



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
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NAVSUPPACTNAPLESINST 3721.1G  
N00/N3  
18 Sep 24

### NAVSUPPACT NAPLES INSTRUCTION 3721.1G

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) NAVSUPPACTNAPLESINST 3710.2J  
(c) NAVSUPPACTNAPLESINST 5560.7C (CH-1)  
(d) JO 7110.65AA (CH-2)  
(e) NAVAIR A1-NAOSH-SAF-000/P-5100-1, Technical Manual - NAVAIROSH  
(f) DOC 4444-RAC501 /12, Procedures for Air Navigation Services – Air Traffic  
Management  
(g) OPNAVINST 3750.6S, Naval Aviation Safety Management System  
(h) OPNAVINST 5102.1E, Navy Safety Investigation and Reporting Program  
(i) OPNAVINST 4790.2J, The Naval Aviation Maintenance Program  
(j) Naples Airport Authority Directive No.23/2001  
(k) NAVSUPPACTNAPLESINST 5100.10B (CH-2)

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 its entirety.

2. Cancellation. NAVSUPPACTNAPLESINST 3721.1F

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 the area adjacent to taxiways, or aircraft parking areas.

4. Discussions

a. Per references (a) and (b), unnecessary vehicular or pedestrian traffic on the airfield is a safety hazard and will 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 to the airfield, airfield driving privileges, base driving citation per reference (c), disciplinary action per the Uniform Code of Military Justice, or any other legal action deemed appropriate.

5. Responsibilities

a. Air Operations Officer (AOPSO)

(1) The AOPSO will ensure that all resources are available (class room, instructors) to complete an Airfield Vehicle Operators Course (AVOC) course within 10 days of request submittal.

(2) The AOPSO has AVOC course oversight.

b. Air Traffic Control (ATC)

(1) Per reference (a), ATC will 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 supported commands.

(3) Designate AVOC Instructors for NAVSUPPACT Naples and supporting 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.

(4) The AVOC Coordinator is responsible for issuing out AVOC licenses.

(5) The AVOC Coordinator will ensure that all AVOC qualified personnel attend annual BASH training. BASH training will be given by the ATCFO, AVOC Coordinator, or Base Operations personnel.

d. AVOC Instructor

(1) AVOC Instructors will provide instruction using the provided AVOC PowerPoint, both in English or Italian (for all AVOC first issue and or renewal).

(2) AVOC Instructors will proctor, grade, and collect a muster sheet for personnel that have completed the AVOC test.

(3) The AVOC Instructor will send over a list of all personnel who passed the AVOC test to the AVOC Coordinator for the processing of the AVOC license and certification.

6. Testing Procedures

a. Only designated AVOC Instructors are able to administer and proctor the AVOC test.

b. The Instructor will provide each class attendee their own test in their preferred language (English or Italian) and collect it upon completion for grading.

c. The AVOC Instructor will ensure that at no time the test be administered in an open book setting, taken with the aid of teaching material, or as a “group effort”. All personnel must score at least an 80% or higher to pass the AVOC.

d. Once the tests have been graded, the Instructor will send a copy of the class attendance roster to the AVOC Coordinator. The AVOC Coordinator will then issue out AVOC licenses to all personnel that passed the exam. The AVOC instructor will coordinate with the AVOC coordinator to pick up the licenses from NAVSUPPACT Naples Operations Department.

7. Requirements

a. Pedestrian access

(1) Personnel requiring access to the ramp will 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, will be forwarded to the ATCFO and approved by the AOPSO.

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

(3) An AVOC license is valid for one year. 30 days prior to the date of expiration the card holder will schedule a refresher course with the AVOC coordinator to renew their license. If the AVOC license does expire, the card holder is required to retake the AVOC to renew their license. These personnel will 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) Airfield driving beyond the military apron is controlled by Capodichino Airport Authority. Vehicle operator's license for NAVSUPPACT Naples are for the military apron only and operators must not drive on any movement area.

8. Violations

a. All personnel operating a motor vehicle on the airfield may be required to show a current AVOC license. Unqualified personnel will 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 ATCFO at NAVSUPPACT Naples, Capodichino, building 415.

b. Unsafe operation of motor vehicles on the airfield will be reported to the AVOC Coordinator 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 AOPSO. If appropriate, a hazard report 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.

9. 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 Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/approved%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).

10. 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 or 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.

