

**Atterbury-Muscatatuck Training Center  
Unmanned Aerial System (UAS) SOP  
Himsel Army Airfield  
Appendix 7: Internal SOPs, Section 3  
Airfield Operations Manual (AOM)**

# **UNMANNED AERIAL SYSTEM (UAS) STANDARD OPERATING PROCEDURES**

**Headquarters  
Atterbury-Muscatatuck Training Center  
Camp Atterbury, Edinburgh, IN  
1 August 2024**

**UNCLASSIFIED**

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Effective 1 August 2024

## Aviation

# Unmanned Aerial Systems Standard Operating Procedures

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**Summary.** This Standard Operating Procedure provides administrative and operational policy and procedures for all organizations operating an Unmanned Aerial System at the Atterbury Muscatatuck Training Center to include all Restricted Airspace and operations at Himsel Army Airfield.

**Applicability.** This Standard Operating Procedure applies to all Military, Federal Agencies, Armed Forces Partner Organizations and Civilian UAS operations.

**Proponent.** Himsel Army Airfield is the lead agency for this publication.

**Suggested Improvements.** Users are invited to forward comments and suggested improvements of this publication through the Airfield Division Chief to the Commander, Atterbury-Muscatatuck Training Center.

FOR THE COMMANDER:

TEDDY ROMAN  
Airfield Manager

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## **Chapter 1**

### **1-1. General**

Camp Atterbury sits within the confines of Restricted Areas R-3401A/B. Authorized users may conduct operations within any of the defined training areas without an FAA approved Certificate of Authorization (COA) when the restricted area is active. UAS requests will be considered for approval by DPTMS. UAS activity OICs and Operators are required to ensure compliance with the Himsel Army Airfield Aviation Procedures Guide, this SOP, all applicable Airworthiness Releases, COA guidelines, etc. All aviation/UAS activities are considered shared use IAW AR 95-2 with Himsel Tower providing air traffic control and separation services. Unit requests for sole use of any portion of airspace must be specifically coordinated and approved by DPTMS.

### **1-2. Authorized users of Restricted Airspace**

a. Users authorized to operate in the restricted area are determined using AR 95-2 and DoD Special Use Airspace scheduling guidance. Per the referenced guidance, the restricted area is authorized for use by:

- (1) Armed Forces.
- (2) Federal Agencies with a support agreement signed by one of the Armed Forces.
- (3) Armed Forces Partner Organizations which provide cooperative emergency response services under the provisions of DODD 3025.18, DODD 3025.21, and as further defined by one of the Armed Forces.

b. Restricted Areas R-3401A/B may be scheduled for activities in support of Federal Agencies and Armed Forces Partner Organizations provided all of the following conditions are met:

- (1) The airspace is activated for its designated purpose.
- (2) The regulatory airspace is authorized for hazardous activity.
- (3) Activity does not infringe upon the primary Armed Forces mission.
- (4) Activity does not alter the minimum dimension or times of use required to contain Armed Forces activity.
- (5) Activity does not infringe upon the joint-use of special use airspace.

### **1-3. Operations outside of Restricted Airspace**

UAS operations outside of the Restricted Airspace will be conducted in accordance with Federal Aviation Regulations and FAA policy. Factors such as UAS size, weight, airspeed, operational altitude as well as the specific nature of the UAS operation will determine if operations outside of the Restricted Airspace will require an approved FAA Certificate of Authorization or an appropriate military branch Airspace Access Authorization will be required. Using entities are responsible for the submission of any required Certificates of Authorization and/or Airspace Access Authorization.

### **1-4. Prohibition of Personally owned UAS**

Personally owned UAS use is not authorized over the installation. Unauthorized use of UAS may result in the loss of installation access privileges, potential forfeiture of any unauthorized recordings, photographs, or videos, adverse personnel action, and possible criminal prosecution under Federal or State Law. Reports of suspicious UAS activity over the installation can be made to Range Control.

## **Chapter 2**

### **Scheduling UAS Operations**

#### **2-1 Scheduling Training Areas**

a. Information of the training areas available at the Atterbury-Muscatatuck Training Center can be found on the Atterbury-Muscatatuck public website at [Indiana National Guard: Camp Atterbury](#). Training areas and facilities are scheduled and approved through DPTMS and tracked/managed using the Range Facility Management Support System (RFMSS). Scheduling information and points of contact are provided on the website at the “Director of Plans, Training, Mobilization, and Security” link found under the “Camp Atterbury” tab on the homepage. Users are highly encouraged to contact Himsel Army Airfield Operations to coordinate specific aviation or airspace requirements prior to scheduling training areas to facilitate deconfliction and expedite approval of your training event.

b. Requests for UAS convoy following/leading or training between multiple training areas must be specifically approved by DPTMS and pre-coordinated with the Himsel Army Airfield Air Traffic Control Chief.

c. All UAS operations will originate and terminate from an approved training area. UAS take-off from or landing to the Garrison area is prohibited unless approved in advance by the DPTMS Director.

