



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 3770.1

32

NOV 05 2003

NAS OCEANA INSTRUCTION 3770.1

Subj: COMMERCIAL AIR SERVICES (CAS) REQUIREMENTS FOR
OPERATIONS ON BOARD NAVAL AIR STATION OCEANA, CHAMBERS
FIELD AND WILLOW GROVE

Ref: (a) OPNAVINST 3710.7 (Series)
(b) SECNAVINST 3770.1 (Series)
(c) NAVAIR 00-80T-114
(d) NASOCEANAINST 3710.1 (Series)
(e) NASOCEANAAIRDETNRVAINST 3710.5 (Series)
(f) NASWILGROINST 3710.1 (Series)
(g) DoDINST 5222.22 (Series)
(h) DoDINST 5230.20 (Series)
(i) SECNAVINST 5510.30 (Series)
(j) NASOCENAINST 5510.2 (Series)
(k) OPNAVINST 5100.23 (Series)
(l) 29 Code of Federal Registry 1910

Encl: (1) Checklist for CAS Detachments

1. Purpose. To establish standard CAS requirements on board Naval Air Station (NAS) Oceana, Chambers Field and NAS Willow Grove. For purposes of this instruction, Sponsor refers to the Navy organization that negotiates the CAS contract (Naval Air Systems Command and Naval Sea Systems Command) and Host refers to the command on the installation that will be the local point of contact.

2. Action. The following actions are required for CAS approval

a. A pre-detachment message will be generated to identify the Host, CAS assets, duration of detachment which must be event-driven vice blanket authorization, and anticipated level of support required. This message will be provided by an organization designated by the Sponsor a minimum of seven days in advance of the detachment.

b. The Host must be identified for local installation support and coordination of CAS operations (i.e., basic maintenance services, coordination of common support equipment, Hazardous Material (HAZMAT), scheduling of required briefs, etc).

c. CAS operations will not normally establish a maintenance footprint within a Host's spaces. Each installation will determine and provide access to ramp and maintenance space, as

NOV 05 2003

available, per CAS contracts (contracts will be provided by Sponsor for review). CAS footprints will be limited to the absolute minimum required to meet tasking. CAS will comply with references (a) through (f).

d. All CAS operations will conform to detachment standards, including course rules brief, providing daily flight schedules or flight plans to Base Operations, etc. Each installation will provide CAS with Course Rules and Safety/Hazmat briefs prior to any operations. CAS aircrew will brief with Host, Opposing Force Air Wing, CCG4 Detachment or as specific detachments dictate. Designated briefing/debriefing locations, classified storage for communications plan, special instructions and any other classified documents deemed necessary for exercise support (if required) will be coordinated prior to arrival (at no time will foreign nationals have access to sensitive or classified information).

e. Visitors

(1) The Sponsor will ensure that all visitors to Regional Naval installations under CAS contracts comply with all applicable Department of Defense, Department of the Navy and local instructions which are covered in references (g) through (k) and the Visit Request is provided to the installation Security Manager at least five working days prior to the detachment.

(2) Sponsor is responsible for ensuring foreign nationals (FN) base access requirements and Foreign National Embassy Clearance requirements are completed per the above instructions. FN escorts will be required for access to Mid-Atlantic Region military installations per references (h) and (i). Escorts will be the responsibility of the Host and/or Sponsor. Escorts will meet FN at the main gate and escort the entire time while on base. If an escort is not available or has been taken away from their duties, the escort and FN will contact the Host and/or Sponsor point of contact immediately.

(3) Badging. All personnel will be issued temporary badges for Regional Installation access for only the duration of their detachment. Installation Security will issue these badges with flight line access if applicable. No privately owned vehicles will be permitted flight line access. Large supply items requiring a vehicle for transport to or from the flight line will be coordinated with the Host or Base Operations for access and escort.

f. All CAS personnel, while on board a Mid-Atlantic Region installation in a contractor capacity, will identify themselves as such in all interactions, whether in person or on the phone.

NOV 05 2003

This is regardless of prior or present employment, to include active duty, reserve or retired military. Active duty, reserve or retired military will always identify themselves as Mr. or Ms. and the contractor they represent.

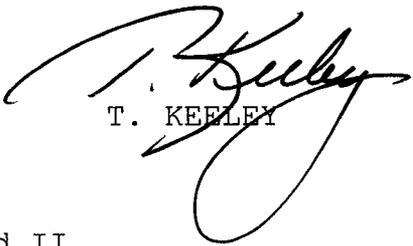
g. CAS operations will coordinate with their Host and meet Occupational Safety and Health Administration and operating base requirements for safety standards for all detachment activity, including HAZMAT and personal protective equipment, etc., as identified in references (k) and (l).

h. CAS personnel will be responsible for maintaining the cleanliness of any spaces they are provided and formally turn the spaces over to their Host at the conclusion of the detachment.

i. The detachment checklist, enclosure (1), is a guide to the above requirements. This checklist must be completed/coordinated for every detachment to Mid-Atlantic Region installations.

3. Failure to comply with these requirements may result in the CAS provider not being allowed installation access, eviction from the installation if it's determined that regulations discussed here are not being followed, or a specific CAS provider's operations being halted/grounded while an investigation is conducted.

4. Review. The Executive Director, Regional Air Operations, will conduct annual review of this instruction.



T. KEELEY

Distribution:
NASOCEANAINST 5216.1X
Lists I (30, 31 and 32) and II
NAS Willow Grove
NAVAIR PMA-207D
NAVSEA PMA-325

CHECKLIST FOR CAS DETACHMENTS ON BOARD MID-ATLANTIC REGION AIR
INSTALLATIONS

Detachment Name:

Dates of Detachment:

Initials/Date:

_____ Embassy Visit Request (30 days prior to visit,
For Foreign Nationals only)

_____ Pre-Detachment message sent (Sponsor Designee)
7 days prior to Detachment

_____ CAS Contractor Visit Request (at least 5 days
prior to visit)

_____ Installation Point of Contact for CAS Detachment:
Name: Phone:

_____ Installation Host:
Name: Phone:

_____ Sponsor Point of Contract
Name: Phone:

_____ CAS Assets being utilized:

_____ Visitors List (CAS) (for heads up purposes,
official visit requests will be provided)

Name	DOB	Citizenship	FN
------	-----	-------------	----

Approval Date

_____ FN Escorts Assigned
Name/Command/Phone

NOV 05 2003

Contractor Review of all Applicable
Instructions/Directives

Required Briefs (date and time):

Safety/HAZMAT/OSHA Brief:

Course Rules:

Badging Process:

Assigned spaces:

Ramp:

Maintenance support:

Brief/Debrief:

Classified Storage:

Post Detachment Brief (attendance, date and time)

Formal Assigned Space Turnover (attendance, date
and time)