



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 3721.1D
N3

28 JUL 2015

NAVSUPPACT NAPLES INSTRUCTION 3721.1D

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) NAVSUPPACT NAPLES INST 3710.2F
(c) NAVSUPPACT NAPLES INST 5560.7B
(d) JO 7110.65V CH-5
(e) NAVAIR A1-NAOSH-SAF-000/P-5100-1
(f) DOC 4444-RAC501/12
(g) OPNAVINST 3750.6S
(h) OPNAVINST 5102.1D
(i) OPNAVINST 4790.2J
(j) Naples Airport Authority Directive No.23/2001
(k) NAVSUPPACT NAPLES INST 5100.10A

Encl: (1) Airfield Diagram
(2) Airfield Vehicle Operator's Course (AVOC)
(3) Air Traffic Control Hazard Violation Report

1. Purpose. To establish procedures for the control and safety of personnel and vehicles operating on/or transiting the airfield. This instruction has been revised substantially and should be reviewed in their entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 3721.1C.

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.

28 JUL 2015

4. Discussion

a. Per references (a) and (b), unnecessary vehicular or 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 this instruction may result in suspension of access and/or airfield driving privileges, base driving citation per reference (c), disciplinary action per the UCMJ, or any other legal action deemed appropriate.

5. Responsibilities

a. Operations Officer (OPSO)

(1) The OPSO will ensure that all resources are available (classroom, instructors) to complete an AVOC course within one week of request submittal.

(2) The OPSO has AVOC course oversight.

b. Air Traffic Control (ATC)

(1) Per reference (a), ATC shall manage and maintain the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy Airfield Vehicle Operator's Course (AVOC) training program as directed by the Commanding Officer (CO).

(2) Designate an AVOC Coordinator for all NAVSUPPACT Naples departments and tenant commands.

(3) Designate AVOC Instructors for NAVSUPPACT Naples and tenant commands.

c. AVOC Coordinator

(1) Forward AVOC instructor recommendations to the Air Traffic Control Facility Officer (ATCFO) for designation as AVOC Instructors.

(2) Responsible for tracking all AVOC qualifications and AVOC course materials.

(3) The AVOC Coordinator is responsible for the scheduling of courses and ensuring compliance with references (a), (d) through (i) regarding airfield driving requirements and driving violations.

6. Requirements

a. Pedestrian access

(1) Personnel requiring access to the ramp shall notify Transient Line Division at DSN: 314-626-5382/6884 and an escort will assist them on and off the ramp. If access is required for more than three working days, a memorandum containing reason, dates, times, names, and organization, for periods not exceeding 30 days shall be forwarded to the ATCFO and approved by the OPSO.

(2) Personnel requiring daily or frequent access to the ramp shall complete the AVOC before obtaining authorization. The AVOC coordinator will outline the proper walking areas and guidelines that shall 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 AVOC in enclosure (2). References (d) through (i) are used as guidance for the lecture.

(2) Organizations with airfield vehicle operators who utilize the U.S. Navy Ramp shall ensure operators attend an airfield vehicle operator's course initially and annually thereafter. **An AVOC license is valid for one year.** When the AVOC license expires, the card holder is required to attend the AVOC to renew their license. These personnel shall be thoroughly familiar with enclosures (1) and (2). The AVOC instructor will then authorize ramp driving privileges to be included on an AVOC card.

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

28 JUL 2015

(3) 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 PowerPoint provided during the course. A practical familiarization and a driving tour of the airport's operational areas will be necessary to better comprehend the above mentioned AVOC procedures.

7. Violations

a. All personnel operating a motor vehicle on the airfield may be required to show a current AVOC license. Unqualified personnel shall not operate any motor vehicles on the airfield. An AVOC Violation Report will be filled out with the violator's command/department, and a copy of the report will be delivered to the Air Traffic Control Facility Officer at NAVSUPPACT Naples, Capodichino, Building 415.

b. Unsafe operation of motor vehicles on the airfield will be reported to the Operation's Duty Officer at DSN: 314-626-5223. Provide as much information as possible about the incident; give your name, rate, command/department and phone number. After investigation, a violation report will be filled out and sent to the command/department.

c. All ramp violation reports will be delivered to the NAVSUPPACT Naples, CO via the OPSO. If appropriate, an enclosure (3) will be completed and the violator's command will be notified.

d. First violation will result in suspension of AVOC license for up to 30 days and the member will be counseled and retrained. A second violation may result in permanent removal of AVOC license and disciplinary action.



