



DEPARTMENT OF THE NAVY  
NAVAL AIR STATION  
JACKSONVILLE, FLORIDA 32212-5000

IN REPLY REFER TO:  
NASJAXINST 3710.5J  
NOO

AUG 14 2019

NAS JACKSONVILLE INSTRUCTION 3710.5J

From: Commanding Officer, Naval Air Station Jacksonville

Subj: CLOSED TOWER OPERATIONS

Ref: (a) CNAF M-3710.7  
(b) NAVAIR 00-80T-114  
(c) Aeronautical Information Manual (AIM) Section 4-1-9  
(d) NAS Jacksonville Instruction 3710.1 (Series)

Encl: (1) Closed Tower Traffic Count

1. Purpose. Establish policy for aircraft operations when Naval Air Station (NAS) Jacksonville tower is closed.
2. Cancellation. NASJAXINST 3710.5H.
3. Scope. Except as specifically noted or by waiver of NAS JAX Commanding Officer (CO), closed tower operations at NAS JAX are only permitted for tenant commands of NAS Jacksonville, CHSMWL Mayport squadrons, USCG HITRON, 1-111 GSAB Florida National Guard based at Cecil Field and civilian air ambulance (life flight) helicopters. Other units requesting to operate under this instruction shall submit their request to the NAS Jacksonville Operations Officer via the NAS Jacksonville Flight Planning Supervisor (FPS) at (904) 542-2511 at least 24 hours prior to intended operation.
4. Background
  - a. Closed tower operations involve a higher level of risk and should only be used by exception. Reference (a) provides policy allowing aircraft to operate when the tower is closed, with the authorization of the airfield commanding officer and the concurrence of the aircraft reporting custodian. Reporting custodians who wish to conduct closed tower operations must adhere to this instruction. Any operations conducted under this instruction convey an agreement between that reporting custodian and NAS Jacksonville CO per reference (a).

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b. Reporting custodians are responsible for ensuring all pilots conducting closed tower operations under the provisions of this instruction shall be thoroughly familiar with references (a) through (d). The guidelines below are established to provide safe closed tower operating procedures and maximum support of tenant command mission requirements.

5. NAS Jacksonville Procedures. The following specific procedures shall be used for all closed tower operations at NAS JAX:

**NOTE:** NAS Jacksonville intends to 'strip' the arresting gear during closed tower periods. In the event that the gear remains in place, departures and arrivals shall make every attempt to depart/land beyond the arresting gear. Arresting gear out of battery constitutes a fouled deck by definition and prohibits fixed wing use of the runway.

a. The aircraft commander shall comply with all requirements pertinent to weather, notice to airmen (NOTAMS), temporary flight restrictions (TFR), and flight plan submission and flight clearances. The duty runway and altimeter setting will correspond with weather information available through NAS JAX PMSV at 343.5 MHz or (904) 542-2535. ATIS broadcasts will not be available during closed tower operations. Pilots can utilize the Navy flight weather briefer or 1-800-WX-BRIEF to obtain weather information.

b. Departures and arrivals to NAS JAX are authorized during instrument meteorological conditions (IMC) in accordance with DOD instrument departure and approach minimums and reference (a).

c. Visual flight rules (VFR) departures and arrivals are authorized, however, VFR flight following shall be utilized in all cases.

d. All arriving or departing aircraft shall monitor and utilize SELF ANNOUNCE procedures on the common traffic advisory frequency (CTAF) which is 125.15 VHF, the NAS JAX Tower VHF frequency. UHF communications are not authorized during closed tower operations due to NAS JAX flying club aircraft only possessing VHF radios in their aircraft. Pilots are responsible for visually verifying the runway is clear prior to conducting operations to the runway, to include arresting gear avoidance.

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Airfield flyovers at pattern airspeed/altitude and low approaches are authorized to ensure a clear runway.

e. During closed tower operations, the only instrument approaches into NAS Jacksonville are the TACAN 10, TACAN 28, RNAV (GPS) 10, RNAV (GPS) 28 to include the circle to land option for each approach. No radar services (PAR and ASR) are available.

f. Departing aircraft under instrument flight rules (IFR) shall obtain IFR clearance and IFR release from Jacksonville TRACON (regional approach) on 127.775 (VHF) or 377.075 (UHF) prior to takeoff. In the event communications cannot be established via radio, the pilot should first request their squadron duty officer contact TRACON via landline at (904) 741-0284 to obtain IRF clearance and release. If that is not possible, the pilot may contact the NAS Jacksonville FPS via landline (904) 542-2511 or via radio 134.775 (VHF) or 310.2 (UHF) to coordinate.

g. Aircraft commanders shall ensure that any IFR clearances and IFR flight plans are closed out/cancelled with regional approach control on assigned frequency or via (904) 741-0767. Additionally, IFR flight plans may be closed out by contacting 1-800-WXBRIEF.

**NOTE:** Jacksonville TRACON cannot clear the next IFR aircraft for approach to NAS Jacksonville until the preceding IFR aircraft has canceled IFR (one-in-one-out policy). Any undue delay in cancelling IFR will delay all other incoming traffic. Conditions permitting, pilots should cancel IFR with approach when the field is in sight and a safe landing can be made.

h. Pattern work is not authorized during closed tower operations.

i. Practice TACAN or RNAV(GPS) approaches are not authorized during closed tower operations.

j. Helicopter operations shall be conducted to/from the runway if on an IFR clearance. VFR helicopters may use spots 1 and 2.

