

**BY ORDER OF THE COMMANDER
305TH AIR MOBILITY WING (AMC)**

**305TH AIR MOBILITY WING
INSTRUCTION**



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***Nuclear, Space, Missile, Command and
Control***

AIRFIELD DRIVING

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This instruction implements Air Force Policy Directive 13-2, *Air Traffic, Airfield, Airspace, and Range Management*. It establishes the Airfield Driver Training Program in accordance with DAFI 13-213, *Airfield Driving*, and contains requirements and procedures for safe vehicle and self-propelled equipment operation and control on the airfield, ramp, taxiways, and runways. This instruction provides general guidance for operating vehicles and self-propelled equipment on the airfield and is not intended as a comprehensive, definitive document that applies to all airfield driving situations. Units that have unique requirements and equipment are strongly encouraged to supplement this instruction with unit or section operating instructions. This instruction does not take priority over more restrictive technical orders or technical data. This instruction applies to all wings, base, base tenant organizations, and base-sponsored contractors authorized to operate vehicles and self-propelled equipment on the airfield.

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This version incorporates changes directed by the revised governing instruction DAFI 13-213 AMCSUP1, *Airfield Driving*. Major changes include: 108 Air National Guard program management, driver training requirements, vehicle call sign changes, an updated airfield diagram, and the addition of Cargo Processing Area.

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Chapter 1

GENERAL INFORMATION

1.1. Concept.

1.1.1. 305 OSS/OSAA, Airfield Management (AM) is the OPR for the Airfield Driving Program (ADP). The Wing Airfield Driving Program Manager (WADPM) trains and certifies each primary and alternate Unit Airfield Driving Program Manager (UADPM) as well as develops the training program that the UADPM utilizes when training unit personnel. The UADPM trains and certifies, at Unit Commander's discretion, any additional unit airfield driving trainers as well as unit personnel required to operate a vehicle and self-propelled equipment on the flight line to fulfill mission requirements.

1.1.2. **ALL** personnel driving on McGuire Field **MUST** be trained and certified. Vehicle and self-propelled equipment operators must have an AF Form 483, Certificate of Competency in their possession at all times. This requirement applies to all military, commercial, or privately owned vehicles (POVs). This requirement is non-waiverable.

1.1.2.1. Due to operational requirements and location in relation to aircraft movement areas, personnel operating in the area defined as the "Cargo Processing Area", are exempt from airfield driving requirements outlined in this regulation. See **Attachment 12** for the Cargo Processing Area boundaries.

1.1.3. The host unit administers airfield driver training for TDY military and civilian personnel performing unit specific duties. OPRs, designated points of contact, and project officers will contact the appropriate host ADPM to coordinate airfield driving training. Airfield Management (AM) will provide guidance and training for non-unit specific TDY military and civilian personnel.

1.2. Responsibilities.

1.2.1. 305th Air Mobility Wing Commander (305 AMW/CC).

1.2.1.1. Designates personnel and agencies to support the ADP.

1.2.1.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension/revocation of an individual's civilian driver's license and/or base driving privileges. Authority may be delegated in writing to a G-series ordered commander in the appropriate chain of command.

1.2.1.3. Approves Publication of the Airfield Driving Instruction (ADI).

1.2.1.4. Requests an Air Force Runway Safety Action Team (AFRSAT) through the Air Mobility Command (AMC) A3AP for Airfield Operations (AO) if there are recurring occurrences of runway incursions. See AFMAN 13-204 v1, for additional information.

1.2.1.5. Reviews runway incursion incidents and Controlled Movement Area Violation (CMAV) incidents and corrective actions taken.

1.2.2. 305th Operations Group Commander (305 OG/CC).

1.2.2.1. Reviews CMAVs and corrective actions taken.

1.2.2.2. Convenes a Runway Incursion Prevention Working Group (RIPWG) no later than 30 calendar days following the occurrence of a third runway incursion (within a six-month period).

1.2.2.2.1. The RIPWG will include OSS/CC, AOF/CC, Airfield Manager (AFM), WADPM, ATCT Chief Controller, Wing Safety, 87 Security Forces Squadron, Unit Commanders and/or UADPMs, and other organizational leadership as determined locally. RIPWG shall convene to conduct the following:

1.2.2.2.1.1. Analyze each runway incursion and corrective actions taken.

1.2.2.2.1.2. Evaluate the airfield driving operating procedures/standards and airfield configuration (to include signs, marking, and lighting) to determine if corrective actions are needed.