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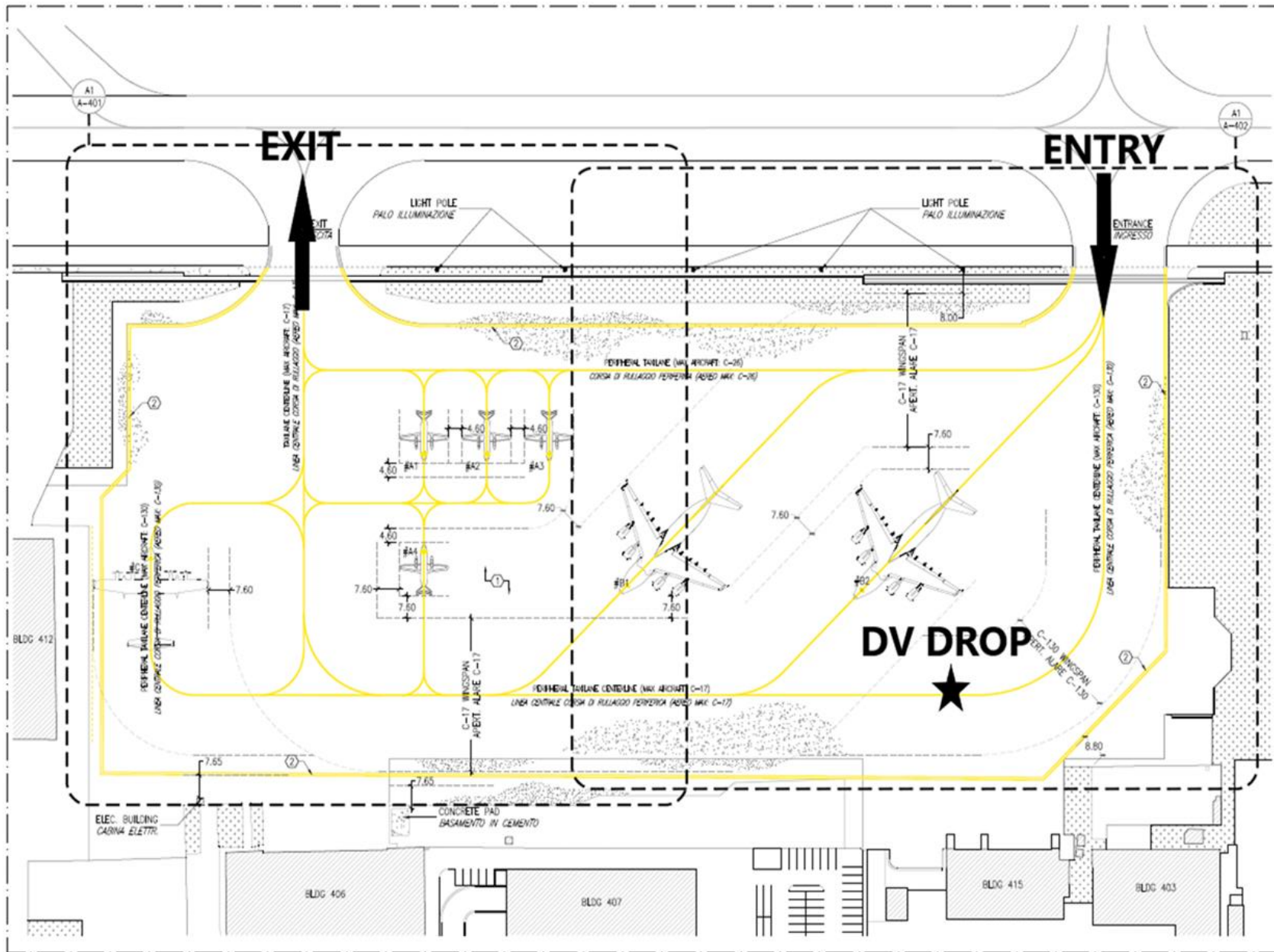
NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

<https://cnreurafcnt.cnicy.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

**AIRFIELD DIAGRAM**



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 Air 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.

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 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.

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.

8. Bird/Wildlife Aircraft Strike Hazard (BASH)

a. BASH guidance can be found in NAVSUPPACTINST 3750.3B.

b. In the event of a bird strike it is mandatory for all personnel operating on the military apron who witnessed the incident to report the following information to Base Operations.

(1) Location of incident

(2) Wildlife involved.

(3) Time of occurrence.

(4) Any other pertinent information.

c. All AVOC qualified personnel must complete annual BASH training with either the ATCFO, AVOC Coordinator, or any Base Operations personnel.

**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: \_\_\_\_\_

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 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.