



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 3750.3
30PS
04 JAN 2011

STATION ORDER 3750.3

From: Commanding Officer
To: Distribution list

Subj: AIRFIELD OPERATIONS OF VEHICLES AND GROUND SUPPORT EQUIPMENT
ABOARD MARINE CORPS AIR STATION (MCAS) YUMA, ARIZONA

Ref: (a) Aeronautical Information Manual (AIM)
(b) NAVAIR 00-80T-114 (NATOPS ATC Manual)
(c) OPNAVINST 5102.1C (Mishap Investigations and Reporting)
(d) OPNAVINST 4790.2 (The Naval Aviation Maintenance Program)
(e) OPNAVINST 3750.6_ (Naval Aviation Safety Program)
(f) StaO P5510.13_ (Flightline Security & Safety Program)
(g) StaO P3710.4_ (Airfield Operations Manual)
(h) StaO P5560.3_ (Traffic Enforcement Regulations)
(i) FAA Advisory Circular 150/5210-20_ (Ground Vehicle Operations on Airports)
(j) FAA Advisory Circular 150/5210-5 (Painting, Marking, and Lighting of Vehicles used on the Airport)
(k) FAA Handbook 7110.65

Encl: (1) MCAS Yuma Airfield Diagram
(2) MCAS Yuma Temporary Flightline Access Pass Request Form
(3) MCAS Yuma Airfield Vehicle Access Pass
(4) Sample Letter of Caution
(5) Sample Suspension Letter
(6) Sample Letter of Revocation
(7) MCAS Yuma Flightline Gate Access
(8) Common Traffic Advisory Frequency (CTAF) Ground Vehicle and Personnel Operations Procedures
(9) MCAS Yuma Airfield Vehicle Operators Indoctrination Study Guide
(10) Sample Request Letter for Airfield Vehicle Operator's License
(11) Fire Hazard Symbols (Ordnance Explosive Areas)

1. Situation. To establish safety regulations and operating instructions governing the use of Ground Support Equipment, (GSE) and/or all other vehicles on MCAS Yuma's Airport Operating Area (AOA) and Airport Movement Area (AMA) as required by references (a) through (k). This Order is applicable to all personnel who drive on the flightline, inside the flightline fence. Violations of this instruction may subject the offender to disciplinary action under the UCMJ and/or federal law.

2. Mission. Every year there are incidents involving aircraft and vehicles that could lead to property damage, injury, and fatalities. Many of these events result from the lack of and/or inadequate vehicle operator training. The Airfield Vehicle Operators Indoctrination Course (AVOIC) promotes safety on the airfield by identifying authorized areas of vehicle operation, outlining vehicle identification methods, addressing vehicle and operator requirements, coordinating construction, maintenance and emergency activities.

a. References. References (f) thru (j) require all airfield vehicle operators to attend an AVOIC. Reference (g) the MCAS Yuma Airfield Operations Manual (AOM) specifies reporting procedures necessary when personnel are involved in an automotive mishap. Reference (i) contains information on training and licensing requirements for all personnel who operate ground support equipment. Reference (c) defines runway incursion and specifies reporting procedures necessary when a runway incursion occurs. Reference (e) contains violation procedures for motor vehicle infractions aboard MCAS Yuma.

3. Execution

a. Tenant Commanders. The Commanding Officers of all units stationed aboard or deployed to MCAS Yuma will ensure that personnel who are assigned to duties involving access to the AOA are familiar with this Order, comply with its contents, and adhere to the rules and regulations contained within.

b. MCAS Yuma Airfield Operations Officer

(1) Responsible for overall administration, management and enforcement of this Order.

(2) Per reference (g), designate vehicle parking and restricted areas on or adjacent to the flightline.

(3) Establish personnel and vehicle access control points for the AOA in conjunction with Provost Marshal, MCAS Yuma.

(4) Review the plans for the establishment of aircraft parking areas.

(5) Direct overall security posture, and safety measures of MCAS Yuma's AOA.

(6) Provide planning, and procedures for personnel, equipment, and training for safe vehicle access on the airfield.

(7) Establish procedures for enforcing the consequences of non-compliance with the rules and regulations to include penalties for violations.

(8) Designated Issuing Authority (IA) for Flightline Vehicle Passes, Enclosure (3).

c. MCAS Yuma Airfield Operations Chief

(1) Issue point for Airfield Vehicle Passes, Enclosures (2), and (3).

(2) Facilitate the AVOIC in accordance with references (f) and (g).

(3) Responsible for the retention of all records of AVOIC training, licenses and vehicle passes for two (2) years.

d. VEHICLE OPERATIONS AND AIRFIELD PROCEDURES

(1) The presence of personnel and vehicles on runways, taxiways (Movement Areas), aircraft parking aprons and the Fire Lane/Vehicle Traffic Lane is strictly controlled at all times. These areas of the airfield are

not designed for frequent vehicle movement and require extreme caution. When operating on movement areas of the airfield, the vehicle must be in two-way radio contact, or be escorted by a radio equipped vehicle that has communication with Air Traffic Control (Ground) at all times. Vehicles SHALL receive specific clearance from the Air Traffic Control (ATC) tower prior to operating on the AOA when the airfield is open. Those personnel who are required to operate their vehicle (to include GSE) shall be properly licensed and thoroughly familiar with this section regarding operational requirements of vehicles and vehicle operators on the airfield.

(2) All vehicles authorized on the aircraft movement areas but not regularly used on the airfield shall display an amber rotating beacon light at night, or carry a three foot orange and white checkered flag attached to a staff and flown above the vehicle. Flags are available to be checked out from Base Operations for deployed squadron vehicles. Flags can be purchased from Servmart by local units utilizing the following NSN 8345-00-543-6914. Local units and Base Services Department shall maintain their own flags.

(3) As outlined in Enclosure (9), all vehicle operators shall perform a vehicle Foreign Object Debris (FOD) inspection after proceeding through any Vehicle Access Gate, before entering the AMA, or when reentering the AMA after leaving an unpaved surface area to include Combat Aircraft Loading Areas (CALAs). Failure to do so may result in the loss of airfield driving privileges.

(4) Vehicles that are required to have access to the AOA and AMA should be limited to only those that are absolutely necessary to directly support flight operations, emergencies and maintenance as necessary. These vehicles are limited to the following: Landing Signal Officer (LSO) vehicles, ordnance vehicles, and maintenance vehicles.

e. Personnel/Vehicle Requirements. Vehicles operating on the airfield shall possess the following:

- (1) Valid airfield driver's license and state license.
- (2) Marking and lighting of vehicles in accordance with reference (g).
- (3) An airfield diagram, light gun signal placard and airfield sign/marketing information.
- (4) Airfield Access Pass, Enclosure (3), with exception to vehicles organic to the safe operations of MCAS Yuma. Those vehicles are identified as Station Fire Department, Aircraft Rescue Firefighting, Aircraft Recovery, Military Police, Airfield Operations vehicles, Airfield Services Branch (ASB), fuel trucks, paddles vehicles, and support vehicles (GSE).

f. Authorization to Enter Airfield Operating Areas (AOA). Airfield Operations has responsibility for controlling vehicle access and authorization for use on the movement areas of the airfield. All other vehicles SHALL use the perimeter road. Airfield vehicle operators shall comply with the provisions of reference (f) prior to operating a vehicle on any aircraft movement area. Vehicle operators shall initially attend an AVOIC and then, annually thereafter. For personnel deploying for a period of at least six months, licenses are automatically cancelled upon detachment, and they are required to retrain upon return. Personnel will have in their

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

g. Vehicle Access Gates. MCAS Yuma hosts a number of operations that occur on the airfield such as airfield construction, air shows, aircraft static displays, VIP arrival/departures, photo shoots, and a host of other activities. During these events, all vehicles must have Airfield Operations approval prior to entering the flight line, and will be escorted by a radio equipped vehicle if necessary.

