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BY ORDER OF THE COMMANDER
MOODY AIR FORCE BASE

MOODY AIR FORCE BASE
INSTRUCTION 13-213

19 March 2008



Space, Missile, Command, and Control

AIRFIELD DRIVING PROGRAM

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction implements AFD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*; AFI 13-204, *Functional Management of Airfield Operations*. This instruction consolidates AFI 13-213, *Airfield Management*; AFI 24-301, *Vehicle Operations*; AFJMAN 24-306, *Manual for Wheeled Vehicle Driver*; TC 21-305-02, *Training Program for Night Vision Goggle Driving Operations*, AFOSH Standard 91-100, Chapter 6, *Aircraft Flightline – Ground Operations and Activities*, and UFC 3-260-01, *Airfield and Heliport Planning and Design*; and establishes procedures and standards relating to the operations of vehicles both motorized (self propelled) and non motorized (non self propelled) on the airfield. The requirements set forth in this instruction apply to units and personnel assigned, attached, or on temporary duty to Moody AFB, including all military, civil service, contractor, and vendor personnel.

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This is a new document and must be completely reviewed.

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Chapter 2

RESPONSIBILITIES

2.1. Wing Commander (23 WG/CC):

- 2.1.1. Approves publication of the Airfield Driving Instruction (ADI).
- 2.1.2. Ensures personnel and agencies support the Airfield Driving Program (ADP).
- 2.1.3. May re-instate airfield driving privileges, in writing, for individuals following suspension/revocation of base driving privileges, to perform critical mission essential duties.

2.2. Unit Commanders:

- 2.2.1. Appoint a primary and alternate unit ADPM in writing (normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer) to conduct training for all their personnel where duties require operating a vehicle on the airfield. Forward a copy of the appointment letter to 347 OSS/OSAA.
 - 2.2.1.1. The ADPM must be qualified to drive on the airfield and possess an AF IMT 483 issued at Moody. A Memorandum of Appointment and request for training must be sent to 347 OSS/OSAA 30 days prior to the ADPM assuming his/her duties.
 - 2.2.1.2. Ensure unit ADPM replacements are trained 30 days before incumbent departs due to permanent change of station (PCS), permanent change of assignment (PCA), separation, or retirement.
- 2.2.2. Limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.
- 2.2.3. Ensure personnel do not drive on the airfield until all requirements have been accomplished, including validation and issue of an AF IMT 483 by Airfield Management.
- 2.2.4. Certify personnel are qualified to drive on the airfield by signing the Airfield Driver's Training and Certification form (OSAA FORM 26 Section V). Authority may be delegated in writing to individual unit ADPMs. If delegated, forward the written memorandum to 347 OSS/OSAA.
 - 2.2.4.1. Ensure initial and annual refresher training is conducted for all personnel who drive on the airfield. Annual refresher training must be completed prior to the end of the 12 month period from when training was last received (i.e., Initial training on 13 Mar 02, refresher training must be completed NLT 31 Mar 03).

2.2.4.2. Ensure training is administered within their unit IAW this instruction and all documentation is maintained by the ADPM.

2.2.5. Suspend or revoke the member's airfield driving privileges upon suspension/revocation of a unit member's civilian driver's license by civil authorities, or suspension of base driving privileges by military authorities. Notify the unit ADPM and 347 OSS/OSAA, NLT the next duty day. Process requests for early reinstatement of GOV/airfield driving privileges to 23 WG/CC.

2.2.6. Ensure the number of Privately Owned Vehicle (POV) permits (OSAA Form 24) is kept to an absolute minimum needed to support mission requirements.

2.2.7. Ensure contractors under their supervision follow the rules outlined in paragraph 2.9.

2.2.8. Ensure escorts are provided for their contractor personnel working on the airfield. Examples: Civil Engineering Squadron shall provide escorts for painters or other construction workers conducting repair/construction work on the airfield. Communications Squadron shall provide escorts for NAVAID/COMM related activities on the airfield.

2.2.9. Recommend changes to this instruction and airfield driving procedures to 347 OSS/OSAA.

2.3. Airfield Management (347 OSS/OSAA), Airfield Manager (AFM), and Deputy Airfield Manager (DAFM):

2.3.1. Develops an ADI to establish a wing ADP. The ADI and any changes/revisions must be coordinated through ACC Airfield Operations Staff prior to implementation in accordance with AFI 13-204.

2.3.2. Develops the ADP and provides guidance to unit ADPMs.

2.3.3. Reviews ADP, ADI, and tests for currency and accuracy at least annually. Maintains documentation of review for at least 1 year.

2.3.4. Maintains a master copy of Air Force-mandated Flightline Driving Computer Based Training (CBT) software and provides it to unit ADPMs for training purposes.

2.3.5. Maintains a master record of Moody AFB authorized drivers and POV passes derived from unit ADPM input. Distributes a listing of all POV passes to the 23rd Security Forces Squadron by the 5th of each month. Airfield Management will provide updates as requested/required.

2.3.6. Processes requests for airfield driving authorization (OSAA FORM 26).

- 2.3.6.1. Approves/disapproves OSAA FORM 26. Form letters shall be turned in to Airfield Management and after processing shall be returned to the unit ADPM to be kept on file.
- 2.3.6.2. Coordinates waiver requests on individuals that fail color vision requirements.
- 2.3.6.3. Approves/signs AF IMT 483, Certificate of Competency. This authority cannot be delegated to any other agency.
- 2.3.7. Processes requests for POV passes (OSAA Form 23). Form letters shall be turned in to Airfield Management and after processing shall be returned to the unit ADPM to be kept on file.
 - 2.3.7.1. Completes Section IV of OSAA Form 23.
 - 2.3.7.2. Approves/disapproves requests for non-base assigned personnel.
- 2.3.8. Enforces provisions outlined in applicable instructions, manuals, and policy letters regarding vehicle operations on the airfield and suspends or revokes airfield driving privileges as required. Notifies unit commander and ADPM within 24 hours upon revoking an individual's airfield driving privileges.
- 2.3.9. Maintains a record of all runway incursions/intrusions, actions taken and results for the current and previous calendar year.
 - 2.3.9.1. Briefs the Rescue Group Commander (RQG/CC) on all runway intrusions.
- 2.3.10. Briefs status of ADP at the Airfield Operations Board (AOB), to include:
 - 2.3.10.1. Annual unit inspection results (units visited and units scheduled for the upcoming quarter).
 - 2.3.10.2. Random spot check results.
 - 2.3.10.3. Changes or problems with accomplishing airfield driver's training.
 - 2.3.10.4. Runway Intrusions/Controlled Movement Area (CMA) Violations. All CMA violations, regardless of impact on flight safety, must be documented in the AOB minutes to include a detailed description of each incident (who, what, when, where and how, type vehicle/aircraft involved, and action taken to prevent a reoccurrence.) Highlight any trends.
 - 2.3.10.5. Other vehicle violations and trends (speeding, parking, Aerospace Ground Equipment (AGE) storage, cutting off aircraft, etc.).
- 2.3.11. Provides airfield tours and familiarization training to wing and group commanders.

2.3.12. Trains unit ADPMs on airfield driving requirements and provides information needed to train personnel operating vehicles on the airfield.

2.3.12.1. Ensures ADPMs provide appropriate training to their unit assigned contractor/TDY personnel based on type, location, timing and duration of work.

2.3.13. Briefs and conducts training for construction/contractor personnel.

2.3.13.1. Establishes haul routes to and from work areas on the airfield.

2.3.13.2. Imposes restricted routes to and from contractor locations as necessary.

2.3.14. Provides Quality Control over the ADP by monitoring airfield drivers' training programs for effectiveness.

2.3.14.1. Inspects each unit's ADP at least annually. Inspections shall focus on program integrity, compliance and support. Information copies shall be provided to unit commanders within 5 duty days. To maintain the integrity of the program and training process, Airfield Management may perform no-notice staff assistance visits to all units.

2.3.14.1.1. Unit commanders may request an inspection at anytime.

2.3.14.1.2. As a minimum review/inspect:

2.3.14.1.2.1. ADPM qualifications and letter of appointment.

2.3.14.1.2.2. Availability and currency of the airfield driving instruction, prescribed forms and other associated publications.

2.3.14.1.2.3. Current listing and number of certified airfield drivers in the unit.

2.3.14.1.2.4. Adequacy of training and testing materials.

2.3.14.1.2.5. Training documentation.

2.3.14.1.2.6. Completion/Tracking of refresher training.

2.3.14.1.2.7. Ensure the ADPM establishes/maintains a continuity binder.

2.3.14.2. Conduct random spot checks to monitor compliance with airfield vehicle operations. Ensure only trained personnel are driving on the airfield and possess a valid AF IMT 483.

2.3.14.3. Monitor radios for proper terminology/phraseology and discipline.

2.3.14.4. Report and document results of annual inspections and spot checks by unit/office symbol in the "status of airfield driving" section of the AOB.

2.3.15. Conduct quarterly meetings with all unit ADPMs. Provide guidance and brief airfield driving issues/concerns/incidents that occurred to include runway intrusions, controlled movement area violations, safety violations, changes to driving procedures, current or pending airfield construction projects that will impact normal driving operations, prevention of foreign object damage (FOD), and any trend data on violations and inspection results.

2.4. Unit ADPM and Alternate:

2.4.1. Must be appointed in writing by the unit commander and be trained by Airfield Management. If authority to sign OSAA FORM 26 has been delegated to the ADPM, it must be stated on the appointment letter.

2.4.1.1. Shall schedule training for replacement ADPM with Airfield Management at least 30 days prior to relinquishing unit duties. Replacement ADPM must be trained prior to assuming ADPM duties. Updated appointment letter must be accomplished prior to training replacement ADPM.

2.4.2. Must be trained and certified to drive on the airfield and possess a valid AF IMT 483 issued at Moody AFB.

2.4.3. Administer the unit's ADP IAW this instruction and AFI 13-213, Chapter 4, and train unit personnel IAW this instruction.

2.4.3.1. Provide training on unique unit vehicles/equipment requirements and administer applicable tests. Tests are considered controlled items and shall be kept in separate area from other training materials. Provide light gun recognition training, airfield driver's training, airfield driving test (check ride), and airfield driving written tests.

2.4.4. Ensure only qualified trainers and certifiers are appointed IAW this instruction.

2.4.5. Ensure assigned vehicles under their control are properly equipped with AFVA 11-240 (See Figure 6-1.) and radios capable of transmitting to the Control Tower, if they are to be driven in the controlled movement area.

2.4.6. Ensure all operators, to include TDY personnel, are licensed or certified to operate privately/government/contractor owned or leased vehicle IAW Chapter 3 of this instruction.

2.4.6.1. Ensure all operators are qualified to drive the vehicle(s) they will be operating on the airfield and provide training on unique unit vehicles/equipment requirements.

2.4.7. Train TDY personnel assigned to their unit.

2.4.8. Schedule individuals for color vision testing with Family Practice/Flight Medicine to ensure members can distinguish between red, green, white, yellow and blue.

Note: Civilian employees, who aren't eligible to use military treatment facility, must provide written notice from a doctor concerning their color vision.

2.4.9. Validate training and certification on all required tasks and obtain the unit commander's or designated representative's signature on the completed OSAA FORM 26. Deliver training documentation to Airfield Management and track/follow up to ensure the individual receives a certified AF IMT 483.

2.4.10. Conduct and document annual refresher training for all airfield drivers IAW paragraph 3.1.1.3. Document completion of refresher training on the reverse of the member's AF IMT 483 and maintain a copy in unit ADPM files.

2.4.11. Process POV pass requests for unit personnel. Ensure POV passes are returned to 347 OSS/OSAA when personnel PCS, PCA, separate, retire, or the pass is no longer needed.

2.4.12. Notify unit commander and 347 OSS/OSAA, in writing, after revoking unit personnel's airfield driving privileges, due to vehicle operation violations or suspension/revocation of base driving privileges (See Chapter 8).

2.4.12.1. Temporarily suspend an individual's AF IMT 483 when involved in an accident on the airfield.

2.4.12.2. Notify unit commander and 347 OSS/OSAA, in writing, of retraining/corrective actions taken when requesting reinstatement of a member's suspended/revoked airfield driving privileges.

2.4.12.3. Unit commander and Airfield Management approval is required prior to reinstatement of airfield driving privileges (See Chapter 8).

2.4.13. Recommend changes to this instruction and airfield driving procedures to 347 OSS/OSAA.

2.4.14. Maintain a airfield driving continuity binder that contains training records, associated forms, and a current listing of all unit personnel authorized to drive on the airfield, until they are no longer assigned. ADPMs must be able to access associated records and files by individual data. The continuity binder shall follow the following format: Sections may be added as necessary but the sections listed below shall not be omitted. Added sections shall be included after the required sections. Documents must be maintained IAW AFMAN 31-139, *Records Disposition Schedule*.

Note: If any of the TAB information is maintained in another location due to size or unit location, use the DD Form 2861, Cross-Reference, to identify the location.

- 2.4.14.1. Table of Contents: Listing of all sections in the binder with a brief description of their contents.
- 2.4.14.2. TAB A: Appointment Letters: Unit ADPM appointment letter (previous ADPMs will annotate the date training/ turnover was completed). Appointment letter of trainers and certifiers. Update both appointment letters quarterly and forward current listing to 347 OSS/OSAA.
- 2.4.14.3. TAB B: ADI, Comprehensive Training Plan (must be reviewed and approved annually by AFM/DAFM), Study Materials, Airfield Driving Test, Airfield Diagram Test, and answer keys.
- 2.4.14.4. TAB C: ADP Self-Inspection Checklist. Results of the unit self inspections conducted by the unit ADPM and the results of any staff assistance visits conducted by the AFM/DAFM between annual inspections. Include corrective and follow up actions taken.
- 2.4.14.5. TAB D: Results of annual inspection conducted by the AFM/DAFM. Include corrective and follow up actions in this section.
- 2.4.14.6. TAB E: Annual airfield driving training letters for all authorized personnel.
- 2.4.14.7. TAB F: List of all currently assigned personnel authorized to drive on the airfield and their AF IMT 483 certificate numbers. Review and update the listing at least quarterly and forward a copy to 347 OSS/OSAA. All training and certification documentation (OSAA FORM 26) for all personnel issued an AF IMT 483. The AF CBT score sheet and a copy of the individual's AF IMT 483 showing refresher training shall be attached.
- 2.4.14.8. TAB G: Unit airfield driving safety requirements.
- 2.4.14.9. TAB H: Airfield Driving CBT.
- 2.4.14.10. TAB I: Airfield Violations/Corrective actions.
- 2.4.14.11. TAB J: Miscellaneous ADPM Information.
- 2.4.14.12. TAB K: List of POV passes issued to members in the unit, if applicable.
- 2.4.14.13. TAB L: Documentation of monthly airfield driver's compliance spot checks. At a minimum, checks should cover five percent of drivers assigned, and shall be evaluated consistently. Maintain the previous 12 months results.
- 2.4.14.14. TAB M: Applicable Instructions, MAFBI 13-213, AFI 13-213 Chapter 4, AFOSHSTD 91-100 Chapter 6, AFJMAN24-306, and TC 21-305-2. Instructions may be either paper or electronic.

2.5. Trainer/Certifiers:

- 2.5.1. Must be assigned, trained, and appointed, in writing, by their unit ADPM. Appointment letter shall be forwarded to 347 OSS/OSAA.
- 2.5.2. Must be trained and certified to drive on the airfield and possess an AF IMT 483 issued at Moody AFB.
- 2.5.3. Must regularly perform duties involving driving on the airfield.
- 2.5.4. Must remain knowledgeable and qualified on airfield driving rules, procedures, and tasks for which they train or certify others.
- 2.5.5. Shall conduct training IAW the unit's training program and this instruction.

2.6. Vehicle Operators:

- 2.6.1. Shall comply with the requirements in this instruction at all times.
- 2.6.2. Provide feedback to trainer, certifier, and unit ADPM on training received.
- 2.6.3. Recommend changes to this instruction and airfield driving procedures to 347 OSS/OSAA through the unit ADPM.

2.7. Security Forces Squadron (23 SFS):

- 2.7.1. Inform the AFM/DAFM of citations issued or incidents reported on the airfield as soon as possible but NLT the next duty day.
- 2.7.2. Support and respond to the airfield, as requested by 347 OSS/OSAA, to assist when violations occur.
- 2.7.3. Establish airfield patrol procedures, issue traffic tickets and citations for infractions, remove all unauthorized vehicles from the area, and forward copies of all citations to unit commanders/First Sergeants. Infractions may include speeding, unauthorized vehicles, and unqualified operators.
- 2.7.4. Detain unknown or unauthorized personnel to determine identity and intentions. Inform 347 OSS/OSAA when airfield intruders have been detained.
- 2.7.5. Provide Airfield Management a monthly "Driving Suspension List." This list will be used by both Security Forces and Airfield Management when performing AF IMT 483 spot checks.
- 2.7.6. Direct civilian personnel requiring access to the airfield to Airfield Management for processing.

2.7.7. Validate all POVs entering the airfield have a valid POV pass issued by Airfield Management. Apply standard security procedures concerning vehicles with expired passes or vehicles operating outside the locations authorized by their pass. Contact Airfield Management, as required, to validate a POV pass on a given vehicle.

2.7.8. Upon request to 23 SFS/S5R, provide 347 OSS/OSAA a copy of all incident reports and copies of citations that occur on the airfield within 24 hours of the incident.

2.8. Medical Group (23 MDG):

2.8.1. Verify an individual's color vision by reviewing medical records and/or conducting a color vision screening to ensure the individual can distinguish between red, green, white, yellow, and blue. If the individual's AFSC has a mandatory color vision requirement, they are exempt from a color vision test provided previous tests are filed in their medical records stating that they can distinguish between the above colors. In the event an individual fails the standard color vision test, use the Farnsworth Dichotomous 15 Test to determine the area and degree of deficiency (red, green, yellow, white, and blue).

2.8.2. Annotate Pass or Fail of color vision in Section IV on OSAA FORM 26. If the Farnsworth Dichotomous 15 Test was given, and it indicates they can see the above colors, then annotate on the OSAA FORM 26 in the color vision section.

2.8.3. When individuals fail color vision testing, a "limited access" airfield driver's license may be approved. If issued, the AF IMT 483s will be stamped "RAMP ONLY".

2.9. Contracting Squadron (23 CONS):

2.9.1. Inform AFM/DAFM of all contracts within 1,000 feet of the airfield or which involve the use of cranes, high lifts, or other equipment that affects the airspace.

2.9.1.1. The Contracting Office shall provide AFM/DAFM all required information IAW UFC 3-260-01, Attachment 15 to properly evaluate the project prior to requesting temporary or permanent airfield waivers.

2.9.1.2. Ensure all contracts requiring access to the airfield state that contractors must contact Airfield Management for training on airfield driving procedures and that compliance with this instruction is mandatory.

2.9.1.3. Ensure routes to and from the airfield construction sites are approved by the AFM/DAFM and published in the contract.

2.9.2. Ensure statement of works (SOW) indicate a requirement to obtain airfield driver's licenses/briefings prior to start of work. The SOW for permanent contractors shall include the requirement to maintain an ADP IAW this instruction.

2.9.3. Inform the AFM/DAFM of all pre-construction meetings involving contracts that will require driving on or near the airfield or involve the use of cranes, high lifts, or other equipment that affects the airspace.

