



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 3721.1F
N3

24 MAY 2021

NAVSUPPACT NAPLES INSTRUCTION 3721.1F

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, NATOPS Air Traffic Control Manual
(b) NAVSUPPACTNAPLESINST 3710.2G
(c) NAVSUPPACT NAPLESINST 5560.7C
(d) JO 7110.65Y, Air Traffic Control
(e) NAVAIR A1-NAOSH-SAF-000/P-5100-1, Technical Manual - NAVAIROSH
Requirements for the Shore Establishment
(f) DOC 4444-RAC501/12, Procedures for Air Navigation Services — Air Traffic
Management
(g) OPNAVINST 3750.6S, Naval Aviation Safety Management System
(h) OPNAVINST 5102.1D, Navy and Marine Corps Mishap and Safety Investigation,
Reporting, And Record Keeping
(i) OPNAVINST 4790.2J, The Naval Aviation Maintenance Program
(j) Naples Airport Authority Directive No.23/2001
(k) NAVSUPPACTNAPLESINST 5100.10B

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

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. NAVSUPPACTNAPLESINST 3721.1E

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.

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4. Discussion

a. Per references (a) and (b), unnecessary vehicular or pedestrian traffic on the airfield is a safety hazard and must 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 Uniform Code of Military Justice (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 Airfield Vehicle Operator's Course (AVOC) course within one week of request submittal.

(2) Oversee the AVOC course.

b. Air Traffic Control (ATC)

(1) Per reference (a), ATC must manage and maintain the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, 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) Track all AVOC qualifications and AVOC course materials.

(3) Schedule courses and ensure compliance with references (a), (d) through (i) regarding airfield driving requirements and driving violations.

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6. Requirements

a. Pedestrian access

(1) Personnel requiring access to the apron must notify Transient Line Division at DSN: 314-626-5382/6884 and an escort will assist them on and off the apron. 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 must be forwarded to the ATCFO and approved by the OPSO.

(2) Personnel requiring daily or frequent access to the ramp must complete the AVOC before obtaining authorization. The AVOC coordinator will outline the proper walking areas and guidelines that must 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 apron 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 Apron must ensure operators attend an airfield vehicle operator's course initially and annually thereafter.

(3) 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 must 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.

(4) Personnel requesting vehicular access within the Capodichino International Airport operational areas (runway, taxiway, civilian and military maneuvering areas) require certification for driving and must familiarize themselves with both reference (A) and the PowerPoint provided during the course.

7. Violations

a. All personnel operating a motor vehicle on the airfield may be required to show a current AVOC license. Unqualified personnel must 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 apron 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.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

9. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



J. W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

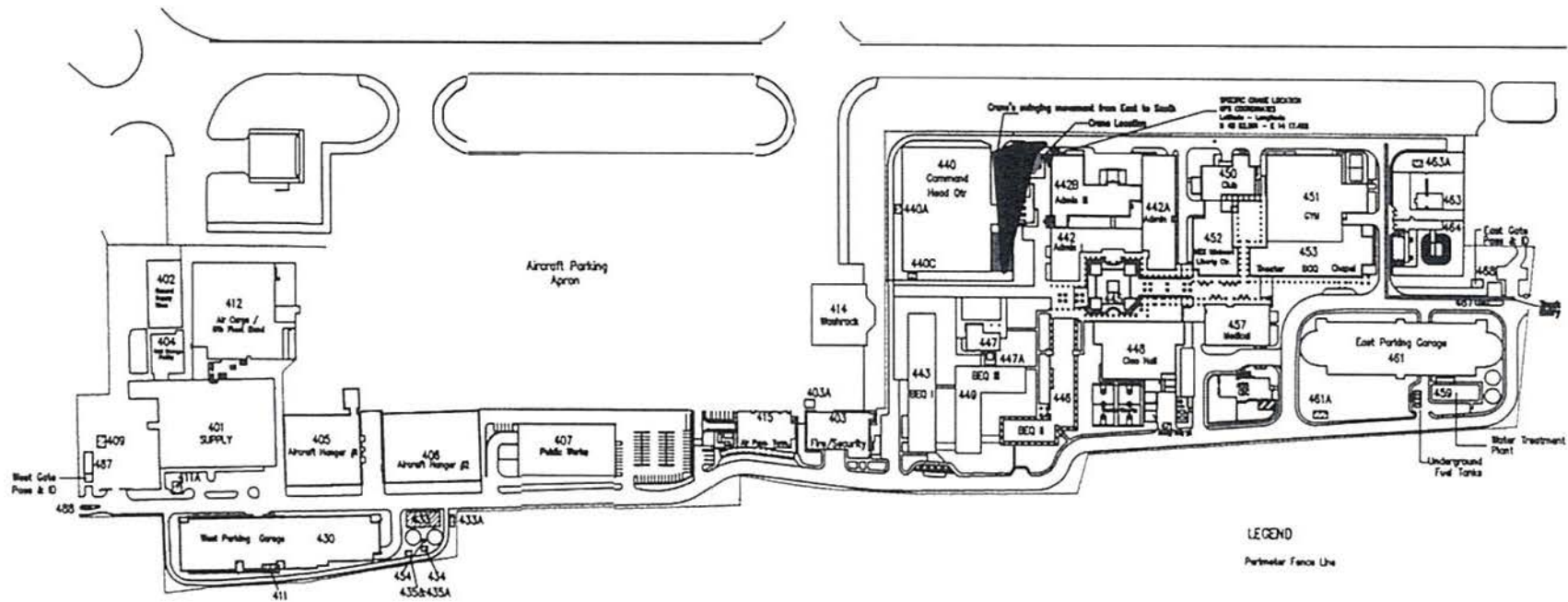
Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

