



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION NEW RIVER  
PSC BOX 21001  
JACKSONVILLE, NC 28545-1001

ASO 3710.41C  
OPS

DEC 27 2023

AIR STATION ORDER 3710.41C

From: Commanding Officer, Marine Corps Air Station New River  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR CLOSED TOWER OPERATIONS AT MARINE  
CORPS AIR STATION NEW RIVER

Ref: (a) OPNAVINST 3710.7V  
(b) NAVAIR 00-80T-114  
(c) NAVAIR 00-80R-14  
(d) ASO 3710.7Y

Encl: (1) Closed Tower Regulations  
(2) Closed Tower Course Rules  
(3) Sample Unit Authorization Letter

1. Situation. A requirement exists for units aboard Marine Corps Air Station (MCAS) New River to conduct flight operations when the Air Traffic Control (ATC) tower is closed.

2. Cancellation. Air Station Order 3710.41B with Change 1.

3. Mission

a. Commands will conduct closed tower operations at McCutcheon Field, MCAS New River as directed in this Order to ensure effective, efficient, and safe airfield operations.

b. Summary of Revision. This Order has been revised and should be thoroughly reviewed.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide policy, procedures, responsibilities, and instructions for closed tower operations in accordance with (IAW) the references to ensure flight operational requirements are met in the most effective, efficient, and safe manner.

(2) Concept of Operations

(a) All unit commanders and pilots shall understand and comply with these instructions.

(b) The rules and regulations established by this Order do not supersede orders and instructions issued by higher authority, nor do they relieve pilots of the responsibility to exercise good judgment and observe safety precautions.

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b. Coordinating Instructions. All units conducting closed tower operations shall meet the requirements of enclosure (1) and adhere to the regulations and course rules outlined in reference (c) and enclosure (2).

5. Administration and Logistics

a. This Order contains substantial changes to previous closed tower rules and regulations; therefore, it shall be reviewed in its entirety.

b. Recommendations for changes to this Order shall be submitted to the Airfield Operations Officer (AOPSO), MCAS New River.

6. Command and Signal

a. Command. This Order is applicable to all commands operating from, visiting, and transiting to MCAS New River.

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



G. W. BURNETT

DISTRIBUTION: B

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Closed Tower Regulations

1. Authorization to Conduct Closed Tower Operations. Reference (a) requires approval from both the Air Station Commanding Officer (CO) and the aircraft reporting custodian (unit commander) to conduct closed tower operations.

a. To meet this requirement units intending to conduct closed tower operations shall submit a letter to the CO, MCAS New River via appropriate chain of command authorizing their unit to conduct closed tower operations utilizing enclosure (3).

b. Authorization to conduct closed tower operations may be revoked if units/aircrew do not adhere to the requirements of this Order and the references when conducting closed tower operations. Once authorization has been revoked, the following shall be completed before units will be authorized to conduct closed tower operations.

(1) First Offense. The Pilot in Command (PIC) of the aircraft that violated closed tower rules will receive a closed tower course rules brief from the Station Operations Officer (OPSO), AOPSO, or their designated alternate.

(2) Second Offense. All pilots in the squadron shall receive a closed tower course rules brief from the Station OPSO, AOPSO, or their designated alternate.

(3) Third and Subsequent Offenses. All requests shall be routed through the appropriate O-6 CO and then to the CO, MCAS New River for approval.

c. Units intending to conduct closed tower operations shall submit the following information to Airfield Operations by 1300 the last working day prior to the intended closed tower operation.

(1) Date of intended closed tower operation.

(2) Departure and arrival times.

(3) Fuel requirements, including times fuel is requested.

(4) Purpose of flight (example: departure or arrival from cross country or Functional Check Flight (FCF)).

d. Requests not received by 1300 the last working day prior to the intended closed tower operation may be approved via the appropriate O-6 CO and routed to the CO, MCAS New River.

e. The AOPSO shall:

(1) Ensure that units requesting closed tower operations have an authorization letter from their aircraft reporting custodian (unit commander).

(2) IAW reference (b), conduct an Operational Risk Management (ORM) assessment of all closed tower events, ensuring the enhancement of safety of flight.

