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AIRFIELD DRIVER'S PROGRAM



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This instruction provides guidance for vehicle and personnel operations on the airfield at Hickam AFB and the portion of Honolulu International Airport (HNL) that is considered part of the Airport Operating Area (AOA). Procedures established in this instruction apply to personnel assigned to the 15th Airlift Wing (AW), 154th Wing (WG) Hawaii Air National Guard (HIANG), other units assigned to Hickam AFB, and to personnel who transit Hickam AFB in a temporary duty (TDY) status. This instruction complies with requirements established in AFI 13-213, *Airfield Management*, AFJMAN 24-306, *Manual for the Wheel Vehicle Driver*, Chapter 25, and Air Force Occupational, Safety, and Health (AFOSHSTD) 91-100, *Aircraft Flightline Ground Operations and Activities*, Chapter 6. This directive is required in accordance with AFI 13-213, *Airfield Management*, Chapter 4. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include Airfield Driving Program requirements and terms, responsibilities, training requirements, and operations and procedures.

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Chapter 1

RESPONSIBILITIES

1.1. Responsibilities.

1.1.1. Wing Commander.

1.1.2. Designate personnel and agencies to support the Airfield Driver's Program.

1.1.3. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension/revocation of base driving privileges. Authority must not be delegated.

1.1.4. The 154 WG Commander or designated representative is the approval authority for requests to operate government vehicles on the HIANG Ramp.

1.2. Unit Commander.

1.2.1. Appoint a primary and alternate unit Airfield Driving Program Manager (ADPM) in writing to manage training and testing requirements for personnel whose duties require operating a vehicle on the airfield (**Attachment 2**). Forward a copy of the appointment letter to 15th Operations Support Squadron's Airfield Operation Flight (OSS/OSA).

1.2.2. Certify unit personnel are qualified to drive on the airfield (**Attachment 3**). Authority may be delegated in writing to the unit ADPM.

1.2.3. Ensure all assigned personnel who operate a vehicle on the airfield must complete all training and testing requirements outlined in this instruction prior to obtaining an AF IMT 483, *Certificate of Competency* to operate a vehicle on the airfield.

1.2.4. Upon suspension/revocation of a unit member's base driving privileges, suspend/revoke the member's airfield driving authorization and notify the unit ADPM and Deputy, Airfield Manager (DAFM), in writing. Request for reinstatement must be processed in accordance with paragraph **1.1.2.** of this instruction.

1.2.5. Limit the number of personnel authorized to drive on the airfield to the minimum necessary to accomplish the mission.

1.2.6. Ensure replacement unit ADPMs are identified and trained by outgoing ADPMs at least 30 days prior to assuming position to allow for training and certification by DAFM (**Attachment 4**).

1.3. DAFM.

1.3.1. Develop an Airfield Driving Instruction (ADI) establishing a wing/local Airfield Driving Program. Review ADI for currency and accuracy at least annually. Maintain documentation of review for at least 1 year.

1.3.2. Provide unit ADPMs training on program management. Use the standardized checklist (**Attachment 5**) to conduct and document training.

1.3.3. Provide unit ADPMs a copy of the ADI, training and testing materials to manage unit airfield driving program.

1.3.4. Develop proactive approach using local resources, such as base newspaper, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate, inform and update personnel on airfield changes and trends (exercise activities, driving violations, closures, inclement weather conditions, etc.).

1.3.5. Inspect each unit's airfield driving program at least annually (every 12 months). Inspections must focus on program integrity and compliance with the ADI. **Attachment 6** is the evaluation checklist used to evaluate unit airfield driving programs. As a minimum review/inspect:

1.3.5.1. Currency of the unit ADPM appointment letter.

1.3.5.2. Availability and currency of the ADI, prescribed forms and other associated publications.

1.3.5.3. List and number of unit-assigned airfield drivers.

1.3.5.4. Currency of training and testing materials.

1.3.5.5. Training documentation of unit-assigned airfield drivers.

1.3.5.6. Completion of refresher training.

1.3.6. Provide inspection results to the unit commander and brief at the Airfield Operations Board (AOB) quarterly.

1.3.7. Conduct semi-annual meetings with unit ADPMs to provide training, briefing on runway incursions, airport operating area violations, trends, etc.

1.4. 154 OSF/OSA Airfield Management (AM).

1.4.1. 154 WG AM is the liaison for all airfield driving program management matters between 15 AW and HIANG units. All appointment letters, airfield driver information, training and certification, and records will be coordinated through HIANG Airfield Management.

1.4.2. Conduct annual inspections with all HIANG units.

1.4.3. Train appointed unit ADPM to manage their respective airfield driving program IAW AFI 13-213 and this ADI.

1.4.4. Responsible for airfield driving on taxiway Mike, Mike Pad, HIANG fighter pad and alert facility.

1.4.5. 154 WG AM is authorized to issue AF IMT 483 for 154 WG units.

1.5. 15th Security Forces (15 SFS).

1.5.1. Monitor airfield security operations and reports personnel who violate this ADI. Anyone observing a safety violation (i.e., seatbelt unfastened, speeding, etc.) should immediately correct the violation and report the incident to the offender's supervisor, appropriate security forces, ADPM, DAFM, or Airfield Management Operations (AMOPS).

1.5.2. Maintain current list of authorized POV passes issued.

1.6. 15th Security Forces Augmentee Program (15 SFS/SFT).

1.6.1. Ensure all SFS augmentee's who will operate a vehicle on the airfield have a valid AF IMT 483 and are provide local briefing/training and practical airfield orientation.

1.6.2. Maintain SFS augmentee airfield training and certification letters (**Attachment 3**) on qualified airfield operators. Maintains documentation for one year.

1.6.3. If individual does not have a valid AF IMT 483, SFS training section will provide training. Once training is complete, individual will be issued the AF IMT 483 from Airfield Management.

1.7. Hickam Ramp Facility.

1.7.1. Provide advisory service to aircraft on Hickam ramps only. Hickam ramps are uncontrolled.

1.8. 15th Airlift Wing Safety (15 AW/SE).

1.8.1. In conjunction with Airfield Management, provide local conditions briefings to temporary duty (TDY) groups on base less than 30 days. Personnel TDY longer than 30 days will attend a local conditions brief given by 15 AW Safety if they are active duty. 154 WG Safety will provide briefings to National Guard and Reserve personnel. The briefings will consist of items peculiar to the installation environment and vehicle operations. AM may brief TDY personnel on local airfield procedures.

1.8.2. Monitor safety aspects of this instruction and airfield activities. 154 WG Chief of Safety monitors safety aspects on the HIANG Ramp.

1.8.3. Coordinate on this instruction and written tests to ensure safety requirements are addressed. Each written test must include the OPR and currency date.

1.9. 15th Medical Group (15 MDG).

1.9.1. Provide color-vision testing status of individuals, when requested by unit ADPM. Color-vision testing must certify individuals are able to distinguish between red, green, yellow, blue, and white.

1.9.2. Complete **Attachment 3** for individuals who have been color vision tested or verified that a previous color-vision test was conducted.

1.10. Squadron/Unit ADPMs.

1.10.1. Must be trained and certified to drive on the airfield. Unit ADPM whose personnel require AOA access will receive initial/refresher AOA training from the DAFM. Unit ADPM will train their respective unit personnel on AOA procedures and conduct annual AOA refresher training.

1.10.2. Administer the unit airfield driver training program according to this instruction.

1.10.3. Ensure unit personnel complete all the required training on the Airfield Driver Training and Certification form (**Attachment 3**). Certify unit personnel are qualified to drive on the airfield.

1.10.3.1. Individuals not trained and certified to drive at night must have their AF IMT 483 restricted to daylight operations only. If the individual later requires driving on the airfield at night, the unit ADPM will ensure training (night airfield orientation) is conducted and documented. A new AF IMT 483 will be issued.

1.10.4. Ensure unit personnel have a valid state drivers license to operate privately owned, government (may also require a Government drivers license), or contractor owned/leased vehicles on the airfield.

1.10.5. Ensure unit personnel are qualified to drive the vehicle(s) they will be operating on the airfield and possess an AF Form 1199, USAF Entry Control Credentials, with applicable areas open displayed IAW 15 AWI 31-101, *Installation Security Instruction*.

1.10.6. Maintain airfield training records, associated forms and listing of unit personnel authorized to drive on the airfield. All vehicles that operate on the AOA will have AFVA 11-240, *AIRPORT SIGNS AND MARKINGS* or FAA Form 5280-7 *SIGNAL DECAL* (available for order at the e-Publishing web-site).

1.10.6.1. As a minimum, the list of airfield drivers will include the individual's full name, rank, unit, office symbol, AF IMT certificate number, restrictions and date refresher training due.

1.10.6.2. Update the listing of all unit personnel authorized to drive on the airfield and forward a copy to DAFM during the first week in March, June, September and December.

1.10.7. Notify Unit Commander and DAFM in writing after revoking/suspending an individual's airfield driving privileges.

1.10.8. Schedule training for replacement ADPM with the DAFM at least 30 days prior to relinquishing duties.

1.10.9. Schedule personnel who will drive in the AOA for color-vision testing according to the ADI. Color-vision testing is not required for individuals receiving Hickam airfield training only. 154 WG personnel may receive the color-vision test from the 154th Medical Squadron.

1.10.10. Conduct and documents annual refresher training on unit airfield drivers.

1.10.10.1. Document completion of refresher training on the reverse of AF IMT 483.

1.10.10.2. Maintain a copy of the most current refresher training completion date on file in the unit. Conduct annual AOA refresher training and forwards individual's name and refresher training date to DAFM during the first week in March, June, September and December.

1.10.11. Maintain an Airfield Driving Program Continuity Binder in the TAB format below. Contents from a TAB may be maintained in another location or electronically. Use the DD Form 2861, *Cross-Reference* to identify location.

1.10.11.1. TAB A: Unit ADPM appointment letter signed by the unit commander.

1.10.11.2. TAB B: 15 AWI 13-201, Airfield Driving Instruction (ADI).

1.10.11.3. TAB C: Annual Program Inspection Results.

1.10.11.4. TAB D: Airfield Driver's Training and Certification letters.

1.10.11.5. TAB E: List of unit assigned airfield drivers.

1.10.11.6. TAB F: Airfield Driving CBT, Training Curriculum, Test/Answer Key.

1.10.11.7. TAB G: Unit airfield driving safety requirements as applicable.

1.10.11.8. TAB H: Airfield Violations/Corrective actions.

1.10.11.9. TAB I: References (e.g., AFJMAN 24-306, Chapter 25, AFI 13-213, Chapter 4 and AFOSHSTD 91-100, Chapter 6, AFI 21-101, etc.) and other miscellaneous information. References may be a paper or electronic copy.