2.9.4. In addition to 23 CES, notify 347 OSS/OSAA and 23 WG/SEF of all pre-final and final acceptance inspections of airfield projects, so the project can be evaluated against airfield and airspace criteria.

2.10. Public Affairs (23 WG/PA):

2.10.1. Inform Airfield Management of all tours that will require driving on the airfield.

2.10.2. Ensure PA sponsored drivers possess an AF IMT 483 certified by Airfield Management.

2.10.3. Comply with MAFBI 31-101, *Installation Security Plan* when taking pictures on or near the airfield.

2.11. Safety (23 WG/SE):

2.11.1. Upon request, assist 347 OSS/OSAA with ADP compliance IAW AFOSHSTD 91-100, *Aircraft Flight Line - Ground Operations and Activities*, and AFI 11-218, *Aircraft Operations and Movement on the Ground*.

2.11.2. Conduct periodic spot inspections of airfield drivers to ensure compliance with this instruction and applicable safety instructions/practices. Provide 347 OSS/OSAA a copy of any documented results and trends.

2.12. Control Tower (347 OSS/OSAT):

2.12.1. Immediately report violations of this instruction, especially runway intrusions, to Airfield Management. Complete an AF Form 457, *USAF Hazard Report*, or AF Form 651, *Hazardous Air Traffic Report*, as required and provide a copy to 347 OSS/OSAA.

2.12.1.1. When unable to establish communication with vehicles/personnel in the CMA, immediately notify Airfield Management and attempt to alert the vehicle/personnel by using light gun signals and/or flashing the runway/taxiway edge lights on and off.

2.12.2. Notify Airfield Management when improper radio use occurs. Include offender's call-sign, if known.

2.12.3. Activate the light gun for airfield driver's training and testing with prior coordination through Airfield Management.

2.13. Civil Engineering Squadron (23 CES):

2.13.1. Coordinate site release dates, work schedules, and estimated start/completion dates of airfield construction/contract work with the AFM/DAFM.

2.13.2. Ensure project officers, contractors, and subcontractors comply with the training, certification, and procedural requirements of this instruction prior to site release date.

2.13.3. Ensure contractors working within the CMA area have at least one person capable of operating a radio for communicating with the Control Tower.

2.13.4. Ensure airfield contractors report to Airfield Management at least 24 hours before site release date and prior to initiating work each day to confirm availability. The AFM/DAFM shall ensure contractor's activities do not interfere with operations and will mitigate operational impact.

2.14. Vehicle Operations Flight (23 LRS/LGRVO):

2.14.1. Maintain procedures for immediate deployment of mobile maintenance and/or a tow vehicle when Airfield Management, Control Tower, or Command Post reports a stalled/broken down or abandoned vehicle on the airfield that impacts aircraft operations.

2.15. Airfield Escorts: Airfield escorts are required for safety and security purposes. All escorts for any activity on the airfield will be trained and certified to drive on the airfield and shall accompany and monitor a driver who is not. The escort is responsible for the actions of an uncertified driver whether in the same vehicle or another vehicle until the non-certified member completely exits the airfield. Escort requirements will be included in contract scope of work. Airfield Management's primary duties and manpower do not support contractor escort duties.

Chapter 3

TRAINING/CERTIFICATION AND LICENSING REQUIREMENTS

3.1. All Personnel: All personnel driving any vehicle on the airfield shall be trained and certified IAW this instruction or have an airfield escort (See paragraph 2.15).

3.1.1. Permanently Assigned Military Personnel:

3.1.1.1. Minimum Requirements: All personnel shall complete the following requirements before being issued an AF IMT 483 and driving on the airfield:

Figure 3-1 AF IMT 483, Certificate of Competency

CERTIFICATE OF COMPETENCY		CERTIFICATE NO.
NAME (Last, First, Middle Initial)		DATE
COMMAND	INSTALLATION	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF		
TYPED NAME, TITLE AND ORGN	SIGNATURE	

AF FORM 483, FEB 85 (EF-V1)

PREVIOUS EDITION WILL BE USED.

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER

AF FORM 483, FEB 85 (REVERSE) (EF-V1)

3.1.1.1.1. Possess the appropriate driver's license and certification for the type of vehicle they will be operating.

3.1.1.1.2. Valid State driver's license.

3.1.1.1.3. AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*. Operators of some aircraft/munitions support equipment (Jammers, mules) are not required to have a driver's license, including a GOV license. In these instances, they must fulfill all other requirements set forth in this instruction and qualify for and obtain an AF IMT 483, restricted to that type of equipment only ("Jammer Only").

3.1.1.1.4. Have driving history review by 23 SFS.

3.1.1.1.5. Complete the HQ Air Force Flight Standards Agency Flightline Driving CBT. A minimum passing score of 80 percent, corrected to 100 percent is required. Print and maintain a copy of the training certificate. Individuals who fail to achieve an 80 percent shall receive additional training and shall retest no earlier than 3 days after the failure.

3.1.1.1.6. Complete unit's classroom/OJT training to become proficient in the following areas:

- 3.1.1.1.6.1. Speed limits for vehicle parking areas, aircraft parking ramps, airfield access roads, taxiways, runways and aircraft/equipment/trailer towing operations.
 - 3.1.1.1.6.2. Operating vehicles in the vicinity of aircraft.
 - 3.1.1.1.6.3. Parking and chocking requirements.
 - 3.1.1.1.6.4. Restricted area locations and entry control point locations.
 - 3.1.1.1.6.5. Airfield signs and markings.
 - 3.1.1.1.6.6. Clearance distance requirements for obstacles on taxiways/aprons.
 - 3.1.1.1.6.7. FOD control/prevention.
 - 3.1.1.1.6.8. CMA procedures. Proper radio terminology and phraseology.
 - 3.1.1.1.6.9. Control Tower light gun signal recognition training.
 - 3.1.1.1.6.10. Runway intrusion prevention.
 - 3.1.1.1.6.11. Airfield violations and consequences.
 - 3.1.1.1.6.12. All unit specific/unique requirements.
 - 3.1.1.1.7. Airfield driving written test. A minimum passing score of 80 percent, corrected to 100 percent is required. Individuals who fail to achieve an 80 percent shall receive additional training and shall retest no earlier than 3 days after the failure.
 - 3.1.1.1.8. Complete the airfield diagram/layout test. A minimum passing score of 80 percent, corrected to 100 percent is required. This test is to evaluate the individual's familiarization with the runways, taxiways, aprons, perimeter road, airfield access points, and airfield markings and signs. Airfield Management will distribute the local airfield diagram/layout test to all ADPMs to administer. Individuals who fail to achieve an 80 percent shall receive additional training and shall retest no earlier than 3 days after the failure.
- Note:** Unit ADPMs may conduct additional periodic testing including check rides to determine training effectiveness.
- 3.1.1.1.9. Daytime orientation/familiarization training and practical airfield driving test (check ride).
 - 3.1.1.1.10. Nighttime orientation/familiarization training and practical airfield driving test (check ride) if required to drive on the airfield at night.

Note: Individuals not receiving night orientation training/check rides shall have their AF IMT 483 restricted (e.g., AUTHORIZED DAYLIGHT HOURS ONLY) and must not be allowed to operate a vehicle on the airfield during hours of darkness or inclement weather/reduced visibility. If the individual later requires nighttime authorization, the unit ADPM shall conduct nighttime orientation training, a nighttime check ride, and document the training on OSAA FORM 26. Airfield Management shall issue an updated AF IMT 483.

3.1.1.1.11. Ensure all personnel permitted access to the CMA are proficient with the light gun signals, required radio procedures, and attend the "Runway Crossing" Class administered by Airfield Management.

3.1.1.1.11.1. Individuals shall observe the light gun signals from the Control Tower and explain their meaning.

3.1.1.1.11.2. Individuals shall pass a phraseology test to ensure complete understanding of radio communication procedures.

3.1.1.1.12. Pass color vision testing with Family Practice/Flight Medicine. Individuals must be able to distinguish between red, green, white, yellow and blue.

3.1.1.1.12.1. Individuals unable to distinguish between the colors shall be evaluated by Airfield Management to determine if limited access should be authorized. If authorized, the individual shall be restricted to parking ramp access only and the AF IMT 483 shall be marked RAMP ONLY. The individual shall not be allowed to drive in the CMA.

3.1.1.1.12.2. Personnel who have an AFSC requirement for normal color vision are exempt from color vision testing provided previous results indicate member can distinguish between the required colors. Individuals are still responsible to provide official documentation of test results from the 23 MDG.

3.1.1.2. Additional Training Requirements:

3.1.1.2.1. Night Vision Goggles/Night Vision Device (NVG/NVD): Accomplish NVG/NVD training (if required for duties during local exercises or deployments) IAW paragraph 6.3.8.

3.1.1.2.2. Mission Oriented Protective Posture (MOPP) Training: Accomplish MOPP training (if required for duties during local exercises or deployments) IAW paragraph 6.3.9 and Chapter 9.

3.1.1.3. Annual Refresher Training: All personnel shall accomplish annual refresher training to include all requirements except color vision testing and day/night orientation check rides. Annual training shall include, MOPP and NVG/NVD recertification if still required for their duties. Unit ADPMs shall document completion of refresher training on the reverse side of the AF IMT 483 and maintain a copy in unit ADPM files.

3.1.1.3.1. Refresher training is due one year after issue date and applies to all personnel on station for 13 months or more.

3.1.1.3.2. Civilian employees hired on a seasonal basis, reassigned to another unit, rehired under another contract that supports the base, or with more than 30 days between work performance periods shall complete all requirements identified in paragraphs 3.1.1.1, 3.1.1.2, and 3.1.1.3 prior to driving on the airfield.

3.1.1.4. Airfield Driver's Training and Certification Form (OSAA FORM 26): When all requirements have been accomplished, the individual shall hand-carry the completed OSAA FORM 26 (See Attachment 2) and an AF IMT 483 to Airfield Management for certification.

3.1.1.4.1. OSAA FORM 26 shall indicate the type of airfield access required to perform official duties and any other restrictions to be placed upon the driver. See paragraph 3.3 of this instruction for areas and restrictions.

3.1.2. Permanently assigned DOD and Contracted Civilians: Shall complete all training and licensing requirements as permanently assigned military personnel identified in paragraphs 3.1.1.1, 3.1.1.2, and 3.1.1.3.

3.1.2.1. Civilian employees, who aren't eligible to use military treatment facilities, shall have their civilian doctor complete Section IV of OSAA FORM 26 or provide another form of written certification from the doctor stating their color vision status.

3.1.2.2. Civilian employees who do not have access to a GOV or company owned vehicle and are required to perform airfield duties with their POV, shall contact their unit ADPM to request/obtain a POV pass.

3.1.3. TDY (Military/DOD) and Temporary Contract Personnel: Certain personnel are not required to complete all portions of the airfield driving training program. This exemption is due to the temporary nature and limited scope of the individual's duties, and only applies to personnel who were previously issued an AF IMT 483 for an Air Force airfield (inspection team members, pavement evaluation teams, airfield survey teams, etc.) and temporary airfield construction/maintenance contractors. Airfield Management shall certify the home station AF IMT 483, issue a temporary AF IMT 483, and/or issue a POV pass, as needed.

3.1.3.1. TDY Military and DoD Personnel: Personnel assigned on TDY orders require the following to earn airfield driving privileges:

3.1.3.1.1. AF IMT 483 Not Issued At Home Station: Shall complete all training and licensing requirements as permanently assigned military personnel identified in paragraphs 3.1.1.1, 3.1.1.2, and 3.1.1.3.

3.1.3.1.1.1. The Flightline Driving CBT may be accomplished at their home station but the test results shall be printed out and presented to Airfield Management.

3.1.3.1.1.2. Civilian employees, who aren't eligible to use military treatment facilities, shall have their civilian doctor complete Section IV of OSAA FORM 26 or provide another form of written certification from the doctor stating their color vision status.

3.1.3.1.1.3. Personnel who do not have access to a GOV and are required to perform airfield duties with their POV, shall contact the sponsoring unit's ADPM to request/obtain a POV pass.

3.1.3.1.1.4. TDY personnel without an AF IMT 483 from their home station shall be issued a temporary AF IMT 483.

3.1.3.1.2. AF IMT 483 Issued at Home Station: TDY personnel with an AF IMT 483 issued at their home station (and on their person) are exempt from completing the driving history review, flightline driving CBT, unit classroom instruction, written test, and color vision testing. All home station restrictions (RAMP ONLY, DAYTIME ONLY, etc.) shall apply while driving on Moody.

3.1.3.1.2.1. The following requirements shall be accomplished:

3.1.3.1.2.1.1. Have a valid state and/or GOV driver's license (on their person).

3.1.3.1.2.1.2. A TDY airfield driving briefing, given by the sponsoring unit's ADPM, on all safety rules, hazards, procedures, and principles, for their assigned airfield duty area, in order to maintain an appropriate level of safety. Briefing shall include MAFBI 13-213, Chapters 3 through 8 and all applicable attachments. Non-unit sponsored TDY personnel shall be briefed in mass by the AFM/DAFM. Contact the AFM/DAFM at least one week in advance to schedule the briefing.

3.1.3.1.2.1.3. The individual providing the briefing shall provide a practical day/night airfield orientation (as applicable) for the areas they will be operating. TDY personnel shall not operate any vehicle outside the required areas without an airfield escort IAW paragraph 2.15.

3.1.3.1.2.1.4. Accomplish the airfield diagram layout test. A minimum passing score of 80 percent, corrected to 100 percent, is required.

3.1.3.1.2.1.5. Accomplish the Runway Crossing Class (if CMA access is required). This can be accomplished simultaneously with the TDY airfield driving briefing if scheduled in advance with the AFM/DAFM.

3.1.3.1.2.2. The TDY unit shall list all personnel required to drive on the airfield on OSAA Form 22, TDY Briefing/Training and Certification form (Attachment 3) and provide the completed form to the sponsoring unit ADPM or Airfield Management. Required information includes name, rank, home station/unit, home station AF IMT 483 number, airfield access required, call signs, and duration of TDY.

- 3.1.3.1.2.2.1. Identify a point of contact for the TDY unit (Team Chief, Commander, First Sergeant, etc.). OSAA Form 22 shall be signed by the sponsoring unit's commander.
- 3.1.3.1.2.3. Airfield Management shall certify the home station AF IMT 483 by annotating Moody Airfield Authorized on the reverse side.
- 3.1.3.2. Temporary Contract Civilians: Temporary contractors shall be trained by the AFM/DAFM prior to driving on the airfield or be escorted by a qualified escort. Contractors shall comply with the provisions of this instruction and all applicable airfield rules, policies, and procedures negotiated at pre-construction meetings.
- 3.1.3.2.1. Shall receive a safety briefing from the contracting officer or project manager.
- 3.1.3.2.2. Shall receive an airfield safety briefing and an airfield driving briefing from the AFM/DAFM. Contractors shall schedule the briefing with the AFM/DAFM through contracting officer or project manager.
- 3.1.3.2.3. Shall receive a day and night orientation (as applicable) of their work areas provide by the AFM/DAFM with the project officer present. Access routes and haul routes shall be determined by AFM/DAFM at that time.
- 3.1.3.2.3.1. Contractors shall remain within their work area, designated access routes, and haul routes. Travel outside the designated areas shall be considered a safety and security violation and may result in immediate termination of work, pending case review and retraining.
- 3.1.3.2.3.2. Contractors shall only operate from grass or non-paved areas as a last resort when a paved surface is not practical due to mission/safety reasons. Contractors shall conduct FOD checks, cover open debris transportation vehicles (i.e., dump trucks, back hoe, front-end loaders, excavators, etc.) and police work sites to prevent FOD and wildlife attractant hazards.
- 3.1.3.2.3.3. Work vehicles shall not be left unattended or parked in locations that create a hazard or impact aircraft operations.
- 3.1.3.2.4. Shall provide a work site supervisor when work involves the runways, helipad, ILS critical areas, approach/departure clear zones, or other areas that require communication with the Control Tower. Failure to provide a work site supervisor with the following qualifications shall result in revocation of work authorization. Supervisors shall ensure employees:
- 3.1.3.2.4.1. Operate a two-way radio for communication with the Control Tower.
- 3.1.3.2.4.2. Understand/comprehend CMA entry/exit procedures to include use of light signals (light gun signals and runway/taxiway light operations).
- 3.1.3.2.5. Contractors shall meet all delivery vehicles at the visitor center and escort them to Airfield Management for processing onto the airfield.

3.1.3.2.6. After UFC 3-260-01, Attachment 15 guidelines have been met and site release issued, Airfield Management shall issue the contractors POV passes for their work area only. Only these POV passes shall be used in-lieu of the AF IMT 483.

3.1.3.2.6.1. Possession of the POV pass signifies they have completed the briefing and training requirements and are authorized to drive in the areas designated on the pass.

3.1.3.2.6.2. The pass shall be valid for the duration of the project only. When work is “seasonally” stopped, all passes shall be returned to Airfield Management. New passes shall be issued when the work resumes.

3.1.3.2.6.3. Passes shall not be swapped between vehicles or drivers.

3.1.3.2.7. Contractors who violate this instruction shall be banned from the work site.

3.2. Training Guidelines and Instructional Concepts.

3.2.1. All personnel shall be given ample time to comply with the training requirements.

3.2.2. Only personnel with extensive experience should be “pipeline” trained.

3.2.3. ADPMs should consider having experienced based classes/OJT; that is, training sessions for those with extensive experience and another session for those with limited or no experience. This will ease the training burden for those with the experience and ensure complete coverage for those who may need more in-depth training and explanation.

3.2.4. Personnel are not authorized to receive an airfield orientation at dusk, and count it as both day and night orientations. Night orientations shall be given no earlier than one hour after sunset and day orientations shall be given no earlier than one hour after sunrise. Personnel may receive orientations for only those areas they are required to drive, but those areas shall be listed in the authorization section of the Airfield Driver’s Training and Certification form (OSAA FORM 26).

3.2.5. This instruction should be taught by chapter, as each chapter was set up to cover specific areas of airfield responsibilities, rules, and procedures.

3.2.6. All trainees shall be given classroom/OJT instruction in Chapters 3 through 8 of this instruction, as the minimum. Trainees shall also receive classroom/OJT training on Chapter 9 if required. Trainees that become trainers or ADPMs shall also be given instruction on Chapters 1, 2 and 9. Future trainers and ADPMs must be given a hands-on orientation of computer and files used to support the program.

3.2.7. The computer-based training is mandatory for all personnel. It covers important aspects of airfield identification and operations.

3.2.8. All safety precautions in this instruction must be fully understood by all trainees. Special attention shall be given to all personnel working within the CMA to include phraseology, signs and markings training.

3.2.9. Trainers shall use applicable attachments and visual aids in this instruction to ensure all points are covered thoroughly.

3.3. License Restrictions: The AFM designates general use areas and has the right to limit the amount of potential vehicle traffic on the airfield. Commanders and unit ADPMs shall limit access to those areas required for an individual to accomplish their duties. Access shall not be given for the entire airfield, unless necessary to perform required duties.

3.3.1. Airfield Authorized: This applies to individuals requiring access to all segments of the airfield to include ramps, taxiways, and the CMA. This designation shall be kept to an absolute minimum.

3.3.2. Color Vision Failures: Individuals who fail color vision testing, and the proper safety review authorizes airfield driving, shall only be allowed access to the parking ramps during daytime operations. Their AF IMT 483 shall be annotated "RAMP ONLY".

