

NASINST/StaO xxxx.xx
ATC
(date)

StaO/NASINST ###

From: Commanding Officer,xxxx
To: Distribution list

Subj: REGULATIONS GOVERNING AIRFIELD OPERATIONS OF AVIATION SUPPORT
EQUIPMENT AND VEHICLES FOR MCAS xxxx/NAS xxxx

Ref: (a) NAVAIR 00-80T-114
(b) OPNAVINST 5102.1C
(c) OPNAVINST 4790.2E
(d) OPNAVINST 3750.6
(e) (Local base driving instruction)
(f) StaO P3710 (Air Operations Manual)
(g) PMO Order ####
(h) ABO Pxxxx.xx

Encl: (1) Airfield Diagram
(2) AVOC Local Training & Readiness requirements

1. Purpose. To establish safety regulations and operating instructions governing use of aviation support equipment and/or all other motorized vehicles on the airfield. This order clarifies those personnel authorized to enter operating areas. Violations of the provisions of this instruction can subject offender to disciplinary action per UCMJ and/or federal law.

2. Reference. Reference (a) requires all airfield vehicle operators to attend an airfield vehicle operator's indoctrination course. Reference (b) specifies reporting procedures necessary when personnel are involved in an automotive mishap. Reference (c) contains information on training and licensing requirements for all personnel who operate aviation support equipment. Reference (d) defines runway incursions and specifies reporting procedures necessary when a runway incursion occurs. Reference (e) contains violation procedures for motor vehicle infractions. Reference (f) is the Air Operations Manual. Reference (g) is ???????. Reference (h) is the Marine Corps Air Bases Western Area Order defining the Airfield Vehicle Operator's Indoctrination Course.

3. Authorization to Enter Aircraft Operating Areas. Only vehicles required for performing necessary aircraft associated tasks and/or vehicles in direct support of airfield services will be authorized access to Aircraft Operating Areas. Air Operations has the responsibility for controlling vehicle access and authorization for use on the airfield. All other vehicles SHALL use the perimeter road. Airfield vehicle operators shall comply with the provisions of reference (a) prior to operating a vehicle on any aircraft movement area. Vehicle operators shall attend an Airfield Vehicle Operator's Course initially and annually thereafter. For personnel deploying for a period of at least 6 months, license is automatically cancelled upon detachment, and they shall retrain upon return. For contractors and non-tenant personnel, the validity of the airfield driver's license will be for the schedule time frame necessary to accomplish the mission/contract, not to exceed one year.

Personnel will have in their possession their airfield driver's license any time they are operating a vehicle on the airfield.

4. Construction, Equipment and/or Contractor Vehicles. When construction equipment or contractors require access to Aircraft Operating Areas, G-4 is responsible to ensure that contractors attend an Airfield Vehicle Operator's course and license. Prior to attending the course, contractor personnel must complete the OJT training and sign-off form from a licensed airfield driver within the G-4 and present that to the course instructor on the scheduled day of the class. Contractor licenses shall be valid for period of contract only, not to exceed one (1) year. If contract is longer than one year, refresher training is mandatory.

5. Airfield Vehicles. All vehicles shall be radio equipped or escorted by radio-equipped vehicles. Vehicles SHALL RECEIVE SPECIFIC CLEARANCE FROM THE CONTROL TOWER PRIOR TO OPERATING ON Aircraft Operating Areas when the airfield is open. Vehicles shall have obstruction lights operating at all times when in aircraft operating/parking areas. When not equipped with obstruction lights, vehicles shall display standard airfield flag (FSN 8345-00-5433-6914). Obstruction lights are required at night. Airfield Operations Section is not responsible for providing the required equipment, as that remains the responsibility of the unit/section/contractor seeking to conduct operation on the airfield.

6. Training and Licensing. Each squadron is responsible for training their personnel to the standards listed in the AVOC Local Training & Readiness requirements per enclosure (2). Air Traffic Control (ATC) is tasked with establishing Airfield Vehicle Operator's Course curriculum, providing course instruction, and performing testing. Airfield Operation Administration is responsible for the scheduling of AVOC courses, issuance and tracking of licenses and ensuring compliance with Ref (d), (e), (f) and (g) regarding airfield driving violations. After implementation of this order, all current vehicle licenses will remain valid until their expiration date. Re-issuance of these licenses will require training in concurrence with this order. Each tenant activity that requires licensing shall provide a minimum of two candidates for attendance and certification at an AVOC Instructors Course. Upon certification, these instructors will be responsible and certified to conduct the course in-house for their respective units. These instructors will be required to report testing dates; number of personnel tested, pass/fail rates, and attend quarterly AVOC training meetings to ensure accuracy of information and airfield status. ATC and Air Ops will be responsible for training, testing, and designating each activity's candidates as instructor qualified.

C. O. COMMAND