#### **2-2 Scheduling of Airspace**

a. The Restricted Airspace is scheduled in accordance with the daily operational needs of Armed Forces Training. UAS users are required to schedule the Restricted Airspace along with all required ground space with the Future Scheduling Office. Airspace requests must include the expected date/time of operations and the maximum altitude required for operations.

b. UAS users must not assume sole use of airspace. UAS training and testing that involves activities hazardous to aviation (e.g. counter-UAS testing) must coordinate airspace separation when scheduling. Requests for sole use of specific areas of airspace or required stand-off distances must be approved by DPTMS and pre-coordinated with the Himsel Air Traffic Control Chief.

#### **2-3 Commercial Off-The-Shelf (COTS) UAS**

All UAS not designated a US military program of record nor approved under the Department of Defense Blue UAS program will require approval to operate IAW the Office of the Secretary of Defense and/or National Defense Authorization Act guidance for **uncontrolled environments**. Requested users are required to submit a copy of the approved waiver/exemption/authorization to Himsel Army Airfield Operations for review. This policy applies to all COTS UAS, regardless of modification or purpose.

#### **2-4 Civilian UAS DD 2402 Requirement**

A DD Form 2402, Hold Harmless Agreement, must be on file with Himsel Operations prior to any civil owned UAS operations within the Restricted Areas. The DD 2402 will be completed IAW AR 95-2, paragraph 9-11d.

## **Chapter 3**

### **Pre-mission Coordination**

#### **3-1. Pre-Mission Coordinating Requirements**

Prior to conducting UAS operations, the following coordination must be completed with Himsel Army Airfield Operations and the Himsel Air Traffic Control Chief. This is in addition to any Range Control requirements.

a. Complete the UAS Mission Form. The UAS Mission Form (Figure F-1) will be completed by all users. This provides Himsel Air Traffic Control Tower with the mission data necessary to plan and provide aircraft separation services. For multi-day operations, a single form can cover the entire operational period. If the flight profile or schedule changes, users are required to update Himsel Tower to ensure they can support the changed requirements and avoid delays in service.

b. Airspace confirmation. Users should confirm the activation of airspace for UAS operations with Himsel Army Airfield Operations. Additionally, COA activation, Restricted Airspace altitudes and any applicable FAA Notice to Airmen requirements will be verified by Operations personnel.

c. Letter of Agreement (LOA). A Letter of Agreement (Figure F-2) between the using UAS entity and the Himsel Army Airfield Air Traffic Control Tower. A representative from Himsel Tower will produce the LOA for completion and obtain the Air Traffic Control Tower Chiefs signature.

## **Chapter 4**

### **Communications**

#### **4-1 Communication Requirements**

a. Any entity operating a UAS above the Atterbury-Muscatatuck Training Center, within Restricted Areas R-3401A/B and/or any associated COAs will remain in contact with Himsel ATCT on VHF 126.2 unless directed otherwise. Additional communication requirements, departure/arrival/enroute procedures, are outlined within the Letter of Agreement between the entity and Himsel ATCT.

b. Entities that do not have organic VHF (air band) radios may be issued a radio as needed from Himsel Operations.

#### **4-2 Communication Procedures**

a. Departure Procedures.

- (1) Upon initial contact UAS Personnel will relay departure information with Himsel Tower (i.e. altitude requested, and departure area for Camp Atterbury) via VHF 126.2.
- (2) UAS personnel shall advise Himsel Tower prior to departure.

b. In-Flight Procedures.

- (1) UAS personnel shall notify Tower upon reaching requested altitude via VHF 126.2.
- (2) UAS personnel shall report operations normal every 15 minutes via VHF 126.2.
- (3) UAS personnel shall report to Himsel Tower, on VHF 126.2, if area of flight has changed from original flight area reported.
- (4) UAS personnel shall request to Himsel Tower, on VHF 126.2, of any changes in altitude, prior to altitude deviation.
- (5) UAS personnel shall notify Himsel ACT Tower of any Emergencies that should take place during flight.

c. Arrival Procedures.

- (1) UAS personnel shall notify Himsel Tower intentions of landing (recovery). If landing at the Airfield, UAS personnel shall advise Himsel Tower of current location and distance from airfield.
- (2) Upon successful landing, UAS personnel shall notify Himsel Tower of safe recovery.

## **Chapter 5 UAS Accident and Incident Reporting**

### **5-1 Accident and Incident Reporting**

- a. All UAS accidents and incidents, to include lost link/missing UAS will be reported to Himsel ATCT, Range Control, and the Airfield Manager/Air Traffic & Airspace Officer as soon as possible.
- b. Upon notification of the UAS accident or incident, the entity responsible for the UAS will be required to complete an FAA Initial Unmanned Aircraft Incident Report Form in addition to any service component/and or unit requirements as well as any additional requirements established in the COA (if applicable).
- c. The Air Traffic & Airspace Officer will contact the Department of the Army Representative to the FAA within 24 hours, provide the initial report, and any additional follow-on information as necessary.
- d. The Air Traffic & Airspace Officer will notify the DPTMS Director of all UAS accidents and incidents.