NSA Naples Capodichino

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



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| 401 SUPPLY | 404 | 407 Public Works | 414 Washrack | 440 Command Head Qtr | 442 Admin | 443 BEG I | 444 BEG II | 445 BEG III | 446 BEG IV | 447 | 447A | 448 Ops Hall | 449 | 450 Club | 451 CTR | 452 | 453 Chapel | 454 | 455 | 456 | 457 Medical | 459 | 461 East Parking Garage | 463 | 464 | 465 | 466 | 467 | 468 | 469 | 470 | 471 | 472 | 473 | 474 | 475 | 476 | 477 | 478 | 479 | 480 | 481 | 482 | 483 | 484 | 485 | 486 | 487 | 488 | 489 | 490 | 491 | 492 | 493 | 494 | 495 | 496 | 497 | 498 | 499 | 500 |
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LEGEND
Perimeter Fence Line

Public Works Department
Naval Support Activity
Capodichino, Naples, Italy
27 Oct 2003

24 MAY 2021

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 must 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. These areas encompass essentially everything inside the airport fence line except the U.S. Military apron.

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

3. Airfield Vehicle Operator Requirements

a. License/Permit possession. Drivers must have in their possession a valid driver's license (U.S. Government/Italian) and a current AVOC license when operating a vehicle on the apron.

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 apron area, must be radio equipped or be escorted by a radio equipped vehicle.

d. Vehicle Markers. All vehicles regularly used on the airfield must be equipped with amber rotating beacons. Beacons must be illuminated at all times while on the airfield. All other vehicles used on the airfield must be equipped with a flag. Flags will consist of a three foot square checkered pattern of international orange and white squares not less than one 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/covers or loose items on the flight line.

Enclosure (2)

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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 will operate at speeds for safe and expeditious arrival at the response sites.

e. 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, which cross the apron 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 Distinguished Visitor door or Very Important Person (VIP) vehicle gate entrance.

NOTE:

All personnel accessing the apron will check in with the transient line division, 314-626-6883/6884.

5. Apron Driving

a. All vehicles will use four way flashers at all times while operating on aircraft apron.

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

c. When emergency vehicles (fire trucks/ambulances) are on any airport 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 DO NOT drive the vehicle between the emergency vehicle and the aircraft.

d. Never direct headlights towards the cockpit of an aircraft.

e. Operators must maintain a safe distance from all parked aircraft. Do not park vehicles facing aircraft at any time.

f. 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.

g. 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.

h. 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.

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

j. Vehicles will use the marked roadway while transiting to and from hangars or aircraft ramps.

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

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

m. 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. Airfield driving beyond the military apron is controlled by the Capodichino Airport Authority. Vehicle operator's license for NAVSUPPACT Naples are only licensed for the military apron must not drive onto any movement area.

b. Hold short markers. These markers consist of two solid yellow lines followed by two broken yellow lines. They are located 175 feet from the runway edge at every entry point to the taxiways and the runway.

Note:

Vehicles must not cross these lines below without clearance from the tower.



7. 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, sticks, 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 will include truck beds for loose debris and tire treads for gravel or stones. Vehicles shall be driven over FOD shakers located at apron entry points.

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

Reporting Official Signature and Date: _____

Note: Original document maintained in Standard Subject Identification Codes (SSIC) files by the Air Traffic Control Facility Officer. A copy must be sent to the Operations Officer and to the offender's command for review and correction to prevent any future aircraft/vehicle mishap and injuries.

NAVSUPPACT NAPLES FORM 3721/1 (New 5-21)