(1) All vehicles will access the airfield IAW Enclosure (7) MCAS Yuma Flight line Gate Access. The ARFF gate will not be used without prior permission from the Airfield Operations Officer or Airfield Operations Chief. The ARFF gate is for emergency vehicles and VIP's only.

(2) The MCAS CO, MAG-13 CO, and MAWTS-1 CO are exempt and may use the ARFF gate for VIP pickup or drop-off. For security purposes, only one vehicle will go in/out of a gate per gate opening. All vehicles are required to pull approximately ten feet past the gate and wait for the gate to close completely behind them before proceeding.

h. Explosives Arcs. All personnel working within or transiting through the explosive arcs are required to receive an explosive safety brief prior to entering the arcs. Contact the Explosive Safety Officer (ESO) prior to any maintenance/work that is to be performed within the explosives arcs. To schedule an explosive safety brief call (928) 269-3611 or (928) 941-3615. See Enclosure (11) for explosive arc.

(1) When construction equipment or contractors require access to the AOA, the Resident Officer in charge of Construction (ROICC)/ I&L Representatives are responsible to ensure that contractors attend an AVOIC. For contractors and non-tenant personnel, the effective period of the airfield driver's license will be for the scheduled time frame necessary to accomplish the mission/contract, not to exceed one (1) year. If a contract is longer than one year, refresher training is required. Designated haul routes will be coordinated with Airfield Operations.

i. Vehicle Accidents. All vehicle incidents and accidents that occur on the flightline will be reported immediately to Airfield Operations and the Military Police. Failure to report these accidents will result in immediate revocation of airfield driving privileges.

j. Speed Limits on MCAS Yuma Airfield. The maximum speed limits for any vehicle on the airfield are as follows:

<u>LOCATION</u>	<u>SPEED LIMIT (MPH)</u>
In front of Aircraft Rescue Firefighting (ARFF)	5 MPH
Combat Aircraft Loading Areas	5 MPH
In the vicinity of personnel and aircraft	10 MPH
Fire Lane/Vehicle Traffic Lane	10 MPH
Aircraft Parking Apron (Non-Movement)	15 MPH
Taxiway Charlie "C"	15 MPH
Perimeter Road	25 MPH
All other Runways & Taxiways	35 MPH

Note: The above speed limits, excluding the Fire Lane/Vehicle Traffic Lane, in the vicinity of hangars, and personnel and aircraft are reduced by 5 MPH during the hours of darkness.

(1) Light Gun signals are not utilized for vehicles at MCAS Yuma. When observing Light Gun signals from the tower, move vehicles off all movement areas due to impeding air traffic.

(2) Vehicles on the airfield will be driven with headlights on low beam during the hours of darkness. However, drivers shall use extreme caution to avoid blinding pilots of aircraft with their headlights. If necessary, vehicle operators will stop in a clear area and use parking lights until aircraft have passed.

(3) Communication with Ground Control and obtaining clearance from the tower is required when vehicles are operating on or in close proximity to any runway or taxiway. All instructions from the tower shall be repeated back verbatim and fully complied with.

(4) Radio Call signs shall be utilized to identify vehicles on the Airfield Movement Area and will have radio call signs assigned by the Airfield Operations Officer or the Airfield Operations Chief. The following sections have been assigned radio call signs for utilization on the airfield:

<u>SECTION</u>	<u>CALL SIGN</u>
Airfield Operations	OPS
ARFF	RESCUE
VAL/Sweeper Vehicle	VAL/SWEEPER
Recovery	RECOVERY
BSD	DIABLO
EOD	EOD
Provost Marshal	SMOKEY
Yuma International Airport	YC

(5) The numbers 3, 8, 17, 21, 26 and 35 will not be assigned to any vehicle in order to avoid confusion with runway designations.

(6) Construction vehicles are required to have identification on their vehicles that denote what construction company they are with. Vehicles that do not have identification are required to have Airfield Operations approval before operating on the flightline.

k. AIRFIELD VEHICLE OPERATOR INDOCTRINATION COURSE (AVOIC) TRAINING AND PROCEDURES

(1) Airfield Operations is the facilitator of the AVOIC and is responsible for the training of all tenant and deployed personnel. The AVOIC is divided into three classes; the full access AVOIC which is approximately an hour long covering the entire course of the airfield, the second class is the Fire Lane only course, which is fifteen minutes long and entails use on the Fire Lane only and the third course was specifically created for WTI, and entails the Combat Aircraft Loading Area (CALA) only. These last two classes provide access to those two specific areas only. All personnel who are required to operate a vehicle (to include GSE) on the airfield are required to attend one of the three courses which allows access to the work areas.

(2) Personnel will be required to show a valid state driver's license, as well as not be on any base suspension prior to attending the course. It is required that a minimum of five personnel must be scheduled in order to secure an AVOIC, and no more than 50 personnel at a single class without more than one qualified AVOIC instructor.

(3) In order to schedule the AVOIC, individuals or units must contact Airfield Operations at 269-2323/2077 with at least 48 hours prior written notice listing all personnel scheduled to attend the course signed by their department head. A sample letter request for Airfield Vehicle Operators' Licenses can be found in Enclosure (10). To prevent overbooking MAWTS-1 supported evolutions, training requests need to be routed through the MAWTS-1 S-4 Department.

(4) The purpose of the request for an airfield vehicle operator's license letter is to provide justification as to why the listed personnel are in need of access to the MCAS Yuma airfield. Contractors are to provide location and completion date/time of their projects on the airfield. Radios can be acquired at Base FM Mobile (928)269-2389 if needed.

(5) Personnel who attend the course will be issued an airfield driver's license upon successful completion of the course and passing the written test. If a person fails to satisfactorily pass the test, the minimum re-test scheduling time is the next scheduled AVOIC.

1. Airfield Drivers' Licenses

(1) Station/Tenant unit personnel will be issued a license valid for one year and shall attend a refresher course annually to renew their license. Those units are responsible for ensuring their personnel attend the refresher course. Anyone who is caught driving with an expired license is subject to administrative action (see Airfield Violations section, paragraph 5).

(2) Deployed squadron personnel (essential drivers only) will have an expiration date that is concurrent with their last date of deployment.

(3) This license shall be kept on their person at all times whenever they are operating a vehicle on the flight line.

(4) If any personnel to include contractors or those on deployment are found to be on any base vehicle suspension, they will not be authorized to drive any vehicle on the airfield. This is to include any GSE, Motor pool issued vehicle, EZ-GO or any other motorized vehicle.

(5) If at any time there is a violation observed by Airfield Operations personnel, all drivers must be able to furnish their current valid Airfield Driver's License. If they fail to do so, they will be subject to administrative action (see Airfield Violations section, paragraph 5). This Order authorizes Airfield Operations personnel to govern, and police all airfield violations accordingly.

(6) If personnel have had their license revoked or suspended for any reason, they must re-take the AVOIC before they may drive/operate any vehicle on the flight line.

m. Flight line Vehicle Passes

(1) Flight line vehicle passes will only be issued to those individuals who successfully complete and pass the AVOIC. Passes are limited to authorized vehicles only. Personal Owned Vehicles (POVs) are not authorized access to the flight line or the AMA.

(2) Airfield Operations will be the issue point for all MCAS Yuma flight line Vehicle Passes, and will utilize the forms in Enclosure (3) to ensure of proper documentation for vehicles on the flightline. They also will ensure that the vehicle which is being registered for a flight line access pass is not a POV by personally inspecting each vehicle prior to issuing the pass. To prevent overbooking and ensure accountability, MAWTS-1 supported evolutions, vehicle pass requests are to be routed through the MAWTS-1, S-4 Department.

(3) Once approved, each pass issued will bear the signature of an authorized Airfield Operations representative. These passes are color coded; Green for Local Tenants, Orange for Construction Crews, and Pink for Deployed and major exercises such as Weapons and Tactics Instructor (WTI) Course conducted by MAWTS-1. These passes will be affixed to the windshield on the driver's side at all times while operating on the airfield.