## **Chapter 6 UAS Operations at Himsel Army Airfield**

### **6-1 UAS Operations at Himsel Army Airfield**

- a. UAS operations from Himsel AAF may be approved by the Airfield Manager on a case-by-case basis in order to accommodate aircraft requiring longer runway surfaces or specific operational needs.
- b. Himsel AAF remains an active aerodrome. UAS activities can expect interruptions and delays to accommodate separation from other fixed and rotary-wing traffic operating from the field.
- c. Launch and recovery systems will be removed from the surface areas surrounding the runway immediately after use. The airfield must remain clear and available for emergency landing of distressed aircraft in the area. Additionally, all support equipment will remain in designated areas and secured so that it does not present a safety hazard to aviation.
- d. IAW AR 95-2, UAS not owned by the DoD or another Federal Agency will require a civilian aircraft landing permit (CALP) prior to commencing operations at Himsel Army Airfield. Himsel Operations can provide the documents required to request a CALP.



**Figure F-1**  
**Atterbury-Muscatatuck UAS Mission Form**

Unit/Call Sign (State or Base): \_\_\_\_\_

Training Areas Used: \_\_\_\_\_

Location of Launch: \_\_\_\_\_

Type & Number of UAs: \_\_\_\_\_ Total Weight w/Payload: \_\_\_\_\_

Lost Link/Loiter Point: \_\_\_\_\_

Highest Altitude Requested: \_\_\_\_\_

On-Site OIC/IOs/VOs: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Number Personnel Training: \_\_\_\_\_

Start/Stop Dates: \_\_\_\_\_ Times of Operations: \_\_\_\_\_

All launch/recoveries of UA must be requested through Himsel Tower on 126.2. Units are required to maintain communications with Himsel tower check-in every 15 minutes with a status call, i.e. 'Operations Normal'. In the event radio communications cannot be establish, other means of communications must be utilized and UA must land immediately!

Date: \_\_\_\_\_ Operations Initials: \_\_\_\_\_ OIC Initials: \_\_\_\_\_

V1.0 3JUN2019

**Figure F-1**

## LETTER OF AGREEMENT

EFFECTIVE: \_\_\_\_\_

SUBJECT: Coordination and Procedures for Himsel Air Traffic Control Tower and \_\_\_\_\_ during UAS operations.

1. PURPOSE: This Letter of Agreement (LOA) establishes and defines responsibilities and procedures for the operation between \_\_\_\_\_ and Himsel Air Traffic Control Tower.
2. CANCELLATION: None
3. SCOPE: The responsibilities and procedures outlined herein are for use in the conduct of operations between \_\_\_\_\_ and Himsel Air Traffic Control Tower. These responsibilities and procedures are applicable to \_\_\_\_\_ and Himsel Army Air Traffic Control Tower.
4. RESPONSIBILITIES FOR \_\_\_\_\_
  - A. Departure Procedures
    1. Upon initial contact UAS Personnel will relay departure information with Himsel Tower (i.e. altitude requested, and departure area for Camp Atterbury) via VHF 126.2.
    2. UAS personnel shall advise Himsel Tower prior to departure.
  - B. In Flight Procedures
    1. UAS personnel shall notify Tower upon reaching requested altitude via VHF 126.2.
    2. UAS personnel shall report operations normal every 15 minutes via VHF 126.2.
    3. UAS personnel shall report to Himsel Tower, on VHF 126.2, if area of flight has changed from original flight area reported.
    4. UAS personnel shall request to Himsel Tower, on VHF 126.2, of any changes in altitude, prior to altitude deviation.
    5. UAS personnel shall notify Himsel ACT Tower of any Emergencies that should take place during flight.
  - C. Arrival Procedures
    1. UAS personnel shall notify Himsel Tower intentions of landing (recovery). On initial contact UAS personnel shall advise Himsel Tower of current area and distance from airfield.
    2. Upon successful landing, UAS personnel shall notify Himsel Tower of safe recovery.

**Figure F-2**

5. RESPONSIBILITIES FOR HIMSEL AIR TRAFFIC CONTROL TOWER

A. Departure Procedures

1. Himsel ATC Tower shall issue ranges that are in a HOT status prior to issuing clearance.
2. Himsel ATC Tower shall issue wind, altimeter and any advisories, if necessary, then issue take off clearance via VHF 126.2

B. In Flight Procedures

1. Himsel ATC Tower shall relay any weather watches/warnings once a weather watch or weather warning is issued.
2. Himsel ATC Tower shall relay instructions should conflicting traffic arrive in the R3401A aerodrome.
3. Himsel ATC Tower shall give priority to any UAS declaring an emergency.

C. Arrival Procedures

1. Himsel Tower shall provide UAS personnel with current airfield conditions and clear airspace, of conflicting traffic, prior to UAS landing.

DISTRUBUTION: 1 Copy \_\_\_\_\_, 1 Copy Himsel Air Traffic Control Tower (ATCT)

\_\_\_\_\_  
\_\_\_\_\_

TODD A. FISHEL  
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