1.10.12. Ensure unit personnel who support the SFS augmentee program are airfield-qualified and remain current during the rotation. Provide airfield training documentation (**Attachment 3**) to SFS training section prior to attending SFS augmentee training class.

1.11. DV Flightline Operations (Protocol).

1.11.1. Provide airfield briefings to Distinguished Visitors (DV) support vehicles that enter/exit the airfield through O'Malley DV gate to DV 1 parking spot. The briefing will cover:

- 1.11.1.1. Speed limits for aircraft parking ramps and airfield access roads.
- 1.11.1.2. Parking and chocking requirements.
- 1.11.1.3. Procedures for operating vehicles with daytime running lights.
- 1.11.1.4. Procedures for operating vehicles in the vicinity of aircraft.
- 1.11.1.5. Airfield restrictions/hazards.
- 1.11.1.6. Restricted areas and Entry Control Points (ECP's).
- 1.11.1.7. Operating a vehicle around the DV red carpet.

Chapter 2

TRAINING CRITERIA AND TESTING REQUIREMENTS.

2.1. Procedures for issuing AF IMT 483.

2.1.1. All base-assigned (military, DoD, contractor, etc.) personnel operating a vehicle on the airfield must be trained on local driving procedures, complete the Airfield Driving CBT and be licensed and/or certified to operate a privately/government/contractor owned or leased vehicle and possess an AF IMT 483 endorsed for airfield driving. If training is not completed, the individual will be escorted by a vehicle driver possessing a valid AF IMT 483 prior to entry to the airfield. Prior experience working on or near an airfield or aircraft (e.g., aircraft maintenance, aircrew, etc.) is not a substitute for completion of airfield driving training and testing requirements outlined in the ADI.

2.1.2. The AFM, DAFM or designated AM representative are the only approving authority for signing the AF IMT 483. Authority must not be delegated outside AM.

2.1.2.1. HIANG Airfield Management is authorized to issue AF IMT 483 for HIANG units.

2.1.3. Units sponsoring TDY personnel or contractors are responsible for providing an escort who possesses a valid AF IMT 483.

2.1.3.1. One individual may act as an escort for two or more vehicles that remain within 250 feet of each other.

2.1.4. Document airfield driver's training and certification using [Attachment 3](#). Upon completion of airfield drivers training, trainee will bring all required documentation to Airfield Management, building 2050, for issuing of the AF IMT 483. Paperwork required is the airfield training form and a copy of the Airfield Driving Computer Based Training (CBT) results.

2.1.5. Upon completion of Hickam airfield training, the AF IMT 483 will be marked/stamped "HICKAM AFB AIRFIELD QUALIFIED". This will allow the individual to operate a vehicle on the Hickam ramp only. Additional airfield training is necessary for operating a vehicle within Honouliuli (HNL) AOA.

2.1.5.1. Upon completion of AOA training, the AF IMT 483 will be marked/stamped "HICKAM AFB AIRFIELD / AOA QUALIFIED". This statement indicates proper airfield driver's training from the unit ADPM was accomplished.

2.1.6. The 154 WG assigned personnel authorized to operate vehicles on the 154 WG ramp must have received training and AF IMT 483 issued by 154 OSF/OSA Airfield Management personnel.

2.1.7. Only government-owned or official HNL airport vehicles used in the performance of official duties are authorized in the AOA.

2.2. Local Training Curriculum.

2.2.1. DAFM will train all unit ADPMs using the ADPM training guide. This guide outlines:

2.2.1.1. ADPM duties and responsibilities.

2.2.1.2. Appointment of unit trainers.

2.2.1.3. Runway incursion prevention.

- 2.2.1.4. Governing directives.
- 2.2.1.5. Testing requirements.
- 2.2.1.6. Color-vision testing.
- 2.2.1.7. Training requirements.
- 2.2.1.8. Unit ADPM continuity binder.
- 2.2.1.9. Refresher training.
- 2.2.1.10. Reporting, enforcing and violation consequences.

2.2.2. ADPMs will be provided all training forms (template appointment letters, POV pass request, etc.), Hickam airfield driving power point show, and Hickam airfield driving guide.

2.3. Color-Vision Testing.

2.3.1. Personnel requiring access to the AOA must have a color-vision test completed by the Base Hospital Optometry clinic or verified via medical records that they have previously passed the color vision test. The clinic personnel will stamp the individual's Airfield Driving Training and Certification letter in the appropriate block. The color-vision test is not required for personnel receiving training to operate on the Hickam airfield. Vehicle operators who do not pass the color vision test **will not** be authorized to operate a vehicle in the AOA.

2.3.2. Airfield drivers in the AOA must be able to distinguish between the colors red, green, white, yellow, and blue.

2.3.3. EXCEPTION TO TESTING: Personnel who have a mandatory requirement for normal color-vision (entry and retention) in their Air Force Specialty Code (AFSC) are exempt from color-vision testing portion of the Airfield Driving Program. The unit ADPM must provide the DAFM a current copy of AFSC specialty job description or have it available in their on the job training records.

2.3.4. Individuals assigned to the 154 WG must provide official documentation of results from the 154 Medical Squadron to the ADPM for verification.

2.3.5. Civilian employees will require a color vision test as a requirement for employment. The color-vision exam will be accomplished in the pre-employment exam; if the member fails the color-vision test, he/she will be referred to Optometry to determine the level of deficiency.

2.4. Day and Night Orientation Training (Practical).

2.4.1. Thorough daytime/nighttime practical driving experience in vehicles will be used during the course of official business. Vehicle operators performing on-the-job training for airfield duties will not operate a vehicle within 50 feet of an aircraft.

2.4.2. Driving orientation will include as a minimum showing the trainee runway and AOA hold line locations, ECP locations, entry/exit procedures, parking and chocking of vehicle and driving around aircraft.

2.5. Airfield Driving CBT.

2.5.1. Completion of the Airfield Driving Computer Based Training (CBT). A minimum passing score of 80 percent, corrected to 100 percent is required. Print and maintain a copy of the training certificate.

2.6. Local Testing Administration.

2.6.1. Trainees will complete a 30-question closed-book test developed by DAFM. A score of 90 percent or higher is required to pass the written test. Missed questions will be corrected and fully explained to the trainee. Individuals who fail the test (less than 90 percent correct) must wait 24 hours before retesting.

2.6.2. Unit ADPM will administer written test to unit personnel. To maintain test integrity, the unit ADPMs will provide testing material, score test and record score on airfield driver training and certification letter. Once test score is recorded, the trainee's written test may be destroyed.

2.7. Airfield Diagram/Layout Test.

2.7.1. Trainees must complete an airfield diagram test. This test consists of a blank diagram of the airfield consisting of all runways, taxiways, aprons, and airfield access points that must be labeled. This will be corrected to 100 percent.

2.8. Phraseology Test.

2.8.1. Phraseology tests simulating radio contact with the HNL Ground Control will be conducted for individuals who operate vehicles in the AOA.

2.9. Refresher Training.

2.9.1. Annual refresher training consists of viewing Hickam Airfield slide presentation, reading 15 AWI 13-201 and completion of the Airfield Driving CBT.

2.9.2. The unit ADPM documents annual refresher training on the reverse of AF IMT 483. The far left column is the actual date annual refresher training is completed, the middle block is the ADPM's signature, and the far right-hand block is the next due date of annual refresher training. If the form is laminated, a sticker may be used on the back side of the AF IMT 483 to document refresher training.

2.9.3. Unit ADPM may add more requirements for specialized or additional unit training; the requirements listed here are the minimum.

2.9.4. In addition to the above, AOA refresher training will include airport driving orientation; airfield lighting, signs and markings; procedures for access to and operations in the AOA and safety areas; airport hazards and radio phraseology.

Chapter 3

OPERATING PROCEDURES AND STANDARDS.

3.1. Airfield Diagram.

3.1.1. Hickam ramp ([Attachment 7](#)) and HNL airport layout ([Attachment 8](#)) contain airfield diagrams.

3.2. Airport Operating Area (AOA) Access and emergency removal procedures.

3.2.1. Any vehicle which requires access to the AOA will be equipped with operational radio equipment capable of positive two-way contact with HNL Ground Control (Ground 121.9/Tower 118.1) and/or Hickam Ramp Facility (133.6) and receive approval from Air Traffic Control (ATC) for access.

3.2.2. Any vehicle proceeding onto the AOA will be equipped with rotating beacon or emergency flashers which is visible for one (1) mile. The use of overhead flashing lights helps to highlight vehicle's location and makes it easier to be detected on the airfield. This procedure is required in accordance with the Honolulu International Airport and Hickam Air Force Base Memorandum of Understanding (MOU).

3.2.3. In the event of radio failure or loss of communication on a runway/taxiway inside the AOA, the HNL Ground Control will turn the taxiway lights on and off or use light gun signals to get the vehicle operator's attention. Once alerted, the vehicle operator will immediately exit the area and point the vehicle toward the tower and flash his/her headlights to indicate lost radio contact the tower.

3.2.4. If HNL Ground Control is unable to contact vehicles, they will contact AMOPS for assistance.

3.3. Restricted Areas.

3.3.1. Restricted areas are identified by a solid red line bounded by a single white line on each side painted on the pavement surface, a red rope with stanchions, or both. Entrance is limited to those personnel authorized and while displaying an AF Form 1199, USAF Entry Control Credentials Badge. Entry/exit into restricted areas can only be made through the Entry Control Points (ECP) unless pre-coordinated with SFS. See [Attachment 7](#) for ECP locations.

3.4. Vehicle Parking and Chocking.

3.4.1. Extreme caution must be used during backing operations around aircraft. Vehicles backing up to an aircraft must have chocks in position and a spotter or marshalling assistance during the entire maneuver.

3.4.2. Vehicles will park in a manner to eliminate the possibility of striking an aircraft if it inadvertently rolls backward or forward. Vehicles will park so that departure from the area can be made without backing. Servicing vehicles (i.e., fleet service, ambulance bus, fuel trucks, etc., due to their design or particular operation) are required to park perpendicular to the aircraft and therefore are exempt.

3.4.3. The driver must perform the following steps when exiting the vehicle:

3.4.3.1. Turn off the ignition, set the brakes, and place a manual transmission in reverse or an automatic transmission in park, and leave the keys in the ignition.

3.4.3.2. Use chocks to secure all vehicles and wheeled equipment that does not have an integral braking system when left unoccupied on the airfield.

3.4.4. Aircraft must be chocked and engines shut down on the appropriate side before stair trucks or boarding ramps are positioned.

3.4.5. Vehicles parked within 10 feet of any aircraft will have one rear wheel chocked fore and aft, and parking brake will be applied.