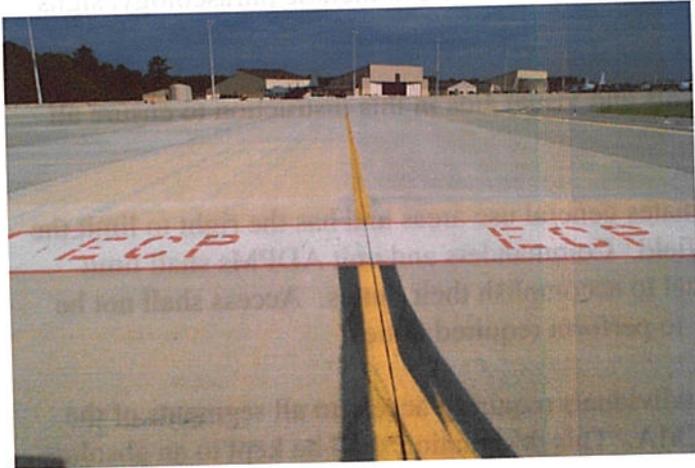
3.3.3. Daytime Use Only: This restriction applies to individuals who do not complete the nighttime orientation training/check ride.

3.3.4. Ramp Only: Individuals whose duties are exclusively on aircraft parking ramps/aprons shall be issued Ramp Only access. This restriction also applies to individual's who fail color vision testing. This grants access to all parking ramps and the Hot Cargo Pad via perimeter road.

3.4. Restricted Areas: Most parking ramps are permanent restricted areas (A-10, C-130, and HH-60 ramp) or temporarily become restricted areas when aircraft are parked within their boundaries (Hot Cargo Pad).

3.4.1. Vehicle operators require an AF Form 1199D (Restricted Area Badge) to access these areas and shall use the designated Entry Control Points (ECP) (Figure 3-2). Emergency response vehicles are exempt from using ECPs when actually responding to an emergency.

Figure 3-2 Entry Control Point



3.5. Disposition of AF IMT 483:

3.5.1. Individuals shall relinquish their AF IMT 483 to their unit ADPM upon PCS or separation to ensure the unit listing is updated.

3.5.2. Individuals who lose or have damaged (no longer legible) AF IMT 483s shall obtain their original OSAA FORM 26 from their unit ADPM and hand-carry it to Airfield Management. Airfield Management shall verify the information and issue a new AF IMT 483.

Chapter 4

PRIVATELY OWNED VEHICLE (POV) AND OTHER VEHICLE REQUIREMENTS

4.1. POV Pass (OSAA Form 24): Individuals required to operate their POV on the airfield shall be trained IAW this instruction and possess an AF IMT 483. Unit commanders and Airfield Management are responsible for limiting the number of passes.

Figure 4-1 Privately Owned Vehicle Pass (SAMPLE)

MOODY AIRFIELD POV PASS			
	PERMIT NUMBER:		EXPERATION DATE:
	USER/OPERATOR OF VEHICLE:		RANK:
	UNIT/COMPANY:		
	SAMPLE		
	VEHICLE DESCRIPTION		
	YEAR:	MAKE:	MODEL:
LICENSE PLATE NUMBER:		INSURANCE AGENCY:	
AUTHORIZED AREAS OF USE:			
NOT AUTHORIZED IN RESTRICTED AREAS			
I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE AIRFIELD VEHICLE TRAFFIC PROCEDURES AND WILL COMPLY WITH THOSE PROCEDURES WHEN OPERATING A VEHICLE ON THE AIRFIELD. PASS WILL BE TURNED IN TO AIRFIELD MANAGEMENT PRIOR TO PCS, RETIREMENT, SEPARATION, CONTRACT TERMINATION, OR WHEN NO LONGER REQUIRED. PASS SHALL BE RENEWED ANNUALLY AT END OF CALENDER YEAR.			
RANK/NAME (PRINTED):		SIGNATURE:	
AUTHORIZING PERSONNEL			
RANK/NAME:		POSITION:	SIGNATURE:
CONTROLLED ITEM. NOT TRANSFERABLE. IF LOST/FOUND REPORT TO AIRFIELD MANAGEMENT.			
OSAA Form 24, Nov 07			

4.1.1. The unit ADPM shall ensure requestors understand the limitations set forth in this chapter prior to completing OSAA Form 23, POV pass request (See Attachment 4).

4.1.1.1. The individual shall fully justify the need to use their POV for the areas requested in Section II and sign the statement of understanding in Section III on OSAA Form 23.

4.1.1.2. The vehicle shall only travel to the locations identified on the pass.

4.1.1.3. POVs are not authorized in restricted areas.

4.1.2. POV passes shall not be transferred to another person directly or by vehicle sale.

4.1.3. The squadron (or higher level) commander shall validate that a GOV is not available and the POV is required to conduct mission essential duties by endorsing Section IV of OSAA Form 23. Once endorsed by the Commander, the individual shall hand deliver the request to Airfield Management for processing.

4.1.4. Airfield Management shall verify the currency of the individual's AF IMT 483 prior to processing the request.

4.1.4.1. Airfield Management shall complete OSAA Form 24 and Section IV of OSAA Form 23 and forward both forms to the AFM or DAFM for approval/disapproval.

4.1.4.2. Airfield Management shall notify the unit ADPM when the forms have been returned and are ready for pick-up.

4.1.5. The unit ADPM shall notify the individual to pick up the form(s) from Airfield Management and return the completed OSAA Form 23 to the unit ADPM to keep on file in the personnel records.

4.1.6. POV passes must be displayed on the dashboard in the front left corner of the windshield when the vehicle is operated or parked on the airfield. Passes are a controlled item and must be secured when not on the airfield. If a pass is lost or stolen, report the loss to the unit ADPM and Airfield Management immediately.

4.1.7. POV passes shall only be issued for the time frame the individual requires to perform their duties and shall not exceed 1 year. All passes shall expire no later than 31 December each year. Grace periods for old passes are not authorized.

4.1.7.1. By December 5th of each year, all unit ADPMs shall construct a list of POV passes that require renewal. The list shall include each individual's information (name, rank, organization, vehicle make, model, color, license plate number and state of issue, and name of insurance company insured by).

4.1.7.2. Forward the list to 347 OSS/OSAA.

4.1.7.3. New passes with a different color shall be issued between 26 and 31 December. Passes shall be effective on 1 January of the following year. New passes are valid during the transition period from the time the pass is picked up and 1 January.

4.1.7.4. Unit ADPMs shall be notified when the passes are ready for issue. Unit ADPMs shall notify their unit personnel to report to Airfield Management to turn in their old pass and pick up the new pass.

4.1.8. POV passes shall be returned to 347 OSS/OSAA by the unit ADPM for destruction when the individual changes station or no longer requires access to the airfield and Airfield Management shall delete the pass from the master database.

4.2. Rental Vehicles: In the interest of airfield security and force protection, rental vehicles obtained for official government use that must access the airfield require a POV pass. These situations include vehicles for Inspection Teams/Inspector General (IG) visits, Distinguished Visitors (DV), and base and unit reception/deployment exercises.

4.2.1. Rental vehicles obtained for personal use are not authorized on the airfield. This includes TDY personnel without rental car authorized on their orders.

4.3. Two Wheeled Motorized Vehicles: Vehicles such as motorcycles, pocket bikes, scooters, and mopeds are not authorized on any portion of the airfield.

4.4. Bicycles/Tricycles: Privately owned bicycles/tricycles are only authorized on the perimeter road and shall not be used to access any other portion of the airfield.

4.4.1. Unit owned bicycles are permitted to travel along the flightline access road (west side of parking ramp) between the entry gates and their unit's building. Bicycles shall not be used in any other portion of the airfield, i.e., traveling to an aircraft, parking ramp, taxiway, or the runway.

4.4.2. Bicycle riders require training, certification, and an AF IMT 483 issued at Moody.

4.4.3. Bicycle operators shall comply with all other provisions in this instruction and AFOSHSTD 91-100.

4.4.4. Bicycle riders shall abide by safety standards for reflective vests and equipment. Bicycle helmets shall be worn with the chin strap properly attached/fastened.

4.4.4. Bicycle riders shall inspect their bicycle/tricycle to ensure all items are secured and do not pose a safety or debris hazard to personnel or aircraft.

4.5. Golf Carts: Officially registered golf carts intended for government use are authorized within the Parking Aprons (to include the Hot Cargo Pad) during daytime conditions only. Golf carts shall not be used during inclement weather or during reduced visibility conditions. Operators must comply with all rules of this instruction, to include possession of an AF IMT 483 issued at Moody. Operators will ensure carts are not left in any area that may be a hazard to aircraft operations.

4.6. Mules: Officially registered mules (four or six wheeled) are only authorized within the Parking Aprons (to include the Hot Cargo Pad) for mission essential duties and must comply with the requirements set forth in this instruction, to include possession of an AF IMT 483. Operators shall not leave vehicles in any area that may be a hazard to aircraft operations.

4.7. Three and Four Wheeled Vehicles (Quad Runners): Officially registered three and four wheeled motorcycles are only authorized on the airfield for mission essential duties and must comply with the requirements set forth in this instruction, to include possession of an AF IMT 483. Operators shall wear proper safety equipment to include a reflective belt/vest and a helmet with the chin strap properly attached/fastened. Operators shall not leave vehicles in any area that may be a hazard to aircraft operations.

4.8. Other Recreational Vehicles (RV):

4.8.1. Recreational biking, tricycles, and use of skateboards, roller skates/blades and scooters are prohibited on the airfield.

4.8.2. RV campers, trailers, vans and other similar vehicles are only authorized on the airfield at the discretion of the Airfield Manager for participation in special events (Airshow, Open House, special exercises, etc.) when it is the only source of transportation by the participant/operator.

4.9. Tracked Vehicles (Bradley, Tanks, Armored Personnel Carriers (APC), Bull Dozers, etc.): Tracked vehicles, even equipped with rubber skids/pads, damage airfield pavements and rut unpaved surfaces causing areas to collect water creating a bird/wildlife hazard. Tracked vehicles shall only be operated on the airfield at the discretion of the Airfield Manager. The Airfield Manager shall designate the travel route(s) in the event a trailer is not available to haul the tracked vehicle.

4.10. GOVs with Civilian License Plates: These vehicles should obtain a POV pass so the vehicle can be easily recognized as an authorized vehicle. This will prevent unnecessary responses by Security Forces and Airfield Management and avoid delays to the vehicle operator.

Chapter 5

DRIVING RULES AND PROCEDURES

5.1. Vehicle Equipment Requirements: Vehicles on the airfield shall have the necessary equipment to comply with safety rules. Operators and vehicle control personnel shall ensure all equipment remains secured inside the vehicle when not in use. Object and debris control is paramount when on the airfield.

5.1.1. Vehicles shall be equipped with a tool for removing debris from tires during FOD checks. Tools shall be marked (stamped/engraved) with the vehicle registration number so the tool can be properly identified if the tool is lost and found.

5.1.2. Vehicles shall have a FOD can secured inside the vehicle or in the bed (pickup trucks).

5.1.3. Vehicles shall be equipped with a working flashlight for FOD checks between sunset and sunrise. Flashlight shall be marked (stamped/engraved) with the vehicle registration number so the flashlight can be properly identified if it is lost and found.

5.1.4. Vehicles operating in the CMA shall be equipped with a two-way radio capable of communicating with the Control Tower.

5.1.5. Vehicles operating in the CMA shall be equipped with and use rotating beacon lights or hazard/warning flashers.

5.1.6. All emergency vehicles shall be lighted and/or marked IAW T.O. 36-1-191. Emergency response vehicles shall have red or blue light bars installed and operating when responding to emergencies.

5.2. Passengers in Vehicles:

5.2.1. Passengers shall use available seat belts at all times while the vehicle is in motion.

5.2.2. Passengers shall remain seated while the vehicle is in motion and will keep arms and legs within the vehicle body. This applies to passengers riding in the bed of any vehicle.

5.2.3. Do not ride on any part of a vehicle not intended for carrying passengers. If riding in the bed of trucks, personnel shall not lean against tailgates or removable sides of truck beds. These can become unlatched and personnel could fall out of the vehicle and become injured.

5.2.4. Close side doors on passenger vans when vehicle is in motion. Open doors allow personnel, debris, or objects to fall from the vehicle injuring personnel or creating a FOD hazard. Debris can also be blown into the vehicle from jet blast.

5.3. Right of Way Priorities: Priorities are based on vehicles with the least amount of maneuvering capability having the higher priority. All vehicle operators shall yield the right of way to higher priority vehicles as follows.

5.3.1. Aircraft: Have the right of way at all times.

5.3.2. "Follow-Me" Vehicles: Vehicles shall yield the right of way to any other vehicle providing "Follow-Me" service. Vehicles shall not drive or pass between a "Follow-Me" vehicle and the aircraft.

5.3.3. Vehicles Towing Aircraft: Have the right of way over all other vehicles except "Follow-Me" and emergency response vehicles.

5.3.4. Initial Response Vehicles (IRV) and Emergency Response Vehicles (ERV): All vehicles shall yield the right of way to IRVs and ERVs (when responding to emergencies).

5.4. Speed Limits - Miles per Hour (MPH): Vehicles responding to emergencies shall proceed at a safe speed consistent with ramp conditions, traffic, and the situation. Speed shall not exceed the driver's ability to control the vehicle or prevent safely stopping the vehicle. Vehicles will have headlights, emergency flashers, and beacons operating (if equipped).

5.4.1. **45 MPH:** General purpose vehicles on the runways.

5.4.2. **15 MPH:** Speed limit restricted to 15 MPH on all taxiways.

5.4.2.1. General purpose vehicles on taxiway Hotel and the flightline road when not within 25 feet of an aircraft.

5.4.2.2. On all parking ramps when not within 25 feet of an aircraft.

5.4.2.3. General purpose vehicles towing trailers.

5.4.3. 10 MPH:

5.4.3.1. All special purpose vehicles.

5.4.3.2. All vehicles towing a single piece of AGE or two pieces of AGE in-line.

5.4.3.3. All vehicles towing a single aircraft maintenance stand on a smooth paved surface.

5.4.3.4. All vehicles carrying or towing explosives.

5.4.3.5. When visibility is less than 500 feet.

5.4.4. 5 MPH:

5.4.4.1. All vehicles operating within 25 feet of an aircraft.

5.4.4.2. All vehicles towing aircraft.

5.4.4.3. All vehicles towing two or more pieces of AGE in tandem.

5.4.4.4. All vehicles towing a single aircraft maintenance stand on uneven pavement or non paved surfaces.

5.4.4.5. All vehicles towing two or more stands.

5.4.4.6. When visibility is less than 100 feet.

5.5. Foreign Object Damage (FOD) Control/Prevention: Vehicles are major sources of foreign objects on the airfield. Debris and objects can damage aircraft if ingested or taxied over. Propeller/rotor wash and jet blast can propel debris and objects causing damage to other aircraft or injuring personnel. It is the responsibility of all individuals with access to the airfield to control/remove FOD and help prevent damage and injuries.

5.5.1. Do not wear hats on the airfield.

5.5.2. Personnel shall only carry items essential to mission and job accomplishment and shall abide by established tool inventory procedures.

5.5.3. Obey FOD checkpoint signs at designated airfield access points (See Attachment 9). FOD checks are required whether or not there is a FOD check sign at the location the vehicle enters the airfield.

5.5.4. Prior to entering the airfield and at all FOD checkpoints, stop the vehicle, turn off the engine, properly set transmission and parking brake, and perform a FOD check by visually checking the tires, body, frame and undercarriage for debris. Roll the vehicle forward (2-3 feet) and check the tires again.

5.5.4.1. Ensure onboard equipment is properly secured. Check for loose items on the vehicle floorboards, seats, or dash that can easily fall out if the door is opened or the windows are rolled down while on the airfield.

5.5.4.2. Tire chains and studded tires are not authorized on the airfield.

5.5.5. Operators shall conduct a FOD check prior to entering a taxiway or runway after using any airfield access roads. This includes midfield road, barrier access roads, and airfield lighting access roads.

5.5.6. Operate vehicles on hard/paved surfaces to the maximum extent possible. If operating on an unpaved surface, check and remove FOD immediately upon returning to a paved surface. All personnel shall notify Airfield Management prior to driving in any in-field area.

Figure 5-1 FOD Check



5.6. Traveling From an Unpaved to Paved Surface: Any vehicle leaving a paved surface shall adhere to the following rules before re-entering a paved surface.

5.6.1. Vehicles shall proceed from the unimproved surface and stop as soon as all four wheels are on the paved surface.

5.6.2. Perform a FOD check of all tires, the vehicle body, frame, undercarriage, and bumpers. Remove all debris from these areas and secure the FOD within a designated FOD container. Vehicles covered with excessive mud/debris shall not enter airfield paved surfaces until they are cleaned and all the debris is removed.

5.7. FOD Reporting and Tracking: All FOD shall be reported to Airfield Management and/or the FOD Manager for tracking and trend analysis to help identify routine problem areas.

5.7.1. Reportable: This is all man-made items (aircraft parts, tools, flashlights, line badges, hats, gloves, technical manuals, nuts, bolts, ammunition casings, parachute streamers, trash bags, etc.).

5.7.1.1. All man-made items found on the airfield shall be bagged and tagged with the date, time, and location the item was found.

5.7.1.2. These items shall only be given to Airfield Management, Safety, or the FOD Manager. Items received by Airfield Management and Safety shall be forwarded to the FOD Manager.

5.7.1.3. The FOD Manager compares these items against the lost equipment/tools listing and reports findings to 23 WG/CV.

5.7.2. Non-Reportable: This includes all natural objects (rocks, broken concrete, grass, dirt, trees, etc.).

5.7.2.1. Natural objects (except dead wildlife) found on the airfield does not need to be bagged or tagged and shall be removed and discarded.

5.8. Road Rules:

5.8.1. All vehicles, except responding emergency and alert vehicles, shall stop before entering the airfield, regardless of entry point, and conduct a FOD check IAW paragraph 5.5.

5.8.2. All vehicles shall stop prior to crossing a taxiway and visually check that the way is clear before proceeding.

5.8.3. Vehicles shall yield right of way to all taxiing and towed aircraft. Never cut off or attempt to outrun an aircraft.

5.8.4. Vehicles shall not drive directly in front of or behind a taxiing aircraft or into the path of taxiing or towed aircraft. Only "FOLLOW ME" vehicles may drive directly in front of an aircraft. Vehicles shall not drive between an aircraft and a "FOLLOW ME" vehicle.

5.8.5. Obey the speed limits for the type of vehicle being driven and the type of operations being conduction.

5.8.6. Yield the right of way to all emergency response vehicles. Do not follow these vehicles to their response locations unless you are part of the response. Never drive a vehicle between an emergency response vehicle and an aircraft.

5.8.7. Vehicle operators shall maintain the required distances between the vehicle and aircraft. Required distances are listed in paragraph 6.2.

5.8.8. When encountering taxiing helicopters, proceed to the far edge of the pavement surface, stop the vehicle and wait for the helicopter to pass.

5.8.9. When encountering taxiing cargo or heavy aircraft, exit the pavement surface at the nearest intersection. If there are no pavement surfaces to exit on, quickly evacuate the pavement in a suitable grass or unpaved area. All vehicles evacuating paved surfaces to a grass or unpaved surfaces shall conduct a FOD check as outlined in paragraph 5.6 upon reentering a paved surface.

