DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 3721.1C
N3
03 APR 2009

NAVSUPPACT NAPLES INSTRUCTION 3721.1C

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: AIRFIELD OPERATING PROCEDURES AND SAFETY REGULATIONS FOR VEHICLES AND PEDESTRIANS

Ref: (a) NAVAIR 00-80T-114
(b) Air Traffic Control Handbook 7110.65
(c) A1-NAOSH-SAF-000/P-5100-1
(d) DOC 4444-RAC501/12
(e) OPNAVINST 3750.6
(f) OPNAVINST 5102.1
(g) OPNAVINST 4790.2
(h) NAVSUPPACT NAPLES INST 5560.7A
(i) NAVSUPPACT NAPLES INST 3710.2E
(j) Naples Airport Authority Directive No.23/2001

Encl: (1) NSA Naples Ramp Diagram
(2) Airfield Vehicle Operator's Course (AVOC)
(3) Request for Airfield Vehicle Operator Course

1. Purpose. To establish procedures for the control and safety of personnel and vehicles operating on/or transiting the airfield.

2. Cancellation. NAVSUPPACT NAPLES INST 3721.1B. This instruction has been completely revised and should be read in its entirety.

3. Scope.

a. This instruction governs the control of all vehicular operations and pedestrian traffic on the airfield by U.S. military personnel and personnel hosted, employed, or contracted by the Government of the United States.

b. The airfield, for purposes of this instruction, is any aircraft taxiway, area surrounded by taxiways, or aircraft parking areas.

4. Discussion.

a. Per references (a) and (i), unnecessary vehicular/pedestrian traffic on the airfield is a safety hazard and shall be held to an absolute minimum.

b. Only personnel and vehicles in strict compliance with this instruction will be permitted on the airfield.

c. Violations of the provisions of this instruction may include but not limited to; suspension of their access and/or airfield driving privileges, violators will be required to re-take the driving course over before their driving privileges can be restored per reference (h), and disciplinary action per UCMJ and/or legal action deemed appropriate.

5. Requirements.

a. Pedestrian Access:

(1) Personnel requiring occasional or infrequent access to the ramp shall notify Transient Line at DSN: 626-5382/6884 and an escort will assist them on and off the ramp. If access is required for a period of more than three working days, but less than 30 days a memorandum containing reason, dates, times, names, and organization, shall be approved by the Air Operations Officer.

(2) Personnel requiring daily/frequent access to the ramp shall complete the Airfield Vehicle Operator's Course (AVOC) before obtaining authorization. The AVOC will outline the proper walking areas and guidelines to be followed when accessing the ramp.

b. Vehicular Access:

(1) Per reference (a), all personnel requesting temporary or permanent vehicular access to the U.S. Navy ramp must attend the Airfield Vehicle Operator's Course (AVOC), (enclosure (2)). References (b) through (g) are used as guidance for the lecture.

(2) Request for AVOC (enclosure 3) must be submitted to AVOC manager to enroll in the course. AVOC manager is responsible for the scheduling of courses and ensuring compliance with references (a) through (g) regarding airfield driving violations. Air Operations Officer has course oversight.

(3) Organizations with airfield vehicle operators who operate on the U.S. Navy Ramp shall ensure operators attend an airfield vehicle operator's course initially and annually thereafter. These personnel shall be thoroughly familiar with the layout of the NSA Naples Ramp Diagram, enclosure (1) and AVOC, enclosure (2). The Air Operations Officer will then authorize ramp driving privileges to be included on the base installation pass.

NOTE: Organizations and activities with a large group desiring the airfield vehicle operator's course must coordinate with the AVOC manager at least on week in advance to set up a specific place and date.

(4) Personnel requesting vehicular access within the Capodichino Airport operational areas (runway, taxiway, civilian and military maneuvering areas) require certification for driving and shall familiarize themselves with both reference (j) and the Airside Driving Operating Code (ADOC) booklet and videotape. A practical familiarization and a driving tour of the airport's operational areas will be necessary to better comprehend the above mentioned ADOC procedures.