(4) Vehicle Passes will be valid for one year only for local tenant units. In order to be granted access to the flight line or receive a flight line vehicle pass, deployed personnel must receive prior authorization in writing from their MCAS Yuma sponsor.

(5) Failure to have the flight line vehicle pass posted in the windshield will result in administrative action being taken (see Airfield Violations Section, paragraph 5).

n. Common Traffic Advisory Frequency (CTAF)/Closed Field Operations

(1) No one is authorized to conduct closed field operations or movements on the airfield unless specifically authorized by the Airfield Operations Officer. Vehicles equipped with radios should monitor the CTAF frequency 119.3 when operating on the AMA and remain clear of runways/taxiways being used by aircraft. Radio transmissions from ground vehicles should be confined to safety-related matters.

(2) This information pertains to any personnel or vehicles operating on the airfield when the airfield is closed.

(3) MCAS Yuma Operations and Air Traffic Control have deemed it necessary to clarify and further brief all personnel and vehicle operators to ensure safety of the operators and aviators (See Enclosure 8).

o. Airfield Violations. Airfield violations have the potential to result in an accident. The severity of the violation and the number of violations will determine which action is appropriate. These violations will be annotated in writing from the Airfield Operations Officer or Airfield Operations Chief to the individual via their unit chain of command.

(1) All personnel qualified to drive on the flight line are responsible for identifying and reporting violations to Airfield Operations immediately. All Airfield Operations personnel (regardless of rank) have the authority to confiscate an individual's flight line driver's license pending an investigation of the violation.

(2) Examples of airfield violations are, but not limited to; speeding, failure to check vehicle for FOD, failure to wait for the flight line gate to secure, and runway incursions.

(a) Both the Navy and Marine Corps define runway incursions as "the less than the applicable separation minima between two or more aircraft, or between an aircraft and obstacles, as required by the Federal Aviation Administration (FAA) Order 7110.65 and supplemental instructions. Obstacles that include vehicles/equipment/personnel on runways; and/or aircraft, vehicles, equipment or personnel encroached upon a landing area that was delegated to another position of operation without prior coordination and approval. Simply stated, a runway incursion is any time a vehicle proceeds onto the AMA without proper authorization from ATC, whether an aircraft is present or not.

(b) The FAA defines runway incursions as "any occurrence in the airport runway environment involving an aircraft, vehicle, person, or object on the ground that creates a collision hazard or results in a loss of required separation with an aircraft taking off, intending to take off, landing, or intending to land.

(3) Vehicle operators that are found in violation of any of the incidents defined above, or found to be on the station infraction list will be subject to penalties that could result in the loss of flight line driver's privileges for non-compliance with station policies and directives. Penalties that could result from such violations may include:

(a) Letter of Caution being issued for first time minor offenses or Class C violations. (See page 9 for violation classifications.) This cautionary period is for a period of 180 days. During this time any other violations will result in an immediate 30 days suspension. All safety violations will be evaluated by the Airfield Operations Officer or Chief. The final decision is at the discretion of the Airfield Operations Officer.

(b) The suspension of a license for up to 60 days being given for more serious offenses or Class B violations. All safety violations will be evaluated by the Airfield Operations Chief before determining what action is appropriate and then forwarded to the Airfield Operations Officer. The final decision is at the discretion of the Airfield Operations Officer. Violations will be forwarded through the respective chain of command.

(c) When a first violation is of such severity that it places personnel and equipment at significant risk, the license may be revoked at first offense and will be considered a Class A violation. All safety violations will be evaluated by Airfield Operations Chief before determining what action is appropriate and then forwarded to the Airfield Operations Officer. The final decision is at the discretion of the Airfield Operations Officer. Revocations will be forwarded through the chain of command.

(4). Listed below are the levels of severity and classes of infractions, from the highest to lowest that can result in the loss of airfield driving privileges:

p. Class A Violation: (60 days to 1 year Revocation) - severe infraction causing significant risk to personnel or equipment, any significant accident on the airfield that causes damage to aircraft, airfield property or personnel, or a station or off-station Driving Under the

Influence (DUI) or Driving While Intoxicated (DWI) infraction. This type of violation may also result in a Page 11, 6105 entry, or Charge sheet.

(1). Class B Violation: (60 days to six months) - driving with a suspended airfield license or suspended license, FOD related infractions.

(2). Class C Violation: (1 Written Warning for 1st Offense up to 180 days) speeding on the airfield, or no airfield pass in vehicle.

4. Administration and Logistics. This Order will be reviewed annually during October for applicable changes. Submit changes in writing to the Airfield Operations Officer, Base Operations.

5. Command and Signal.

a. Command. This order is applicable to all members of the Armed Forces aboard MCAS, Yuma.

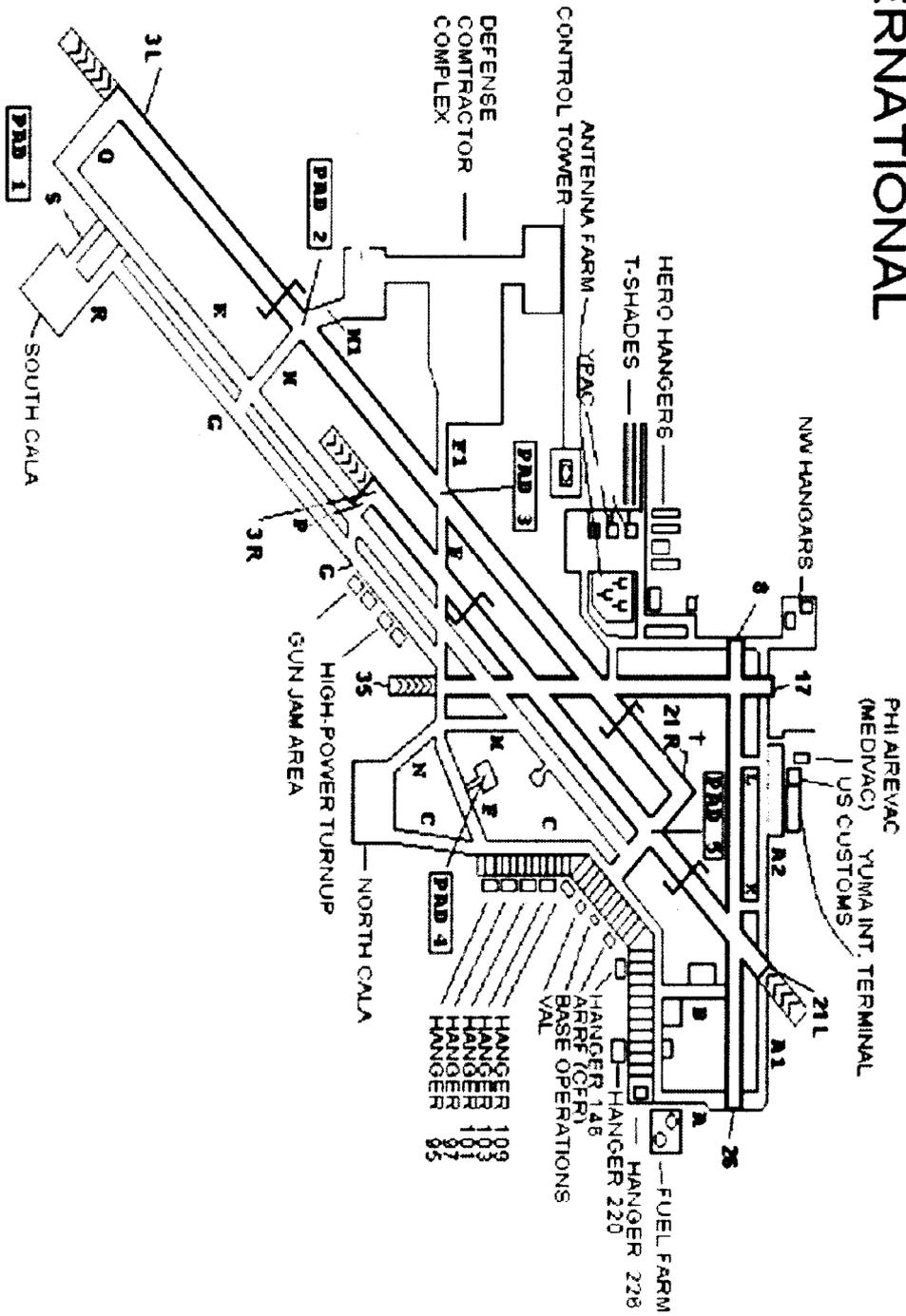
b. Signal. This order is effective the date signed.