5.8.10. Drive on the right side of taxiway surfaces. If possible, stay to the right side of the taxiway lights. This ensures the driver's side of the vehicle is toward the aircraft at all times. Airfield Management, Safety, FOD manager, Airfield Sweeper, and vehicles engaged in towing operations, are the only vehicles authorized to drive along centerlines on a regular basis.

5.8.11. Vehicles on midfield road shall use caution when crossing taxiways. Pay close attention to aircraft traffic, wing tip clearances, and jet blast hazards.

Figure 5-2 Midfield Road Stop Bar



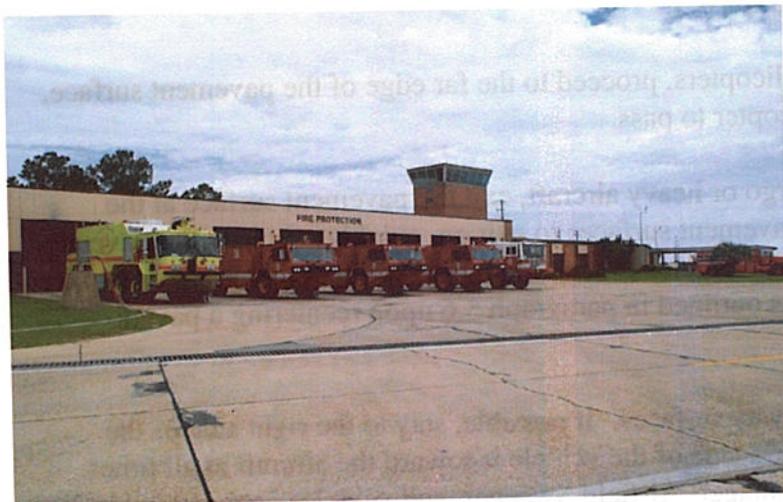
5.8.12. Vehicles on the flightline road shall use caution.

5.8.12.1. Watch for pedestrians crossing the road between facilities and parking ramps.

5.8.12.2. Watch for jet blast/rotor hazards due to parked aircraft with their engines running.

5.8.12.3. Watch for Fire Emergency Services vehicles responding to emergencies.

Figure 5-3 Fire Emergency Services and Flightline Road



5.8.13. Vehicles shall not drive across the Red Carpet located in front of Base Operations. The flightline road shall be closed in front of Base Operations when aircraft operations are taking place on the Red Carpet.

Figure 5-4 Flightline Road and Red Carpet



5.9. Vehicle Rules:

5.9.1. Vehicle movement shall be held to the absolute minimum consistent with mission requirements. Non-airfield access routes and perimeter road will be used as much as possible. Airfield routes are not authorized for convenience or shortcuts.

5.9.2. Vehicle operators shall drive with the driver's side toward the aircraft at all times.

5.9.3. Vehicles shall not be left unattended on any taxiway, apron, runway, entrance to hangars, or area within critical clearance distances to those areas unless absolutely necessary for aircraft servicing or mission accomplishment. An unattended vehicle is defined as no one in the driver's seat. The driver shall remain in the immediate area should the vehicle need to be moved on short notice. See paragraph 6.2 for obstacle clearance distances.

5.9.4. Vehicles are prohibited from driving or parking immediately to the rear of an aircraft unless required for maintenance or loading/unloading operations. Vehicles performing maintenance at the rear of the aircraft shall be parked so the vehicle does not interfere with other taxiing or engine running aircraft.

5.9.5. When required to park a vehicle in the vicinity of a parked aircraft, position the vehicle behind an imaginary nose wheel line to ensure wing tip clearance for adjacent taxiing aircraft.

5.9.6. Vehicles shall not drive within 25 feet of an aircraft unless required for towing, servicing, or loading/unloading operations. When operating within 10 feet of an aircraft, pre-positioned chocks and spotter(s) are required. Vehicles shall not drive under any part of an aircraft or helicopter blade.

5.9.6.1. If an authorized, official task requires driving under any part of an aircraft, follow procedures prescribed by technical orders for that task. Guides/spotters will be posted to ensure vehicle does not contact the aircraft.

5.9.7. Vehicles shall not backup towards an aircraft except as authorized in certain towing, servicing, or loading/unloading operations.

5.9.7.1. When backing toward an aircraft, wheel chocks shall be placed between the vehicle and aircraft at the appropriate distance to ensure the vehicle does not contact the aircraft. Spotter(s) are required.

5.9.8. Vehicles shall not drive between parked aircraft, unless there is a vacant aircraft parking space between them.

5.9.9. Vehicle operators performing On-the-Job-Training (OJT) on airfield driving shall not operate a vehicle within 50 feet of an aircraft. **Note:** This restriction does not apply to fire fighting vehicles/equipment, OJT operators towing aircraft, loading or unloading vans or vehicles that are servicing aircraft.

5.9.9.1. Drivers in OJT status shall be qualified to operate the vehicle and accompanied by a qualified instructor.

5.9.10. Motorized vehicles will not be permitted to operate inside aircraft hangars when aircraft are present. Aircraft tow vehicles are exempt when actually towing an aircraft in or out of the hangar. Fuel trucks are exempt from this rule during wartime/contingencies.

5.10. Avoiding Aircraft: Vehicle operators shall follow this guidance to prevent interfering with aircraft operations and causing an incident or mishap. It is the operator's responsibility to maintain sufficient clearance and to prevent operational interference with aircraft.

5.10.1. When an aircraft is approaching and there is not sufficient clearance, locate the nearest paved exit, proceed directly to it, and wait for the aircraft to pass. If you cannot locate a paved area, quickly identify a safe non-paved area for exit. Remain away from ditches and marshy areas, if possible, and conduct a FOD check IAW paragraph 5.6 upon reentering the paved surface.

5.11. Spotter Requirements:

5.11.1. Aircraft shall not taxi within 25 feet of any fixed or mobile obstacle without a wing walker/guide. This restriction does not apply to vehicles located within the designated maintenance lanes (white painted lanes) on the A-10 ramp.

5.11.2. If a situation arises where a vehicle will be within 25 feet of a taxiing aircraft and the vehicle operator can not safely exit the area to obtain the required clearance, the vehicle operator shall accomplish the following:

5.11.2.1. Stop and park the vehicle.

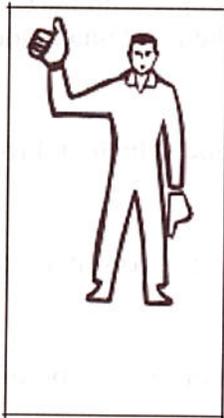
5.11.2.2. Turn on the emergency flasher lights and exit the vehicle.

5.11.2.3. Post themselves between the vehicle and the aircraft to act as a spotter. Operators shall make sure the pilot can easily see them from the cockpit.

5.11.2.4. Carefully watch the clearance between the closest point of the aircraft (wingtip, tail, rotor tip, etc.) and the closest point of the vehicle to ensure the aircraft will not strike the vehicle.

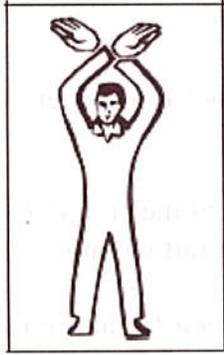
5.11.2.4.1. If sufficient clearance exists, the operator shall raise their fist above the head with the thumb extended and give the pilot the “thumbs up” signal (figure 5-5) while observing clearance until the aircraft is completely past the vehicle.

Figure 5-5 Affirmative (All Clear or “OK”) Hand Signal



5.11.2.4.2. If less than 10 feet of clearance exists, the operator shall use emergency stop hand signal IAW AFI 11-218, to stop the pilot from taxiing. Raise both hands above the head with the palms facing forward and cross the arms to form an “X” (Figure 5-6). Once the aircraft stops, the vehicle operator shall find a way to remove the vehicle from the area before the aircraft may proceed.

Figure 5-6 Emergency Stop Hand Signal



5.12. Unattended Vehicle: Defined as no one in the driver's seat.

5.13. Parking and Chocking Requirements: Operators shall comply with parking requirements regardless of airfield area. Vehicles shall not be parked and unattended when within critical areas listed in paragraph 6.2.

5.13.1. Park vehicles at a 45-degree angle from aircraft so that if the vehicle did roll forward or backward, it will not travel a path intersecting with an aircraft.

5.13.2. All vehicles shall park so they will not interfere with taxiing or towed aircraft, or potential paths of taxiing or towed aircraft.

5.13.3. Position gear lever in "Reverse" for manual transmissions or "Park" for automatic transmissions.

5.13.4. Turn the engine off.

5.13.5. Keys shall be left in the ignition (or over the driver's side visor) and the doors unlocked. Vehicles with auto lock doors shall have the driver's side window rolled down to prevent locking the keys in the vehicle. This is so the vehicle can be moved in the event of emergencies or if the vehicle impedes aircraft movement. **Exception:** Vehicles parked in designated parking areas west of the flightline access road and west of the C-130 ramp are exempt from keeping keys in the ignition with the doors unlocked.

5.13.5.1. When Force Protection Conditions (FPCON) direct locking all vehicles, the driver shall remain within 25 feet of the vehicle or park in the exempt areas listed above.

5.13.6. Set the parking brake or other internal wheel lock brake. If the parking brake is inoperable, position chocks in front of and behind one of the driver's side rear wheels. One chock shall be placed between the tandem wheels of dual (tandem) axle vehicles. Vehicles actively responding to alerts and emergencies are exempt from this requirement.

5.13.7. Emergency vehicles that must remain in operation at the scene of an emergency may park with the engine running but must adhere to parking procedures when the driver's seat is unoccupied.

5.13.8. Apply brakes on all wheeled AGE and maintenance equipment. Chock equipment if not equipped with brakes.

5.13.9. AGE-towing vehicles may be left in neutral with the engines running while the driver completes hookup operations. This facilitates movement of the AGE-towing vehicle by hand to align pintle hook and tongue. Drivers shall follow parking procedures if they are not driving off with the AGE equipment immediately following hookup.

5.13.10. Aircraft-servicing vehicles, which use their engines as auxiliary power sources, may be left unattended with engine running. Use parking procedures when the driver's seat is unattended. Applicable equipment includes vehicle-mounted baggage belt conveyors, water tank trucks, truck-mounted air conditioners, fleet-servicing, high-lift trucks, fuel trucks, ambulances, and staircase trucks.

5.14. Restricted Visibility, Night Operations, or Inclement Weather:

5.14.1. During periods of reduced visibility, hours of darkness, and inclement weather, turn on vehicle headlights and four-way flashers. Headlights shall be turned on when using windshield wipers.

5.14.1.1. Vehicles without properly mounted/operating headlights shall not operate on the airfield during periods of reduced visibility and/or hours of darkness. Flashlights shall not be used to in place of headlights to operate vehicles (bicycles, utility vehicles, equipment, etc.).

5.14.1.2. Vehicles without properly mounted/operating windshield wipers shall not operate on the airfield during periods of precipitation.

5.14.2. When lightning is within 5 miles, all activity (vehicle/maintenance operations, etc.) on the airfield shall cease and personnel shall take appropriate shelter indoors. Emergency and alert vehicles are exempt when responding to emergencies.

5.14.3. When visibility is less than 500 feet, reduce speed to 10 MPH.

5.14.4. When visibility is less than 100 feet, do not operate vehicles, except emergency and alert vehicles, on the airfield. Reduce speed to 5 MPH. Use emergency flashing lights on all vehicles parked on the airfield during periods of reduced visibility.

5.14.5. When visibility is less than 50 feet, use a walking guide equipped with a flashing light or luminescent wand for movement of emergency and alert vehicles. Walking guides ensure the vehicle shall not travel faster than the person walking.

5.14.6. To avoid affecting aircraft on approach during inclement weather, hold short of the Instrument (INST) Hold Line at taxiway Alpha (mid-field) (See Attachment 9) until the Control Tower authorizes you to proceed. **Note:** When in doubt request Control Tower permission before proceeding past INST hold lines.

5.14.7. At night or in inclement weather, the headlights of vehicles on the airfield shall be operated on low beam and not aimed directly at moving aircraft.

5.14.8. When encountering a taxiing aircraft at night, stop the vehicle, turn off the headlights and leave the parking lights on, and turn on the emergency flashers to alert aircraft of your position and preserve the pilot's night vision. Headlights shall be turned back on when the aircraft is out of range.

5.14.8.1. Vehicles with daytime running lights shall stop and park in a safe location, turn off the headlights and ignition, set the parking brake, and activate emergency flashers.

5.14.8.1.1. Vehicles equipped with daytime running light switches should turn off the daytime running lights and need not turn off the ignition.

5.14.9. Four way flashers shall remain on at all times when within the airfield environment during inclement weather.

5.14.10. Operators shall reduce speeds when visibility is reduced to ensure the appropriate level of safety for the conditions they are operating in.

5.15. Emergency Response Vehicle Policy:

5.15.1. Emergency vehicles shall not exceed 35 MPH.

5.15.2. All drivers shall remain safety conscious and alert for other vehicles and aircraft.

5.15.3. Emergency vehicles shall use rotating beacons and headlights when responding.

5.15.4. Emergency vehicles shall maintain normal speed limits after an emergency is terminated unless proceeding directly to another emergency.

5.15.5. Emergency vehicles shall obtain approval from the Control Tower prior to entering the CMA.

5.15.5.1. Multiple responding vehicles shall have the lead vehicle contact the Control Tower for authorization. The lead vehicle shall include the number of responding vehicles in the authorization request, be responsible for those vehicles while in the CMA, and report to the Control Tower when those vehicles are off the runway and outside the CMA.

Note: Fire Emergency Services normally does not escort other responding vehicles (crash recovery, SFS, Group/Wing commanders, etc.). These vehicles/operators shall obtain approval from the Control Tower prior to entering the CMA unless prior coordinated and approved by the Fire Chief, and the Fire Chief has relayed that authorization to the Control Tower. Access to the CMA is only granted for the duration of the emergency response.

5.15.6. Vehicles not part of the original response (secondary support vehicles and personnel) shall obtain separate approval from the Control Tower prior to entering the CMA and report themselves off the runway and outside the CMA.

5.15.7. Vehicle operators that respond to an emergency from an unimproved surface shall notify Airfield Management immediately (via radio, cell phone, or through their control center) of the location the vehicle entered the paved surface and the travel route taken to the emergency so Airfield Management can check the route for FOD. These operators shall conduct a FOD check prior to returning from the emergency location.

5.16. Explosive Laden Vehicles:

5.16.1. Vehicles carrying explosives will display appropriate signs/placards on both sides.

5.16.2. Headlights and either a flashing light on top of the cab or emergency flashers shall be on when the vehicle is loaded.

5.16.3. Vehicles shall not exceed 10 MPH.

5.16.4. Vehicle operators shall signal by horn and by alternating high and low beams when passing stopped vehicles and when approaching vehicles that obstruct their route.

5.16.5. Vehicles in convoy shall maintain the proper separation distance for the quantity and type of explosive carried.

5.16.6. Drivers normally do not dismount from explosive-laden vehicles. If dismount becomes necessary, the vehicle shall be parked IAW paragraph 5.13.

5.17. Towing Aircraft and Equipment:

5.17.1. Towing speed is 5 MPH for all aircraft.

5.17.2. The maximum towing speed for AGE, such as compressors, ground power units, oxygen carts and similar equipment is 10 MPH. General-purpose vehicles should not be used to tow these types of equipment unless properly equipped with hitches specifically designed for heavy duty towing.

5.17.3. Large pieces of AGE, when towed in tandem, shall not block the driver's vision of the last item being towed.

5.17.4. Tow vehicles/operators shall use safety or cotter pins to secure pintle hooks and trailer hitches.

5.18. Equipment Rules: This includes all AGE, ground support equipment and fire bottles.

5.18.1. Equipment shall be placed IAW the distance criteria stated in paragraph 6.2.

5.18.2. Equipment shall be stored in designated locations approved by the AFM/DAFM when not in use and when the airfield is closed. Not in use is defined as no more than three hours prior to the aircraft's arrival/use and three hours after the aircraft's departure/use.

5.18.3. Equipment shall not be placed inside the minimum wing tip clearance zone for the largest aircraft using the pavement area.

5.18.4. When Airfield Management finds and reports unauthorized equipment and the user does not remove it, an AF Form 457 (Hazard Report) shall be filed with 23 WG/SE.

5.19. Grass Mowers and Heavy Equipment: Applies to any large or small equipment used to cut grass, perform construction, or digging/trenching operations on the airfield.

5.19.1. Operators shall be qualified to operate the applicable vehicle, be able to communicate (via radio) with the Control Tower (if required), and possess an AF IMT 483.

5.19.2. Operators shall report the location and duration of operations to Airfield Management prior to beginning and upon termination/completion of the operations each day.

5.19.2.1. Work/projects during times when the airfield is closed shall be coordinated with the AFM/DAFM during normal duty hours (Monday-Friday) and no later than the day prior to starting operations.

5.19.3. Mowers and heavy equipment shall not cross the runway without prior coordination with AFM/DAFM. These vehicles shall use the shortest route to midfield/perimeter roads for access to opposite sides of the runway.

5.19.4. Operators shall conduct a FOD check of the equipment prior to entering the airfield, before traversing a taxiway/runway pavement, and after operations cease to exit the airfield. Access roads to midfield/perimeter roads shall be used for airfield entry and exit as much as possible. When airfield pavements must be used, they shall take the shortest and most direct route.

5.20. Vehicle Malfunctions/Breakdowns: When experiencing a vehicle malfunction preventing operation under its own power, take the following actions:

5.20.1. If the vehicle has two-way radio capability, contact the Control Tower or Airfield Management via the ramp net. State your call sign and location of vehicle.

Note: Contact Command Post or Fire Emergency Services when the airfield is closed.

5.20.2. If the radio is not keyed to the ramp net, contact your control center or duty section and have them contact Airfield Management immediately.

5.20.3. If you do not have a radio, stay with the vehicle and attempt to flag other drivers for assistance.

5.20.4. Activate the vehicle's four way flashers and raise the hood.

5.20.5. If an aircraft is taxiing toward you, flash your headlights to warn the pilot.

5.20.6. A vehicle cannot remain on a taxiway, apron or within either wing tip or clearance zones indefinitely. If a tow vehicle cannot be dispatched immediately, push the vehicle to a safe location.

5.21. Accidents and Equipment/Facilities Protection: Vehicle operators shall pay attention to their position relative to all airfield lights, equipment, and facilities.

5.21.1. Lights and their bases are designed to break when hit, thus limiting damage to aircraft. Airfield lights damaged by vehicles shall be reported to Airfield Management immediately. Operators shall check the vehicle tires and pick up any loose debris before departing the area.

5.21.2. Vehicles that hit equipment or buildings on the airfield shall remain in place and contact Airfield Management. Airfield Management and SFS personnel shall respond to the location.

5.21.3. Anyone witnessing damage to pavement or coming across damaged pavement, shall report the location to Airfield Management immediately.

5.21.4. Anyone observing fluid/chemical spills (hydraulic fluid, transmission fluid, antifreeze, fuel, oil, or other corrosive agents) on the airfield shall report it to Airfield Management immediately. Airfield Management shall notify CE Environmental to evaluate the area.

5.21.4.1. It is the owner/users responsibility to clean up all spills caused by their vehicle, equipment, or aircraft, and to restore that area to environmentally acceptable standards.