R. B. RABUSE

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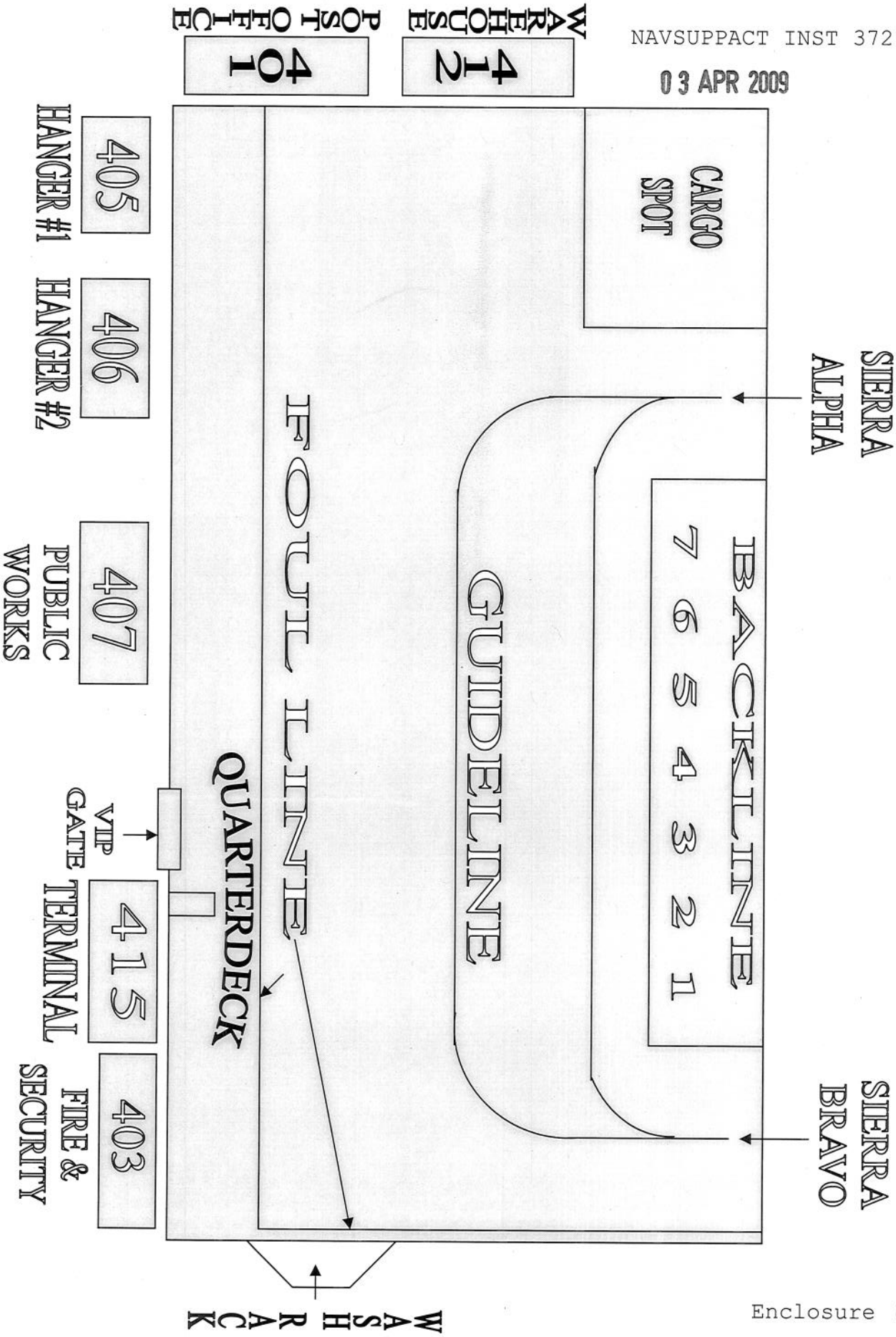
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AIRFIELD VEHICLE OPERATOR'S COURSE CURRICULUM

1. Introduction. This course is designed to instruct personnel in the proper airfield procedures and safety precautions of the U.S. Naval Support Activity (NAVSUPPACT), Naples Capodichino Airfield for vehicular and pedestrian traffic.

2. Discussion.

a. All unnecessary vehicular or pedestrian traffic on the airfield is a safety hazard and shall be held to an absolute minimum.

b. Capodichino Airfield is an Italian controlled airfield and Italian controllers must approve all vehicular operations in the radio required zone.

c. NAVSUPPACT Naples Capodichino point of contact for all airfield driving/licensing is the Air Operations Officer.

3. Airfield Vehicle Operator Requirements.

a. License/Permit possession. Drivers shall have in their possession a valid driver's license (U.S. Government/U.S. States/Italian) and a current airfield vehicle operator's access when operating a vehicle anywhere on the airfield.

b. Permit Restrictions. NAVSUPPACT Naples airfield operator's access is valid for one year from the date of issuance and will expire automatically if not renewed.

c. Radios. All vehicles operating on the airfield, excluding ramp areas shall be radio equipped or be escorted by a radio equipped vehicle.

d. Vehicle Markers. All vehicles regularly used on the airfield shall be equipped with amber rotating beacons. Beacons shall be illuminated at all times while on the airfield. All other vehicles used on the airfield shall be equipped with a flag. Flags shall consist of a three (3) foot square checkered

pattern of international orange and white squares not less than one (1) foot on each side.

