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TRAINING AIR WING TWO
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NASKINGSINST 3710.2B
COMTRAWINGTWOINST 3710.14B
Code N30
7 Jan 2012

NASKINGS INSTRUCTION 3710.2B
COMTRAWING TWO INSTRUCTION 3710.14B

Subj: CLOSED TOWER OPERATIONS

Ref: (a) OPNAVINST 3710.7U
(b) NASKINGSINST 3710.1W
(c) TRAWING TWO In-Flight Guide

Encl: (1) Procedure for conducting Closed Tower Operations
(2) Aircrew Closed Tower Operations Checklist
(3) Closed Tower Operations/Daytime, VFR Risk Assessment Chart

1. Purpose. This instruction establishes policy for aircraft operations when NAS Kingsville tower is closed. This is a new instruction and should be read in its entirety.

2. Cancellation. NASKINGS INSTRUCTION 3710.2A/COMTRAWING TWO INSTRUCTION 3710.14A.

3. Implementation. Procedures in this instruction are effective immediately.

4. Definition. Closed Tower is defined as other than routine operations, outside of normal airfield hours, with only the crash crew on station. Aircraft will clear themselves to land and taxi to parking without the assistance of ground control.

5. Policy

a. Reference (a) paragraph 4.4.1.3 prohibits aircraft operations when the airfield or tower is closed, except in an emergency or under the following conditions: A single takeoff and/or landing may be conducted under closed tower conditions with the authorization of the airfield Commanding Officer and with the prior or concurrent approval of the aircraft reporting custodian.

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b. The NASK Commanding Officer will not normally authorize closed airfield operations (when the tower and crash crew are unmanned). However, closed tower operations (when the tower is closed but crash crew is available) are authorized for a takeoff and/or landing with prior approval. In order to enable maximum readiness and ATC manpower flexibility, FCLPs are authorized during closed tower operations provided that a field carrier landing qualified Landing Signal Officer (LSO) is manning the LSO shack and in positive control of Field Carrier Landing Practice (FCLP) operations, with prior approval.

c. Closed tower operations shall only be conducted during daylight hours and when airfield weather is forecasted to have a ceiling of 3,000 feet and visibility of five statute miles during the entire period.

d. Commander, Training Air Wing TWO (CTW-2) is responsible for ensuring all TW-2 pilots conducting closed tower operations are familiar and in compliance with references (b) and (c) and enclosures (1), (2) and (3).

e. CTW-2 will submit a request to conduct closed tower operations to the NASK Commanding Officer at least three working days in advance. The request shall include type and number of aircraft, purpose (e.g. takeoff/landing/FCLP), hours of operations, and a statement verifying the pilot or flight lead is completely knowledgeable with references (b) and (c) and enclosures (1), (2) and (3).

f. Multiple approaches are not authorized during closed tower operations, except for a **low approach** by the flight lead to confirm runway condition.

g. Closed tower operations will be utilized at NASK only.

h. Requests by transient aircraft to conduct closed field operations shall be coordinated through the NASK Operations Officer.


J. H. EVANS
Commander

Training Air Wing TWO



M. A. McLAUGHLIN
Commanding Officer
Naval Air Station, Kingsville

PROCEDURE FOR CONDUCTING CLOSED TOWER OPERATIONS

1. One hour prior to Closed Tower Operation, the Wing Duty Officer (WDO)/Aircraft Custody Agent shall notify Fire Dispatch, ensure weather minimums are met, and a Foreign Object Damage (FOD) check of the duty runway is completed. The FOD check can be completed by the WDO or NASK Fire Department. The Fire Department will ensure the arresting gear is in battery. The Wing is responsible for set-up of any optical landing aids.

2. Departures: Fifteen minutes prior to departure, the WDO shall contact the NASK CDO, Fire Department Dispatch, Medical CDO, and NASK Security Watch Commander. The Fire Department will have Crash Crew manned. If departures will not be returning, the WDO shall notify the NASK CDO, Fire Dispatch, Medical CDO, and NASK Security Watch Commander that Closed Tower Operations are complete.