M. A. WERTH

DISTRIBUTION: A

MCAS YUMA TEMPORARY FLIGHT LINE ACCESS PASS REQUEST

MCAS YUMA/
YUMA
INTERNATIONAL



MCAS YUMA TEMPORARY FLIGHT LINE ACCESS PASS REQUEST

From : MCAS Yuma Sponsor (Unit/Dept) _____
To: MCAS Yuma Base Operations

1. The following vehicle is identified to be authorized access to the Flight Line in direct support of operations during the dates listed below:

Date: _____

Sponsor Name: _____

Rank/Title: _____

Phone: _____

Reason for access: _____

Driver Info: _____

DRIVER NAME _____ LAST 4 SSN _____

LICENSE EXP _____

DRIVER NAME _____ LAST 4 SSN _____

LICENSE EXP _____

Vehicle Info: _____

VEHICLE MAKE _____ LICENSE # _____

STATE _____

By signing this form, I am adhering to the rules and regulations of MCAS Yuma Airfield Operations and the Federal Aviation Administration (FAA) pertaining to operating a vehicle on the airfield. I also certify that this vehicle is not a Privately Owned Vehicle (POV). POV's are not authorized to operate on MCAS Yuma's Airfield. I understand that if I sign this document under false pretense, I will be charged under the UCMJ. Rental cars are only authorized for major exercises, and must have authorization from the host command. Local units are not authorized rental vehicles.

Requestor's Signature _____

MCAS Yuma Sponsor Signature: _____

Issued by / Date: (Base Ops) _____

Expiration Date: _____

Additional info attached: Airfield Vehicle Operators License # _____
Verified not POV _____



UNITED STATES MARINE CORPS

STATION OPERATIONS
MARINE CORPS AIR STATION
BOX 99114
YUMA, ARIZONA 85369-9114

3700
30PS

From: Airfield Operations Officer, Marine Corps Air Station Yuma
To: First Lieutenant John D. Doe XXX XX 1111/7509 USMC
Via: Executive Officer, Marine Aircraft Group 14

Subj: LETTER OF CAUTION REGARDING AIRFIELD DRIVING PRIVILEGES AT
MCAS YUMA, AZ

Ref: (a) StaO P5560.3, Traffic Enforcement Regulations
(b) StaO P3710.4, Airfield Operations Manual
(c) StaO P3750.3, Airfield Operations of Vehicles

1. In accordance with the references, effective (Date), First Lieutenant John D. Doe license 111111, is hereby issued a 30-day Letter of Caution advising you that your airfield driving privileges are currently under review due to driving over the posted speed limit in the Fire Lane/Vehicle Traffic Lane aboard MCAS Yuma where the posted speed limits are visible on the traffic lane, as well as taught in the Airfield Driver's Course.
2. You are also advised that any further infractions during your 30-day cautionary period will result in the loss of your airfield driver's license.
3. The point of contact regarding this incident is Mr. Gregory M. McShane via email at gregory.mcshane@usmc.mil or (928)269-3327.

G. M. MCSHANE

Enclosure (4)



UNITED STATES MARINE CORPS
STATION OPERATIONS
MARINE CORPS AIR STATION
BOX 99114
YUMA, ARIZONA 85369-9114

3700
30PS

From: Airfield Operations Chief, Marine Corps Air Station Yuma
To: Lance Corporal Jason B. Doe XXX XX 1111/7509 USMC
Via: Sergeant Major, Marine Attack Squadron 211

Subj: 30-DAY SUSPENSION OF AIRFIELD DRIVING PRIVILEGES AT MCAS
YUMA, AZ

Ref: (a) StaO P5560.3, Traffic Enforcement Regulations
(b) StaO P3710.4, Airfield Operations Manual
(c) StaO P3750.3, Airfield Operations of Vehicles

1. In accordance with the references, effective (Date), Lance Corporal Jason B. Doe license 111111, is hereby issued a 30-day Letter of Suspension advising you that your airfield driving privileges are currently suspended due to driving over the posted speed limit in the Fire Lane/Vehicle Traffic Lane aboard MCAS Yuma where the posted speed limits are visible on the traffic lane, as well as taught in the Airfield Driver's Course.

2. You are also advised that any further infractions during your 30-day cautionary period will result in the loss of your airfield driver's license. If at anytime you are found operating a vehicle on the flightline while under suspension, will result in administrative actions and a permanent revocation of your license. Upon completion of your 30-day suspension, and prior to operating a vehicle on the Airfield, it is mandatory that you re-take the Airfield Driver's Course.

3. The point of contact regarding this incident is MSgt Gideon E. Peterson via email at gideon.peterson@usmc.mil or (928)269-3230.

G. E. PETERSON

Enclosure (5)



UNITED STATES MARINE CORPS

STATION OPERATIONS
MARINE CORPS AIR STATION
BOX 99114
YUMA, ARIZONA 85369-9114

3700
30PS

From: Airfield Operations Officer, Marine Corps Air Station Yuma
To: 1st Lieutenant Jason B. Doe XXX XX 1111/7509 USMC
Via: Executive Officer, Marine Attack Squadron 211

Subj: REVOCATION OF AIRFIELD DRIVING PRIVILEGES AT MCAS YUMA, AZ

Ref: (a) StaO P5560.3, Traffic Enforcement Regulations
(b) StaO P3710.4, Airfield Operations Manual
(c) StaO P3750.3, Airfield Operations of Vehicles

1. In accordance with the references, effective (Date), 1st Lieutenant Jason B. Doe airfield driving privileges, are hereby revoked on MCAS Yuma, AZ airfield. The result of a runway incursion, continous cautionary and suspension letters warrants the permanent revocation of your driving privileges on the airfield.

