end of taxiway "B".
- e. Departure procedures are the reverse of the arrival procedures.
- f. Parking on pad 4 is prohibited. Aircraft parked on pad 4 extend into the primary surface of the helipad and may present a hazard to landing and departing aircraft.

8. WAIVERS AND EXCEPTIONS. Waivers and exceptions to the policies of this MOI will be requested in writing through USAREUR/7A, DCS, G-3, Aviation Division, CASO. Requests may be faxed to DSN 370-8924 or commercial +49 6221 57 8924.

9. REVIEW AND POINT OF CONTACT. This document will be reviewed semiannually, and non-urgent changes will be incorporated as part of the review. Users are requested to provide comments and suggested changes to USAREUR/7A, DCS, G-3 Aviation Division. The point of contact (POC) for this MOI is USAREUR/7A, DCS, G-3, Aviation Division, at DSN 370-9240 CIV 06221 57 9240.

  
STEVEN J. BRIGGS  
COL, GS  
Chief, Aviation Division