3. Arrivals: Twenty minutes prior to NASK arrival, the aircrew shall notify the WDO on frequency 302.6 (local channel 1). The WDO shall notify the NASK CDO, Fire Department Dispatch, Medical CDO, and NASK Security Watch Commander of the impending arrival. The Fire Department will have a crash crew manned. After all aircraft have landed and taxied back to the T-45 flight line, the WDO shall notify the NASK CDO, Fire Department Dispatch, Medical CDO, and NASK Security Watch Commander that Closed Tower Operations are complete.

4. FCLP Operations: Fifteen minutes prior to takeoff, the WDO/Aircraft Custody Agent shall contact the NASK CDO, Fire Department Dispatch, Medical CDO, and NASK Security Watch Commander. The Fire Department will have a Crash Crew manned. The LSO shack will be manned at all times during flight operations with a Field Carrier Landing qualified LSO. Closed Tower Operations will be utilized for daylight FCLPs only. If refueling will be required, request for fuels will be made to the NASK Operations Officer 72 hours prior to conducting Closed Tower Operations. The WDO shall notify the NASK CDO, Fire Department Dispatch, Medical CDO, and NASK Security Watch Commander when Closed Tower FCLP Operations are complete.

5. Emergency: In the event an aircraft emergency requires an arrested landing, the WDO will notify the CDO, Fire Department, Medical, and Security of the emergency. The Fire Department will respond and remove the aircraft from the arresting gear and reengage the arresting gear. The WDO shall pass to the Fire Chief the aircraft's weight, speed, and use of brakes for the arrested landing.

6. In the event the airfield encounters Instrument Meteorological Conditions (IMC) while aircraft are airborne during the Closed Tower Operations, all aircraft shall divert to a suitable alternate.

7. All aircrew shall adhere to local course rules and exercise extreme vigilance. Pilots are responsible for closeout of their flight plans.

8. TACAN and ILS will not be available during closed tower operations.

9. The following numbers should be used for coordination with appropriate NASK departments.

- a. NASK base CDO Cell: (361) 438-6938.
- b. NASK Fire Dispatch: (361) 516-6133/6594.
- c. Security Watch Commander: (361) 516-6200/6547.
- d. Medical CDO Cell: (361) 533-7358.
- e. Medical Duty Office: (361) 219-0074.

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CLOSED TOWER OPERATIONS AIRCREW CHECKLIST

1. Contact maintenance NLT 72 hours prior to arrange pre-positioning of aircraft.
2. Prior to COB on the last work day prior to event, verify daily and turn-around inspections complete, read ADB and sign A sheet. If ADB will be left in the jet, coordinate to leave ADB with WDO during flight.
3. Coordinate with TW-2, VT-21, or VT-22 schedules NLT 72 hours prior to coordinate flight schedule for date of Closed Tower Operations.
4. Contact all involved NASK personnel one day prior for coordination.
5. Retrieve flight gear from PR shop prior to COB on last work day prior to operations.
6. Verify WDO on station prior to man-up.

Enclosure (2)

Closed Tower Operations (Daytime/VFR)
 Risk Assessment Chart

STEPS OF OPERATIONS	HAZARD/RISK	RISK ASSESSMENT CODE	RISK CONTROLS AND IMPLEMENTATION	NEW RISK ASSESSMENT CODE
Preflight	Chocks, Chains, Pins and Covers. Debris around A/C	RAC IV	<ul style="list-style-type: none"> • Thorough Preflight • Don't Rush • Utilize Cross Country Checklists 	RAC V
Startup	No Lineman, Obstacle Avoidance	RAC IV	<ul style="list-style-type: none"> • Carefully monitor startup • Ensure Fire Bottle in close proximity and review proper use 	RAC V
Taxi/Takeoff	Traffic De-confliction	RAC IV	<ul style="list-style-type: none"> • Use TWR Freq as CTAF (i.e. all calls in the blind) or, • Contact LSO when available • Proper VFR scan 	RAC V
Departing Local Area (Closed Field Only)	Transition from VFR to IFR	RAC IV	<ul style="list-style-type: none"> • Proper Preflight Planning • Establish Comms with CRP App ASAP • If unsure of status, remain VFR 	RAC V