D. W. CARPENTER

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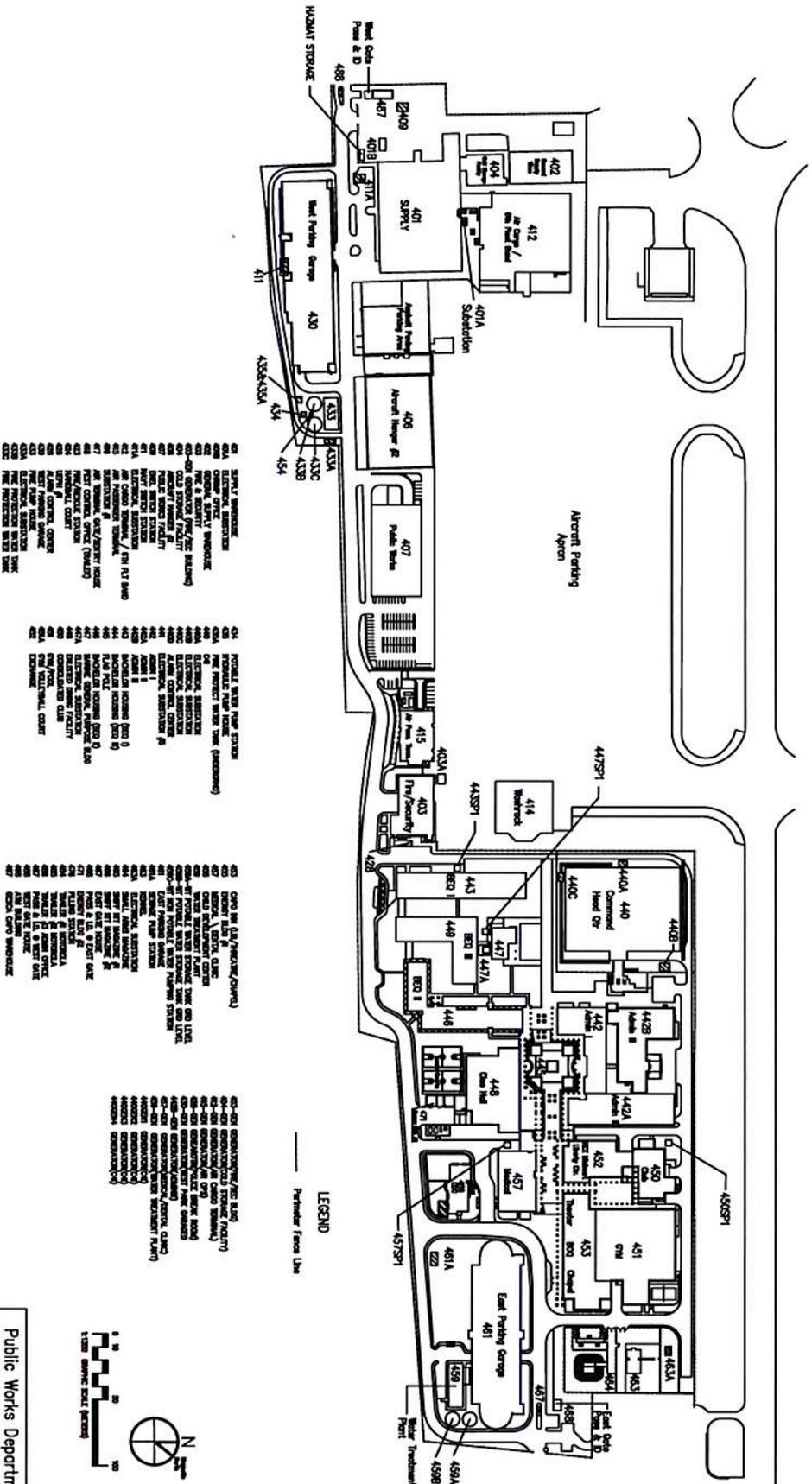
<https://www.cnic.navy.mil/Naples/About/Departments/Adminitstation/AdminstrativeServices/Notices/index.htm>