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- (3) Consult with the ATC Facility Officer to obtain his or her expertise in the conduct of the ORM assessment as needed.
2. A weekend and/or holiday closed tower window will be established based as follows.
- a. The first closed tower flight shall be no earlier than 12 hours after the last flight from the previous day. This affords the Expeditionary Firefighting & Rescue (EFR) Division personnel enough crew rest to safely support the next day's flight operations.
  - b. Units are authorized to conduct closed tower operations within the established window only with approval for that event from the AOPSO or Station OPSO.
  - c. Closed tower events shall be listed on unit flight schedules identifying all proposed takeoff and land times at MCAS New River.
  - d. Closed tower FCF windows shall fall within the approved closed tower flight window and shall be listed on unit flight schedules.
3. Weekday closed tower operations are limited to one-hour windows.
- a. Units are authorized to conduct closed tower operations within the established window only with approval for that event from the AOPSO or Station OPSO.
  - b. Closed tower events shall be listed on unit flight schedules identifying all proposed takeoff and land times at MCAS New River.
4. Units not assigned to MCAS New River shall submit closed tower requests at least five working days prior to intended closed tower operations. Units not assigned to MCAS New River are authorized to conduct closed tower operations if they meet the following criteria.
- a. All requirements of this Order and its references.
  - b. The PIC has flown with a local squadron in the local flying area within the last six months or receives a familiarization flight with a local squadron prior to conducting closed tower operations.
  - c. All pilots have received a course rules brief conducted by New River ATC within the last 12 months.
5. Closed tower night vision goggle departures and arrivals are authorized.
6. FCFs are authorized.
7. Non-forward firing ordnance in the explosive class/division 1.3 or 1.4 (including chaff and flares) is authorized for closed tower operations.
8. Forward firing ordnance is not authorized during closed tower operations.
9. Prior to conducting closed tower operations:
- a. All pilots conducting closed tower operations shall have received a

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course rules brief, presented by New River ATC, within the last calendar year.

b. A flight plan appropriate for the intended operation shall be filed IAW reference (a) prior to conducting closed tower operations.

c. The Squadron Operations Duty Officer shall contact the EFR Dispatcher at (910) 449-6224/6629/5177 prior to commencing closed tower operations and again when closed tower operations are completed.

10. EFR Alert Position. IAW reference (c), MCAS New River EFR shall establish a Standby Alert at all times during landings and takeoffs.

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Closed Tower Course Rules

1. The following are in addition to the course rules published in Chapter 3 of reference (d).

a. During closed tower operations, pilots shall broadcast on Universal Communications 134.950 very high frequency.

b. Arriving aircraft shall report when entering within five miles of the MCAS New River Tactical Air Navigation system and all subsequent movement on the airfield until parked.

c. The PIC is responsible to see and avoid other aircraft.

d. Tiltrotor aircraft shall contact MCAS Cherry Point approach at 377.175 ultra-high frequency (UHF) for flight following.

e. When radar services are requested from MCAS Cherry Point approach, aircrew shall report safe on deck at MCAS New River via 377.175 UHF immediately after landing. Failure to report safe on deck will prevent all subsequent aircraft receiving radar services from landing at MCAS New River until MCAS Cherry Point approach is able to confirm aircraft is safe on deck.

f. Concurrent runway operations are not authorized unless conducting hover checks. The first aircraft in the pattern shall determine the traffic pattern.

g. No more than six aircraft may operate on a runway or in the runway traffic pattern.

h. The traffic pattern is closed when an aircraft is conducting hover checks on the runway in that pattern.

i. Hover checks shall only be conducted on the runway, away from any taxiway intersection, and are limited to one aircraft per runway.

2. MCAS New River Base Operations and Meteorology and Oceanography Center (METOC) services are not available when the tower is closed. Aircrew can contact Raleigh Flight Service Station (FSS) at (800) WX-BRIEF to obtain a weather brief or file a flight plan when the MCAS New River tower is closed.

3. The Regional METOC will provide a flight weather brief when requested through the flight weather briefer. The flight plan must still be filed through the FSS or MCAS Cherry Point Base Operations.

4. Automated Surface Observing System (ASOS) information is available after normal published METOC hours. The ASOS will be broadcast on the MCAS New River Metro frequency 244.775 UHF. Broadcast weather conditions will be based on current conditions directly over the New River airfield and do not represent weather conditions outside of a one-mile radius from the center of the airfield.

5. Closed tower operations are intended for visual meteorological conditions. Every attempt will be made to open the control tower to support flight operations that must be conducted in instrument meteorological conditions (IMC). If closed tower operations are approved during IMC, the

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following course rules apply in addition to the course rules published in Chapter 3 of reference (c).

a. Closed tower operations in IMC are restricted to departures and arrivals only.

b. Aircrew shall follow instrument flight rules departure criteria contained in reference (a).

c. The New River navigational aids are not monitored and per reference (b) are unavailable when the tower is closed.

d. Closed tower operations in IMC are restricted to the Area Navigation approach only.

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Sample Unit Authorization Letter

Sample Unit Letter Head

Unit Letter Head

SSIC  
OPS  
Date

From: Commanding Officer, (Requesting Unit)  
To: Commanding Officer, Marine Corps Air Station New River  
Via: Appropriate Chain of Command

Subj: AUTHORIZATION TO CONDUCT CLOSED TOWER OPERATIONS AT MARINE CORPS AIR  
STATION NEW RIVER

Ref: (a) OPNAVINST 3710.7V  
(b) NAVAIR 00-80T-114  
(c) ASO 3710.7Y  
(d) ASO 3710.41C

1. Requesting Unit is authorized to conduct closed tower operations. All pilots understand and shall comply with the instructions identified in the references.

2. The point of contact for closed tower operations is I. M. Name, billet assignment, at (910) 449-xxxx or email I.Name@usmc.mil.

I. M. NAME  
(CO or By direction)

Enclosure (3)