3.5. Vehicle Speed Limits. Maximum speed limits for Hickam airfield and Honolulu AOA are:

3.5.1. Vehicle Parking Area – 5 MPH.

3.5.2. Aircraft parking ramps for general-purpose vehicles (sedans, vans, buses, etc.) - 15 MPH.

3.5.3. Frontage/Access road - 15 MPH.

3.5.4. Taxiways - 25 MPH.

3.5.5. Runways - There are no speed limits on runways; however, vehicles on the runways will travel at speeds that are safe and prudent for conditions.

3.5.6. Vehicles operating within 25 feet of an aircraft - 5 MPH.

3.5.7. Maximum towing speed for one piece of aerospace ground equipment (i.e., compressors, ground power units, oxygen carts, etc.) - 10 MPH.

3.5.8. Special-purpose vehicles (tugs, tractors, refueling, stair trucks, etc.) - 10 MPH.

3.6. Jet Blast.

3.6.1. When aircraft are taxiing or about to taxi with engines running, the vehicle operator will remain at least 200 feet from the rear of the aircraft to avoid jet blast. All aircraft parking spots have the potential of having jet blast due to the size of aircraft parked there.

3.7. Immediate Vicinity of Aircraft.

3.7.1. No vehicle will be left unattended or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft when engines are in operation or about to be started. **NOTE:** An aircraft's anti-collision light will be on whenever the aircraft is about to move or start engines.

3.7.2. If a vehicle is operated within 25 feet of an aircraft, the driver must turn in a direction so as to approach with the driver's side toward the aircraft.

3.7.3. Do not drive vehicles within 10 feet of a parked aircraft, unless the vehicle is required for ground servicing. Use of a spotter and pre-positioned chocks are required when within 10 feet of an aircraft.

3.7.4. Under no circumstance will a vehicle hold in front of or drive into the path of an aircraft except "guide" or "follow me" vehicles. No vehicles will be driven between the aircraft and the "follow me" vehicle.

3.7.5. Vehicles transporting distinguished visitors may approach the aircraft with passenger side facing the aircraft, but no closer than 25 feet from the nearest point of the aircraft.

3.8. Towing Operations.

- 3.8.1. Towing speed for all aircraft and two or more maintenance stands is 5 MPH. Towing speed for one maintenance stand is 10 MPH.
- 3.8.2. Do not tow more than two units of any type in tandem.
- 3.8.3. Safety or cotter pins will be used to secure pintle hooks and trailer hooks.

3.9. Emergency Vehicle Operations.

- 3.9.1. Emergency vehicles (Fire Department, Medical, Security Forces and Airfield Management vehicles) responding to an emergency will respond in a manner consistent with the emergency and must request access approval from HNL Ground Control before entering the AOA. The speed limit for the runways and taxiways must be consistent with conditions and equipment being operated.
- 3.9.2. Emergency response vehicle lights (red or blue) should not be operated while on the airfield unless required in performance of normal emergency response duties. This prevents personnel from taking action under the assumption of an actual emergency. Emergency response vehicle lights must be on when operating in the AOA.

3.10. Aircraft Ground Equipment (AGE) Operations.

- 3.10.1. AGE equipment will be placed in a safe storage location when not in use. White boxes painted on parking rows 10 -13 will be used for AGE equipment during the immediate launch or recovery of aircraft. AGE equipment not in use will be removed from the airfield. AGE equipment will be placed on the airfield no earlier or later than 3 hours of the aircraft arrival or departure.

3.11. Restricted Visibility or Night Operations.

- 3.11.1. Flashing hazard lights or parking lights will be used during the hours of darkness or inclement weather when vehicles are temporarily parked on any part of the aircraft parking ramp. This does not apply if vehicles are parked in a designated area.
- 3.11.2. Rotating beacon and/or emergency flashing lights will be turned on when operating in the AOA.
- 3.11.3. If visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the wing commander.
- 3.11.4. If visibility is less than 100 feet, POVs and airfield vehicles (except emergency vehicles) will not be operated on the airfield.
- 3.11.5. When visibility is less than 50 feet, a walking guide equipped with a flashing or luminescent wand will be used during emergency movement of alert vehicles.
- 3.11.6. Vehicle operators will yield right of way to all taxiing or towing aircraft.
- 3.11.7. During night operations, vehicles facing a taxiing aircraft must turn off their headlights and turn on hazard lights until the aircraft passes.
- 3.11.8. Vehicles will stop and remain behind the instrument hold lines, "ILS" signs and obtain approval from HNL Ground during IFR (Instrument Flight Rules) conditions. During inclement

weather conditions, contact HNL Ground Control (VHF 121.9) for a status of weather conditions prior to entering the AOA.

3.12. Daytime running lights.

3.12.1. Vehicles with daytime running headlights will park in a safe location with ignition off, parking brake set, and emergency flashers when aircraft are taxiing by. Remain in place until the passes.

3.13. Control Tower Light-Gun Signals.

3.13.1. All vehicles that operate on the AOA will have AFVA 11-240, *AIRPORT SIGNS AND MARKINGS* or FAA Form 5280-7 *SIGNAL DECAL* (available for order at the e-Publishing website).

3.13.2. The decal may be permanently 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.

3.13.3. HNL Ground Control will use light gun signals during communications outages or when vehicles need to be recalled rapidly. Light gun signal recognition will be taught at the AOA training class.

3.14. Description and location of Runway/Taxiway Signs, Lighting, and Markings.

3.14.1. Signs, lighting and markings are standard and meet all criteria required by the Air Force and the Federal Aviation Administration (FAA). All airfield vehicle operators must know and comply with all airfield signs, markings and light gun signals.

3.14.2. Mandatory signs are provided when an instruction must be followed. A mandatory sign has white inscription on a red background.

3.14.3. Informative signs are used to indicate a specific location or destination on an aircraft movement area, or to provide other useful information. Taxiway Guidance and Information Signs are yellow sign with black legend, indicating direction, destination, runway exit, clear of a boundary, or other information. Location Signs are yellow legend and border on black background, indicating the surface on which the aircraft is operating. While primarily indicating taxiway location, these also may be used to indicate runway location at potentially confusing areas.



3.14.4. Runway Hold Position sign are located off the taxiway or shoulder edge to further identify the runway hold line marking location. The left side of the sign states the location you are currently and the right side of the sign states the taxiway/runway that you are coming up and the direction.



3.14.5. Instrument (“INST”) Critical Area Boundary sign. A sign with the letters “INST” painted white on a red background is located at the taxiway edge or shoulder to further identify the instrument hold line.



3.14.6. AOA or movement area hold line marking. All individuals must stop at this line and receive permission from HNL Ground Control (frequency 121.9) prior to accessing this area. AOA hold line is painted on the taxiways and is painted yellow. This marking is made up of two lines, one dash line and one solid line. The dash line is located close to runway.



3.14.6.1. The hold position marking on taxiway V is located 1700 feet from Rwy 08L/26R edge.

3.14.6.2. Hold position markings on taxiways A1-A4 are located 500 feet from the edge of Rwy 08L/26R.

3.14.7. Runway holding position lines are identified with yellow reflective markings. The markings consist of four yellow lines- two solid and two dashed spaced 12 inches apart and extended across the width of the taxiway. The dashed lines are closer to the runway centerline, and the solid lines are always on the side where the aircraft or vehicle is to hold. Federal Aviation Administration (FAA) enhanced hold lines are located on Taxiway Tango, two additional yellow dashed lines are located perpendicular to the existing hold line. Individuals requiring runway access/crossing must stop at this line and receive permission prior to proceeding.



3.14.7.1. The runway holding position markings are located on taxiway Tango 750 feet from Rwy 08L/26R edge. See [Attachment 7](#) for a depiction of the area.

3.14.8. Instrument hold lines are indicated by two solid yellow parallel lines with perpendicular lines at intervals between (similar to a ladder). These lines are used to stop aircraft and vehicles from interfering with the signal of the Instrument Landing System (ILS). Vehicles will stop and remain behind the instrument hold lines and “ILS” signs and obtain approval from HNL Ground Control during instrument flight rules (IFR) weather conditions.



3.14.9. White “STOP” bar markings are located on all vehicular access roads. Vehicle operators are required to stop before entering the access road or taxiway. Conduct a FOD check and look both ways before crossing to ensure no aircraft are coming.

3.14.10. All airfield lighting located on the Hickam ramp is maintained by 15 CES. If an outage or broken light is discovered, report this to Hickam ramp facility or Airfield Management.

3.14.10.1. Airfield aprons are lit with white, stadium ballpark lights.

3.14.10.2. Taxiway lights are located on the edge of taxiways and when lit are blue.

3.14.10.3. Runway lights are located on the edge of runways and when lit are white.

3.14.10.4. Threshold lights are located at the beginning of the runways and when lit are green at the approach end and red at the departure end.

3.15. Control Tower and/or vehicle radio problem areas and visual blind spots. Hickam ramp is an uncontrolled area. Hickam ramp does not maintain radio contact with vehicles on the Hickam ramp. Visual blind spots exist at aircraft parking spots 4D-E, 5C-D, and portions of taxiway HB along hangars 2020 and 2021. There are no known radio blind spots.

3.16. Foreign Object Damage (FOD) Control and Prevention.

3.16.1. IAW 15 AWI 21-105, vehicles must come to a complete stop before entering the airfield. The vehicle operator will exit the vehicle and perform a thorough FOD check before proceeding onto the airfield. Loose stones, grass, and other potentially damaging items will be removed from the vehicle and deposited in a suitable container for disposal. Yield to aircraft and vehicles on the ramp before entering the airfield.

3.16.2. A vehicle returning to the paved surface must pull onto and stop at the extreme edge of the paved surface so that all four wheels are on the pavement. Perform a FOD check removing all rocks, dirt, etc. that may be in the tires, undercarriage, or wheel wells as much as possible.

3.16.3. After removing FOD, slowly drive along the extreme shoulder until you are reasonably sure all loose FOD has been removed from vehicle and tires.

3.16.4. Exit the airfield via the shortest authorized route. If FOD was significant, immediately report the area where you drove back onto the hard surface and route taken to exit the airfield to airfield management. They will inspect the area for FOD and contact a sweeper to sweep the area if necessary.

3.17. Lateral Distance Requirements for Mobile Obstacles on Runways, Taxiways and Aprons.

3.17.1. All vehicles operating in or around the airfield are considered mobile obstacles. Maintenance vehicles and emergency vehicles operating on ramps/aprons and on the AOA have special separation standards and are not addressed in this section. Other vehicles operating on the airfield must comply with the following:

3.17.2. The runway lateral clearance distance requires vehicles must not be parked or operated within 285 feet of the runway centerline unless in contact with HNL Ground Control (121.9).