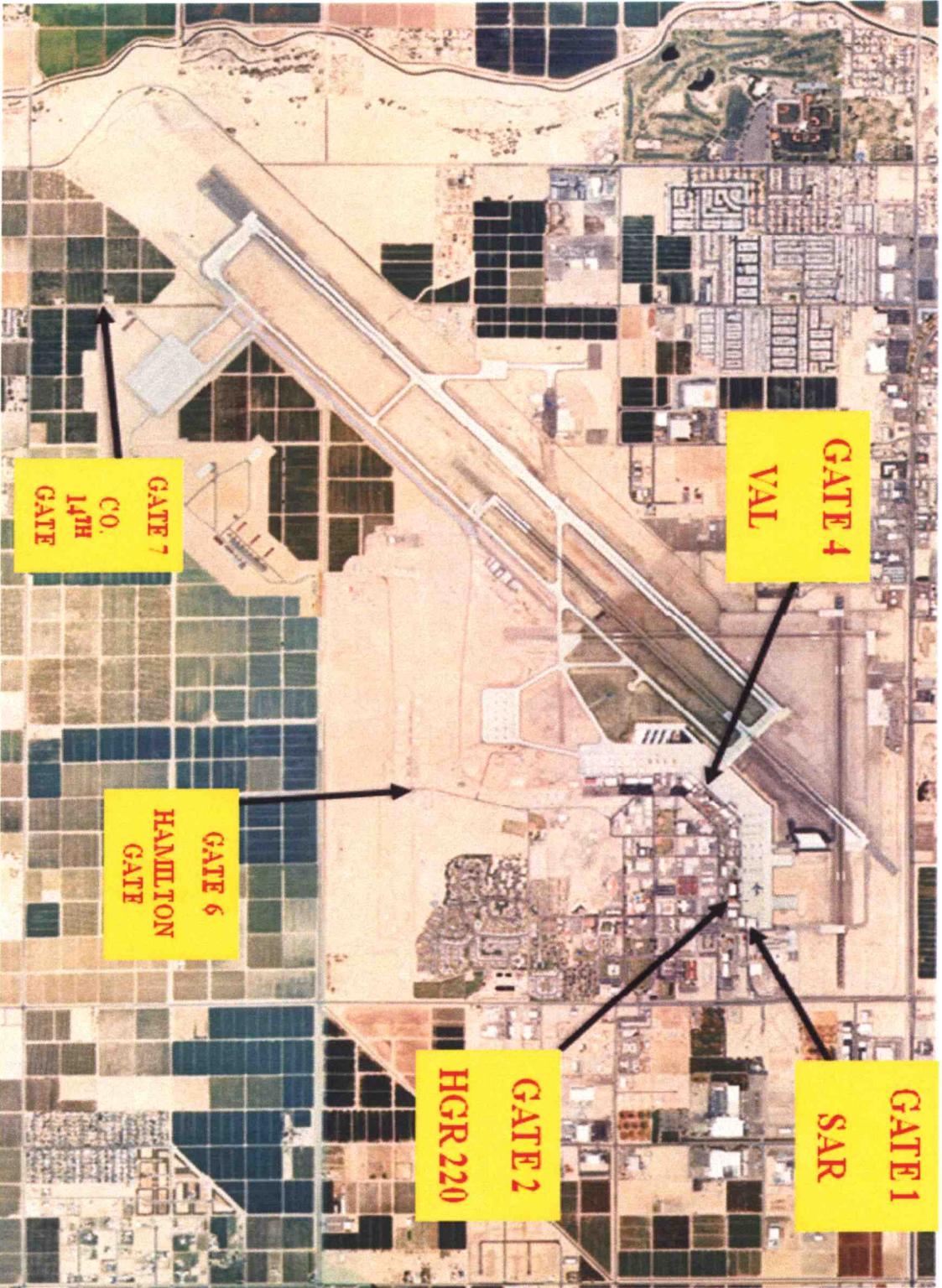
2. If at anytime you are found operating a vehicle on the Flightline while under revocation, will result in administrative action.

3. The point of contact regarding this incident is Mr. G. McShane via email at gregory.mcshane@usmc.mil or (928)269-3327.

G. M. MCSHANE

Enclosure (6)

FLIGHT LINE ACCESS GATES



Enclosure (7)

**COMMON TRAFFIC ADVISORY FREQUENCY (CTAF) PROCEDURES FOR
CLOSED FIELD OPERATIONS**

1. Closed field operations are not authorized without specific authorization from either the Airfield Operations Officer or Airfield Operations Chief.
2. Aircraft ALWAYS have the right of way.
3. Operators on the airfield SHALL monitor CTAF (119.3) continuously while on the airfield. This means that if one individual is required to exit the vehicle, another must remain in the vehicle to monitor the frequency or a portable radio must be retained on the individual who is required to exit the vehicle if they are alone.
4. Vehicle operators shall announce their presence on the airfield as well as their intentions.
5. Vehicle operators shall additionally announce any operations conducted on a runway to include crossing a runway while on a runway.
Example: Crossing runway 8/26 on runway 17/35 or crossing runway 8/26 on runway 3R/21L, etc.
6. Vehicle operators shall re-announce their position and intentions to an aircraft that announces its presence on the airfield or intentions to land at the airfield.
Example: Ops1 has previously announced that they are proceeding on runway 26 for morning surface checks. N2648L later announces his intentions to depart runway 8.
Ops1 shall then re-announce that they are on runway 26 and further state when they have exited the runway and are no longer a conflict.
7. Vehicle operators shall use extreme vigilance during all operations due to communication blind spots on the airfield.
8. If in doubt, re-announce your intentions and communicate with the conflicting party to resolve the situation.

If anyone has any questions or specific scenarios that they would like to discuss, please e-mail or call MCAS Yuma Airfield Operations (928)269-3230/3327.

Enclosure (8)

MCAS YUMA AIRFIELD VEHICLE OPERATORS
INDOCTRINATION COURSE STUDY GUIDE



FLIGHT LINE SAFETY IS EVERYONE'S RESPONSIBILITY

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CHAPTER 1

INTRODUCTION

A. References

- 1) NAVAIR 00-80T-114 (NATOPS ATC Manual)
- 2) OPNAVINST 5102.1C (Mishap Investigations and Reporting)
- 3) OPNAVINST 3750.6 (Naval Aviation Safety Program)
- 4) StaO P5510.13_ (Flight Line Security & Safety Program)
- 5) StaO P3710.4_ (MCAS Yuma Airfield Operations Manual)
- 6) FAA AC 150/5210-20 Ground Vehicle Operations on Airports
- 7) FAA Handbook 7110.65

B. Purpose. The purpose of the airfield drivers training course is to ensure all individuals who operate vehicles and support equipment are properly trained so they can safely communicate and operate throughout the airfield in accordance with the above references.

C. General Information

1) Each individual whose duties require that he/she access the airfield/ramp is required to obtain an airfield vehicle operator's license before operating a vehicle on any portion of the airfield. Licensed access is limited to work-related areas during airfield operating hours.

2) It is the responsibility of all agencies operating at the airport to inform their personnel of the driving license regulations and how to obtain a license.

3) New personnel will not be allowed to operate a vehicle on the airfield until obtaining an airfield license.

D. Policy

1) The goal of this program is safety through strict compliance with airfield regulations. Accomplishing this goal requires that those airport users, tenant squadrons, and other users of the airfield work closely with Air Traffic Control (ATC) and Airfield Operations to promote the strict adherence to the rules and regulations pertaining to the airfield. An enforcement program is in place to monitor and enforce these regulations. Additionally, other major goals of the program are to:

a. Provide initial training for new personnel and refresher training for all current personnel operating vehicles on the airfield.

b. Stress the importance of safety procedures to prevent personal injury and property damage.

E. Authority. An operator may be required to provide proof to operate a vehicle on airport property by exhibiting a current valid airfield driver's license to any Airfield Operations Division personnel upon request. If the operator fails to show a license, he/she will not be allowed to continue operating a vehicle on the airfield. Airfield Operations personnel have the authority from the station Commanding Officer to govern, and police all airfield violations.

CHAPTER 2

DEFINITIONS

Air Cargo - Terminals and aprons used for handling of airfreight.

Airfield - The area inside the airport perimeter fencing. Includes its buildings and facilities.

Airfield Movement Area (AMA) - The runways, taxiways, and other areas of an airport/heliport which are utilized for ground taxiing, air taxiing, takeoff, and landing of aircraft, excluding of loading ramps and parking areas. At those airports/heliports with a tower specific approval for entry onto the movement area, approval must be obtained from the control tower.

Apron - A defined area on an airport accommodating aircraft for the purpose of loading or unloading passengers or air cargo.

Air Traffic Control (ATC) - A service operated by appropriate authority to promote the safe, orderly and expeditious flow of traffic.

Bird Aircraft Strike Hazard (BASH) - Incidents involving collision between any of nature's creatures and a naval aircraft.

Blast Fence - A structure used for the redirection of jet blast.

Control Tower - A facility that uses air/ground communications, visual signaling, and other devices to provide ATC services to aircraft and vehicles operating in the vicinity of an airport or on the movement area. Authorizes aircraft to land or takeoff at the airport controlled by the tower.

Expedite - Term used by ATC when prompt compliance is required to avoid the development of an imminent situation.

FAA - Federal Aviation Administration is an agency of the United States Department of Transportation with authority to regulate and oversee all aspects of civil aviation in the U.S. (National Airworthiness Authority).

Foreign Object Debris/Damage (FOD) - Any loose object or debris on the AMA.

Ground Support Equipment (GSE) - Equipment used to supply auxiliary needs to parked aircraft.

Intersection - Used to describe the point where two runways, a runway and a taxiway, or two taxiways cross or meet.

Jet Blast - Jet engine exhaust.