5.21.4.2. Fire Emergency Services will perform initial containment and clean up of Class II and III hazardous material spills, including aircraft emergency related. Once the spill is contained and deemed safe by the incident commander, Fire Emergency Services will turn over clean up responsibilities to the owner/user organization.

5.21.4.2.1. Class I spills involve an area less than two feet in any plane dimension (direction). Using agency fireguards, determine if these spills create a fire hazard to the aircraft or equipment. Generally, these spills need only be monitored until the aircraft is dispatched.

5.21.4.2.2. Class II spills involve an area not over 10 feet in any plane dimension (direction), or not over 50 square feet and not of a continuing nature. Post the area, using agency fireguards, and immediately notify the fire protection organization and the base agency responsible for cleanup of hazardous spills.

5.21.4.2.3. Class III spills involve an area over 10 feet in any plane dimension (direction) or over 50 square feet in total area or of a continuing nature. Post the area, using agency fireguards, and immediately notify the fire protection organization and the base agency responsible for cleanup of hazardous spills. These conditions shall be considered a ramp mishap (accident or incident). The senior fire official will respond with the personnel, vehicle(s) and equipment necessary to control and contain the hazardous condition until the local/base agency responsible for cleanup can properly dispose of the hazardous material(s).

Chapter 6

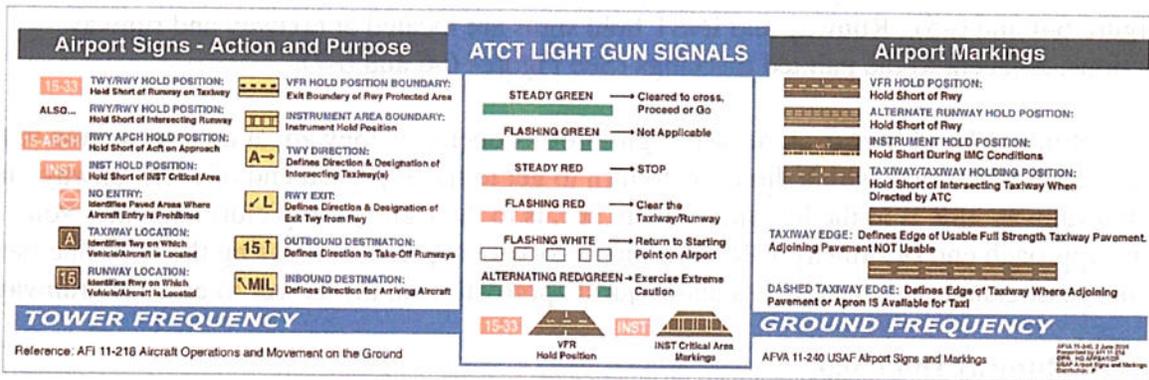
AIRFIELD SIGNS, MARKINGS, OBSTACLES, AND HAZARDS

6.1. Airfield Signs and Markings:

6.1.1. AFVA 11-240, *USAF Airport Signs and Markings*: All vehicles operating on the airfield shall prominently display AFVA 11-240. AFVA 11-240 may be obtained from unit ADPMs, ordered by information managers, or obtained from AFEPL (See Figure 6-1).

6.1.1.1. The AFVA-11-240 shall be affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle, so it can be flipped down for ready reference.

Figure 6-1 USAF Airport Signs and Markings



6.1.2. Airfield Signs: There are two types of airfield signs, informational and mandatory:

6.1.2.1. Informational Signs: Indicate a specific location or destination, or provide useful information, such as taxiway or ramp designations. Informational signs have a yellow inscription on a black background (location) or black inscription on a yellow background (direction). (See Figures 6-2 and 6-3).

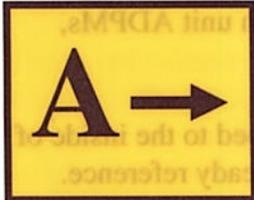
6.1.2.1.1. Taxiway Location Signs: Taxiway guidance signs are placed at intersections of a taxiway and runway. These signs remind operators what taxiway they are traveling on. Figure 6-2 indicates you are located on Taxiway Alpha.

Figure 6-2 Taxiway Location Sign



6.1.2.1.2. Directional Signs: A directional sign informs operators of the direction for other pavements or facilities. These signs indicate traveling in the direction of the arrow will take you to that location. Figure 6-3 indicates taxiway Alpha is to the right. These signs can reference any area of the airfield, including aircraft parking aprons.

Figure 6-3 Directional Sign



6.1.2.2. Mandatory Signs: Shall be followed regardless of the situation. These include instrument hold and runway signs. Mandatory signs have white inscription on a red background (See Figure 6-4 and 6-5). Runway and INST hold signs are located at taxiway and runway intersections, adjacent to the painted markings (See Figures 6-6 and 6-7).

6.1.2.2.1. Runway Hold Signs: A runway sign informs operators they are at an intersection with a runway. It also indicates which direction to turn to get to the approach end of each runway. In Figure 6-4 runway 18R is to the left and runway 36L is to the right. The picture indicates you are at the approach end of runway 18R. It is mandatory to stop before crossing the hold line (see Figure 6-6) associated with these signs and request approval from the Tower to enter the runway.

Figure 6-4 Runway Hold Sign



6.1.2.2.2. INST Hold Signs: An instrument hold sign informs operators they are at an intersection with a navigational equipment critical area. This sign (Figure 6-5) is associated with an instrument hold line (Figure 6-7) and is mandatory. Failure to abide by instrument hold

procedures can affect the navigational capability of aircraft on approach to the runway and cause a flight safety hazard.

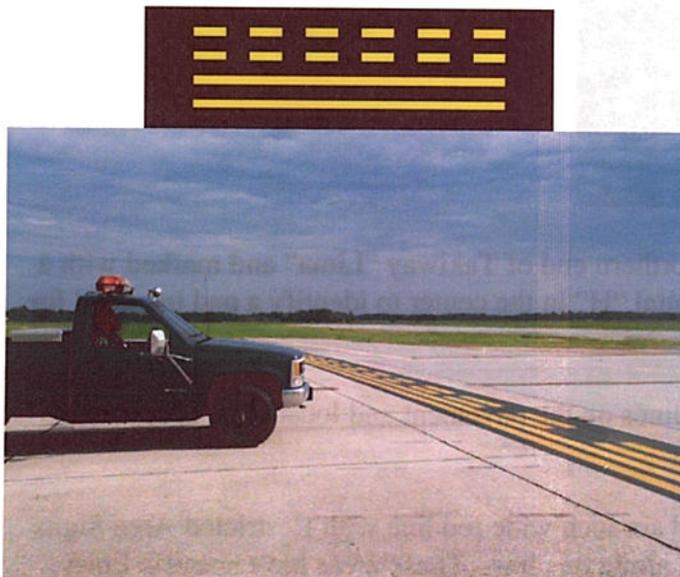
Figure 6-5 INST Hold Sign



6.1.3. Airfield Markings: There are numerous airfield markings, two of which complement mandatory signs.

6.1.3.1. Runway VFR Hold Line: Two solid six-inch wide yellow lines and two dashed six-inch wide yellow lines running across each taxiway at least 100 feet from the runway edge. The dashed lines are on the runway side of the marking. These lines are outlined in black to enhance visual identification. See Attachment 9 for locations of VFR hold lines.

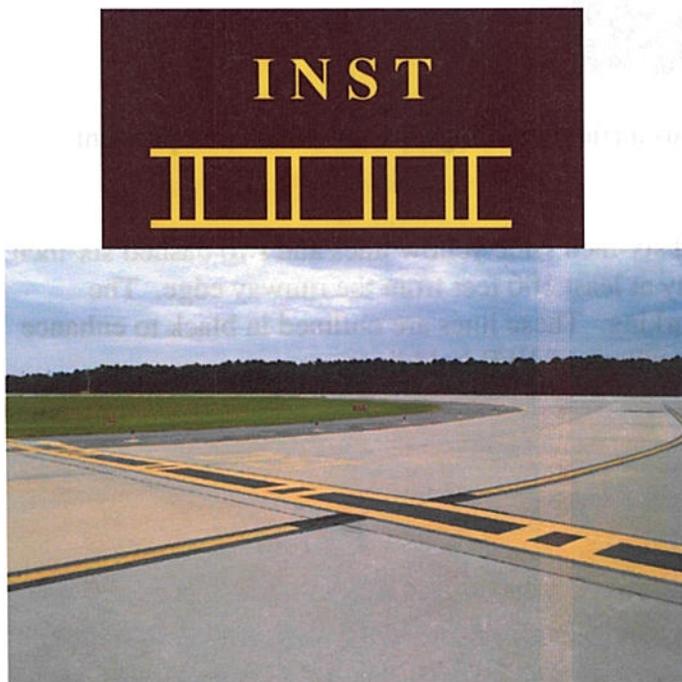
Figure 6-6 Runway VFR Hold Line



6.1.3.2. Runway Instrument Hold Line: Two solid yellow parallel lines with double vertical yellow stripes spaced two feet apart, with “INST” painted on the runway side of the line. These lines are outlined in black to enhance visual identification. INST hold lines are painted on taxiways at the edge of the ILS critical zones to prevent aircraft and vehicles from interfering with signals transmitted to inbound aircraft from the Instrument Landing Systems (Localizer, Glide Slope, and Precision Approach Radar (PAR)) during inclement weather or reduced visibility. INST hold lines are located on Taxiway Alpha (East) to protect the ILS critical zones to runway 18L/36R.

6.1.3.2.1. During inclement weather, vehicles shall HOLD SHORT of the INST hold line and request permission to enter the ILS critical area. The INST hold lines are in effect when the ceiling is 800 feet or less and visibility is less than two miles. See Attachment 9 for locations of INST hold lines. If unsure of weather conditions or instrument hold procedures, contact the Control Tower before proceeding into these areas.

Figure 6-7 INST Hold Line



6.1.3.3. Helipad Marking: Located on the northern end of Taxiway “Lima” and marked with a white perimeter boundary marking with a capital “H” in the center to identify a pad intended for helicopter operations.

6.1.3.4. Stop Bars: These are white painted lines on the pavement and located on access roads that lead to aircraft movement areas.

6.1.3.5. Restricted Area Boundaries: A solid six-inch wide red line with Restricted Area Signs painted on the pavement at 100 foot intervals along this line. These areas have specific Entry

Control Points (ECP). ECPs are marked by placing a break in the red line with a solid 3 foot high white line (or a painted yellow box) with the words ECP located inside the box. Entry/exit shall be through the ECPs only. **DO NOT CROSS THE RED LINE.**

6.2. Obstacle Clearance Criteria: An obstacle is anything that poses a threat to aircraft operations (fire bottles, maintenance stands, AGE, vehicles, etc.). Vehicle operators are solely responsible for maintaining proper clearances.

6.2.1. Distances Between Aircraft and Vehicles: All vehicle operators shall maintain the following distances from aircraft with engines running, whether parked, stopped, or in motion. These distances also apply to equipment and materials. Failure to abide by these requirements may result in revocation of airfield driving authorization.

6.2.1.1. Due to pilot visibility and jet blast effects, vehicles shall comply with the following:

6.2.1.1.1. No vehicle shall drive closer than 25 feet in front or 200 feet to the rear of an aircraft with engines either operating or being started.

6.2.1.1.1.1. Special equipment or cargo loading vehicles may be driven closer to aircraft when necessary to load/unload if safety spotter and chocks are in place, within 10 feet of an aircraft. Fuel trucks performing hot-pit refueling, maintenance vehicles removing AGE from the vicinity of aircraft, maintenance vehicles responding to aircraft that require immediate attention to prevent launch delays, and the Supervisor of Flying (SOF) vehicle during visual inspection of an aircraft are exempted.

6.2.1.1.2. Do not operate a vehicle within 200 feet in front or 200 feet behind a taxiing aircraft.

6.2.1.1.3. Do not operate a vehicle within 200 feet in front, 100 feet to the sides, or 1000 feet behind a C-130 or larger aircraft during full power engine runs.

Note: Failure to comply with the proper distances can burn vehicle paint, injure personnel, damage windows, equipment and other aircraft, and roll your vehicle.

6.2.2. Distances between Vehicles, Equipment and Material from Critical Airfield Areas: There are specific areas on the airfield considered critical areas. Objects shall not be left in these areas either permanent or temporary. Any person, agency, or unit requiring objects or work in these areas shall contact the AFM/DAFM prior to proceeding. The critical areas are:

6.2.2.1. VORTAC: Within 750 feet of the VORTAC. Objects in this area may interfere with the navigational signal and cause a flight safety hazard.

6.2.2.2. Instrument (INST) Critical Areas: Within the Instrument Landing System (ILS) critical area when the ceiling is 800 feet or less and visibility is less than two miles. The ILS critical area is the area on the runway side of the instrument hold sign/markings and Burma Road.

Objects in these areas can interfere with navigational signals and cause an aircraft to miss align with the runway.

6.2.2.2.1. The INST hold sign/markings is located on taxiway Alpha (mid-field) at runway 18L/36R. Vehicle traffic signs and stop lights are located on Burma Road.

6.2.2.3. Lateral Clear Zone: Within 1,000 feet of the runway centerline.

6.2.2.4. Approach/Departure Clear Zone: 50:1 slope starting 200 feet into the overrun and extending into the approach. Width is the same as the lateral clear zone.

6.2.2.5. Graded Area: Within 1,000 feet of the overrun centerline.

6.2.2.6. CMA: Within 100 feet of the edges of the runways, helipad, and overruns. Entry into this area requires radio contact with and approval from the Control Tower prior to entering.

6.2.2.7. Arresting System Run Out Area: Within 1000 feet on both sides of any aircraft arresting cable.

6.2.2.8. Taxiway Clear Zone: Within 200 feet of a taxiway centerline.

6.2.2.9. Parking Apron/Pad/Ramp Clear Zone: Within 125 feet of the edge of parking aprons, pads, and ramps. Contact Airfield Management for authorization prior to placing equipment near the apron, pad, or ramp edge.

6.2.2.9.1. All AGE shall be removed from all parking aprons, pads, and ramps and stored in approved locations when the airfield is closed and/or when not in use. Not in use is defined as 3 hours prior to an aircraft's arrival and 3 hours after the aircraft's departure.

6.2.2.9.2. Equipment may be pre-staged on parking rows no earlier than one hour prior to the arrival of the aircraft it will support.

6.2.2.8.3. When mobile equipment is positioned on a staging area, aircraft shall be marshaled into parking spots adjacent to the equipment and wing walkers shall be used.

6.3. Hazards (See Attachment 9):

6.3.1. Taxiways.

6.3.1.1. VFR Hold Lines are positioned where taxiways intersect with the runways and helipad. Vehicles shall not enter the CMA without express approval from the Control Tower. Always remain behind VFR Hold Lines unless given Control Tower approval to cross them.

6.3.1.2. Operators shall not enter/cross the intended path of aircraft entering or exiting the runway, taxiways, or parking ramps.

6.3.1.3. Taxiway Hotel is a relatively high traffic surface. Arriving and departing aircraft, Airfield Management, emergency response vehicles, and other airfield support agencies use it.

6.3.1.4. There is insufficient clearance for vehicles to remain on the shoulder when helicopters or C-130 aircraft are passing. In these instances, vehicles shall find the nearest paved exit. If a safe exit appears impractical, follow the rules and principles in paragraph 5.10, Avoiding Aircraft.

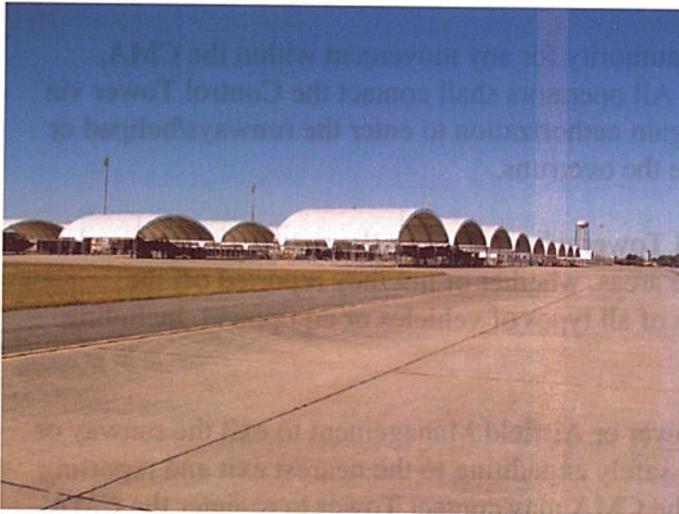
6.3.2. Aprons/Pads/Ramps: Aprons, pads, and ramps are used to park, load/unload, and service aircraft.

6.3.2.1. Reduce speeds when driving near parked aircraft. All vehicles shall remain out of the loading and unloading zones of aircraft, except for vehicles and equipment used in such operations.

6.3.2.2. Remain watchful for equipment and personnel operating in these areas.

6.3.2.3. Watch for aircraft entering and exiting the apron/ramp areas.

Figure 6-8 Parking Ramp



6.3.2.4. The double dashed yellow lines running north to south along the western edge of Taxiway Hotel is the wing tip clearance line for C-130s. All equipment and vehicles shall remain on the apron side of this line to ensure proper clearance for C-130 operations.

Figure 6-9 C-130 Wing Tip Clearance Line



6.3.3. Runway/Helipad: The runways and helipad are the most critical of all airfield pavements. Vehicle operators shall exercise extreme caution when operating on or near these areas.

6.3.3.1. The Control Tower is the approving authority for any movement within the CMA, including aircraft, vehicles, and pedestrians. All operators shall contact the Control Tower via the ramp net or ground control frequency to gain authorization to enter the runways/helipad or any area within 100' of the runway to include the overruns.

6.3.3.1.1. Operators shall inform the Control Tower when they exit the runway/helipad and must gain additional authorization to re-enter these areas, whether or not they reported off the runway/helipad. This applies to all operators of all types of vehicles or equipment, including emergency responders.

6.3.3.2. Any operator told by the Control Tower or Airfield Management to exit the runway or helipad shall immediately exit these areas by safely expediting to the nearest exit and reporting off of the runway. Operators forced to exit the CMA may contact Tower to re-enter the CMA after pending operations are completed.

6.3.3.3. Any operator told to hold short of the runway/helipad (remain behind the VFR Hold Line or INST Hold Line) shall do so regardless of their perceived need to enter the runway/helipad.

6.3.4. End of Runway (EOR) Areas: EOR crews shall comply with wing tip clearance criteria and remain aware of vehicle and equipment located on taxiways Alpha, Golf, Mike, and in the EOR areas.

6.3.4.1. EOR crew vehicles shall not be left on the taxiway, pad, or shoulders. Vehicles shall not be parked closer to the taxiway surface than the EOR shack. This ensures all aircraft can safely pass through the area.

6.3.4.2. EOR equipment shall be removed and placed in designated storage areas approved by the AFM/DAFM when operations terminate. Equipment shall not be put in place any sooner than three hours before planned use and left no longer than three hours after use. Equipment shall be stored in the designated locations over-night or during non-operating periods.

6.3.5. Midfield Road, North Perimeter Road, and Burma Road: Midfield road, North Perimeter road and Burma Road are not part of the controlled movement area, but traffic may be controlled at selected intersections. Whenever these roads are blocked, drivers shall obey the instructions of the posted guard, signs, traffic lights, and will not bypass any barricades.