3.17.3. The taxiway/taxiway lateral clearance distance requires vehicles must not be parked or operated within 200 feet of the taxiway/taxiway centerline.

3.17.4. The apron lateral clearance distance requires vehicles must not be parked or operated within 50 feet of a moving aircraft's wing. To ensure this separation from any aircraft in the Air Force inventory vehicles should be parked a minimum of 125 feet from edge of pavement.

3.18. Procedures and/or Restriction for operating Motorcycles, Mopeds or Scooters, Bicycles, and Other Vehicles.

3.18.1. Privately owned bicycles, mopeds, motorcycles, three-wheeled vehicles, and motor homes are not authorized on the Hickam airfield.

3.18.2. Government-owned bicycle, tricycles and four-wheelers used in the course of official government business may only operate on the ramp (not taxiways or runways). Operators of bicycles, tricycles, and four-wheeled vehicles must be certified to drive on the airfield and have an AF IMT 483 in their possession. Bicycles and tricycles will be equipped with an operational headlamp, tail lamp and reflectors or reflector tape. Bicycle and tricycles riders will wear bicycle helmets designed for use

while riding bicycles. Bicycle helmets chin strap must be properly fastened when worn and secured if removed while on the airfield to prevent a FOD hazard. Bicycle helmets will be provided by, maintained, and accounted for by the using organization to personnel as personal protective equipment (PPE).

3.18.3. Government-owned electric or gas-powered golf carts are authorized on the ramps, aprons and taxiways from Hickam airfield up to the runway position markings/AOA hold lines. Golf carts are not authorized in the AOA.

3.18.4. When not in use, bicycles and tricycles will be positioned in a manner as not to impede aircraft or vehicle operations.

3.19. Vehicle Traffic Control Devices/Lights for crossing Active Runways/Taxiways. There are no traffic lights controlling vehicular movement on the Hickam airfield, or across taxiways/runways.

3.20. Procedures for Vehicles Supplemental Traction Control Devices (e.g., Snow Chains, Studded Tires). Vehicles equipped with tire chains or studded tires are not authorized on Hickam AFB parking ramps, taxiways, or runway due to FOD hazard and chains/tires causing pavement damage.

3.21. Call Signs for Vehicles that operate in AOA.

3.21.1. Vehicle drivers operating on the AOA must use a call sign (e.g., Airfield 1, Barrier Maintenance, Airfield Lightings, etc.) coordinated by the AFM to avoid duplication. The following are approved callsigns:

15 AW/Leadership	Warrior 1-3
15 OSS/Airfield Operations	AOF 1, Airfield 1-3
15 CES/Barrier Maintenance	Engineer 8, Engineer 12, Engineer 14, Engineer 16
15 CES/ Pavements Engineer	Engineer 2, Sweeper 1
15 CES/Airfield Lighting	Airfield 5, Exterior Electric EE9
15 AMXS/TA	TA 1 - TA 3
15 AW/SEF (Safety)	Hickam Safety
15 AMXS	Lava Super, Mano Super, Mano 4 - 6, Makoa Super, Makoa 3
735 AMS/MX	Raider 1 – 3, Raider Ops 1, Raider Ops 2
735 AMS/CCXV	ATOC 2, ATOC 5
15 CES/CEF (Fire Department)	Chief 1, Chief 2, Engine 3, Engine 4, Crash 5 – 8, Prevention 9, Rescue 10, Medic 11 – 12, Tanker 13, Squad 14, Squad 16, Supply 1
15 SPS	Romeo, Security
154 WG/OSF Airfield Management	HIANG Ops
199 FS/SOF	MYTAI SOF
154 MSX/MXMTC (C17-HSC)	Aero Super, Aero 1 - 3
USAPAT-PFD (C-20 Maintenance)	Mike 7

3.22. Procedures for use of Perimeter, In-field and/or other airfield routes. Vehicle traffic lane (access road) is considered part of the airfield. Normal vehicular traffic on the main ramp will use the access road.

3.22.1. Kamakahi road from Gate 39 to the Alert Facility is not considered part of the airfield. Personnel are not required to have a POV pass issued to them and will not be allowed to drive onto airfield ramp without completing training and issued an AF IMT 483.

3.22.2. No stopping in front of the Fire Department. All vehicles should stop and look before crossing in front of the Fire Department.

3.22.3. Hot Cargo Pad is located within the AOA. For access to the hot cargo pad via taxiway Bravo you must be AOA qualified and have radio contact with HNL Ground Control (121.9) or access pad via Mamala Bay drive.

3.22.4. HIANG Alert Facility. No vehicles are allowed to park within 400ft of bldg 3200, unless approved by facility manager.

3.22.5. Construction Areas are closed areas. They are identified by barricades and lights.

3.23. Night Vision Airfield Driving. Driving with Night Vision Devices (NVD) is not authorized on the Hickam airfield.

3.24. Smoking Areas.

3.24.1. Smoking is prohibited in all government owned or leased vehicles.

3.24.2. Smoking is prohibited on all aircraft parking ramps.

3.24.3. Designated smoking areas are located off the airfield on the building side of the access road.

3.24.4. Smoking is prohibited on the AOA.

3.25. Unique Unit Requirements/Operations and Local Restrictions.

3.25.1. No driving across or turning vehicles on DV red carpet located in front of bldg. 2050, airfield side.

3.25.2. Vehicles will not drive over in-ground fuel pits located on aircraft parking spots. The fuel pits are outlined with yellow paint.

3.26. Explosive Laden Vehicles.

3.26.1. Military vehicles carrying explosives will display appropriate signs on both sides.

3.26.2. Headlights and either flashing light on top of the cab or emergency flashers will be on when the vehicle is loaded.

3.26.3. Vehicles will not exceed 10 MPH and will have right-of-way over all other vehicle traffic except moving aircraft and vehicles responding to an emergency.

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

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

3.26.6. Vehicles requiring access to the hot cargo pad will utilize Mamala Bay drive or via taxiway Bravo, operators must be AOA qualified and have radio contact with HNL Ground Control (121.9).

3.27. Proper radio terminology/phraseology and discipline.

3.27.1. The phrase “clear” must not be used by personnel operating on the AOA or in communication with HNL Ground Control. Personnel will state “off the runway” or “requesting access/entry onto/exiting the runway” when informing HNL Ground Control they are off or want to get on the runway.

3.27.2. Correct use of radio phraseology is extremely important. Vehicle operators **must** be in radio contact with the HNL Ground Control whenever they are on the AOA. Everyone must communicate in the same manner to avoid confusion.

3.27.3. Incorrect language includes “10” codes. Phrases like “10-4” are no longer used on airports. Plain language is required. Instead of “10-4” say, “I copy” or “I understand.” Incorrect language includes “Good Buddy” CB radio-type talk.

3.28. Limit Vehicle Traffic Crossing Runway. The runways will not be used as a throughway for convenience to get from one side of the airfield to another. When crossing a runway is required during flying operations, the preferred crossing point is the departure end.

3.29. Enter/Exit Airfield Gates and Piggy-backing Policy.

3.29.1. Vehicle operators entering or exiting entry control points (ECPs) and gates must standby until the gate is secured to prevent unauthorized vehicle entry into the area. “Piggy Backing” (more than one vehicle following closely behind another vehicle entering through an ECP or gate) is both a security and safety concern and is not allowed.

3.29.2. If observed “Piggy Backing” through a vehicle gate or ECP you will be cited and your flight-line driving privileges will be immediately suspended for 30 days.

Chapter 4

REPORTING, ENFORCING AND VIOLATION CONSEQUENCE.

4.1. Revoking and Reissuing AF IMT 483.

4.1.1. Unit Commanders, unit ADPMs (for unit-assigned personnel), AM, Wing Safety and SF personnel have authority to revoke airfield driving privileges. Runway intrusions or AOA violations will result in an automatic 30-day airfield driving privilege suspension. After the 30-day suspension period, reinstatement of airfield driving privileges requires complete retraining and a letter of reinstatement from the individual's unit commander.

4.1.2. The Unit Commander, DAFM and unit ADPM must be notified when an individuals' airfield driving privileges have been revoked.

4.1.3. Individuals requiring a re-issue of AF IMT 483, Certificate of Competency, due to loss or damaged form will return the original Airfield Driver's Training form to Airfield Management for re-issue.

4.1.3.1. If the original documentation cannot be produced, re-training must be accomplished.

4.2. Runway Incursions. A runway incursion is an AOA event that involves the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft.

4.3. AOA Violation Events. An AOA violation is an airfield violation caused by aircraft, vehicles, or pedestrians entering the AOA without specific HNL Ground Control approval.

4.4. Reporting Procedures.

4.4.1. When made aware of, or upon notice of, a violation of this instruction, a runway intrusion, or AOA violation, the control tower (or any agency/person noticing the violation) will:

4.4.1.1. Notify AMOPS immediately and direct the individual to report to AMOPs.

4.4.1.2. If unable to contact the driver either by radio or in person, notify the Security Forces Control Center (SFCC). If SF can locate the driver, they will initiate a challenge on the vehicle. If it is determined to be a runway incursion or AOA violation, SF will escort the driver to AMOPs (Bldg 2050) to complete a report. If the driver is unauthorized on the airfield or another security issue is witnessed, SF will transport the driver to the SFCC and conduct an investigation.

4.4.1.3. If Hickam Ramp Facility or HNL Control Tower personnel notice a violation, they will notify the AMOPs and document the event in daily logs and tracking forms.

4.4.2. AMOPs will:

4.4.2.1. Interview the driver to determine the cause of the event, intended actions, and driver's previous training. Use FAA Form 8020-25, *Investigation of Vehicle or Pedestrian Deviation Report*, while interviewing the driver.

4.4.2.2. Contact the Hickam Ramp Facility or HNL Control Tower personnel to determine if the violation had an adverse impact on flight operations.

4.4.2.3. Assign all runway incursions an operational category (Operational Error, Pilot Deviation, Vehicle/Pedestrian) for trend analysis.

4.4.2.4. Runway incursions and AOA violations must be reported to Wing Safety as outlined in AFI 91-223, *Aviation Safety Investigation and Reports*, Chapter 6.

4.5. Violation Consequence.

4.5.1. If the violation is a runway incursion or AOA violation, AMOPS will suspend the individual's AF IMT 483 and airfield driving privileges until an investigation, retraining/certification is complete.

4.5.2. Airfield Management, Security Forces, Wing Safety and unit ADPM observing personnel violating the rules of this program (e.g., exceeding speed limits or conducting unsafe operations) have the authority to intercept that individual and may suspend their airfield driving privileges for Hickam AFB/HNL AOA.