1.2.2.2.1.3. Develop strategies to prevent the reoccurrence of runway incursions. Examples include but are not limited to:

1.2.2.2.1.3.1. Increases or improve local training or testing materials.

1.2.2.2.1.3.2. Implement mandatory briefings to all airfield drivers, aircrew and ATC personnel, as applicable.

1.2.2.2.1.3.3. Limit runway crossings and/or limit crossings to certain taxiways/road intersections.

1.2.2.2.1.3.4. Increase penalty for CMAVs.

1.2.2.2.1.3.5. Alter the shape and/or increase the size of the Controlled Movement Area (CMA).

1.2.2.2.1.3.6. Determine if additional signage, markings, and lighting are needed in high-risk areas. Examples of additional signs, markings, and lighting include the following:

1.2.2.2.1.3.6.1. Installing “Stop, Do Not Enter, Contact Air Traffic Control Tower” signs/markings at runway hold lines and roads leading to the runway.

1.2.2.2.1.3.6.2. Increasing visibility of runway hold position markings by increasing the width of the yellow stripes from six to 12 inches. **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change for uniform implementation across the entire airfield.

1.2.2.2.1.3.6.3. Painting runway hold position signs on pavement prior to the runway hold position markings. (See FAA AC 150/5340-1, *Standards for Airport Markings*) **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change for uniform implementation across the entire airfield.

1.2.2.2.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change for uniform implementation across the entire airfield.

1.2.2.2.1.3.6.5. Installing runway guard lights (RGLs), if applicable.

1.2.2.2.1.3.6.6. Installing runway status lights (normally associated with a Category II/Airport Surveillance Detection Equipment).

1.2.2.2.1.3.6.7. Procuring vehicle-tracking devices to include Global Position System (GPS), ground radar, or video surveillance. **Note:** Coordinate with AMC A3AP for AO prior to the procurement and/or use of new systems/technology.

1.2.2.2.1.3.6.8. Installing additional FM radio repeaters for Air Traffic Control and the base station/ramp net.

1.2.2.2.1.3.6.9. Installing Location Signs.

1.2.2.2.1.3.6.10. Coordinate with AMC A3AP for AO prior to implementing new procedures and /or purchasing airfield support systems such as signs, marking and lighting.

1.2.2.2.1.3.6.11. When required, ensure an airfield waiver is processed and approved.

1.2.2.2.2. Provide a summary of the RIPWG's analysis and recommendations during the next Airfield Operations Board (AOB).

1.2.2.2.3. Publish minutes of the RIPWG and provide an informational copy to AMC A3AP for AO within 30 calendar days.

1.2.3. Unit Commander or equivalent.

1.2.3.1. Appoints a primary and alternate UADPM in writing (normally the Vehicle Control Officer [VCO] or Vehicle Control Noncommissioned Officer [VCNCO]) to manage training and testing requirements of unit personnel who are required to operate a vehicle and self-propelled equipment on the airfield. Forward a copy of the appointment letter to the WADPM.

1.2.3.1.1. UADPMs must be at least SSgt or above, or civilian equivalent. UADPMs must possess an AF Form 483 with the same level of access as the personnel he/she is training (i.e. UADPMs with members who require CMA access, must also have CMA access).

1.2.3.1.2. Ensures a replacement UADPM is appointed in writing and trained by the WADPM at least 30 calendar days prior to releasing the current UADPM.

1.2.3.1.3. Ensures UADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations should consider having more than one UADPM to provide effective program management and quality training, thus reducing the potential for airfield driving violations and runway incursions. Conversely, small organizations (e.g. normally a flight level or smaller) can combine and or consolidate their ADP with a unit.

1.2.3.2. Appoints unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical driving test as outlined in this ADI. Trainers must have completed the Air Force Training Course. Forward a copy of the appointment letter to the WADPM. **Note:** This letter may be

consolidated with the UADPM appointment letter. (See [Attachment 2](#) for an example appointment letter.)

1.2.3.3. Certifies personnel are qualified to drive on the airfield. Authority may be delegated in writing to UADPMs.

1.2.3.4. Ensures unit personnel complete the required training and testing requirements outlined in DAFI 13-213 Air Mobility Command Supplement and this ADI prior to obtaining an Air Force (AF) Form 483 to operate a vehicle and self-propelled equipment on the airfield.

1.2.3.5. Limits the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.

1.2.3.6. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license, and/or base driving privileges. Notify the WADPM and UADPM of the individuals' suspension/revocation. **Note:** Process request for reinstatement of airfield driving authorization.

1.2.3.6.1. Prior to reinstatement, a review of individual's Driving Record via Air Force Justice Information System (AFJIS) or AF Form 1313 (located at Security Forces) will be conducted to determine their civilian driver's license status before permitting them to operate a vehicle or self-propelled equipment on the airfield.

1.2.3.7. Ensures UADPMs and designated trainers give a practical day and night (as applicable) airfield familiarization training and practical driving test to all new vehicle and self-propelled equipment operators before they are allowed to drive vehicles and self-propelled equipment on the airfield.

1.2.3.8. Ensures unit airfield drivers limit their access on or across the runway to mission essential duties only.

1.2.3.9. Participates in the RIPWG.

1.2.3.10. Ensures that out-processing with the UADPM is part of the squadron out-processing checklist. This will ensure proper tracking of personnel assigned and authorized to drive on the airfield within the AMC Airfield Driving database.