AIRFIELD DIAGRAM

NAVSUPPACT NAPLES INST 3721.1D
28 JUL 2015

NSA Naples Capodichino

Latitude: 40° 33' 11"N
Longitude: 14° 10' 48"E



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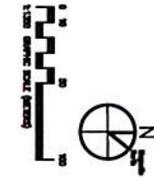
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LEGEND
Perimeter Fence Line



Public Works Department
Naval Support Activity
Capodichino, Naples, Italy
27 JUL 2007

28 JUL 2015

Airfield Vehicle Operator's Course (AVOC)

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, Italy Capodichino Airfield for vehicular and pedestrian traffic.

2. Discussion

a. All unnecessary vehicular or pedestrian traffic on the airfield creates a safety hazard and shall be strictly monitored and avoided.

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 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/Italian) and a current AVOC license when operating a vehicle on the airfield.

b. Permit Restrictions. NAVSUPPACT Naples airfield operator's access is valid for one year from the date of issuance and expires 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 foot square checkered pattern of international orange and white squares not less than one foot on each side.

28 JUL 2015

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/covers or loose items on the flight line.
- d. Speed limits:
 - (1) Follow-me: safe speed in front of taxiing 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 the response sites.
- e. Smoking. Smoking or open flames on the flight line are strictly prohibited per reference (k).
- f. Pedestrian traffic on runways and taxiways is prohibited.
- g. All pedestrians, except flight crews and 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 very important person (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 towards the cockpit of an aircraft.

f. Operators shall maintain a safe distance from all parked aircraft. **Do not park vehicles facing aircraft at anytime.**

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.

h. 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.**

i. Unattended vehicles within 50 feet of any aircraft will have ignition off with key in ignition, transmission in gear or park, parking brakes set, and wheels chocked.

j. Vehicles parked in front of a hangar, fire lane, or any unauthorized area will be ticketed and towed.

k. Vehicles will utilize the marked roadway while transiting to and from hangars or aircraft ramps.

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

28 JUL 2015

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

n. Radio required zones begin on the 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 times. **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 175 feet from the runway edge at every entry point to the runway. **Vehicles shall not cross these lines below without clearance from the tower.**



7. Communications. Capodichino tower operations operated 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. **Vehicles are required to repeat all hold short instructions issued by the tower verbatim.**

(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 a field clearance if only operating or working in a certain area or location (ask to proceed to that location.) Field clearances are automatically cancelled when you report off of the airfield.

28 JUL 2015

c. Radio Transmission Format

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

(2) Identify yourself. "U.S. 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: "Napoli Tower, U.S. Navy Follow-me, entering the airfield at Sierra Bravo, request to proceed to the south ramp via the parallel taxiway".

"U.S. Navy Follow-me, Napoli 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: "Napoli Tower, U.S. Navy Follow-me, radio check."

Responses to radio checks include:

- Loud and clear
- Loud and garbled
- Weak but clear/readable
- Weak and garbled
- Unreadable

A response to a radio check other than "Loud and clear" indicates that 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 and deliver FOD from an aircraft to Transient Line.

c. Vehicle inspection. Vehicle operators are responsible for inspection of their vehicles to ensure they are FOD free 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 points.**

AIR TRAFFIC CONTROL HAZARD VIOLATION REPORT

Date: _____

Time: _____

Reporting Official

Name: _____

Rate/Grade: _____

Command: _____

Phone #: _____

Division: _____

E-mail: _____

Offender Information

Name: _____

Rate/Grade: _____

Command: _____

Phone #: _____

Division: _____

E-mail: _____

AVOC License#: _____ Issue Date: _____ Exp. Date: _____

Area of Airfield Violation Occurred

Ramp Area/Spot Number: _____ Hangar Number: _____

Location: _____

What was your mission/intent when violation occurred?

TYPE OF VIOLATION:

- Crossing a controlled area (Runway/Taxiway) without clearance
- No Radio Communications with control tower.
- Operating on the Airfield with an expired license
- Speeding
- Unsafe Operation (Explain): _____
- Other (Explain) _____

Reporting Official Signature & Date: _____

Note: A copy shall be sent to the Operations Officer and to the offender's command for review and correction to prevent any future aircraft/vehicle mishap and personnel injuries.