Movement Area - The airport runways, taxiways, and safety areas. Clearance from the Control Tower must be obtained prior to operating in this area.

Non-Movement Area- Tow-way G and aprons (ramp) areas not under the control of air traffic.

Runway - A defined rectangular area for aircraft takeoff and landing. Runway in use by ATC is the duty runway or active runway.

Runway Safety Area (RSA) - A defined surface surrounding the runway prepared, or suitable, for reducing the risk of damage to airplanes in the event of an undershoot, overshoot, or excursion from the runway.

Taxiway - Paved area for aircraft movement between the runway and parking area.

VAL - Visiting Aircraft Line

Without Delay - Instruction from ATC to expedite the movement of an aircraft or vehicle.

CHAPTER 3

AIRFIELD REQUIREMENTS

A. Licenses

1. All personnel that are required to drive on the airfield SHALL attend the Airfield Vehicle Operations Indoctrination Course (AVOIC). Personnel will be required to show a valid state driver's license at the beginning of the course. There will be a written exam that requires a minimum passing score of 80%.

2. Station personnel will be issued a license valid for one year. They shall attend a refresher course annually. Deployed squadron personnel (essential drivers only) will have an expiration date at the scheduled end of deployment. Contractor licenses will expire at the job completion date or at the contract termination date, or one year whichever comes first.

NOTE: Personnel failing the test will be required to retest at a minimum of two weeks after failing. Base Operations keeps a listing of who is licensed.

B. Airfield Violations. The severity of the violation will determine the consequence, however, when personnel have been identified as violating airfield procedures they shall immediately report to Airfield Operations. **Be advised that the severity and not the number of violations will determine which action is appropriate.**

C. Radios. All vehicles operating on the airfield shall be radio equipped or be escorted by a radio equipped vehicle. Radios and escorts can be coordinated through Airfield Operations or the Communications Department. FAA standards require that English (clear and concise) is the only authorized language for operating on airfields. If the tower controllers cannot understand your request, they will ask you to report to Airfield Operations for an escort. If you do not understand a transmission from the tower, do not assume. Hold your position and ask the tower to repeat their last transmission. Several vehicles operate on the airfield simultaneously; **don't assume** that the Tower is only talking to you. **The Tower's decision is final.**

D. Flags or Amber Lights. All vehicles not regularly used on the airfield shall carry a flag three (3) feet square attached to a staff and flying above the vehicle or be equipped with an amber-rotating beacon whenever operations on movement areas are necessary. Flags shall consist of a checkered pattern of international orange and white squares not less than one (1) foot on each side. Flags or lights can be checked out through Airfield Operations.

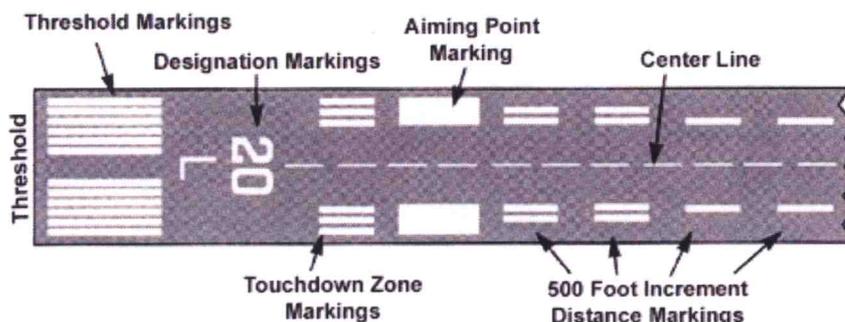
CHAPTER 4

AIRFIELD FAMILIARIZATION

Knowledge of the airfield configuration, markings and signs is essential in reducing the potential of a runway incursion or mishap. Upon completion of this chapter, you should be able to recognize the following areas (Must be able to identify each item when given a blank airfield diagram and recognize each area during the practical exam).

A. Airport Markings

1) Runways - Runways have specific markings on them that are white. They will have numbers on each end and stripes down the middle with white lines on the edges. Runways that are served by an instrument approach will have more elaborate markings. The most important thing to remember about a runway is that it is meant for aircraft use, so never drive your vehicle on it unless you are authorized to do so.



2) Taxiways - Taxiways are areas used by the aircraft to get to and from the ramp and the runway. Taxiways look similar to runways, but are usually not as wide and they don't have the same kind of markings. Taxiway markings are yellow. Instead of numbers, taxiways use letters or letter/number combinations for designators. Like runways, taxiways are meant for aircraft use. Authorization is normally required before you operate a vehicle on runways or taxiways. Aircraft cockpit windows are designed for pilots to see other aircraft. It can be difficult or impossible for the flight crew of large aircraft to see vehicles, particularly behind the wings or under the nose of the aircraft.

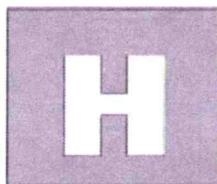


3) Tow-ways - MCAS Yuma has one tow-way (G) from F taxiway to the south CALA. On this area no aircraft are allowed to be operating at any time. It is strictly used for maintenance personnel to tow an aircraft from one point to another without disrupting the ground traffic. While on the tow-way personnel do not need to contact tower, however, you will still need a radio to communicate with tower to get to the tow-way.

4) Holding Position Markings (Hold Short Lines) - As a taxiway comes up to the edge of a runway, you will see hold short lines which are two solid yellow stripes followed by two broken yellow stripes. This is the airport version of a stop sign. Along the side of the taxiway next to the hold short lines, there may be a runway holding position sign (red and white) with the runway number. Tower clearance must be obtained to cross these lines.



5) Helo Spot Markings - Some airfields have designated helicopter landing pads depicted with an "H" inside of a square. Be especially careful when you drive near helipads and look up for landing helicopters. Like all aircraft, you must yield the right-of-way to a helicopter.

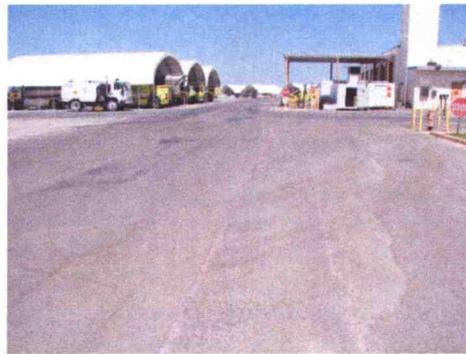


*Helicopter Landing
Area Marking*

6) Ramps or Aprons - Aprons or ramps are the areas where aircraft park, load, and unload. Your work may require you to drive on an apron. If so, be very careful. Watch out for aircraft that are moving and always yield the right-of-way to them. Don't assume the pilot will see you and stop. He or she may be busy with other things like radio communications or checklist items.

7) In addition to watching for moving aircraft, be careful not to get too close to a parked aircraft. Aside from nicks and dents that are expensive to repair, you could be hurt if an aircraft suddenly started its engine and you were too close. You should also be aware of the problem of jet blast or prop wash. One way to tell if an aircraft is about to start its engine(s) or if the engine(s) is running is that the aircraft's flashing beacons will be on.

8) Fire Lane/Vehicle Traffic Lane - Used for vehicle operations only. May be solid white lines or "zippered" style.



B. Lighting

1) Runway Lights - Runways are edged with white lights. Near the ends of runways, the lights may be two-sided. Amber on one side, white on the other. At the end of the runway you may also see runway threshold lights. These are red on one side, green on the other. If the amber or red lights are visible, you may be approaching the end of the runway.



2) Taxiway Lighting - Taxiway edge lighting is blue. Some taxiways may have centerline lighting also, which is green.



C. Airport Signs

1) Hold Short Position Signs - Red background with white inscriptions. This is the airport version of a stop sign.



2) Location Signs - Black background with a yellow inscription and yellow borders and include taxiway location, runway location, runway boundary.



3) Directional, Destination and Information Signs - All have a yellow background with a black inscription.



4) Runway Distance Remaining Signs - Black background with a white numeral inscription and may be installed along one or both side(s) of the runway. The number indicates the distance (in thousands of feet) of landing runway remaining.