1.2.4. McGuire Field Airfield Operations Flight Commander (AOF/CC).

1.2.4.1. Appoint the WADPM in writing.

1.2.4.2. Will ensure the ADP is managed IAW DAFI 13-213 AMCSUP and this ADI.

1.2.4.3. Will concur/non-concur with 305th Air Mobility Wing (AMW) Safety, and the WADPM as a team to assign all runway incursions an operational category (e.g., Operational Error, Pilot Deviation and Vehicle/Pedestrian) for trend analysis. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF Form 457, USAF Hazard Report or narrative section of the AF Form 651, *Hazardous Air Traffic Report* (HATR).

1.2.4.4. Participates in the RIPWG.

1.2.4.5. Will notify MAJCOM within 24 hours in the event of a CMAV and Runway Incursions.

1.2.5. McGuire Field WADPM.

1.2.5.1. Provides overall ADP management and oversight for airfield drivers at McGuire Field.

1.2.5.1.1. The 108th Operations Group (OG)/Airfield Management assists in providing management and oversight for all 108th Air National Guard (ANG) airfield driving programs.

1.2.5.2. Develops an ADI to establish the Wing ADP.

1.2.5.3. Maintain a WADPM continuity binder or electronic equivalent in the TAB format below.

1.2.5.3.1. Tab A: ADPM appointment letter.

1.2.5.3.2. Tab B: Department of Air Force Instruction 13-213 and Wing/Base Supplement.

1.2.5.3.3. Tab C: Annual Inspection Results.

1.2.5.3.4. Tab D: Unit Airfield Driving Program Manager Training Documentation.

1.2.5.3.5. Tab E: Current list of unit assigned airfield drivers. At a minimum, the list of airfield drivers include the individual's full name, rank, unit, Air Force Form 483 certificate number, restrictions (i.e. daytime or ramp only) and refresher training due date.

1.2.5.3.6. Tab F: United States Air Force Airfield Driving computer based training (CBT), Training Curriculum, Test/Answer Key.

1.2.5.3.7. Tab G: Unit airfield driving requirements as applicable.

1.2.5.3.8. Tab H: Airfield Violations/Corrective actions.

1.2.5.3.9. Tab I: References (i.e., AFMAN 24-306, Chapter 12, AFMAN 91-203, *Air Force Consolidated Occupational Safety Instruction*, AFI 21-101, etc.)

1.2.5.3.10. Tab J: Miscellaneous documents, WADPM emails, meeting minutes, etc.
Note: References may be paper or electronic copy. If any of the above information is maintained elsewhere, use DD Form 2861, Cross Reference to identify location.

1.2.5.4. Conducts a review of the ADI to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. Use a Memorandum for Record (MFR), log, or electronic equivalent to document ADI program reviews and maintain a file copy in accordance with Air Force Records Disposition Schedule (RDS), Table 13-06, Rule 4.00.

1.2.5.5. Ensures all locally developed training curriculum and training materials, to include *PowerPoint* slides, videos, appropriate CBTs, checklist(s) and lesson plan(s) used in training airfield drivers are loaded/maintained on the Airfield Driving Training Program (ADTP) website for members to use and process.

1.2.5.6. Ensures required elements of DAFI 13-213 AMCSUP1 **Attachment 4** are created in Step 2 of the ADTP website.

1.2.5.7. Trains and certifies UADPMs using UADPM Training Checklist (**Attachment 3**).

1.2.5.8. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs. At a minimum, the WADPM will:

- 1.2.5.8.1. Ensure daily spot checks are completed to enforce and monitor compliance with airfield driving procedures. At a minimum, a spot check will include a check of the driver's AF Form 483 for accuracy/currency, the availability/currency of AF Visual Aids (e.g., AFVA 11-240, *Airports Signs and Markings*, AFVA 13-221, *Control Tower Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*), and the availability/currency of the local airfield diagram.
 - 1.2.5.8.1.1. Report violations detected during spot checks to the AFM, AOF/CC, individual's Unit Commander and ADPM.
 - 1.2.5.8.1.2. Report and document results of spot checks (unit/office symbol) in the "status of airfield driving" section of the AOB.
 - 1.2.5.8.2. Monitors radios for proper radio terminology/phraseology and discipline.
 - 1.2.5.8.3. Conducts semi-annual review of unit test for compliance.
 - 1.2.5.8.4. Inspect/validate each Unit Airfield Driving Program at least annually for compliance with DAFI 13-213 and this instruction, to include a copy of the Unit ADPM MICT SAC.
 - 1.2.5.8.4.1. Provides a written memorandum documenting inspection results to the unit's commander.
 - 1.2.5.8.4.2. Brief inspection results to the 305 OSS/CC, UADPM's Unit Commander and briefed at the next quarterly AOB.
 - 1.2.5.8.4.3. Use MICT/SAC or paper equivalent to conduct and document the inspection of the unit ADP.
 - 1.2.5.8.4.4. Inspection ratings will be graded as Satisfactory or Unsatisfactory.
 - 1.2.5.8.4.5. The 108th OG/Airfield Management will conduct annual inspections for all 108th ANG airfield driving programs. Results will be provided to the McGuire Field WADPM.
 - 1.2.5.8.5. Unsatisfactory inspection results will require a follow-up inspection 30 calendar days after the initial inspection.
 - 1.2.5.8.6. Provides an annual inspection schedule to the UADPM's for planning purposes.
- 1.2.5.9. Ensures all CMAVs are briefed at the quarterly AOB.
- 1.2.5.10. Notifies the 305th Air Mobility Wing Safety (305th AMW/SE) of all CMAVs in a timely manner.
- 1.2.5.11. Revokes/suspends airfield driving privileges as necessary. In the event of an airfield driving revocation/suspension, informs the member's Unit Commander and UADPM.
- 1.2.5.12. Validates the need for airfield access of non-base assigned individuals such as contractors working on the airfield, commercial delivery vehicle drivers, and POV drivers