4.5.3. Failure to conduct a FOD check when driving from an unpaved to paved surface on the airfield will result in a 5 day suspension of airfield driving privileges.

4.5.4. Suspension/revocation of civilian driver's license will result in the same for airfield driving privileges.

4.5.5. All runway incursions and AOA violations, regardless of impact on flight safety, will be documented in AOB minutes. Units must provide specific information (what, when, where and how, type of vehicle/aircraft involved) and action taken to prevent a recurrence.

4.5.6. Unit Commanders/ADPMs will:

4.5.6.1. Take appropriate disciplinary action depending on severity of violation.

4.5.6.2. Re-train and re-certify those individuals who lose their airfield driving privileges after one violation. Re-accomplish training forms and re-issue the AF IMT 483.

4.5.6.3. Any individual who commits two runway intrusions will be permanently disqualified from driving in the AOA.

4.5.7. Airfield Management will:

4.5.7.1. Perform trend analysis to identify causes of runway incursions/AOA violations.

4.5.7.2. Brief violations occurring during the past quarter at the AOB.

4.5.7.3. Inspect units having a violation to ensure quality of training program.

4.5.7.4. The AFM or designated representatives are responsible for taking immediate actions to correct the problems or applying interim control measures.

4.5.7.5. The AFM must maintain a copy of the AF IMT 651s/457s, actions taken, results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15.00.

Chapter 5

TDY AND NON-BASE ASSIGNED CONTRACTOR PERSONNEL.

5.1. TDY Personnel.

5.1.1. TDY and non-based assigned contractors must possess an AF IMT 483 from home station and be trained on local airfield driving procedures to operate a vehicle on the Hickam ramp without an escort. Vehicle operators will not be allowed to operate on the AOA.

5.1.1.1. The sponsoring/host unit ADPM or DAFM will provide a local briefing/training form using [Attachment 9](#) as a training guide. Training will be documented on the back of their AF IMT 483.

5.1.2. TDY personnel without a AF IMT 483 from their home base will require the same training as personnel assigned to Hickam AFB.

5.1.3. When TDY personnel receive full training for Hickam and complete their mission, the ADPM will maintain training forms for at least 3 months.

5.2. Non-base Assigned Contractor Personnel.

5.2.1. Contractor vehicles are those vehicles other than government or privately owned vehicles purchased, maintained, and operated by a base contractor.

5.2.2. Contractors must be escorted in restricted areas. The exception is when an area has been designated as a free zone.

5.2.3. Airfield Management will ensure contractor personnel possess a valid driver's license.

5.2.4. Airfield Management will provide a local briefing/training and practical orientation when necessary. Training will be documented on [Attachment 9](#) and will be carried with the contractor when operating on the airfield. A temporary AF IMT 483 will be issued once training is complete. The contractor will be restricted to their authorized area of responsibility and not have access to the entire airfield.

5.2.5. Contractors must be trained to operate on the airfield or be escorted by the unit representing them.

5.3. Training Documentation.

5.3.1. Use a MFR, log or electronic equivalent to document the name/unit of the TDY or contractor who received the briefing/training and issue a temporary AF IMT 483 with the restriction "Hickam Ramp Only" and expiration date. If a sponsoring unit ADPM accomplished the local training/briefing, forward an information copy to the DAFM.

5.3.2. DAFM will maintain a copy of this training in accordance with Air Force RDS, Table 33-42, Rule 04.00.

Chapter 6

PRIVATELY OWNED (POV) AND GOVERNMENT (GOV) LEASED VEHICLE PASSES.

6.1. Procedures for Issuing, Maintaining, Disposition and Security of POV/GOV Leased Vehicle Passes/Decals.

6.1.1. POVs on the airfield are highly discouraged and are restricted to an absolute minimum. No POVs are authorized to operate in the AOA.

6.1.2. Personnel requesting airfield POV passes must be certified to drive on the airfield and have an AF IMT 483. See unit ADPMs or DAFM for training. The AFM, DAFM or designated AM representatives are responsible for issuing vehicle passes. Authority will not be delegated outside of AM.

6.1.3. Numbered and color-coded passes are issued/used to control and readily identify authorized POVs on the Hickam airfield. Government vehicles, government leased or rental vehicles do not require a POV pass.

6.1.4. POV passes have a unique number assigned to a specific vehicle and may not be used on any other vehicle. If the POV is sold or transferred to another individual, the vehicle pass must be returned to AMOPs. The responsibility for security and safekeeping of the pass lies with the holder.

NOTE: Deployed/Transient/TDY Personnel. GOVs will be used to the maximum extent possible. Use of POVs and rental vehicles on the airfield for deployed unit missions, inspection teams, etc., may be authorized by the DAFM or designated representative on a case-by-case basis.

6.1.5. Contractors approved to operate POVs on the airfield will be issued an airfield temporary POV pass that must be visible at all times. Passes will be placed on the dash of the vehicle only for the period that the vehicle is on the airfield. It will be removed upon departure from the airfield.

6.1.6. In the interest of both personnel and aircraft safety, contractor vehicles authorized to operate on the airfield will be kept to a minimum.

6.1.7. Passes are the responsibility of the persons to whom they were issued. Passes will not be transferred to other individuals without coordination/approval of Airfield Management.

6.2. Permanently Issued POV Vehicle Passes.

6.2.1. Personnel whose duties require a permanent vehicle pass will complete the Permanent POV Pass Request Memorandum in [Attachment 10](#). This letter will be signed by the unit commander. When completed, forward letter to the DAFM. The DAFM will review the request to ensure it meets AF guidance.

6.2.2. If approved, the DAFM will issue a permanent POV vehicle pass to the requestor. Permanent POV vehicle passes will be signed for and are only valid for the current calendar year and must be re-validated annually in January. The vehicle pass will change color to ensure integrity of the pass is maintained. If the request is disapproved, the DAFM will notify the requestor.

6.2.3. Permanent POV vehicle passes are controlled items.

6.2.4. The DAFM will provide a list of all permanently issued POV vehicle passes with the following information to the 15 SFS Installation Security Section: rank/name, unit, duty phone, make/model,

color, and license plate number of the vehicle the POV vehicle pass will be used for. This list will be updated anytime a change is made to the listing.

6.3. Temporary Issue POV Vehicle Passes.

6.3.1. A limited number of POV vehicle passes are available to be signed out from AMOPs. Personnel signing out vehicle passes must meet all the training requirements in this ADI. Contractor personnel will complete [Attachment 9](#) and carry a copy of the training form when operating on the airfield.

6.3.2. When a temporary POV pass is issued, AMOPs will log driver and vehicle information on the POV pass log.

6.3.3. Drivers will display the pass on the dashboard of the vehicle prior to entering the airfield.

6.3.4. After exiting the airfield, remove the pass from the dashboard and secure it. Return the pass to AMOPs when there is no longer a valid need for it.

6.3.5. Temporary POV passes are controlled items.

6.3.6. The DAFM will provide a list of all temporarily issued POV pass with the same information in para [6.2.4](#). to the 15 SFS Installation Security Section. This list will be updated anytime a change is made to the listing.

6.4. Commercial Contracted Aircraft Support Vehicles.

6.4.1. All civilian vehicles owned by a commercially contracted company to perform maintenance, delivery or support for contract aircraft must be plainly marked with company identification and display a temporary airfield vehicle pass in the left front window. Passes will not be issued directly to contract personnel; only the wing/base representative may sign for contract airfield access identification.

6.4.2. Commercially contracted personnel will meet the training requirements outlined in [Chapter 5](#). The hosting unit will provide the training and maintain all documentation.

6.4.2.1. Commercial contracted personnel are exempt from the color-vision test.

Exception: The AFM, DAFM or designated AMOPS representative may provide a local briefing/training when contractor personnel driving route(s) do not cross active taxiways, or taxilanes. Training will be documented on the TDY personnel and Contractor airfield driving briefing items ([Attachment 9](#)) and maintained for 3 months in the Airfield Driving Continuity Binder.

Chapter 7

QUALITY CONTROL.

7.1. Spot Checks.

7.1.1. DAFM will conduct spot checks to monitor compliance with airfield driving procedures (**Attachment 6**). Report and document results of spot checks (unit/office symbol) in the “status of airfield driving” section of AOB.

7.1.2. AMOPS will monitor radios for proper radio terminology/phraseology and discipline. Hickam ramp facility will monitor radios when work load permits.

7.1.3. AMOPS will periodically conduct random checks of drivers on the airfield to ensure they have AF Form 483 endorsed for Hickam airfield or AOA. Individuals not having proper documentation will be escorted off the airfield.

7.2. Unit Airfield Driving Program Inspections.

7.2.1. DAFM will conduct inspections (**Attachment 6**) of all unit airfield driving programs at least once a year. Inspection results will be forwarded to the respective squadron commander and ADPM for info and/or action. Results are briefed to the 15 OSS/CC and reported at the quarterly AOB.

Chapter 8

AOA TRAINING

8.1. Access to Honolulu International Airport (HNL) Airport Operations Area (AOA).

8.1.1. HNL is a shared-use airport between the State of Hawaii and the USAF. The major portion of the airfield, including all air carrier and general aviation terminal and facilities, is owned and operated by the State of Hawaii, Department of Transportation, Airport Division.

8.1.2. All operators of vehicles on the HNL AOA will have a valid AF Form 483, Certificate of Competency, with "Hickam AFB Airfield /AOA Qualified" typed on it and a valid military identification card in their possession.

8.1.3. Additionally, operators must have 2-way radio communications with Honolulu Ground (121.9) and the vehicle must be equipped with an overhead rotating/flashing/strobe beacon visible for at least one mile.

8.2. Responsibilities.

8.2.1. Deputy, Airfield Manager (DAFM).

8.2.1.1. Ensure all personnel with HNL AOA access have official duties requiring them to operate a vehicle within the AOA.

8.2.1.2. Provide unit ADPM AOA training.

8.2.2. Unit ADPM.

8.2.2.1. Train and certify individuals on HNL familiarization training.

8.2.2.2. Ensure all vehicles operating on HNL AOA have two-way communication via UHF/VHF radio with Honolulu Ramp Control (121.8), Honolulu Ground (121.9) and Honolulu Tower (118.1).

8.3. HNL AOA Familiarization Training.

8.3.1. Each driver will be given a minimum of one day and one night orientation rides on HNL AOA prior to being granted access.

8.3.1.1. **Attachment 8** will be used to become thoroughly familiar with all taxiways and runways prior to orientation rides.