5) Arresting Gear - Yellow disc on a black background.

6) Additional Signs - May include FOD reminders, TACAN checkpoints, etc.

D. Driving on the Non-Movement Areas

1) Non-movement areas include tow-ways, aprons and other areas **not** under control of the Air Traffic Control. Anyone authorized to operate a motorized vehicle on the airfield may do so on the non-movement areas without being in positive radio contact with the Control Tower.



Non-Movement Area Boundary Marking

2) Non-movement/Movement Area boundaries are delineated by the marking shown above. To proceed across this marking, vehicle operators must have an active airfield driver's license, a radio, communications with the control tower and/or a licensed escort. Not all airfields have the above markings to delineate Movement/Non-movement area boundaries.

Contact Airfield Operations for definitions of your airfield's Movement/Non-movement areas.



Runway Holding Position Marking

3) At no time may any vehicle operator, whether licensed for the movement areas or not, cross the above Runway Hold Position Marking without specific approval from the Control Tower.

E. FOD Procedures

1) All personnel driving a vehicle/GSE are responsible for checking their vehicle for FOD. The tires are especially important to check since rocks can easily become stuck in the treads. All drivers are required to check their vehicle tires every time they enter a flight line gate or when coming from a non-paved surface. Failure to do so may result in the loss of airfield driving privileges.

2) Airfield Operations has outlined procedures to adequately preclude the potential for allowing FOD on the airfield. They are items such as FOD shaker at entrances to airfields, signs to remind personnel to check vehicle tires and bed of pickup trucks for FOD and debris, and FOD walks on a regular basis.

3) Additional means of FOD removal are Sweeper trucks that will regularly traverse airfield picking up FOD. Dead birds or animals are to be handled via BASH instructions.

F. BASH Procedures. Here at MCAS Yuma we have many different wild life hazards found on our airfield. Unfortunately due to the high numbers wildlife strikes are frequent. In the event you see or find a dead animal on the airfield simply call Base Operations and inform them where the animal remains are located. From that point, Base Operations personnel will contact the appropriate personnel. Additionally, vehicle operators should be instructed on the importance of reporting bird and animal activity to the control tower so aircraft can be advised of these hazards. See Station Order 3750.1B for applicable details.

G. Danger Areas

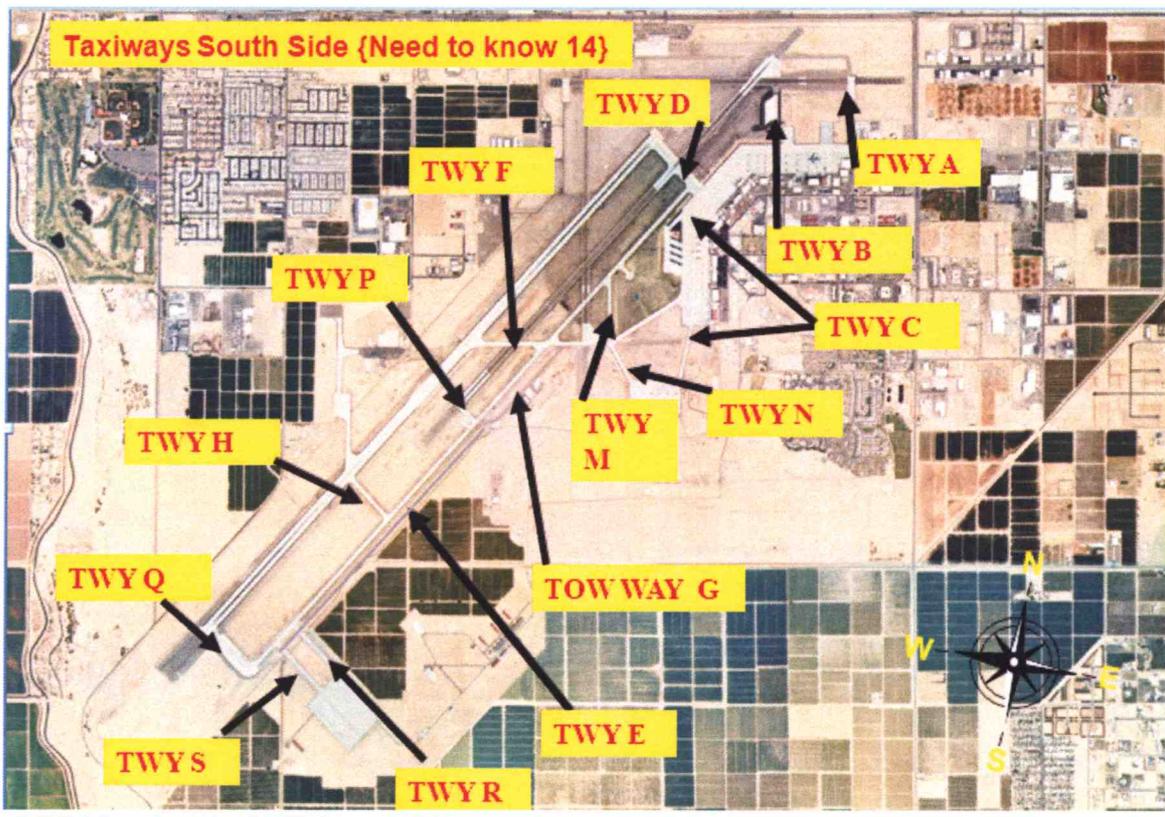
1) Danger areas on an airfield may be construction areas, obstructions, and radar operating areas (i.e., PAR site, TACAN, ASOS). Be aware of any/all danger areas on the airfield prior to driving on or around these sites.



2) Be aware of your environment and ensure you understand your local procedures that may require stricter tolerances or permissible deviation.

H. Layout - Use a blank airfield diagram, label the following areas at MCAS Yuma as either:

- 1) Runways
- 2) Taxiways



MCAS YUMA AIRFIELD DIAGRAM

CHAPTER 5

COMMUNICATIONS

A. Phraseology

Acknowledge - Let me know you have received and understand this message.

Advise intentions - Tell me what you plan to do.

Affirmative - Yes.

Confirm - My version is.. is that correct?

Correction - An error has been made in the transmission and the correct version follows.

Hold - Stop where you are.

Hold short of... - Proceed to, but hold short of a specific point.

Negative - No, or permission not granted, or that is not correct.

Proceed - You are authorized to begin or continue moving.

Read back - Repeat my message back to me.

Roger - I have received all of your last transmission. (It should not be used to answer a yes or no question.)

Say again - Repeat what you just said.

Standby - Wait... I will get back to you. (Standby is not an approval or a denial. The caller should reestablish contact if the delay is lengthy).

Unable - I can't do it.

Verify - Request confirmation of information.

Wilco - I have received your message, understand it, and will comply.

1) Phonetic Alphabet

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf		
H	Hotel		
I	India		
K	Kilo		
L	Lima		
M	Mike		

2) When operating on the airfield, use clear, concise and correct phraseology. Know your vehicle call sign. Speak clearly, distinctly and know exactly what you want to say. Be absolutely sure you understand what the Control Tower has said. If you are unsure of any part, do not move and request the tower to repeat their instructions. There are four basic steps: 1) identify who you're calling and who you are, 2) wait for the tower to respond, 3) state your request and your position, and 4) read back exactly what the tower authorized you to do. The following are examples of proper phraseology:

Driver - "Yuma Ground, OPS1" ***Wait for a response***

Tower - "OPS1, Yuma Ground"

Driver - "Yuma Ground, OPS1 request permission to cross or proceed across (runway XX, taxiway X or helipad X) at (position on the airfield)"

Or

"Request permission to proceed on (runway XX, taxiway X or helipad X) from (position) to (requested location)"

Tower - "OPS1, Yuma Ground proceed on (runway XX, taxiway X or helipad X) from (position) to (requested location)"

Or

"OPS1, Yuma Ground proceed across (runway XX, taxiway X, helipad X) at (position)"

Or

"OPS1, Yuma Ground cross runway XX at (position of vehicle)"

Or

"OPS1, Yuma Ground proceed as requested"

Or

"OPS1, Yuma Ground, hold short/hold short of (runway, taxiway, helipad etc)"

Or

"OPS1, Yuma Ground, hold your position"

Driver - "Yuma Ground, OPS1 holding position/holding short of/proceeding across/on runway XX, taxiway X, or helipad X etc"

Driver - "Yuma Ground, OPS1 is off/exited runway XX, taxiway X or helipad X"

Tower - "OPS1, Yuma Ground roger"

******* Repeat all tower instructions verbatim before you start moving your vehicle!**

*****Tower may request you to expedite or cross without delay when an aircraft is on final. There should be ample time to cross, however, if you do not feel comfortable expediting, then immediately inform the tower to disregard your request, you will hold short or will hold your position. Never tell the tower you will hold your position until the aircraft has landed or taken off. You must restate your request or wait for the tower to grant you permission to cross or proceed on the runway.