assigned to the base who have immediate and temporary need to drive on the airfield and do not have access to a Government Owned Vehicles (GOV).

1.2.5.12.1. Once the need is validated, individuals are trained, and information is annotated on McGuire Airfield Driving Briefing for contractors and TDY personnel Letter. An AF Form 483 is issued authorizing limited airfield access.

1.2.5.12.2. AF Form 483 will be issued for the expected duration of the contract based on contract completion date in the contract.

1.2.5.13. Conducts semi-annual meetings with UADPMs.

1.2.5.14. Use a MFR or electronic equivalent to document semi-annual meeting minutes. Maintain a file copy of the current calendar year in Tab J of the WADPM Continuity Binder or electronic equivalent. (See [Para 1.2.6.2](#))

1.2.5.15. Utilizes the ADTP mass email function to educate, inform and update personnel on airfield changes and trends. Other approaches (base paper, commander's access channel (TV), e-mail advisories, unit briefings) may also be used.

1.2.5.16. Coordinates on unit airfield driving lesson plans and tests

1.2.5.17. Ensures UADPMs provide appropriate training to TDY personnel and non-base assigned contractors based on type, location, time and duration of work. See [Chapter 3](#) for additional information.

1.2.5.18. Establish a list of all AF Form 483 driving restriction codes in the ADTP for use by the certifying official. ([Attachment 12](#))

1.2.5.19. Participates in the RIPWG.

1.2.5.20. Provides UADPM a standardized spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, AF Form 483 certificate number, restrictions (e.g. daytime or ramp only), and refresher training due date. **Note:** A sample spreadsheet is available for download at the HQ AFFSA Airfield Operations *SharePoint* website. The ADTP Personnel list meets this requirement when exported to *Excel*.

1.2.5.21. WADPM/UADPMs will utilize the ADTP reports function to monitor and track the personnel list.

1.2.6. Unit ADPM.

1.2.6.1. All UADPMs will complete the following training prior to taking over UADPM duties:

1.2.6.1.1. Must be trained and certified to drive on the airfield by the current WADPM or designated representative.

1.2.6.1.2. Must attend UADPM and ADTP database training with the WADPM or a designated representative. **Note:** No UADPM will be transferred to another unit to become an UADPM or trainer until a new appointment letter is on file with the WADPM from both units.

1.2.6.2. Administers the Unit Airfield Driver's Training Program IAW DAFI 13-213 and this ADI.

1.2.6.2.1. Conduct and document random spot checks of not less than 10% of their assigned drivers per quarter for enforcement and compliance with this ADI using **Attachment 9** of this regulation.

1.2.6.2.2. Report spot check results to the WADPM quarterly.

1.2.6.2.3. Notifies Unit Commander and WADPM in writing after suspending an individual's airfield driving privileges.

1.2.6.3. Validates unit personnel complete airfield driver training and certification prior to issuance of an AF Form 483 (See **Attachment 4**).

1.2.6.3.1. Ensures unit personnel who are not trained and certified to drive at night AF Form 483 indicates restricted access (e.g. "*AUTHORIZED DAYLIGHT HOURS ONLY*"). If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving test is conducted and documented prior to updating the AF Form 483.

1.2.6.3.2. Identifies, documents, and tracks personnel requiring access to the CMA, non-CMA, or restricted airfield driving as applicable (e.g. Ramp only, Daylight Hours only, etc.).

1.2.6.3.3. Ensures designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving test on unit personnel prior to issuance of an AF Form 483.

1.2.6.4. Ensure processing in/out with UADPM is added to unit's in/out processing checklist.

1.2.6.5. Attends WADPM semi-annual meeting and/or briefing regarding airfield driving.

1.2.6.5.1. All 108th ANG UADPMs will attend the semi-annual meetings held by the McGuire Field WADPM.

1.2.6.6. Participates in the RIPWG.

1.2.6.7. Trains unit airfield driver trainers how to conduct and document training on newly assigned unit airfield drivers. Ensure trainers are trained on the use of the ADTP database.