8.3.2. Each driver will demonstrate understanding/proficiency in use of:

8.3.2.1. Air Operations and Movement Areas.

8.3.2.2. Vehicle safety procedures.

8.3.2.3. Vehicle safety on the movement area.

8.3.2.4. Hazards around the airport.

8.3.2.5. Honolulu south ramp vehicle safety.

8.3.2.6. Tower Light Gun Signal Recognition.

- 8.3.2.7. Precision Approach Critical Areas.
- 8.3.2.8. Intrusion/Incursion Prevention.
- 8.3.2.9. Radio phraseology in the AOA.
- 8.3.2.10. HNL lighting, signs and marking.
- 8.3.2.11. Procedures for accessing the AOA and operations in the runway safety areas.

8.4. AOA Operations.

- 8.4.1. All vehicles must have the ability to transmit and receive on the state and FAA frequencies.
- 8.4.2. Check to ensure radio operability and be short and precise with all radio transmissions.
- 8.4.3. All vehicles must advise the Ground Controller (121.9) whenever entering or exiting the AOA.
- 8.4.4. When in doubt of the radio transmissions, ask controller to say again. Never cross or move if unsure what was said. Repeat all hold short commands, verbatim when given by tower.
- 8.4.5. When the controller is busy with an emergency or aircraft traffic, wait for a break in radio activity to make radio call.

8.5. Vehicle Safety Procedures on Parking Aprons.

- 8.5.1. Ramp and Apron Areas. Military/Government employees from Hickam will not have access to the HNL aircraft parking ramps or aprons unless they have been issued HNL security media. One exception: HNL may request assistance from Hickam Fire Department and may require access to parking area.
- 8.5.2. Allow aircraft taxiing into gates time to shut down their engines to avoid engine blast.
- 8.5.3. Signs to alert driver to aircraft push backs are belly and dome lights are on (usually red and blinking), no ground equipment near or attached to the aircraft, loading bridge has been removed, nose wheel chocks removed, or road guards posted.

8.6. Vehicle Safety Procedures on Movement Areas.

- 8.6.1. Use fixed landmarks to help identify taxiway locations.
 - 8.6.1.1. Delta Taxiway on the North Ramp - Located abeam of Gate #30.
 - 8.6.1.2. Delta Taxiway on the South Ramp - Located abeam of the FAA Maintenance Hangar.
 - 8.6.1.3. Echo Taxiway on the North Ramp - Located abeam of Gate #18.
 - 8.6.1.4. Echo Taxiway on the South Ramp - Located abeam of Hangar GA-1.
- 8.6.2. Vehicles using the ramp roadway to inter-island terminal must cross two taxiways (Golf and Lima). Use extreme caution when using this area and give way to all aircraft. Inter-island traffic generally exits by Taxiway Lima and enters via Taxiway Golf.

8.7. Hazards around the airport (this list is not all-inclusive).

- 8.7.1. Aircraft pushing out of parking spots.

8.7.2. Taxiways Lima and Golf north of Taxiway Alpha, Inter-island Terminal are not visible from tower.

8.7.3. Taxiway Reef Golf and Reef Mike are high-speed taxiways. Taxiway Reef Golf is used during normal tradewind operations using Runways 4 and 8 and Taxiway Reef Mike is utilized during Kona wind operations using Runways 22 and 26.

8.7.4. South Ramp helicopters on the ground hovering overhead or transiting. Helicopters will hover over Taxiway Reef Alpha and Reef Hotel, use caution.

8.7.5. Taxiway Echo and Delta are the only two (2) taxiways that cross all runways to the North and South Ramps and are used heavily by aircraft.

8.7.6. Taxiway November and Yankee are high-speed taxiways for exiting runway 8L.

8.7.7. Taxiway Zulu is used for aircraft push backs from main terminal gates/spots.

8.7.8. Use caution when crossing perimeter roads beyond the approach ends of the runways due to low-flying aircraft. Exert extra caution when Runways 22 L/R are being used.

8.7.9. Taxiways Victor and Tango are not monitored by Ground Control. Contact Hickam ramp facility on frequency 133.6.

8.8. South Ramp Vehicle Safety.

8.8.1. General Aviation and Cargo service companies provide cargo activities and ground handling services for transient and executive aircrafts. Due to the various parked, departing/arriving aircraft and off-loading of cargo activities, use extreme caution when driving in these areas.

8.8.2. Helicopter maintenance is located behind the Century Aviation hangar. Light aircraft and helicopters use the taxiway C3 for engine run-ups.

8.9. Tower Light Gun Signal Recognition. Tower light gun signals for control of airfield traffic are as follows:

8.9.1. Steady Green.....Approved to cross

8.9.2. Steady Red.....Stop

8.9.3. Flashing Red.....Exit Active Runway

8.9.4. Flashing White.....Return to starting point

8.9.5. Red and Green.....General warning: exercise extreme caution

8.10. Precision Approach Critical Areas.

8.10.1. HNL runways have four precision-approach critical areas requiring protection from possible signal interference caused by aircraft and vehicles operating between the localizer/glide slope antennas and an arriving aircraft conducting an Instrument Landing System (ILS) approach. These protected areas are the Localizer and Glide Slope Critical Areas located at the departure and approach ends of Runways 8L and 4R, respectively. Aircraft and vehicles are prohibited from operating in these areas when the reported ceiling is less than 800 feet or the visibility is less than 2 miles and an aircraft is on an ILS approach. ILS instrument hold signs and taxiway instrument hold lines protect these areas. Approval must be obtained prior to entering these areas.

8.10.2. HNL precision approach critical areas are protected in accordance with FAA criteria. The dimensions of the areas are as follows:

8.10.2.1. Runway 8L Glide Slope critical Area - 500 X 1,200-foot rectangle extending west (toward the approach end) from the glide slope antenna.

8.10.2.2. Runway 8L Localizer Critical Area - 500 X 1,200-foot rectangle extending west (toward the approach end) from the localizer antenna and a 50-foot extension behind the antenna.

8.10.2.3. Runway 4R Localizer Critical Area - 500 X 2,000-foot rectangle extending west (toward the approach end) from the localizer antenna and a 50-foot extension behind the antenna.

8.10.2.4. Runway 4R Glide Slope Critical Area - 500 X 1,200-foot rectangle extending west (toward the approach end) from the glide slope antenna.

8.11. Intrusion/Incursion Prevention.

8.11.1. HNL has ultimate authority over all traffic entering HNL AOA and will issue, by radio and/or light signals, specific instructions which approve, disapprove and/or recall the movement of aircraft, vehicles, equipment or personnel within the movement area. Every entry requires an approval and every exit requires a reporting off.

8.11.2. Vehicles will use the access road and adjacent taxiways whenever possible instead of crossing any runway. Only in extreme circumstances will a vehicle operator cross an active runway and then only after approval of HNL Tower.

8.12. Additional Phraseology Training for Operations within the AOA.

8.12.1. Proper phraseology must be used during radio communications. See terms section for additional verbiage. Every driver who communicates via the radio or has vehicle access will be trained on the following phrases:

Table 8.1.

TERM	MEANING
Verify	Please confirm
Say again	Repeat
Standby	Wait
Acknowledge	I copy and understand
Affirmative	Yes or it's true
Go ahead	Proceed with message
Negative	No
Roger	I understand and received transmission
Out	Conversation is ended and no response needed

8.12.2. When requesting approval be sure to state the name of the agency being called, followed by your call sign, @ "location" (State your location), immediately followed by your request and list your route (taxiways) you will be using. Example: "Honolulu Ground, Airfield One is on Taxiway Mike requesting access to the Hot Cargo Pad via Taxiway Bravo".

8.12.3. After you have initiated contact; be sure to give the controller enough time to process your request before you repeat your request. You are only one operator/aircraft/vehicle under his/her control. Wait until the called agency acknowledges your transmission and issues instructions.

8.12.4. If the instructions are not understood, ask to "Say Again" and they will repeat the last message.

8.12.5. Always repeat, verbatim, the called agency's instruction to ensure accurate receipt.

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

PRESCRIBED FORMS

Adopted Forms:

AF Form 457, *USAF Hazard Report*, dated 1 Sep 73

AF Form 483, *Certificate of Competency*, dated 1 Feb 85

AF Form 651, *Hazardous Air Traffic Report (HATR)*, dated 1 Oct 98

AF Form 1199C, *USAF Restricted Area Badge*, dated Nov 86

AF Form 1313, *Driver Record*, dated 1 May 85

FAA Form 5280-7, *Airfield Visual Aid Safety Placard*

FAA Form 8020-25, Investigation of Vehicle or Pedestrian Deviation Report

ANDREW M. HOCKMAN, Colonel, USAF
Commander, 15th Operations Group

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*
AFI 13-203, *Air Traffic Control*
AFI 13-204, *Functional Management of Airfield Operations*
AFI 13-213, *Airfield Management*
AFI 24-301, *Vehicle Operations*
AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*
AFI 31-101, *The Air Force Installation Security Program*
AFI 32-1042, *Standards for Marking Airfields*
AFI 48-123, *Medical Examinations and Standards, Vol 1 General Provisions*
AFOSHSTD 91-100, *Aircraft Airfield-Ground Operations and Activities*
AFI 91-202, *U.S. Air Force Mishap Prevention Program*
T.O. 36-1-191, *Technical and Managerial reference for Motor Vehicle Maintenance*
UFC 3-260-01, *Airfield and Heliport Planning and Design*
UFC 3-535-01, *Visual Air Navigation Facilities*

Abbreviations and Acronyms

ACC—Air Combat Command
ADPM—Airfield Driving Program Manager
AFJMAN—Air Force Joint Manual
AFOSH—Air Force Occupational, Safety, and Health
AFM—Airfield Manager
AMOPs—Airfield Management Operations
AOA—Airfield Operating Area
AOB—Airfield Operations Board
AW—Airlift Wing
DAFM—Deputy, Airfield Manager
DOD—Department of Defense
DV—Distinguished Visitor
ECP—Entry Control Point

FOD—Foreign Object Damage

HIANG—Hawaii Air National Guard

HATR—Hazardous Air Traffic Report

HNL—Honolulu

IAW—In Accordance With

OG—Operations Group

OSS—Operations Support Squadron

POV—Privately Owned Vehicle

SFS—Security Forces Squadron

TDY—Temporary Duty

Terms

Airfield—The portion of Hickam AFB specially designed for the primary taxi surfaces for aircraft operations, including aircraft maintenance and support facilities. This includes Taxiways A1-A4, M, T, V, Taxilanes HA, HB and aprons located on Hickam AFB. Kamakahi road is not considered part of the airfield.

Airfield Driving Program Manager (ADPM)—The civilian or military individual selected by the squadron/unit commander to administer the organization's vehicle program, to include operation of vehicles on the airfield and associated training.