B. Hold Short Procedures. Runway incursions are the number one airfield hazard to pilots and air traffic controllers. FAA standards direct that all ATC hold short instructions be read back verbatim. Do not answer with roger, wilco, copy, ten four, understand, etc. You shall read back that you will hold short of, or are holding your position at (specific location). Failure to read back hold short instructions will be handled as an airfield violation.

C. "Standby, Alerts. A "standby" is a general term commonly used in the tower meaning (attention all vehicles). After you hear the standby transmission, it applies to all vehicles operating on the airfield. Follow the request and maintain radio silence until advised.

Example: "Standby, Standby, Standby, all vehicles remain clear of Runway 21R, emergency in progress."

D. Light Gun Signals. Light gun signals shall never be used for vehicles. When you see light gun signals being used, ensure you remain clear of the runways and helipads, due to impeding air traffic.

E. Frequency Congestion. An airport is a dynamic and complex environment. The number of vehicles simultaneously operating on the airfield can cause the FM frequency to be saturated. In addition, the controllers are not just talking to vehicles, they are responsible for the entire ground movement. If the tower doesn't answer you immediately, they may be talking to aircraft or issuing clearances on a different frequency. Be patient, ensure your radio is working properly, avoid calling the tower when parked next to an aircraft starting up or doing high power turn-ups and utilize correct phraseology.

CHAPTER 6

SAFETY AND SECURITY

A. General Rules of Operation

1) Never operate any vehicle on the airfield movement areas without establishing two way communications with the control tower and ensuring all equipment is secure and the vehicle is free of FOD.

2) Smoking is prohibited on any portion of the airfield.

3) All vehicles must be maintained in generally sound mechanical condition to prevent breakdowns, excessive leaking of fluids or inability to comply with other requirements of this course.

4) Only operate in areas authorized by the control tower.

5) Vehicles shall not be driven within 25 feet of an aircraft unless directly involved in servicing, cargo handling, or responding to an aircraft emergency.

6) Whenever the driver is not in the vehicle, they shall turn off the ignition, set brake and leave doors unlocked. The driver shall ensure they can still hear the radio while away from the vehicle.

8) Anytime you become disoriented, confused, uncertain, etc. hold your position and ask for guidance from the tower.

8) Always give way to emergency vehicles responding to an emergency.

9) All drivers will display common courtesy to taxiing aircraft by angling their vehicle so that headlight beams do not directly impact cockpit areas.

10) Maintain radio discipline at all times. No horseplay.

B. Speed Limits. Vehicle operators should maintain maximum awareness of aircraft while operating on the airfield. Speed limits are as follows:

1. In the vicinity of hangars and personnel/aircraft	5 MPH
2. Fire Lane/Vehicle Traffic Lane	10 MPH
3. Aircraft Parking Ramp (Non-Movement)	10 MPH
4. Taxiway Charlie "C"	15 MPH
5. Perimeter Road	25 MPH
6. All other Runways & Taxiways	35 MPH

C. Aircraft Emergencies/Mishaps. All vehicles shall slow to a stop and hold their position whenever emergency vehicles are observed responding to or supporting aircraft operations. Vehicles may proceed only with permission from the control tower. Vehicles shall never be driven between a fire truck and an aircraft. If able, exit the airfield and maintain radio silence.

D. Night/Adverse Weather Driving

1) Driving on an airfield at night can be intimidating. When the airport lighting is on, the airport may look like a confusing array of blue, white and red lights. Display all front and back taillights at night. Headlights on low beam are also required at night. If you are inexperienced with driving on the airport at night, it is a good idea to take someone with you that is familiar. If that is not possible, allow yourself a little extra time to get to your destination driving slower than normal. If you are not absolutely sure, **ASK THE TOWER FOR HELP.**

2) Adverse weather can be very hazardous to drive in. Rain, blowing sand, and even fog can affect airfield operations. Give yourself plenty of time to get to your destination. Drive slower than normal, and if your vehicle has a rotating beacon, use it.

3) Flashing lights or parking lights will be used at night and during inclement weather when vehicles are temporarily parked on any part of the aircraft-parking ramp. This does not apply if vehicles are parked in a designated area. Headlights of a stopped vehicle shining towards a moving aircraft at night will be turned off immediately so the pilot's night vision will not be affected. The vehicle parking lights or emergency flashers will be turned on so its position will be known.

E. Reporting Problems. Any problems you encounter on the airfield should be reported to Airfield Operations personnel at Bldg. 153 or call ext. 269-2323/2326/2077. All FOD, including dead animals and birds, shall also be reported to Airfield Operations personnel.

CHAPTER 7

SUMMARY

A. Question/Answer Period/Written Test

Review any areas that might be confusing to the drivers. Upon completion, you should have a solid foundation before you enter the class. Contact Airfield Operations at ext. 269-2323/2326/2077 to schedule a class. The written test is 25 questions, to include labeling an airfield diagram.

B. Points of Contact/Telephone Numbers

MCAS Yuma Airfield Operations:

Comm: (928) 269-2323/2326/2077

DSN: 269-2323/2326/2077



UNITED STATES MARINE CORPS
STATION OPERATIONS
HEADQUARTERS AND HEADQUARTERS SQUADRON
MARINE CORPS AIR STATION
BOX 99160
YUMA, ARIZONA 85369-9160

In reply refer to
3721
30PS

(SAMPLE REQUEST FOR AIRFIELD VEHICLE OPERATOR'S LICENSE)

From: Department, Section Head, Marine Corps Station Yuma, AZ
To: Airfield Operations Officer, Marine Corps Station Yuma, AZ

Subj: REQUEST FOR AIRFIELD VEHICLE OPERATOR'S LICENSE

1. (List your respective Department or Section) is respectfully requesting access for the following reasons for instance, tug drivers in support of apron movements, delivery of maintenance gear, and CALA only operations. We have provided a list of Marines below needing certain licenses as stated. We understand that radios are available to our military tug drivers and ordnance loaders through Base Operations on a limited basis.

2. We are aware that contractors are to provide location and completion date/time of their projects on the airfield. We also understand that radios are not provided to the contractors at anytime, however, radios can be acquired at Base FM Mobile 928-269-2389 if needed.

Full Access Licenses

<u>RANK</u>	<u>NAME</u>	<u>LAST-4</u>	<u>PHONE</u>	<u>REASON</u>
MSgt	John D. Doe	XXXX	269-XXXX	Tug Operator

Fire Lane Access Licenses

<u>RANK</u>	<u>NAME</u>	<u>LAST-4</u>	<u>PHONE</u>	<u>REASON</u>
MSgt	John D. Doe	XXXX	269-XXXX	Supply

CALA Access Licenses

<u>RANK</u>	<u>NAME</u>	<u>LAST-4</u>	<u>PHONE</u>	<u>REASON</u>
MSgt	John D. Doe	XXXX	269-XXXX	CALA Tug Operator

3. The point of contact for this matter is John Doe at extension 269-XXXX.

J. D. DOE

Enclosure (10)