1.2.6.8. May develop a classroom standardized curriculum for unit trainers to use to train personnel.

1.2.6.9. Develops Night Vision Device (NVD) and Mission Oriented Protective Posture (MOPP) gear training plans and Letter of Procedures (LOP) if applicable and submits the plan to the WADPM for approval.

1.2.6.10. Will develop and administer a practical driving test or "check ride" IAW **Para 2.3.4** of this regulation. The "check ride" documentation will be maintained in TAB F of the ADP Continuity Binder or electronic equivalent.

1.2.6.11. The UADPM will ensure the following is completed prior to members being progressed to Step 4 in the ADTP process:

- 1.2.6.11.1. Personnel have a valid state driver's license.
- 1.2.6.11.2. Personnel are qualified to drive the vehicle or self-propelled equipment they will be operating on the airfield. **Note:** Military and Department of Defense (DoD) Civilians will have all vehicle or self-propelled equipment qualifications on their government drivers licenses.
- 1.2.6.11.3. All color vision requirements listed in **paragraph 2.1.2** of this regulation are completed.
- 1.2.6.11.4. Designated airfield driving trainers conduct and document all airfield driving training and testing on unit personnel using **Attachment 4** prior to issuance of an AF Form 483.
- 1.2.6.11.5. A closed book 25 question unit test will be administered via the (ADTP) website. Passing grade for the test is 80% (corrected to 100%).
- 1.2.6.11.6. Personnel that require CMA access receive the appropriate training prior to placing the "CMA" restriction on their AF Form 483 and individuals not receiving night orientation/training check rides will have their AF Form 483's restricted to daylight operations only. **Note:** Even if an individual normally only works "dayshifts," keep in mind that in the winter months it will be dark for periods during the hours of 1630-0730L.
- 1.2.6.11.7. The UADPM will review all airfield driving test failures with the trainee and provide additional training as required.
- 1.2.6.12. Ensures TDY and contractor personnel that are hosted by the unit receive applicable local airfield driving training using DAFI 13-213 AMCSUP1, this regulation and **Attachment 5**. **Note:** The sponsoring unit will conduct training and certification for contractors. All contractors must be trained at least 2 weeks prior to construction start date to the maximum extent possible.
- 1.2.6.13. The UADPM will review ADTP database at least weekly.
 - 1.2.6.13.1. Ensure all personnel are completing training in a reasonable amount of time and personnel in the system still have a need to drive on the airfield. Personnel who do not complete all training and certification within 30 calendar days (120 calendar days for Traditional Reservist and Guardsmen) will be evaluated for removal from the system and or returned to Step 2.
 - 1.2.6.13.2. Ensure all personnel are assigned the appropriate "Restrictions" within the ADTP (e.g. CMA, Non-CMA Ramp only, Daylight Hours only, etc.).
 - 1.2.6.13.3. Individuals whose duty requirements (as determined by their Squadron Commander) would not require them to ever enter the CMA will have their AF Form 483 annotated with "Non-CMA". **Note:** While normal day-to-day operations may not require entering the CMA, other circumstances that may require entering the CMA should be considered (i.e. blown tires, aircraft tow teams for disabled aircraft, etc.).
 - 1.2.6.13.4. Provides annual refresher training for assigned unit personnel. Annual refresher training for airfield driving will be documented on reverse side of AF Form

- 483 automatically via the ADTP website. Members are required to re-print AF Form 483 after refresher training is complete.
- 1.2.6.13.5. Ensures deploying personnel maintain a current AF Form 483 for airfield driving through their entire deployment.
- 1.2.6.13.6. Ensure personnel out processing the unit are removed from Unit's ADTP profile.
- 1.2.6.14. Maintains an ADP Continuity Binder in the TAB format outlined in **paragraph 1.2.5.3.1**.
- 1.2.6.15. Ensures personnel who need to use their POV for airfield access, comply with **paragraph 6.2** to obtain an airfield cone/placard. **Note:** All airfield cones/placards will be returned to Airfield Management when individuals Permanent Change of Station (PCS), separate, or no longer require access to the airfield.
- 1.2.6.16. Maintains a list of all unit personnel issued an airfield cone or placard.
- 1.2.6.17. Will maintain a current list of permanent party, TDY and contractors that are issued AF Form 483.
- 1.2.6.18. Annually validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Forward results to the WADPM.
- 1.2.6.19. Use the MICT/SAC to conduct and document a self- assessment of the unit's airfield driving program at least annually. Provide a copy of the checklist to the Wing ADPM upon request for functional oversight.
- 1.2.7. Airfield Management (AM), 305 OSS/OSAA.
- 1.2.7.1. The AFM, DAFM, WADPM, or Non-Commissioned Officer In Charge (NCOIC), Airfield Management Operations will sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF Form 483 for airfield driving.
- 1.2.7.2. Imposes and publishes restricted driving routes as required.
- 1.2.7.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies. Document corrective actions on an AF Form 3616, Daily Record of Facility Operation or electronic equivalent.
- 1.2.7.4. Conducts random spot checks per day for enforcement and compliance with the ADI in conjunction with periodic airfield checks. AM will:
- 1.2.7.4.1. Use **Attachment 9** to document spot checks.
- 1.2.7.4.2. Report violations detected during spot checks to the AFM and WADPM.
- 1.2.7.4.3. Notify the WADPM when POV's are parked on the airfield without the proper placard/cone.