Airfield Management Operations (AMOPS)—A facility located near the airfield that provides aircrews with flight plan processing and planning services. This facility is also referred to as Base Operations.

Airfield Operations Flight Commander (AOF/CC)—Responsible for the overall operation/services provided by the airfield operations flight in support of the wing flying mission and in compliance with USAF and FAA guidelines.

Airport Operating Area—The airport operating area is defined as the runway, overruns, and all taxiways leading to the runway. It is mandatory to possess two-way radio contact with Tower inside this area.

Apron—A paved surface intended to accommodate aircraft for purposes of loading/unloading, refueling, parking or maintenance.

Commercial Vehicle—A vehicle, which is owned or leased by a commercial firm, and used in direct support of AMC airlift operations.

Controlled Area—Any area marked with controlled area signs, usually monitored at controlled entry points with monitors and indicating official use only.

Controlled Movement Area (CMA)—Any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control approval for access. Controlled Movement Areas include but are not limited to areas used for takeoff, landing and taxiing of aircraft.

Emergency Response Vehicles—Government vehicles in response to aircraft or airfield emergencies using red or blue flashing lights. In response to aircraft or airfield emergencies, these vehicles may enter/exit the restricted areas at other entry control points. When time permits, operators of these vehicles will inform Security Forces of intentions prior to crossing restricted area lines.

Foreign Object Debris (FOD)—Any debris on the airfield that can cause damage to an aircraft. A few examples are tools, plastic packing materials, rocks, discarded parts from maintenance activities, etc. Any of these objects can shred internal parts if ingested into a jet engine and can become deadly projectiles. FOD can create an extremely hazardous and costly situation during taxiing, takeoff and landing; therefore, it is imperative that everyone on the airfield be alert to FOD and removes it immediately.

Government Owned Vehicles (GOVs)—Vehicles that are owned or leased by the US government.

Hickam Ramp Facility—Provides advisory services only to aircraft taxiing to and from Hickam AFB and monitors aircraft, vehicle and personnel operations on the Hickam airfield non-movement area. **NOTE:** Hickam Ramp Facility is not an Air Traffic Control facility.

Hold or Hold Short—Used by air traffic control to indicate you must stay where you are currently located or for you to hold at the runway position marker (VFR hold line) prior to receiving approval into the AOA.

Instrument Landing System (ILS) Critical area—An area provided to protect the signals of the localizer and glideslope. These signals are critical for aircraft approaching the landing zone.

Negative—No, or permission not granted, or that is not correct.

Non-Movement Area—The non-movement area within the HNL AOA that is not controlled by any air traffic control agency. Hickam Ramp Facility provides advisory information only to aircraft and vehicles operating on the non-movement area of Hickam AFB.

Out—The conversation is ended and no response is expected.

Over—My transmission is ended; I expect a response.

Parking Ramp/Apron—Areas where aircraft are parked, loaded and unloaded and serviced between flights. Vehicles and aircraft operate in close proximity in these areas, so it is vital to maintain a safe distance between your vehicle and aircraft. Always yield to aircraft and never drive under an aircraft or its wings. Slow speed and extreme caution are required in these areas.

Privately Owned Vehicle (POVs)—A vehicle that is owned or leased by a private party.

Proceed—Authorization to begin/continue on approved routes.

Ramp—Either concrete or asphalt (depending on the weight of the aircraft and the sub-base of the ground beneath) used to park aircraft or equipment.

Read Back—Repeat my message back to me.

Restricted Areas—Areas surrounded by ropes and stanchions, ropes and rubber donuts, a 4-6 inch RED line on the ground, or cement “Jersey” barriers. Warning signs are posted every 100 feet along the boundary. Entry control points are shown with a white line with four reflectors on each corner.

Roger—I understand and have received all of your transmission.

Runway—A paved surface used by aircraft to land and take off.

Say Again—Used to request a repeat of the last transmission. Usually specifies transmission was not understood or received.

Stand By—To pause while other duties of a higher priority are attended to.

Taxilane—Ramp space between rows of parked aircraft used to maneuver aircraft to and from parking spots and taxiways.

Taxiway—A paved surface for taxiing aircraft from parking ramp to runway.

Without Delay—With a sense of urgency, proceed with approved instructions in a rapid manner.

Wilco—I have received your message, understand it, and will comply with it.

Attachment 2

AIRFIELD DRIVING MANAGER PROGRAM APPOINTMENT LETTER

MEMORANDUM FOR 15 OSS/OSAM (DATE)

FROM: Unit/CC

SUBJECT: Appointment of Airfield Driving Program Manager

1. The following individuals are appointed Airfield Driving Program Managers for (appropriate unit):

PRIMARY:

Name, Rank, Office Symbol, Phone, DEROS

SIGNATURE: _____

ALTERNATE:

Name, Rank, Office Symbol, Phone, DEROS

SIGNATURE: _____

2. Superseded information and who to contact for questions.

Name, Rank, USAF
Commander

Attachment 3

AIRFIELD DRIVING TRAINING AND CERTIFICATION LETTER

MEMORANDUM FOR 15 OSS/OSAM

FROM: (Unit)

SUBJECT: Documentation of Airfield Driver Training and Certification

1. The following individual is granted airfield driving privileges for:

Hickam Airfield

Hickam Airfield and Honolulu AOA

Name/Rank:

Restrictions:

Civilian License (State and Number):

License Expiration:

Unit/Company Name:

Duty Phone:

Color Vision Evaluation Date: _____ Pass / Fail (circle one) (Only required for AOA access)

Clinic Signature: _____

2. The above individual has been certified on the following items:

<u>TRAINING ITEM</u>	<u>DATE</u>	<u>TRAINER</u>	<u>TRAINEE</u>
Light-Gun Signal Recognition Test(access to AOA only):	_____	_____	_____
Airfield Driver Training (Classroom):	_____	_____	_____
Day Airfield Orientation/Training (Practical):	_____	_____	_____
Night Airfield Orientation/Training (Practical):	_____	_____	_____
AFFSA Airfield Driving CBT Version 1.2:	_____	_____	_____
Airfield Driver Test (Practical):	_____	_____	_____
Local Airfield Diagram/Layout Map Test			
Airfield Driver Test (Written) Score: _____	_____	_____	_____
Phraseology Test (access to AOA only):	_____	_____	_____

This letter will be retained by the unit ADPM until the individual is reassigned. I certify the above trainee has been fully trained on airfield procedures to perform duties. Refresher training will be accomplished annually.

Signature Block

Unit Commander/Unit Airfield Driving
Program Manager

AF Form 483 Certificate Number _____

Signature Block

Deputy, Airfield Manager

Attachment:

Airfield CBT test results

Attachment 4

NEWLY APPOINTED ADPM LETTER

MEMORANDUM FOR 15 OSS/OSAM

Date

FROM: (Unit)

SUBJECT: Outbound Unit Airfield Driving Program Manager Replacement Training

1. This is to certify that I have trained the following individual(s) on their duties IAW 15 AWI 13-201, Airfield Driving Program. This training was accomplished with the 30-day established guidelines.

<u>Rank</u>	<u>Name</u>	<u>Office</u>	<u>DEROS</u>	<u>Duty Phone</u>	<u>Primary/Alternate</u>
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2. If you have any questions or require more information, please contact me at XXXXXX.

3. This letter supersedes all previous letters, same subject.

NAME, RANK, USAF

Outgoing ADPM

1st Ind, (Incoming Unit ADPM)

MEMORANDUM FOR 15 OSS/OSAM

I certify I have been trained IAW 15 AWI 13-201, Airfield Driving Program responsibilities and am completely familiar with driving procedures and AOA operations (if required).

NAME, RANK, USAF

Incoming ADPM

2nd Ind, 15 OSS/OSAM

The above individual has been trained on unit ADPM responsibilities IAW 15 AWI 13-201.

NAME, RANK, USAF

Deputy, Airfield Manager

Attachment 5

ADPM TRAINING CHECKLIST

MEMORANDUM FOR RECORD

FROM: (Unit)

SUBJECT: Documentation of ADPM Training

1. The following individual received training on the ADPM responsibilities and training of unit personnel.

Name/Rank:

Unit:

Duty Phone:

DEROS:

	<u>DATE</u>	<u>DAFM</u>	<u>ADPM</u>
<u>TRAINING ITEM</u>			
Appointment of unit trainers:	_____	_____	_____
Runway incursion program:	_____	_____	_____
Governing directives:	_____	_____	_____
Testing requirements:	_____	_____	_____
Color vision testing:	_____	_____	_____
Training requirements:	_____	_____	_____
Unit ADPM continuity binder:	_____	_____	_____
Refresher training:	_____	_____	_____
Reporting, enforcement and violation consequences:	_____	_____	_____

This letter will be retained by the unit ADPM until the individual is reassigned or relinquishes ADPM duties. The unit ADPM has been fully trained on airfield procedures and training unit members.