6.3.5.1. These roads shall be blocked when required for flight/ground safety. This is most likely to occur during periods of inclement weather, low visibility, some airfield/aircraft emergencies, and Hot Cargo Pad operations. Never drive around a barricade for any reason.

6.3.5.2. These roads may be closed if an aircraft accident/incident occurs on or near the airfield.

6.3.5.3. Vehicles shall not stop on North Perimeter Road or Burma Road (between the posted signs) or raise any object from the ground or vehicle in this area. These locations have low flying aircraft operating directly over them and Burma Road is located within the ILS critical area.

6.3.5.4. Personnel shall use caution when walking and jogging along North Perimeter Road and Burma Road. Personnel shall remain alert to aircraft operations and responding emergency vehicles.

6.3.5.5. Vehicle operators shall not use the airfield as a short cut and shall use perimeter road as much as possible or practical.

6.3.5.5. Vehicles operating on Midfield Road during flying operations shall monitor the Ramp Net frequency.

6.3.6. Hot Cargo Pad: Hot Cargo Pad (HCP) is located on the southeast corner of the airfield and is used by aircraft carrying hazardous cargo to include explosives, weapons, poisonous gases, hydrazine, chemicals, corrosive agents, etc. It is also used by aircraft with hung guns, missiles, and rockets. Personnel and vehicles not involved in the servicing, loading, or unloading of these aircraft are prohibited from entering this area when aircraft are present. Vehicles shall use caution when traveling along perimeter road and follow all directions by road guards, signs, traffic lights, and/or barricades.

6.3.6.1. All AGE shall be removed from the HCP and stored in approved locations when the airfield is closed and/or when not in use. Not in use is defined as 3 hours prior to an aircraft's

arrival and 3 hours after the aircraft's departure. This eliminates all obstacles that could hinder aircraft operations and allows full use of the ramp by emergency aircraft.

6.3.7. Control Tower or Vehicle Radio Problems and Visual Blind Spots: Radio problems can exist on the airfield, such as poor transmission or receive capability. This is commonly known as a radio blind spot. If experiencing radio problems maneuver the vehicle to another location and try the transmission again. If a partial transmission is received from the Control Tower, ask the Control Tower to repeat the transmission again. Do not proceed into the CMA if the Control Tower transmissions are incomplete or unreadable.

6.3.7.1. The Control Tower shall not allow any vehicles into the CMA if transmissions are broken, too weak, or otherwise unclear. If you experience these problems, obtain a different radio and perform a radio check with the Control Tower or Airfield Management.

6.3.7.2. There are no known radio blind spots on the airfield; however, visual blind spots exist on the northwest ramp in front of the Deployment Control Center (Bldg 636) and northwest of the clear water rinse facility located on taxiway Kilo (south of the helipad).

6.3.8. Night Vision Goggle/Night Vision Device (NVG/NVD):

6.3.8.1. Individuals required to drive using NVG/NVD shall receive additional training outlined in AFJMAN 24-306 Chapter 23, and TC 21-305-2, *Training Program for Night Vision Goggle Driving Operations*, and a practical night driving orientation using NVG/NVD.

6.3.8.2. The practical night driving orientation training/certification shall occur during periods when the airfield is closed.

6.3.8.2.1. Unit ADPM/trainers shall contact Command Post prior to NVG/NVD training. Monitor the Ramp net and advise Command Post of call sign.

6.3.8.3. A certified trainer shall be in the passenger seat at all times. Whenever possible, two people should be present in the vehicle to aid situational awareness.

6.3.8.4. Drivers shall reduce speed to 10 MPH when using NVG/NVD.

6.3.8.5. The principles of TC 21-305-02 shall be observed at all times.

6.3.8.6. Accidents shall be handled and reported IAW paragraph 5.21.

6.3.8.7. After the individual is deemed competent to drive using NVG/NVD, the trainer shall annotate "NVG/NVD Qualified" on the reverse side of the individual's AF IMT 483. Provide a copy of the AF IMT 483 to the unit ADPM to keep on file in the individual's records.

6.3.9. Mission Oriented Protective Posture (MOPP):

- 6.3.9.1. Individuals required to drive in MOPP shall receive additional training outlined in Chapter 9 to include a practical day and night driving orientation in MOPP4.
- 6.3.9.2. The orientation training shall occur during periods low aircraft traffic or when the airfield is closed.
- 6.3.9.3. A certified trainer shall be in the passenger seat at all times. Whenever possible, two people should be present in the vehicle to aid situational awareness.
- 6.3.9.4. Drivers shall reduce speeds when driving in MOPP2, MOPP3, and MOPP4.
- 6.3.9.5. The principles of Chapter 9 shall be observed at all times.
- 6.3.9.6. Accidents shall be handled and reported IAW paragraph 5.21.
- 6.3.9.7. After the individual is deemed competent to drive in MOPP4 the trainer shall annotate "MOPP4 Qualified" on the reverse side of the individual's AF IMT 483. Provide a copy of the AF IMT 483 to the unit ADPM to keep on file in the individual's records.
- 6.3.10. Airfield Restrictions: Vehicle restrictions may be imposed due to construction, aircraft operations, emergencies, Force Protection Conditions (FPCON), or other mission requirements.
- 6.3.10.1. Airfield Management notifies airfield users of restrictions via email and by publishing local Notices to Airmen (NOTAM). Anyone may view/check Moody's Local NOTAMs at <https://www.notams.jcs.mil>. Insert "KVAD" in the retrieval box and click "View NOTAMs". When the report appears, scroll down to the Local NOTAM section. These NOTAMs are identified by 'L' and a number.

Chapter 7

CONTROLLED MOVEMENT AREA

7.1. Controlled Movement Area (CMA): The CMA consists of two parallel runways (18L/36R and 18R/36L), the overruns, a 100 foot boundary surrounding each runway and overrun, one helipad located on Taxiway Lima and Taxiway Kilo (See Attachment 9).

7.1.1. Both runways are aligned north and south. When entering the runway from the south end of the airfield, the heading is 360 degrees; therefore, the driver is at the 36 end. When entering the runway from the north end of the field, the heading is 180 degrees; therefore, the driver is at the 18 end.

7.1.1.1. Runway 18L/36R: 9,300 feet long and 150 feet wide.

7.1.1.2. Runway 18R/36L: 8,000 feet long and 150 feet wide.

7.1.2. The helipad is located on the northern end of Taxiway "Lima" and marked with a white perimeter boundary marking with a capital "H" in the center to identify a pad intended for helicopter operations.

7.1.3. All vehicles operating within the CMA must have a designated call sign. Call signs for special events, construction, and non-routine maintenance work shall be assigned by Airfield Management.

7.1.4. All ground traffic (vehicles and pedestrians) within the CMA or within the ILS critical areas to include access roads must initiate and maintain direct two-way radio contact with the Control Tower. Never use the words "clear" or "cleared" during transmissions. These words are used for Air Traffic Control purposes only. The Control Tower can be contacted on the ramp net, crash net, or ground control frequencies.

7.1.5. Vehicles shall stop at the VFR hold lines (INST hold line when weather minimums are below 800 ft ceilings and 2 miles visibility) and contact the Control Tower for permission to enter the CMA. Vehicles shall not enter the CMA unless absolutely necessary.

7.1.5.1. Tow vehicles are authorized to recover disabled aircraft with proper radio communication with the Control Tower.

7.1.5.2. POVs, golf carts, and bicycles are prohibited from operating within the CMA.

7.1.6. Once approved to proceed, turn on rotating beacon lights or four-way flashers.

7.1.7. In the event of a radio failure vehicles shall exit the CMA immediately via the shortest route that does not enter/cross the runway. Watch for light gun signals from the Control Tower

while exiting. Notify the Control Tower via landline immediately after you exit the CMA. Refer to paragraph 7.2 for more information regarding light gun signals.

7.1.8. Upon exiting the CMA operators shall notify the Control Tower.

7.1.8.1. The overruns may be used to exit the CMA; however, use caution when driving over any aircraft arresting cable. Notification to the Control Tower is still required.

Figure 7-1 Control Tower



7.2. Light Signals: The Control Tower controls all traffic (personnel, aircraft and vehicles) operating in the CMA. In addition to, or in place of radio instructions, the Control Tower may use light signals. As in radio instructions, light signals shall be obeyed immediately. The following light signals are designed to control vehicle traffic.

7.2.1. Light Gun Signals: (See Figure 7-2).

7.2.1.1. Steady Green Light: Clear to cross.

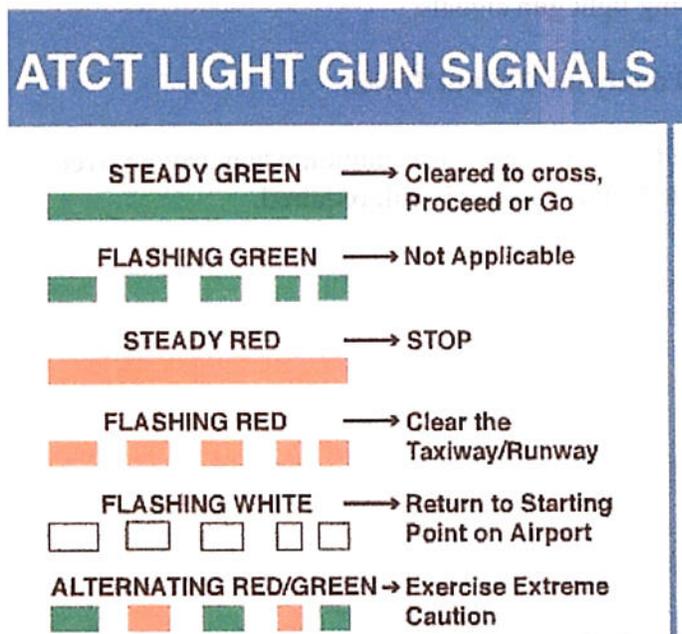
7.2.1.2. Steady Red Light: STOP. Do not move vehicle.

7.2.1.3. Flashing Red Light: Clear runway/taxiway immediately.

7.2.1.4. Flashing White Light: Return to starting point.

7.2.1.5. Alternating Red and Green Light: General warning. Exercise extreme caution.

Figure 7-2 Light Gun Signals



7.2.2. Runway Edge Lights (White): The Control Tower shall raise and lower the intensity of the runway lights (lights flashing on and off) as an emergency exit signal.

Figure 7-3 Runway Edge Light



7.2.3. Taxiway Edge Lights (Blue): The Control Tower may turn the taxiway lights on and off (flashing on and off) to remove vehicles from the taxiways when vehicles fail to acknowledge them by radio or respond to light gun signals.

Figure 7-4 Taxiway Edge Light



7.3. Radio Operations: Using proper radio communication mitigates misunderstandings between agencies. It is up to every individual talking on the radio to ensure transmissions are conducted in a professional manner. Slang, CB jargon and incorrect radio procedures can compromise safety. One of the most important items in radio communications is to speak clearly, distinctly, and in a manner ensuring others understand what you have said. Before depressing the transmission button to talk ensure someone else is not already talking on the frequency or waiting for a response. Radio transmissions should be brief and clear.

7.3.1. Phonetic Alphabet: The phonetic alphabet was developed to avoid misunderstanding during communication. Because letters such as “B,” “C,” “D,” and “E” all have similar sounds, they can easily be mistaken for one another, especially during radio transmissions. The following is the phonetic alphabet:

- 7.3.1.1. A: Alfa (AL-FAH)
- 7.3.1.2. B: Bravo (BRAH-VOH)
- 7.3.1.3. C: Charlie (CHAR-LEE)
- 7.3.1.4. D: Delta (DELL-TAH)
- 7.3.1.5. E: Echo (ECK-OH)
- 7.3.1.6. F: Foxtrot (FOKS-TROT)
- 7.3.1.7. G: Golf (GOLF)
- 7.3.1.8. H: Hotel (HOH-TELL)
- 7.3.1.9. I: India (IN-DEE-AH)
- 7.3.1.10. J: Juliet (JEW-LEE-ETT)
- 7.3.1.11. K: Kilo (KEY-LOH)
- 7.3.1.12. L: Lima (LEE-MAH)
- 7.3.1.13. M: Mike (MIKE)
- 7.3.1.14. N: November (NO-VEM-BER)

- 7.3.1.15. O: Oscar (OSS-CAH)
- 7.3.1.16. P: Papa (PAH-PAH)
- 7.3.1.17. Q: Quebec (KEH-BECK)
- 7.3.1.18. R: Romeo (ROW-ME-OH)
- 7.3.1.19. S: Sierra (SE-AIR-RAH)
- 7.3.1.20. T: Tango (TANG-GO)
- 7.3.1.21. U: Uniform (YOU-NEE-FORM) or (OO-NEE-FORM)
- 7.3.1.22. V: Victor (VIK-TAH)
- 7.3.1.23. W: Whiskey (WISS-KEY)
- 7.3.1.24. X: X-ray (ECKS-RAY)
- 7.3.1.25. Y: Yankee (YANG-KEE)
- 7.3.1.26. Z: Zulu (ZOO-LOO)
- 7.3.1.27. 1: Wun
- 7.3.1.28. 2: Too
- 7.3.1.29. 3: Tree
- 7.3.1.30. 4: Fow-er
- 7.3.1.31. 5: Fife
- 7.3.1.32. 6: Six
- 7.3.1.33. 7: Sev-en
- 7.3.1.34. 8: Ait
- 7.3.1.35. 9: Nin-er
- 7.3.1.36. 0: Ze-ro

7.3.2. Certain phrases are used in command and control and airfield operations. These phrases shall be used when communicating with the Control Tower.

- 7.3.2.1. Say Again: Repeat
- 7.3.2.2. Speak Slower: Slow down rate of speech
- 7.3.2.3. Standby: Wait
- 7.3.2.4. Words Twice: Repeat every word again (twice)
- 7.3.2.5. Affirmative: Yes, or it's true
- 7.3.2.6. Correction: Made a mistake and will repeat the correct information
- 7.3.2.7. Go Ahead: Proceed with message
- 7.3.2.8. How Do You Read Me?: Readability, clarity and volume
- 7.3.2.9. Negative: No
- 7.3.2.10. Out: Transmission has ended, response not necessary
- 7.3.2.11. Over: Transmission has ended, response is expected
- 7.3.2.12. Roger: Acknowledged and understood.
- 7.3.2.13. Wilco: Understood message and will comply with instructions

7.3.3. Proper Communications: When initiating radio communication, state the name of the agency you are calling followed by your call sign. Wait until the called agency acknowledges your transmission before proceeding. Always repeat the called agency's instruction to ensure they were received properly.

7.3.3.1. If you receive instructions from the Control Tower and do not understand, ask the individual to “say again” and wait for the repeated message to make sure you understand.

7.3.3.2. If you are having a difficult time because the individual is talking too fast, ask the individual to “speak slower” and the individual shall repeat the previous transmission more slowly.

7.3.3.3. The use of the word “over” indicates your transmission is complete and you expect a response. On subsequent contact, the called agency name and word “over” may be omitted if the message requires an obvious reply and there is no danger of misunderstanding.

7.3.3.4. When the Control Tower issues time-critical instructions such as “Exit runway immediately”, the individual shall acknowledge by saying “Wilco,” “Affirmative,” “Roger,” or “Negative,” as appropriate, preceded by your call sign. You shall respond immediately to time-critical requests, which may include the word “expedite.”

7.3.3.5. Never use the words “clear” or “cleared” when in radio communication with the Control Tower. These words are reserved for communications between the Control Tower and aircraft.

7.3.3.6. Vehicle operators are required to **READ BACK ALL** Control Tower instructions when operating in, or requesting to operate in or near the CMA. Reading back instructions indicates to the Control Tower that you understood their instructions and shall comply with them. When in doubt, ask the Control Tower to repeat their instructions.

7.4. Phraseology Examples:

7.4.1. Entering CMA: Airfield 1 requesting permission to enter the CMA or runway from taxiway Alpha:

7.4.1.1. Airfield 1: “TOWER, Airfield 1, request permission to enter Runway 36L from taxiway Alpha.”

7.4.1.2. Control Tower: “Airfield 1, TOWER, proceed on Runway 36L from taxiway Alpha, report when off.”

7.4.1.3. Airfield 1: “TOWER, Airfield 1 proceeding on Runway 36L from taxiway Alpha and will report when off.”

7.4.2. Exiting CMA: Airfield 1 advising the Control Tower when no longer on the runway after exiting on taxiway Mike:

7.4.2.1. Airfield 1: “TOWER, Airfield 1 is off Runway 36L at taxiway Mike.”

7.4.2.2. Control Tower: “Airfield 1, TOWER, roger, off Runway 36L at taxiway Mike. Remain off runway.”

7.4.2.3. Airfield 1: “TOWER, Airfield 1 will remain off runway.”

7.4.3. Holding Short of CMA: Airfield 1 requesting permission to enter the CMA or runway and Tower informing Airfield 1 to Hold Short.

7.4.3.1. Airfield 1: “TOWER, Airfield 1, request permission to enter Runway 36R from taxiway Mike.”

7.4.3.2. Control Tower: “Airfield 1, TOWER, Hold Short of runway 36R.”

7.4.3.3. Airfield 1: “TOWER, Airfield 1 holding short of runway 36R at taxiway Mike.”

Chapter 8

ENFORCEMENT, REPORTING, AND CONSEQUENCES OF VIOLATIONS

8.1. Enforcement: Unit commanders and unit ADPMs have authority to revoke airfield driving privileges and POV passes for personnel under their control. Airfield Management personnel have the authority to revoke airfield driving privileges and POV passes for all operators on the airfield. Individuals who violate the requirements in this instruction may lose their airfield driving privileges, POV pass, and/or subject themselves to other administrative/disciplinary action imposed by SFS, unit commanders, group commanders, and the 23 WG/CC.

8.1.1. Airfield Management shall conduct random spot checks of vehicle operator's to ensure compliance with airfield driving rules and safety procedures. All AF Form 483 spot checks shall be documented. All violations identified/observed shall be reported and documented.

8.2. Reporting: All violations shall be reported to Airfield Management, who shall then notify the AFM/DAFM. The AFM/DAFM shall notify the Flight Commander, Airfield Operations (347 OSS/OSA), the Operations Support Squadron Commander (347 OSS/CC), the violator's unit ADPM and Commander, and 23 WG/SE.

8.2.1. Airfield Management shall respond to all airfield driving violation reports and if necessary, escort the violator to Airfield Management (Building 622) to accomplish the appropriate documentation.

8.2.2. 23 SFS shall respond and provide escort, as required by Airfield Management.

8.2.3. Airfield Management and the violator shall complete the Airfield Driving Violation form (OSAA Form 20) or CMA Violation form (OSAA Form 27) as applicable. See Attachments 5 and 6 respectively.

8.2.3.1. Suspensions/revocations, corrective actions imposed, and notifications shall be logged on the forms.

8.2.4. Once all information has been obtained, the violator shall be released to their supervisor, First Sergeant, unit commander, or construction management (for contractors) as applicable/appropriate.

8.2.5. The AFM/DAFM shall forward all information pertaining to airfield driving violations to 347 OSS/OSA and 23 WG/SE for reporting/tracking and trend analysis.

8.3. Violations: Consequences for airfield driving violations vary based on the nature and circumstances of the violation. The AFM/DAFM shall determine consequence actions other than those mandated below. Unit commanders may impose more severe penalties.