- 1.2.7.4.4. Escort individuals off the airfield who do not have a current AF Form 483 on their person. Note: If another member is available to drive they may remain on the airfield.
- 1.2.7.5. Responds to reported or suspected airfield driving violations. At a minimum, AM personnel will:
 - 1.2.7.5.1. Escort individuals off the airfield.
 - 1.2.7.5.2. Confiscate individuals AF Form 483.
 - 1.2.7.5.3. Request a written statement from individuals and forwards to the WADPM, AFM, and AOF/CC.
 - 1.2.7.6. Participate in the RIPWG.
- 1.2.8. Air Traffic Control Tower (ATCT).
 - 1.2.8.1. Controls all aircraft, vehicle, and approved pedestrian traffic on the CMA by two-way radio communications or, in the event of lost communications, by light gun signals. If use of light gun signals is unsuccessful when controlling vehicle or pedestrian traffic, contact AM to have vehicle and/or pedestrian traffic escorted off the CMA.
 - 1.2.8.2. Provides ATCT light gun signals when requested for training purposes. **Note:** Request for light gun signals will be contingent on ATC priorities and work load. ATC will not give light gun signals while aircraft operations are within the local area.
 - 1.2.8.3. Reports known CMA violations and problems with vehicle or self-propelled equipment operator radio communications to AM. Assists AM in identifying and locating unauthorized personnel and vehicles on or near the CMA, and help with preventing CMA violations to the maximum extent.
 - 1.2.8.4. Report any visual blind spots to AM. Visual blind spots at McGuire Airfield are Alpha Row, Bravo Row, X-Ray Row, Romeo Spot 1, and both parking spots located North and South of Big Beige.
 - 1.2.8.5. Participates in the RIPWG.
- 1.2.9. 305th AMW Safety (SEF).
 - 1.2.9.1. Coordinates on local directives and/or operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield.
 - 1.2.9.2. Coordinates on lesson plans and tests for vehicle and self-propelled equipment operations on the airfield.
 - 1.2.9.3. Participates with the WADPM in investigating airfield driving incidents, HATRs, CMA violations. Provide a copy of all Class E CMA violation report submittals (initial, status, final) to AOF/CC for review/concurrence as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*.
 - 1.2.9.4. Reviews CMAVs for trends.
 - 1.2.9.5. Participates in the RIPWG.
 - 1.2.9.6. Ensures the AFM is notified of any ground mishaps on the airfield.

1.2.10. 87th Security Forces Squadron (SFS).

1.2.10.1. Monitors airfield vehicle and self-propelled equipment operations for ADI compliance.

1.2.10.2. Enforces all traffic rules and directives on the airfield.

1.2.10.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs AM of violations.

1.2.10.4. Detains all unauthorized POVs driving on the airfield and notifies AM.

1.2.10.5. Assists in escorting violators (as needed) to AM.

1.2.10.6. Will issue either DD Form 1408, *Armed Forces Traffic Ticket* or citation via the Central Violations Bureau (CVB) to vehicle owners:

1.2.10.6.1. That do not properly display POV placards/cones while within the airfield environment.

1.2.10.6.2. That improperly park their vehicles or self-propelled equipment on the airfield.

1.2.10.7. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized persons from the airfield.

1.2.10.8. Complies with all procedures outlined for entry into the CMA.

1.2.10.9. Participates in the RIPWIG.

1.2.10.10. Coordinate with the WADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

1.2.11. 87th ABW Medical Group.

1.2.11.1. Conduct necessary color vision testing to determine if individuals can distinguish between red, green, white, yellow and blue (Unit ADPMs can use the Officer and Enlisted Classification Directory for Air Force Specialty Codes to check vision requirements).

1.2.11.2. Coordinate with the WADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

Chapter 2

TRAINING & CERTIFICATION

2.1. Procedures for Obtaining an Airfield Driving Certificate of Competency (AF Form 483).

2.1.1. The WADPM or a designated Airfield Management representative are the only individuals authorized to issue/sign AF Form 483 for personnel operating on McGuire Field. Individuals operating a vehicle on Maxfield Field (Naval Support Activity Lakehurst) will be trained/licensed IAW Lakehurst Facility Manual and Lakehurst Air Operations Manual. Lakehurst Airfield Drivers Training can be coordinated with NAS Lakehurst airfield driving program managers via telephone at 723-323-4995.