4. Restrictions.

a. Bicycles are PROHIBITED on the airfield and ramps.

b. Privately owned vehicles are PROHIBITED on the airfield and ramps.

c. No hats or loose items on the flight line

d. Speed limits:

(1) Follow-me: safe speed in front of taxing aircraft

(2) Line areas and Ramps: 5 mph / 8 kph

(3) Taxiways: 25 mph / 40 kph

(4) Runway: 30 mph/48 kph

(5) EMERGENCY vehicles shall operate at speeds for safe and expeditious arrival at response sites.

e. Smoking. Smoking or use of open flame on the flight line is strictly prohibited. Ref NAVSUPPACT NAPLES INST 5100.10 (series).

f. Pedestrian traffic on runways and taxiways is prohibited.

g. All pedestrians, except flight crews aviators engaged in flight operations that cross the ramp foul line will have a two-way radio and wear a safety vest at all times.

h. Entrance onto the ramp is limited through the Operation's Duty Officer (ODO) door or VIP vehicle gate entrance.

NOTE: ALL PERSONNEL ACCESSING THE RAMP WILL CHECK IN WITH THE ODO AND TRANSIENT LINE DIVISION.

5. Ramp Driving.

a. All vehicles will utilize four way flashers at all times while operating on aircraft ramp.

b. All vehicles without a flag are not authorized beyond the yellow foul line into the aircraft movement areas and aircraft parking areas.

c. When approaching aircraft, all vehicles must approach parallel to the aircraft to prevent a mishap in case of brake failure.

d. When emergency vehicles (fire trucks/ambulances) are on the airport movement area with emergency lights flashing, **ALL VEHICULAR TRAFFIC WILL STOP AND/OR GIVE RIGHT OF WAY** to those vehicles. If parked in the vicinity of an aircraft and lights are flashing **THE VEHICLE WILL NOT DRIVE BETWEEN THE EMERGENCY VEHICLE AND THE AIRCRAFT**.

e. Never direct headlights toward the cockpit of an aircraft.

f. Operators shall maintain a safe distance from all parked aircraft. **DO NOT PARK VEHICLES FACING AIRCRAFT AT ANY TIME.**

g. Vehicles required to park or operate under aircraft (AIRPORT SERVICE VEHICLES ONLY) will have a safety observer posted and one wheel chocked. Vehicles on the ramps in support of VIP movement **WILL NOT** drive under any aircraft surface.

i. All vehicles will give right of way to any moving aircraft and authorized Follow-Me vehicles. **AT NO TIME WILL A VEHICLE DRIVE IN FRONT OF, OR IN THE VICINITY OF, ANY MOVING AIRCRAFT.**

j. Unattended vehicles within 50 feet of any aircraft will

have ignition off with keys in ignition, transmission in gear or park, parking brakes set, and wheel chocked.

k. Vehicles parked in front of the hangars, fire lanes, or any unauthorized are will be ticketed and towed.

l. All vehicles will utilize the marked roadway while transiting to and from hangars or aircraft ramps.

m. Vehicles are not permitted to pass between parked aircraft wing tips.

n. Authorization to enter any restricted area designated on the airfield must be gained by the activity controlling the restricted area.

o. Radio required zones begin on taxiway access at the throat entering the taxiway. Access to the taxiway will not be granted until permission is granted by the control tower.

6. Airfield Driving.

a. All vehicles operating in a radio required area must be in support of aircraft or airfield operations. Alternate routes must be used unless otherwise directed.

b. All vehicles shall maintain radio contact with the control tower at all time. **NO EXCEPTIONS**

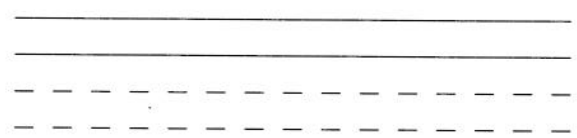
c. Follow-Me vehicles providing escort for other vehicles will give the type and number of vehicles they are escorting.

d. All control tower instructions will be read back verbatim prior to executing them to ensure all instructions are absolutely clear.

e. Vehicles will not cross an active runway without specific tower approval. Hold short lines **SHALL** be utilized by all vehicles.