8.3.1. CMA Violation or Runway Intrusion: A CMA violation is the result of an unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing by aircraft, regardless of impact on aircraft safety. These incidents involve aircraft, vehicles, and pedestrians and are usually caused by communication errors.

8.3.1.1. Runway intrusions and CMA violations that had an adverse impact on flight operations require completion of AF Form 651, *Hazardous Air Traffic Report (HATR)*.

8.3.1.1.1. Forward completed AF Form 651 to 23 WG/SE with a courtesy copy to 347 OSS/OSAA.

8.3.1.1.2. As a minimum, violators shall have their AF IMT 483 and POV pass (if applicable) revoked for 30 days.

8.3.1.1.3. After the 30-day period, the violator shall be retrained by their unit ADPM. Retraining shall include all requirements listed in Chapter 3. A letter of reinstatement from the unit commander shall accompany the training paperwork to Airfield Management.

8.3.1.2. Runway intrusions and CMA violations that did not impact aircraft operations require completion of AF Form 457, *Hazard Report*.

8.3.1.2.1. Forward completed AF Form 457 to 347 OSS/OSAA for corrective action. Incidents that cannot be corrected shall be forwarded to 23 WG/SE by Airfield Management.

8.3.1.2.2. Violators shall have their AF IMT 483 and POV pass (if applicable) revoked for up to 30 days, at the discretion of the AFM/DAFM. Unit commanders may impose more severe penalties. (See paragraph 8.4.1, Revocation/Suspension, Time Period).

8.3.1.2.3. Regardless of the revocation period, the violator shall be retrained by their unit ADPM. Retraining shall include all requirements listed in Chapter 3. A letter of reinstatement from the unit commander shall accompany the training paperwork to Airfield Management.

8.3.2. Other common infractions are speeding, failure to yield right of way, failure to maintain safety distances or similar rules, failure to complete FOD check, failure to carry AF IMT 483 while driving on the airfield, and failure to wear seat belts.

8.3.2.1. As a minimum, remedial training shall be conducted by the unit ADPM.

8.3.3.1. Airfield Management shall be notified when 23 SFS personnel apprehend a vehicle operator who enters a restricted area without using an ECP (crossed the red line designating the restricted area boundary).

8.4. Revocation/Suspension: 8.4.1. Time Period: The actual revocation period shall be determined by the AFM/DAFM after considering the severity and circumstances surrounding the violation. Unit commanders may impose more severe restrictions/penalties.

8.4.1.1. **First violation:** 10 to 30-day suspension of privileges.

8.4.1.1.1. POVs are not authorized in restricted areas. Any POV operating in a restricted area shall have their POV pass and AF IMT 483 revoked indefinitely.

8.4.1.2. **Second violation:** Six-month suspension of privileges.

8.4.1.2.1. Second runway intrusion or CMA violation shall result in permanent revocation of airfield driving privileges.

8.4.1.3. **Third violation:** Permanent revocation of privileges.

8.4.2. Number of Violations: Number of violations shall be determined by the actual number of violations and not by type of violation.

8.5. Recertification/Reinstatement of Privileges:

8.5.1. To recertify and reinstate airfield driving privileges (for personnel not permanently suspended/revoked), the violator shall be retrained on all items in Chapter 3.

8.5.1.1. First suspension/revocation, the unit ADPM shall accomplish the training.

8.5.1.2. Second suspension/revocation, the unit ADPM shall accomplish the training and the AFM/DAFM shall evaluate that unit's airfield driving training program.

8.5.2. Unit ADPM shall document the suspension and remedial training on the back of AF IMT 483 and the back of the original OSAA FORM 26.

8.5.3. A letter of reinstatement from the unit commander shall accompany the training paperwork to Airfield Management.

Chapter 9

CHEMICAL WARFARE / MISSION ORIENTED PROTECTIVE POSTURE (MOPP) TRAINING

9.1. Scope: Driving in MOPP4 adds more risks than standard daily operations and makes coordination more difficult. This chapter outlines requirements during training.

9.2. References:

9.2.1. AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*.

9.2.2. Airman's Manual and ATSO Guide.

9.3. Instructional Aids:

9.3.1. General Purpose or Special Purpose vehicle to be determined by requirements for each individuals wartime tasking.

9.3.1.1. Training on General Purpose vehicles of like design shall qualify trainee on all vehicles in that category such as sedans, pickups, step vans, etc.

9.3.1.2. Training on Special Purpose vehicles will be conducted for each type of vehicle due to diversity in designs and functional purposes of the various types of special purpose vehicles.

9.3.2. Chemical suit and associated equipment.

9.4. Training Requirements and Knowledge: Where applicable, ATSO guides shall be used to explain actions necessary during differing situations.

9.4.1. Orientation:

9.4.1.1. Daytime.

9.4.1.2. Darkness.

9.4.1.2.1. Glare from light sources.

9.4.1.2.2. Airfield Lighting "Sea of Lights" effects.

9.4.1.3. Ventilation.

9.4.1.3.1. Windows rolled up.

9.4.1.3.2. Heat/Air Conditioner fan turned OFF.

9.4.1.4. Visibility.

9.4.1.4.1. Restricted peripheral vision due to mask.

9.4.1.4.2. Potential mask condensation and actions.

9.4.1.5. Situational awareness.

9.4.1.5.1. Pay extra attention to where you are and what you are doing.

9.4.2. Maneuvering:

9.4.2.1. Shifting and braking.

9.4.2.2. Dexterity in hands and feet are limited due to chemical suit and equipment.

9.4.2.3. Restricted peripheral vision due to mask.

9.4.2.4. Parking.

9.4.2.4.1. Nose-in.

9.4.2.4.2. Back-in (spotter required).

9.4.2.5. Backing (spotter required).

9.4.3. Speed:

9.4.3.1. Drive slower than normal.

9.4.3.1.1. Allow extra time to arrive.

9.4.3.1.2. Allow extra stopping distance.

9.4.3.1.3. Allow more space between vehicles.

9.4.3.2. Slow down at intersections.

9.4.4. Attack Response:

9.4.4.1. Aircraft or Mortar Attack.

9.4.4.1.1. Move vehicle off movement area or to roadside.

9.4.4.1.2. Stay on pavement.

9.4.4.1.3. Ensure proper wing tip clearance.

9.4.4.1.4. Set parking brake.

9.4.4.1.5. Set 4-Way/Hazard Flashers (Exercises Only).

9.4.4.1.6. Exit vehicle and take cover or lay down on ground away from vehicle (vehicle may be the intended target).

9.4.5. CMA operations:

9.4.5.1. Immediately exit the CMA and take appropriate actions for the type of attack.

9.4.6. Radio Protocol/Discipline:

9.4.6.1. Microphone position from mask or voice amplifier (prevent feedback, remain readable).

9.4.6.2. Speak slowly and enunciate.

9.4.7. Remove Mask Immediately For: (Exercise Only)

9.4.7.1. Emergencies.

9.4.7.2. Safety.

9.4.7.3. Real-world tasks.

9.4.7.4. Disorientation.

9.5. Objectives of the Instructor: To train and qualify each student to properly operate the designated vehicles while wearing chemical protective suit and associated equipment in MOPP4.

9.5.1. Using a lecture and demonstration/performance method of instruction, the instructor shall explain the importance to the mission of driving while in MOPP4.

9.5.2. The instructor shall have each student operate the vehicle while in MOPP4 as the instructor supervises.

9.5.3. The instructor shall ask questions and clarify points of procedure.

9.5.4. The instructor shall conclude their instructions by summarizing the desired learning outcome expected.

9.5.5. For evaluation, the instructor shall have each student operate the vehicle while in MOPP4.

9.6. Objectives of the Student: Each student shall show safe operation and demonstrate all vehicle capabilities while in MOPP4 IAW prescribed publications.

9.6.1. If required, student shall have a current AF Form 2293 valid for type of vehicle being used for training.

9.6.2. Student shall have the full chemical suit and associated equipment during training.

9.6.3. The student shall listen, observe, ask and answer questions, and take part in the lesson, so they completely understand what the instructor is communicating.

9.6.4. The student shall understand the importance of safely operating a vehicle while wearing the chemical protective gear.

9.7. Instructor Demonstration:

9.7.1. Give the principles and purpose of safely operating a vehicle while wearing the chemical protective equipment.

9.7.2. Demonstrate proper vehicle entry and egress while wearing the chemical protective gear.

9.7.3. Demonstrate proper vehicle operations:

9.7.3.1. Forward driving.

9.7.3.2. Left turn.

9.7.3.3. Right turn.

9.7.3.4. Full stop.

9.7.3.5. Backup 50 feet and stop.

9.7.3.6. Back into a designated area from the left direction.

9.7.3.7. Back into a designated area from the right direction.

Note: Spotters shall be used in all operations involving backing maneuvers.

9.8. Performance:

9.8.1. Instructor Activities: The instructor shall observe each student as he/she operates the vehicle while wearing the chemical protective gear in MOPP4. Assistance shall be provided when necessary and key safety items stressed. **The instructor shall not wear the chemical protective suit or equipment while supervising students' performance.**

9.8.2. Student Activities:

9.8.2.1. The student will don the gear to MOPP4 and operate the designated vehicle to demonstrate all of the maneuvers.

9.8.2.2. The student shall demonstrate all capabilities of any special purpose vehicle being used for training.

9.8.2.3. Questions shall be asked and instructor assistance shall be provided as required.

9.8.3. Student Outcome: The student shall become proficient at driving the designated vehicle while wearing the chemical protective gear in MOPP4.

9.9. Conclusion:

9.9.1. Instructor Activities:

9.9.1.1. Provide remedial training in those areas that were not performed adequately by the student.

9.9.1.2. Answer all questions posed by the student and ensure the student is prepared for the final evaluation.

9.9.2. Student Activities: The student will ask and answer questions, and take notes if necessary for further study.

9.9.3. Student Outcome:

9.9.3.1. Correct errors made during the performance phase of instruction.

9.9.3.2. Reinforce those areas that were performed correctly, and ask questions to clarify any areas that are unclear.

9.9.3.3. Student must be able to safely operate the vehicle while in MOPP4.

9.10. Evaluation:

9.10.1. Instructor Activities: Have student operate vehicle while in MOPP4 and evaluate their performance.

9.10.2. Student Activities: Don the chemical protective gear to MOPP4 and safely operate designated vehicle.

9.10.3. Student Outcome: Able to safely operate designated vehicle while in MOPP4.



KENNETH E. TODOROV, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS/ACRONYMS, AND TERMS

References:

AFI 11-218, Aircraft Operations and Movement on the Ground
AFI 13-213, Airfield Management
AFJMAN 24-306, Manual for Wheeled Vehicle Driver
AFMAN 31-139, Records Disposition Schedule
AFOSHSTD 91-100, Aircraft Flight Line - Ground Operations and Activities
TC 21-305-2, Training Program for Night Vision Goggle Driving Operations
T.O. 36-1-191, Technical and Managerial Reference for Motor Vehicle Maintenance.
UFC 3-260-01, Airfield and Heliport Planning and Design
MAFB Installation Security Plan
MAFBI 33-102, Assignment of Local Call Signs, and Support of Non-Radio and Communications out Procedures (NRP/COP)
AF Form 457, USAF Hazard Report
AF IMT 483, Certificate of Competency
AF Form 651, Hazardous Air Traffic Report
AF Form 1199D, USAF Restricted Area Badge.
AF Form 2293, US Air Force Motor Vehicle Operator Identification Card
AFVA 11-240, USAF Airport Signs and Markings
OSAA FORM 26, Airfield Driver's Training and Certification
OSAA Form 22, TDY Briefing/Training and Certification (Home Station AF IMT 483 Holders)
OSAA Form 23, Privately Owned Vehicle (POV) Pass Request
OSAA Form 24, Moody Airfield POV Pass
OSAA Form 25, AF 483 Spot Check
OSAA Form 20, Airfield Driving Violation
OSAA Form 27, Controlled Movement Area Violation Report
OSAA Form 28, Airfield Driving Violations Tracking Log
OSAA Form 29, Airfield Driving Program (ADP) Inspection Checklist

Abbreviations/Acronyms:

AFM – Airfield Manager
AFSC – Air Force Specialty Code
CBT – Computer Based Training
CMA – Controlled Movement Area
DAFM – Deputy Airfield Manager
DoD – Depart of Defense
ECP - Entry Control Point
EOR – End of Runway
ADPM – Airfield Driving Program Manager
ADP – Airfield Driving Program
FOD – Foreign Object Damage

ILS – Instrument Landing System
INST – Instrument Holding Position
MOPP – Mission Oriented Protective Posture
NOTAM – Notices to Airmen
NVD – Night Vision Device
NVG – Night Vision Goggles
OJT – On-the-Job-Training
SOF – Supervisor of Flying
VFR – Visual Flight Rules
VORTAC – Very High Frequency Omni-directional Range Tactical Air Navigation

Terms:

AF IMT 483, *Certificate of Competency*: This form, once signed and issued by Airfield Management, is the only document that authorizes personnel to drive vehicles on the airfield. Drivers shall carry their AF IMT 483 at all times while operating a vehicle on the airfield. This requirement applies to all vehicles: GOV, POV, long-term contractor, and registered equipment.

Airfield: The area bounded by the perimeter fence to the north, the tree line to the east and south, and the airfield fence to the west. It includes all buildings, facilities, entrances, perimeter road, midfield road, Burma road, any paved or concrete surface where aircraft can take off, land, taxi, towed, or parked, and all grassy areas with these boundaries. See Attachment 9.

Airfield Management (AM): The function that plans coordinates and monitors airfield maintenance/support; provides flight planning assistance, and coordinates NOTAMs and other activities to ensure a safe airfield environment. Includes the Airfield Manger (AFM), Deputy Airfield Manager (DAFM), NCOIC Airfield Management Operations (NAMO), NCOIC Airfield Management Training (NAMT), and all Airfield Management Operations (AM Ops) personnel.

Airfield Management Operations (AM Ops): Previously known as Base Operations, 347 OSS/OSAA is located in Building 622, DSN 460-3305. Maintains general situational awareness of airfield activities and serves as the AFM's representative during emergency response situations. Assesses airfield operations/situations, determines operational requirements, and imposes airfield restrictions as needed (e.g., closing/suspending operations on aprons, taxiways and runways). Briefs AM personnel on emergency and operational activities.

Airfield Manager (AFM): Responsible for the overall management of AM facilities and services to provide a safe, efficient and effective airfield environment for aircraft operations. Manage the airfield environment to support base, transient and tenant unit flying operations according to USAF, Department of Defense (DOD), Department of Transportation (DOT), International Civil Aviation Organization (ICAO), and Federal Aviation Administration (FAA) publications.

Apron: Paved surface used to park aircraft. Also referred to as a pad or ramp.

Authorized Personnel: Personnel required to be on the airfield by the nature of their duties and have the permission of the installation and/or unit commander.

Circle of Safety: A circular area extending 10 feet beyond the wingtips, nose and tail of an aircraft. Vehicles are prohibited within this area except when the vehicle is used to service an aircraft.

Contractor Vehicles: Vehicles operating on the airfield to fulfill terms of a contract. All contractor vehicles shall display a valid POV pass.

Controlled Movement Area: Defined as the runways, overruns, helipad, including an area extending 100 feet out from each side of the runways, overruns, helipads, and the ILS critical areas. These areas require two-way radio communication with the Control Tower (See Attachment 9).

Deputy, Airfield Manager (DAFM): Supervises airfield operations and airfield maintenance activities to ensure safe, effective and efficient airfield operations. Develops and manages the ADP and functions as AFM during their absence.

Emergency Response Vehicles: Any vehicle that is required to respond to aircraft or airfield emergencies. Emergency response vehicles include, but are not limited to vehicles assigned to Airfield Management, Security Forces, Fire Emergency Services, Crash Recovery, Safety and Ambulance. Non-emergency vehicles must give way to all emergency response vehicles. Vehicles responding to emergencies are required to operate flashing lights, rotating beacons or hazard/warning flashers to have priority of operation. Vehicles responding to emergencies shall yield the right-of-way to all aircraft, "Follow-Me vehicles, and vehicles towing aircraft.

Fire Lane: A painted access road designated for Fire Emergency Services vehicles responding to emergencies. Currently there are no Fire Lanes on the airfield.

Flightline: Primarily consist of those areas where aircraft operations and maintenance occurs (runways 18/36, taxiways, aircraft parking ramps, hangars, and helipad) and often used synonymously with Airfield.

Flightline Driving Computer Based Training (CBT): Air Force mandated computer software program used to aid in the training of airfield drivers.

Foreign Object Damage (FOD): Used to denote an object (loose material natural or man-made) which could cause damage to an aircraft or personnel.

General Purpose Vehicles: Designed for moving personnel or material and for towing trailers or semi-trailers. A vehicle that satisfies general automotive transport needs.

Government Vehicle (GOV): Vehicles provided by, registered, and marked as an official government owned/operated vehicle.

Helipad: The area marked with a white letter H with painted boundary markings used by helicopters to take off and land.

Pad: Paved surface used to park aircraft. Also referred to as an apron or ramp but primarily used when referring to areas used for hazardous aircraft operations (hazardous cargo, arm/de-arm areas, engine run-up areas, etc.). Includes Alpha Pad and End of Runway (EOR) areas, and the Hot Cargo Pad.

Privately Owned Vehicle (POV): All vehicles not owned by the U.S. Government.

Ramp: Paved surface used to park aircraft. Also referred to as an apron or pad. Ramps include the rotary wing parking ramp (HH-60 helicopter) and fixed wing parking ramps (A-10, C-130, Dog Row, Northwest Ramp, and Transient Alert Ramp). Ramps are located on the west side of the airfield.

Runway: Pavement surface used for aircraft takeoff and landing.

Runway Environment: The runway, the area within 100 feet of the runway edges, to include: overruns, taxiways leading to the runway beyond the runway hold line and grassy areas adjacent to the runway, (also known as controlled movement area), the area within the lateral limits of the approach lights, and the approach/departure clear zones.

Runway Intrusion: A CMA violation that is an unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing by aircraft regardless of impact on safety. These incidents can occur by aircraft, vehicles, pedestrians and are usually caused by communication errors.

Special Purpose Vehicles: Designed for a special requirement, including aircraft tugs/towing vehicles, K-Loaders, aircraft stair trucks, baggage loaders, forklifts, etc.

Taxi Lane: Areas used by taxiing aircraft to travel between rows of parked aircraft, to and from parking spots, and around the perimeter of parking ramps.

Taxiway: Paved surface used for taxiing aircraft to and from aircraft parking areas and runways. Includes Alpha (A), Bravo (B), Echo (E), Golf (G), Hotel (H), Juliet (J), Kilo (K), Lima (L), Mike (M), and November (N).

Unattended Vehicle: Defined as no one in the driver's seat.

Utility Vehicles: Vehicles classified/registered by the military as equipment (EZ-GO, Mule, etc.).

Vicinity of an Aircraft: Area within 25 feet in front and 200 feet to the rear of an aircraft with engines operating or within 25 feet of an aircraft, front, back and sides without engines running.