2.1.2. Color Vision Requirements.

2.1.2.1. Prospective airfield drivers will complete a color vision test to ensure they are able to distinguish between color red, green, white, yellow, and blue.

2.1.2.2. Military personnel driving on the CMA must have a color vision test completed by the 87th Medical Group Optometry office.

2.1.2.3. All civilian personnel will have a color vision exam accomplished during the pre-employment phase of the hiring process. If the civilian member fails the color vision test, he/she will be referred to optometry to determine the level of deficiency. Members unable to be color-vision certified will not be issued CMA access on their AF Form 483.

2.1.2.4. Vehicle or self-propelled equipment operators who do not pass the color vision test **will not** be authorized to operate within the CMA and will have "NON-CMA" restriction placed on their AF Form 483.

2.1.2.5. **EXCEPTION TO TESTING:** Career fields requiring a color vision before entry do not need to retest.

2.2. Training Criteria.

2.2.1. Operators will possess a valid state driver's license.

2.2.2. Personnel will be qualified to drive the vehicle or self-propelled equipment they will be operating on the airfield. **Note:** Military and DoD Civilians will have all vehicle or self-propelled equipment qualifications on their Government Drivers licenses.

2.2.3. Base assigned personnel will complete the following:

2.2.3.1. Log onto the ADTP website to start airfield drivers training. <https://webapp.amc.af.mil/ADTP/Pages/System/Login.aspx> **Note:** Personnel without Common Access Card (CAC) access will receive the *PowerPoint* presentation from the UADPM.

2.2.3.2. All base assigned (military, DoD Civilian, Contractor, etc.) personnel operating a vehicle or self-propelled equipment on the airfield must complete all training items outlined in this ADI, AFI 13- 213 AMCSUP1 and Step 2 of the ADTP website. Ensure in Step 2, member checks **ALL** boxes (both black letter items, which is AFI driven and gray letter items, which are McGuire Airfield specific) before the Trainer or UADPM certifies them. If they only check black letter items and Trainer or UADPM signs after them, they

will remain stuck in Step 2. If this occurs, member must be decertified on tasks in order to check all boxes.

- 2.2.3.2.1. **Attachment 4** will be used to document training.
 - 2.2.3.2.2. All training documentation will be maintained by the Unit ADPM.
 - 2.2.3.3. Completion of the USAF Airfield Driving CBT (accessible on the myLearning website [<https://lms-jets.cce.af.mil/moodle>]), is required for all wing and/or base assigned airfield drivers prior to issuance of an AF Form 483.
 - 2.2.3.4. Review this instruction, AFMAN 24-306, *Manual for Wheeled Vehicle Driver Chapter 25* and AFMAN 91-203. AFI 21-101, *Aircraft and Equipment Maintenance Management*.
 - 2.2.3.5. Complete classroom training as determined by UADPM.
 - 2.2.3.6. Practical day and night airfield familiarization training. At a minimum, the practical airfield drivers training involves taking the individual out on the airfield to show them how to get to and from their work areas. Use Step 2 in the ADTP website and **Attachment 4** to document completion of training.
 - 2.2.3.7. Individuals that do not complete a nighttime airfield orientation will be issued an AF Form 483 restriction indicating operation approval for “Daylight Hours Only”.
- 2.2.4. Night Vision Devices (NVD) Training
- 2.2.4.1. NVD instructors must:
 - 2.2.4.1.1. Be an E-4 or above.
 - 2.2.4.1.2. Have completed either the Air Force Train the Trainer Course or graduated from any Air Force Education and Training Command (AETC) Instructor course.
 - 2.2.4.1.3. Be appointed by their commander.
 - 2.2.4.1.4. Phase 3 trainers must hold phase 3 qualifications for six months.
 - 2.2.4.2. Current McGuire Field NVD training times are opportune meaning whenever a window is free for NVD Ops, aircrew will take advantage of that window.
 - 2.2.4.3. The primary location for NVD training will be located on the X-Ray Row followed by Romeo Row and Victor Row.
 - 2.2.4.4. NVD training shall be broken into the following three phases.
 - 2.2.4.4.1. Phase 1 Classroom training
 - 2.2.4.4.1.1. Trainees will learn how to use the NVDs in a NVD environment
 - 2.2.4.4.1.2. Component, Function and operation of NVDs
 - 2.2.4.4.1.3. NVD Vehicle Preparations
 - 2.2.4.4.2. Phase 2 Basic vehicle operations
 - 2.2.4.4.2.1. Inspect vehicle
 - 2.2.4.4.2.2. NVD vehicle preparations

2.2.4.4.2.3. Operate vehicle while on NVDs

2.2.4.4.3. Phase 3 training will be AFSC specific and may be conducted on the main ramp.

2.2.4.5. UADPM will annotate NVD driving qualifications on the drivers AF Form 483 by choosing the correct restriction in the ADTP website

2.2.4.6. NVD drivers must complete an approved annual NVD refresher class that will include supervised NVD driving by a NVD trainer.