**NOTE:** Departures and arrivals to/from runway 14/32 are not authorized during closed tower operations because of the location of HELO pads 1 and 2.

k. Practice simulated emergencies and auto-rotations are prohibited.

l. Pilot-controlled lighting (PCL) frequency is 134.775 (VHF), the NAS Jacksonville clearance delivery frequency. The airfield lighting has three levels. The lowest intensity level may be active with three clicks in five seconds on the PCL frequency. The medium level may be active with five clicks in five seconds. The brightest level may be active with seven clicks in five seconds. Due to time lags and incandescent lighting properties, a delay of approximately 30-45 seconds is needed for the lighting to energize and completely illuminate the airfield. Once activated, the lighting will remain illuminated for 15 minutes.

m. Night Vision Goggles (NVG) operations without runway/pad lights illuminated are prohibited.

n. The NAS Jacksonville FPS will monitor the CTAF frequency and notify airfield firefighting in the event an aircraft declares an emergency. The FPS position is manned 24/7; however, since there is only a single person manning this position, it is the responsibility of the aircraft commander to ensure that NAS Jacksonville FPS has acknowledged the emergency declaration. If additional assistance is required, the aircraft commander must request this assistance. It is recommended that aircraft commanders continue to broadcast this emergency declaration during each transmission in order to provide situation awareness to all personnel monitoring that frequency.

**WARNING:** Airfield firefighting is manned 24/7 but does not possess the capability to monitor UHF radio frequencies. They are alerted to an emergency in progress via the crash net or via 911 which is activated from the NAS Jacksonville FPS duty station during closed tower operations.

6. NOLF Whitehouse Procedures. The following specific procedures shall be used for all closed tower operations at NOLF Whitehouse:

a. NAS Jacksonville Flying Club aircraft are authorized to use NOLF Whitehouse for pattern work if scheduled via the NAS Jacksonville FPS at (904) 542-2511 at least 24 hours prior to intended operation. Weather minimums for pattern work are 1000/3. Flying Club operations will not be authorized for concurrent use with other participating agencies, and Crash and Salvage services will not be available to Flying Club

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Club participants. Operational military units have priority over the Flying Club in terms of use and scheduling.

b. Pattern work for helicopters is authorized for a maximum of three aircraft at NOLF Whitehouse. Weather minimums for pattern work are 1000/3. Simulated emergencies are authorized in accordance with applicable NATOPS and wing SOP limitations

c. Practice auto-rotations are prohibited.

d. CAL/Unprepared LZ work is authorized but total number of aircraft shall not exceed the three aircraft limitation for the OLF.

e. NVG operations are permitted.

f. For a single aircraft operating at NOLF Whitehouse "lights out" operations are authorized. For multiple aircraft operations, the use of NVG-compatible aircraft lighting is required.

g. If more than one aircraft is operating at NOLF Whitehouse, the mixing of aircraft utilizing NVG and aircraft not utilizing NVGs is prohibited.

h. Pilot-controlled lighting is not available at NOLF Whitehouse.

7. Restrictions. The following restrictions to operations and services apply:

a. Closed tower operations are prohibited one hour prior to published field opening to ensure the safety of personnel conducting airfield opening inspections during this time. This can be waived only by permission of the NAS Jacksonville CO or operations officer.

b. Some services (LOX, nitrogen, etc.) may not be available. Contact NAS Jacksonville dispatch at (904) 542-3906 to check availability. Fuel is available 24/7.

c. Air ambulance/MEDEVAC missions, both military and civilian, will take priority when conducting closed tower ops. When these aircraft report inbound, all aircraft must remain in position on deck or enter an overhead Delta pattern until that air ambulance/MEDEVAC is on deck. Aircraft may return to normal

operations until such time as the air ambulance/MEDEVAC aircraft reports lifting. All pattern traffic must then hold position on deck or enter the overhead Delta pattern until the air ambulance/MEDEVAC aircraft has departed NAS Jacksonville airspace.

8. General. All closed tower operations shall be reported utilizing enclosure (1) within three days. Enclosure (1) may be delivered to NAS Jacksonville operations by landline at (904) 542-2511, via fax (904) 542-2514 or email at [jaxs\\_nas\\_operdutyoff@navy.mil](mailto:jaxs_nas_operdutyoff@navy.mil). This traffic count is vital to NAS Jacksonville reporting airfield usage.

9. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 (series).

10. Review and Effective Date. Per OPNAVINST 5215.17A, NAS JAX will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DOD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.

  
M. P. CONNOR

Distribution:  
Electronic only

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## CLOSED TOWER TRAFFIC COUNT

Date \_\_\_\_\_

Squadron \_\_\_\_\_

Call Sign \_\_\_\_\_

Aircraft Type \_\_\_\_\_

Runway \_\_\_\_\_

Time \_\_\_\_\_

Takeoffs \_\_\_\_\_

Landings \_\_\_\_\_

Base operations fax: (904) 542-2514 or scan and email:  
jaxs\_nas\_operdutyoff@navy.mil