Attachment 2

Airfield Drivers Training and Certification			
TO: 347 OSS/OSAA	FROM (UNIT):	DATE:	
I. FLIGHTLINE DRIVER'S INFORMATION:			
NAME (Last, First, Middle Initial):	RANK:	OFFICE SYMBOL:	DSN PHONE #:
DRIVER'S LICENSE #:	STATE:	EXPIRATION DATE:	
II. UNIT ADPM APPOINTMENT: (If the above individual is not being appointed as a Unit ADPM, leave this section blank).			
Individual listed above is appointed the Unit or alternate ADPM. The current ADPM shall train the new ADPM within 30 days. The above individual shall schedule and complete the required training with the AFM/DAFM within this time period. Authority to sign on my behalf is / is not delegated.			
SQUADRON COMMANDER (Name, Rank):	SIGNATURE:	DATE:	
III. TRAINING REQUIREMENTS			
	TRAINEE	TRAINER	DATE
1. State and/or GOV driver's license is current.			
2. Driving history reviewed by SFS.			
3. Flightline driving CBT completed. Score:			
4. Read/Understand MAFBI 13-213.			
5. Unit's classroom/OJT training completed.			
6. Written test completed. Score:			
7. Airfield diagram/layout test. Score:			
8. Daytime orientation/training completed.			
9. Practical daytime driving test completed.			
10. Nighttime orientation/training completed.			
11. Practical nighttime driving test completed.			
12. Runway crossing class (required for CMA access).			
13. Light Gun signals viewed from Tower.			
14. Phraseology test (required for CMA access).			
15. NVG/NVD training completed.			
16. MOPP4 training completed.			
17. Unit ADPM training by AFM/DAFM			
IV. COLOR VISION (Hospital Personnel ONLY): I certify the above individual has taken the color vision test. PASS indicates the individual can distinguish between red, green, white, yellow, and blue. FAIL indicates the individual may only be authorized RAMP ONLY and DAYTIME ONLY access.			
PASS:	FAIL:	COMMENTS:	
HOSPITAL TECHNICIAN (Name, Rank):	SIGNATURE:	DATE:	
V. AUTHORIZATION: Request the above individual be authorized to drive on the airfield and permitted access to the areas below (check all that apply).			
ALL AIRFIELD:	RAMP ONLY:	DAYTIME ONLY:	NIGHTTIME:
SQUADRON COMMANDER (Name, Rank):		SIGNATURE:	DATE:
APPROVED:	DISAPPROVED:	CERTIFICATE #:	DATE:
AIRFIELD MANAGEMENT (Name, Rank):		SIGNATURE:	DATE:
OSAA FORM 26, Nov 07 PREVIOUS EDITIONS ARE OBSOLETE			

Attachment 4

Privately Owned Vehicle (POV) Pass Request			
TO: 347 OSS/CC		FROM (UNIT):	DATE:
I. AIRFIELD DRIVER'S INFORMATION:			
NAME (Last, First, Middle Initial):		RANK:	OFFICE SYMBOL: DSN PHONE #:
DRIVER'S LICENSE #:		STATE:	EXPIRATION DATE:
AF IMT 483 CERTIFICATE #:		DATE ISSUED:	AREA AUTHORIZED:
YEAR:	MAKE:	MODEL:	
COLOR:	STATE REGISTERED:	LICENSE PLATE #:	
INSURANCE COMPANY NAME:		POLICY #:	DATES:
II. JUSTIFICATION: Fully explain why government transportation is not available and POV is required. Also include time frame the pass is required. I.E., Required to supervise a construction project for 30 days or requires daily access while assigned to current position.			
III. STATEMENT OF UNDERSTANDING AND RESPONSIBILITIES: I understand the pass shall be controlled at all times and shall be conspicuously displayed so it can be viewed through the driver's side windshield when on the airfield. The pass shall immediately be removed from display upon exiting the airfield and properly secured/stored. I shall immediately notify my Unit ADPM and Airfield Management if the pass is lost or stolen. Additionally, I shall return the pass to Airfield Management when it is no longer needed or this pass expires.			
INDIVIDUAL'S (Name, Rank):		SIGNATURE:	DATE:
IV. AUTHORIZATION: I have validated this individual's justification and their POV is required to perform their duties on the airfield. Request this individual be issued a POV pass and permitted access to the areas below (circle all that apply).			
ALL AIRFIELD	RAMP ONLY	FLIGHTLINE ROAD	DAYTIME ONLY
SQUADRON COMMANDER (Name, Rank):		SIGNATURE:	DATE:
EFFECTIVE DATES:		PASS #:	COLOR:
AIRFIELD MANAGEMENT (Name, Rank):		SIGNATURE:	DATE:
APPROVED:	DISAPPROVED:	COMMENTS:	
347 OSS/CC (Name, Rank):		SIGNATURE:	DATE:
OSAA Form 23, Nov 07		PREVIOUS EDITIONS ARE OBSOLETE	

Attachment 5

Airfield Driving Violation	
NAME (LAST, FIRST, MI):	
RANK/GRADE:	AF IMT 483 #:
ORG/OFFICE SYMBOL:	DUTY PHONE:
MAKE/TYPE VEHICLE	VEH PLATE:
DATE/TIME:	LOCATION:
UNIT ADPM NAME:	UNIT/CC NAME:
NOTE	RUNWAY INTRUSION (USE OSAA FORM 27, CMA VIOLATION REPORT)
	SPEED LIMIT OVER _____ MPH IN A _____ MPH ZONE
	POV ON AIRFIELD WITHOUT POV PASS
	POV UTILIZED IN AREA NOT AUTHORIZED ON PASS (CMA, TAXIWAY, ETC.)
	FOD CHECK NOT PERFORMED PRIOR TO ENTERING AIRFIELD
	VEHICLE DRIVEN WITHIN 10 FEET OF ACFT
	VEHICLE BACKED TOWARDS ACFT, CHOCKS/SPOTTERS NOT PROVIDED
	VEHICLE PARKED POINTED TOWARDS ACFT
	VEHICLE LEFT UNATTENDED (CHOCKS? KEYS IN IGNITION? BRAKE?)
	PASSENGER ON VEHICLE NOT DESIGNED TO CARRY PASSENGERS
	VEHICLE DRIVEN INTO PATH OF TAXIING ACFT
	VEHICLE FAILED TO YIELD RIGHT OF WAY TO EMERGENCY VEHICLES
	VEHICLE PARKED W/I 25 FT IN FRONT/200 FT TO THE REAR OF ACFT
	DISABLED VEHICLE NOT REPORTED TO AIRFIELD MANAGEMENT
	VEHICLE FAILED TO STOP AT WHITE STOP BARS
	VEHICLE DROVE OVER RED CARPET
	VEHICLE FAILED TO STOP AT ILS CRITICAL ZONE TRAFFIC SIGNAL
	VEHICLE PARKED BETWEEN TRAFFIC SIGNS ON PERIMETER ROAD
	OTHER:
REMARKS/ACTION TAKEN:	
NAME/RANK OF INDIVIDUAL ISSUING VIOLATION:	
AMOS:	NCOIC, AMOPS:
DAFM:	AFM:
AOF/CC:	UNIT ADPM:
OSS/CC:	UNIT/CC:
SEF:	
OSAA Form 26, Nov 07	

Attachment 8

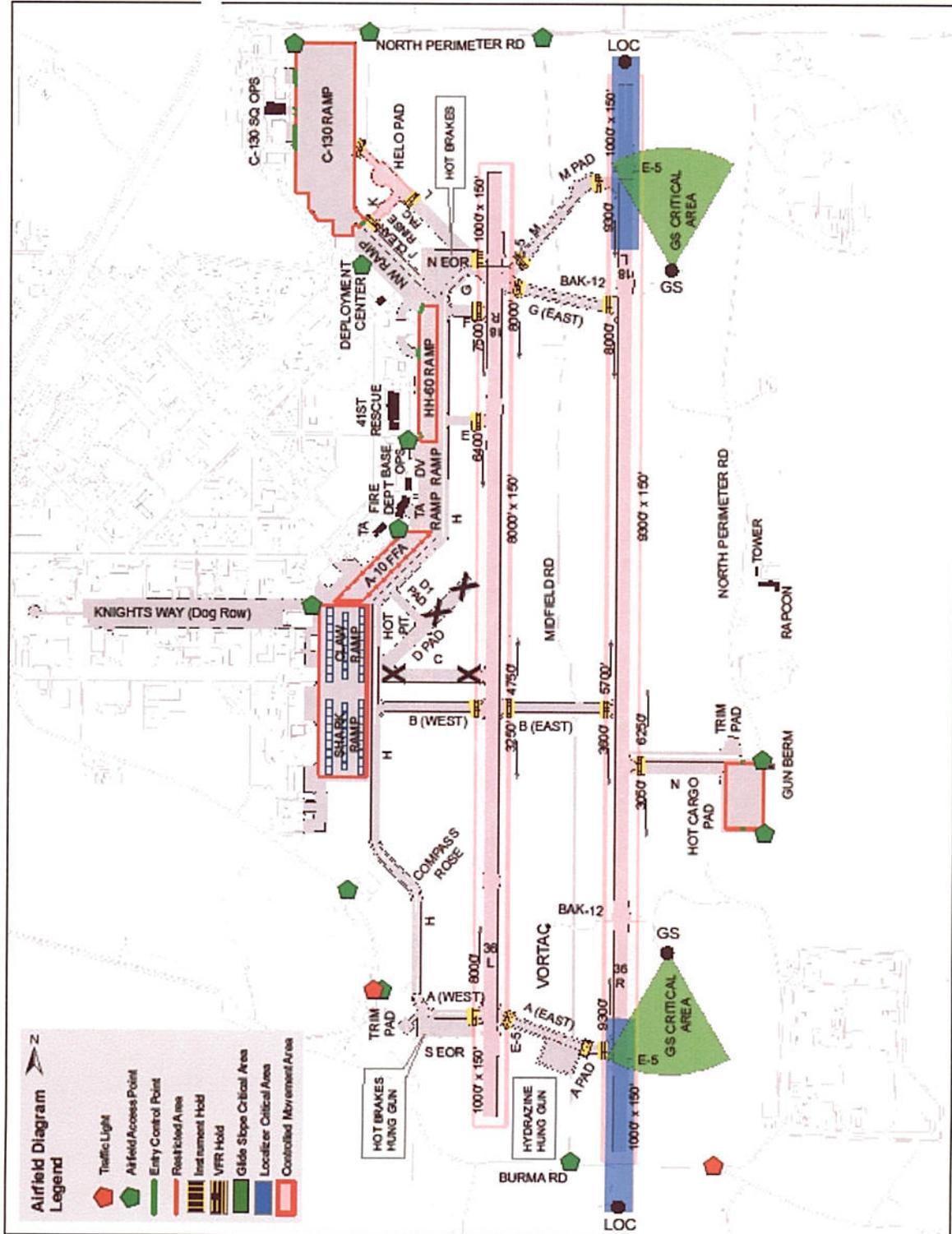
Airfield Driving Program (ADP) Inspection Checklist						
UNIT:		OFFICE SYMBOL:			DSN PHONE #:	
SIC #	REFERENCES	ITEM	YES	NO	N/A	COMMENTS:
	AFJMAN 24-306, AFMAN 37-139; AFI 13-213, 24-301, 31-201, 37-138, AFPAM 24-317, AFOSHSTD 91-100; MAFBI 13-213.	Does ADPM maintain prescribed and associated publications, instructions, and forms? Current?				
ADP 01	AFJMAN 24-306; AFMAN 37-139, table 10-6, rule 4; table 11-5, rule 1; table 13-8, rules 33, 34, 38; table 13-10 & notes; tables 36-44, rule 6; AFI 13-213; 24-301; AFPAM 24-317; AFI 31-201; 37-138, table 3.1; AFOSH STD 91-100	Publications: AFJMAN 24-306; AFI 13-213; 24-301; AFMAN 37-139, table 10-6, rule 4; table 11-5, rule 1; table 13-8, rules 33, 34, 38; table 13-10 & notes; tables 36-44, rule 6; AFPAM 24-317; AFI 31-201; 37-138, table 3.1; AFOSHSTD 91-100, TC 21-305-2?				
ADP 02	MAFBI 13-213	Instructions: MAFBI 13-213				
ADP 03		Forms: AF Forms 171, 483, 2293; OSAA Forms 19, 21, 22, 23, 24, 25, 26, 27, 28, 29.				
ADP 04		Has ADP Manager (ADPM) <i>(formerly VCO/VCNCO)</i> developed a airfield driver's training program?				
ADP 05		Is ADPM trained and certified by Airfield Management to conduct airfield drivers training?				
ADP 06		Does ADPM have a current memorandum documenting airfield driver training?				
ADP 07		Has the unit commander designated in writing, personnel (appointment and delegation) authorized to sign the training and certification memorandum? AFI 13-213; 4.2.1.				
ADP 08		Are procedures in place to ensure replacement ADPM is trained at least 30-days before assuming duties?				
ADP 09	AFI 13-213; 4.4.5	Does ADPM maintain airfield drivers training records?				
ADP 10	AFI 13-213; 4.4.5	Does ADPM maintain a current				

		listing and number of certified airfield drivers in the unit? Certifiers?				
ADP 11	AFI 13-213; 4.4.4.	Are trainers certified to drive on the airfield? Certifiers?				
ADP 12		Are trainers designated in writing? Certifiers?				
ADP 13		Does ADPM list match the master list maintained with Airfield Management?				
ADP 14		Can ADPM access random driver's records on request?				
ADP 15		Does ADPM ensure personnel have a valid civilian state driver's license? Government?				
ADP 16		Does ADPM ensure personnel are qualified to drive the type of vehicle they are tasked to operate?				
ADP 17		Are personnel with nighttime duties given an orientation tour during the hours of darkness?				
ADP 18		Does ADPM ensure all assigned airfield drivers have a valid AF IMT 483; signed by Airfield Management; authorizing Airfield access?				
ADP 19		Does ADPM conduct academic training for their unit's airfield drivers?				
ADP 20		Does ADPM maintain and administer written airfield tests? AF CBT?				
ADP 21		Does ADPM maintain multiple versions of written test in case of failure?				
ADP 22		Does ADPM conduct semi-annual unit self-inspections on their ADP using the ADP self-inspection checklist (SIC) provided by Airfield Management?				
ADP 23		Does the ADPM training include identifying the following airfield markings: Runway VFR hold lines? Instrument hold lines? Taxi Lane marking? Taxiway stripes? Restricted area lines? Driving lanes? Stop markings? FOD check markings?				
ADP 24		Does the ADPM training include identifying the following airfield signs: VFR Runway Hold? Instrument Hold?				

		Informational? Active Runway? FOD Checkpoint? Precision Approach Critical Area? Approach Lighting Critical Area?				
ADP 25		Does the ADPM training include identifying the following airfield lighting: Taxiway? Runway? Traffic Control? Rotating Beacon?				
ADP 26		Does ADPM ensure AFVA 11- 240 is properly affixed to all vehicles used on the airfield?				
ADP 27		Does ADPM brief personnel that all vehicle operators shall accomplish a FOD check before entering the airfield?				
ADP 28		Does ADPM ensure all unit vehicles have a FOD container? FOD Removal Tool? Flashlight?				
ADP 29		Does ADPM ensure all airfield drivers secure loose articles in passenger and cargo compartments to prevent FOD?				
ADP 30	AFI 13-213; 4.3.1.	Does ADPM conduct spot checks to monitor unit compliance with airfield driving procedures?				
ADP 31	AFI 13-213; 4.3.4.1.	Does ADPM monitor radios for proper terminology, phraseology and discipline?				
ADP 32		Does ADPM provide training on vehicle/radio procedures for operating in controlled movement areas (CMAs)?				
ADP 33		Is annual refresher training conducted? Documented?				
ADP 34		Is TDY training conducted? Documented?				
ADP 35		Does ADPM maintain TDY training records?				
ADP 36		Does ADPM have a current list of TDY airfield drivers?				
ADP 37		Are POV pass requirements identified? Documented?				
ADP 38		Does ADPM have a current list of issued POV passes?				
ADP 39		Does ADPM maintain POV airfield drivers training records?				
ADP 40		Are contractor pass requirements identified? Documented?				
ADP 41		Does ADPM maintain contractor airfield drivers training records?				

ADP 42		Does ADPM have a current list of contractor passes?				
ADP 43		Does ADPM review Airfield Management's master listing quarterly?				
ADP 44		Does ADPM notify Airfield Management in writing when revoking an individual's airfield driving privilege?				
ADP 45	AFI 13-213; 4.3.4.3.4.	Are ADPM unit training and testing materials adequate?				
PASS:		FAIL:	FOLLOW UP INSPECTION REQUIRED: YES / NO			DATE:
INSPECTOR'S COMMENTS:						
AIRFIELD MANAGEMENT (Name, Rank):			SIGNATURE:			DATE:
ADPM (Name, Rank):			SIGNATURE:			DATE:
OSAA Form 29, Nov 07			PREVIOUS EDITIONS ARE OBSOLETE			

Attachment 9



Attachment 10

<u>POSITION/VEHICLE</u>	<u>CALL SIGN</u>
23 WG/CC:	Moody 1
23 WG/CV:	Moody 2
23 FG/CC:	Tiger 1
Airfield Management Operations Vehicle:	Airfield 1 through Airfield 4
AOF/CC:	Ops 1
AOF/DO:	Ops 2
AOF/SO:	Ops 3
METNAV:	Gator 1 through Gator 6
Airfield Electrician:	Airfield Lighting
Transient Alert:	TA-1 through TA-4
Air Traffic Control:	Moody Ground
Moody Flight Safety:	Flight Safety
Moody Weapons Safety:	Weapons Safety
Wing Biologist:	Wildlife Services
Airfield Sweeper:	Sweeper 1
Barrier Maintenance:	Barrier Maintenance 1 through Barrier Maintenance 10
Fire Department:	Chief 1 Rescue 10 Tanker 18 Crash 12 through Crash 16

9.7.3.7. Back into a designated area from the right direction.

Note: Spotters shall be used in all operations involving backing maneuvers.

9.8. Performance:

9.8.1. Instructor Activities: The instructor shall observe each student as he/she operates the vehicle while wearing the chemical protective gear in MOPP4. Assistance shall be provided when necessary and key safety items stressed. **The instructor shall not wear the chemical protective suit or equipment while supervising students' performance.**

9.8.2. Student Activities:

9.8.2.1. The student will don the gear to MOPP4 and operate the designated vehicle to demonstrate all of the maneuvers.

9.8.2.2. The student shall demonstrate all capabilities of any special purpose vehicle being used for training.

9.8.2.3. Questions shall be asked and instructor assistance shall be provided as required.

9.8.3. Student Outcome: The student shall become proficient at driving the designated vehicle while wearing the chemical protective gear in MOPP4.

9.9. Conclusion:

9.9.1. Instructor Activities:

9.9.1.1. Provide remedial training in those areas that were not performed adequately by the student.

9.9.1.2. Answer all questions posed by the student and ensure the student is prepared for the final evaluation.

9.9.2. Student Activities: The student will ask and answer questions, and take notes if necessary for further study.

9.9.3. Student Outcome:

9.9.3.1. Correct errors made during the performance phase of instruction.

9.9.3.2. Reinforce those areas that were performed correctly, and ask questions to clarify any areas that are unclear.

9.9.3.3. Student must be able to safely operate the vehicle while in MOPP4.

9.10. Evaluation:

9.10.1. Instructor Activities: Have student operate vehicle while in MOPP4 and evaluate their performance.

9.10.2. Student Activities: Don the chemical protective gear to MOPP4 and safely operate designated vehicle.

9.10.3. Student Outcome: Able to safely operate designated vehicle while in MOPP4.

//Original Signed//

KENNETH E. TODOROV, Colonel, USAF
Commander