f. Hold short markers. These markers consist of two

(2) solid yellow lines followed by two (2) broken yellow lines. They are located 175ft from the runway edge at every entry point to the runway. **VEHICLES SHALL NOT CROSS THESE LINES WIHTOUT CLEARANCE FROM THE TOWER.**



7. Communications. Capodichino tower operates on FM frequency-403-430 MHZ for U.S. vehicles.

8. Standard Radio Procedures.

a. Permission must be obtained from the tower prior to operating on the Italian side airfield. Operators are additionally required to report once they are off the runway or the airfield. When reporting off the airfield, taxiways or runway, do not use the word "clear". The preferred method is to report "off" of the airfield. Vehicle operators shall comply with standard radio procedures.

b. Terms.

(1) PROCEED - Permission has been granted, however, restrictions may be included.

(2) HOLD SHORT - Go no further or stop short of the area stated. Stop prior to the hold short lines when approaching the runway. **VEHICLE OPERATORS ARE REQUIRED TO REPEAT ALL HOLD SHORT INSTRUCTIONS ISSUED BY THE TOWER.**

(3) STAND BY - The tower is unable to respond immediately, but will respond when able. (Hold your position and wait).

(4) ROGER - Your message was received and understood. **NOTE: Do not confuse with affirmative.**

(5) SAY AGAIN - Your message was not understood, please repeat.

(6) AFFIRMATIVE - "Yes", response to a question.

(7) NEGATIVE - "No", response to a question.

(8) WILCO - Short for "will comply." Used in response to a request to perform a task.

(9) FIELD CLEARANCE - Tower has given permission for the vehicle to proceed anywhere on the airfield. DO NOT ask for field clearance if only operating or working in a certain area or location (ask to proceed to that location). Field clearance is automatically cancelled when you report off the airfield.

c. Radio Transmission Format.

(1) Identify the station you are calling.
"Napoli Tower"

(2) Identify yourself.
"US Navy Follow-me"

(3) State your location.
"Entering the airfield at Sierra Bravo"

(4) State your message or request.
"Request to proceed to the south ramp via the parallel taxiway"

Example:

"Tower, US Navy Follow-me, entering the airfield at the Sierra Bravo, request to proceed to the south ramp via the parallel taxiway."

"US Navy Follow-me, Tower, proceed to the south ramp via parallel taxiway.

ALWAYS LISTEN TO THE TOWER'S RESPONSE, as you may not be able to proceed as requested.

Note: Repeat of hold short instructions is mandatory.

(5) Radio checks. Always perform a radio check prior to entering the airfield. The control tower continuously monitors the frequency.

Example:

"Tower, US Navy Follow-me, radio check."

Responses to radio checks include:

(1) Loud and clear
(2) Loud and garbled
(3) Weak but clear/readable
(4) Weak and garbled
(5) Unreadable

A response to a radio check other that "Loud and clear" indicates you may have an unreliable radio and it should be returned for repair.

9. Foreign Object Damage (FOD).

a. FOD is considered to be any item or debris, which may cause equipment damage, particularly to jet engines. FOD is anything you can pick up off of the ground. Some examples of FOD are stones, bolts, dead animals, trash, etc.

b. Reporting FOD. Airfield operators shall immediately report FOD hazards to the Transient Line Division. Additionally, drivers will remove FOD from the airfield or advise the Transient Line Division when a sweeper is necessary. FOD that appears to be from an aircraft shall be delivered to Transient Line.

c. Vehicle inspection. Vehicle operators are responsible for inspection of their vehicles to ensure they are FOD safe prior to entering any point on the airfield. The inspection should include truck beds for loose debris and tire treads for gravel or stones. **VEHICLES SHALL BE DRIVEN OVER FOD SHAKERS LOCATED AT RAMP ENTRY POINT.**

REQUEST FOR AIRFIELD VEHICLE OPERATOR'S COURSE (AVOC)

From: _____

To: Air Operations Officer (Code N32), U.S. Naval Support Activity, Naples, Italy

Subj: REQUEST FOR AIRFIELD VEHICLE OPERATOR'S COURSE

Ref: (a) NAVSUPPACT NAPLES INST 3721.1

1. The following personnel are recommended to attend the Airfield Vehicle Operator's Indoctrination course:

LAST NAME/FIRST NAME	RANK/RATE SSN	NEW/RENEWAL

2. Requested date/times are: _____.

3. The point of contact for AVOC in this Department/Activity is:

_____
SIGNATURE