Signature Block

Unit Airfield Driving Program Manager

Signature Block

Deputy, Airfield Manager

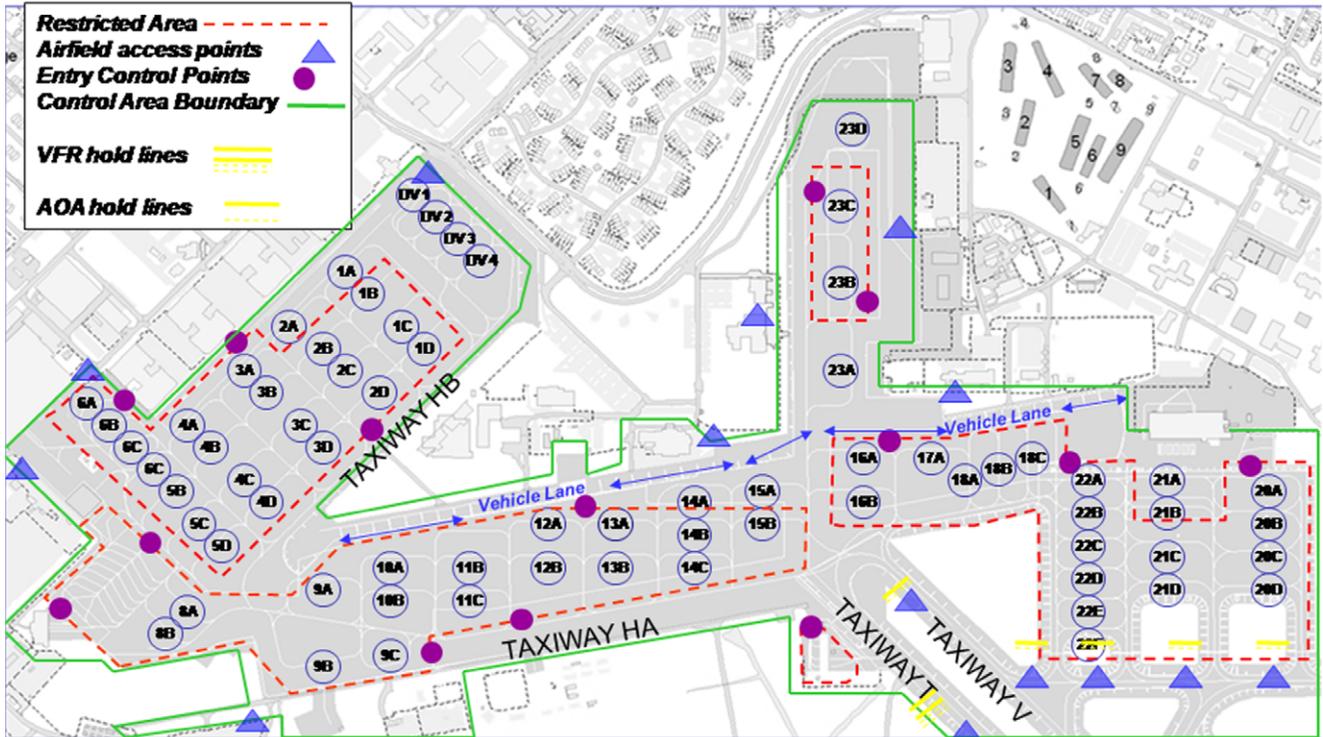
Attachment 6

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

AIRFIELD DRIVING QUALITY EVALUATION		UNIT: _____ DATE: _____		NAME/RANK: _____	
ITEM	SUBJECT:	YES	NO	N/A	
1	Is the ADPM qualified to drive on the airfield and current appointment letter on file at Airfield Management?				
2	Does the unit have trained/qualified airfield driving instructors?				
3	Does the ADPMs or airfield instructors have the most recent airfield drivers training guidelines and tests?				
4	Is FAA Form 5280-7, Airfield Visual Aid Safety Placard , available in each vehicle operated in the AOA?				
5	Does the ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?				
6	Does the ADPM ensure drivers have their color vision tested if operating in the AOA?				
7	Does the ADPM have training documentation on file for all drivers that have been issued an AF IMT 483, Certificate of Competency , endorsed for airfield driving at Hickam?				
8	Are TDY personnel driving credentials verified (have a valid state/GOV license and AF IMT 483 from their home base)?				
9	Are TDY personnel being trained on driving requirements for Hickam airfield in accordance with this driving instruction?				
10	Is TDY training being documented?				
11	Are trainee's given day and night airfield orientation?				
12	Are trainee's given practical "hands-on" driving lessons on the airfield?				
13	Is each trainee given a closed book test provided by DAFM?				
14	Is each trainee provided the correct answer to missed questions?				
15	Is FOD prevention and identification part of the driving program?				
16	Is a current copy of 15 AWI 13-201 on file with the unit's driving program?				
17	Are trainees shown where each ECP for Hickam ramp are located?				
18	Are trainees shown the actual location of Runway Hold-Lines and AOA Hold-Lines? Can they readily provide a verbal description of Runway Hold-Lines and AOA Hold Lines?				
19	Are drivers receiving annual refresher training?				
20	Does the ADPM have a mechanism established to track annual refresher training requirements? How is the training documented?				

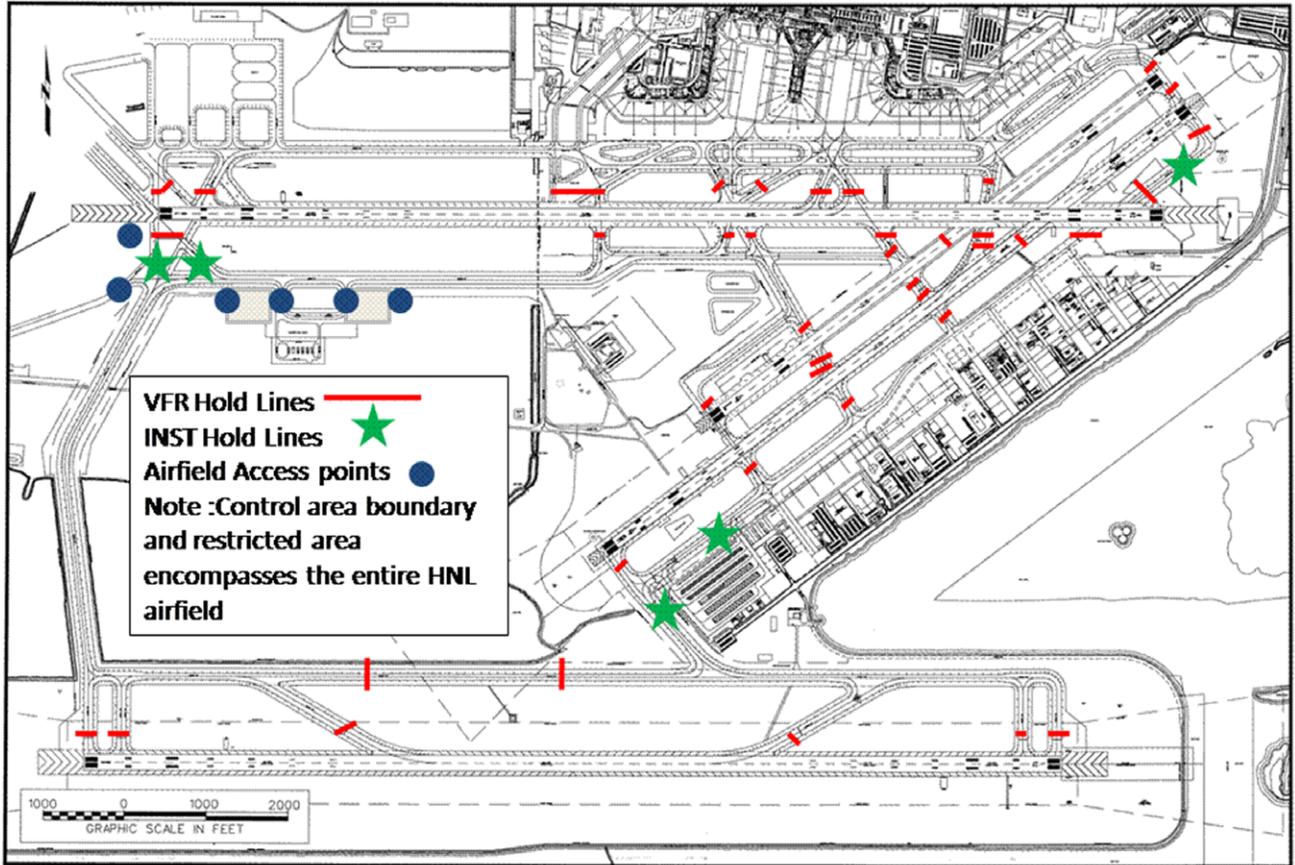
Attachment 7

HICKAM AFB AIRFIELD DIAGRAM



Attachment 8

HONOLULU AIRFIELD DIAGRAM



Attachment 9

TDY PERSONNEL AND CONTRACTOR AIRFIELD DRIVING BRIEFING ITEMS

A9.1. Civilian contractors and TDY personnel will receive an airfield driving briefing on the following topics before operating on the airfield. Once briefing is complete, the driver will sign this training letter and maintain a copy with them when driving on the airfield. This training applies to the Hickam AFB military ramp only. Training for access to the AOA will need to be conducted by Honolulu Airport.

A9.2. Brief TDY/contractor personnel on:

_____ A9.2.1. Airfield layout/AOA areas; describe the free zone, when applicable, lateral distance requirements for mobile obstacles on taxiways or aprons.

_____ A9.2.2. Vehicle and personnel ECPs.

_____ A9.2.3. Foreign Object Damage check procedures.

_____ A9.2.4. Routes to and from the designated area.

_____ A9.2.5. Speed limits for aircraft parking aprons, taxiways and special purpose vehicles

_____ A9.2.6. Runway intrusion prevention, airfield violations and consequences.

_____ A9.2.7. Radio procedures.

_____ A9.2.8. Airfield signs and markings and light gun signals.

_____ A9.2.9. Operating vehicles in the vicinity of aircraft, parking and chocking requirements.

A9.3. Provide expected daily activities brief to Airfield Manager (AFM) or AM Ops.

A9.4. Take the completed form to the DAFM office for signature. Personnel must have this signed form in their possession while driving on the airfield at Hickam AFB.

Name of TDY Personnel/Civilian _____

Assigned Organization _____

Host Organization _____

Contact Phone Number _____

(Signature)
ADPM of Hosting Organization

(Signature)
Airfield Manager or Designated Representative

Attachment 10

TEMPORARY POV REQUEST MEMORANDUM

MEMORANDUM FOR 15 OSS/OSAM

Date:

FROM:

SUBJECT: Request for Temporary Airfield POV pass

1. The following drivers are requesting POV passes from XXXX to XXXXX(dates).

<u>Name</u>	<u>Unit/Company</u>	<u>Local phone #</u>	<u>Supporting Unit</u>
-------------	---------------------	----------------------	------------------------

<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>Color</u>	<u>License Number</u>
-------------	--------------	-------------	--------------	-----------------------

2. Justification:

3. I acknowledge that I can be held responsible for all loss, damage or destruction of government property resulting from my negligence or willful misconduct, as well as that of my agents or employees. I have read, understand, and will comply with the contents of 15 AWI 13-201.

NAME, RANK, USAF

DUTY TITLE

1st Ind

Approve/Disapprove

NAME, RANK, USAF

Deputy, Airfield Manager

Attachment 11

PERMENANT POV REQUEST MEMORANDUM

MEMORANDUM FOR 15 OSS/OSAM

Date

FROM: Unit Commander

SUBJECT: Request for Privately Owned Vehicle Pass

1. I, (Rank, Name), request permission to operate the following vehicle(s) on the Hickam AFB ramp. I understand this vehicle pass is valid on the main aircraft parking ramp and is not valid for accessing taxiways, runways or Honolulu Airport.

<u>MAKE/MODEL</u>	<u>YEAR</u>	<u>COLOR</u>	<u>STATE/LICENSE #</u>
-------------------	-------------	--------------	------------------------

2. Justification: State reason why the POV is needed out on the airfield.

3. I acknowledge that I can be held responsible for all loss, damage or destruction of government property resulting from my negligence or willful misconduct, as well as that of my agents or employees. I have read, understand, and will comply with the contents of 15 AW Instruction 13-201.

NAME, RANK, USAF

Commander

1st Ind, 15 OSS/OSAM

Approve/Disapprove.

NAME, RANK, USAF

Deputy, Airfield Manager