2.2.4.7. UADPMs will document all refresher training in the ADTP website.

2.2.5. TDY and Short-Term Contractors.

2.2.5.1. Must review the contractor/TDY *PowerPoint* slides developed by AM and complete all training items outlined in **Attachment 5**. Contractor must also provide a copy of their state side driver's license to go along with their **Attachment 5**.

2.2.5.2. All contractors/TDY personnel should have an airfield orientation that shows the individual the route they will take to and from their work area. **Note:** At a minimum, the UADPM will use an airfield diagram to show the contractor the route they will use to access to their work site.

2.3. Testing.

2.3.1. Trainees will take and pass the following tests:

2.3.1.1. General knowledge unit test developed and administered by the UADPM on the ADTP web site. UADPMs will enable the unit test located in Step 3 of the ADTP.

2.3.1.1.1. UADPMs will set the passing score on the unit test to 80% within the ADTP training site. Once the test has been reviewed, advance the trainee to the next step. Add a comment in the trainees block stating score received and that "*all missed test questions have been reviewed with the trainee.*"

2.3.1.1.2. Unit test will be enabled for no more than 72 hours. All members will have one hour to finish the test once started. **Note:** If the electronic test remains idle for more than five minutes, the system will automatically cancel the test.

2.3.1.2. Trainees will take a 25-question closed book wing test developed by the WADPM and AMC through the ADTP web site. This test will initially be enabled by the UADPM. Subsequent test (if the member fails) will be administered IAW DAFI 13-213 AMCSUP1. Results will be recorded and maintained in the ADTP web site. At a minimum this test will include:

2.3.1.2.1. Five communication questions with a minimum passing score of 100%. At a minimum, include the following areas: basic communication principles, phonetic alphabet, standard aviation phraseology, escort phraseology/rules, and a simulation of radio communications between a vehicle operator and ATCT. (For example, initial radio contact, crossing active runway, hold short instructions, etc.) Runway Incursion Prevention Test must be at least five questions with a minimum passing score of 100%.

2.3.1.2.2. General Knowledge Test. Develop a written general knowledge test on the ADI with at least 10 questions and a passing score of 80%, (corrected to 100%).

2.3.1.3. Airfield Diagram/Layout Test. Test consists of a blank diagram of the airfield consisting of all taxiways, runways, and other prominent features properly labeled. The test will be proctored by the Unit ADPM with a minimum passing score of 100%. Unit ADPMs maintain member's actual diagram test on file for sampling during unit annual inspection visits or unit spot checks.

2.3.1.4. Practical Driving Test. At a minimum, the individual must:

2.3.1.4.1. Drive the vehicle during the check-ride.

2.3.1.4.2. Demonstrates the ability to operate a vehicle in all areas required for the duty position and/or work areas without assistance.

2.3.1.4.3. Identify the location of runways and all CMAs.

2.3.1.4.4. Demonstrate the ability to contact ATCT prior to entry on the runway and other CMAs (*for Runway/CMA drivers only*).

2.3.2. Test Failure. Individuals must wait a minimum of 24 hours to retest for all test failures. UADPM will document all actions in the ADTP website. Note: The ADTP site will only enable failed sections of the Step 4 test.

2.3.2.1. Unit test failures.

2.3.2.1.1. First Failure: UADPM will review test results with the individual to review missed questions and to explain why they missed that question.

2.3.2.1.2. Second Failure: UADPM will complete a thorough test review with the member. The member will then be sent back to Step 2 to re-accomplish all training. Additionally, the UADPM will assign a new trainer to the member for remedial training.

2.3.2.1.3. Third Failure: UADPM will notify Unit Commanders and provide recommendations for further actions. Note: After the third failure, member must wait at least 60 calendar days before trying to re-accomplish the unit test. Member must re-accomplish step 2 in ADTP prior to retaking the unit test.

2.3.2.2. Wing test failures.

2.3.2.2.1. First Failure: The UADPM will complete a thorough test review with the member. Once the UADPM is confident that the member is ready to retest, the UADPM will coordinate with the WADPM prior to re-enabling the Wing test. Must wait 24 hrs.

2.3.2.2.2. Second Failure: WADPM or designated AM representative will send the member back to Step 2. The UADPM will assign a new trainer to the member for remedial training. Once the member has passed the unit test, the UADPM will coordinate with the WADPM to re-enabling the wing test. In addition, A memorandum, signed by the UADPM and Unit Commander, must be emailed or hand delivered to the WADPM.

2.3.2.2.3. Third Failure: Member will not receive a license. **Note:** Wing test are enabled by the UADPM. Member's Wing test is not automatically enabled. After member passes Wing Test, WADPM will pass member in ADTP to receive their AF Form 483. Unit WADPM passes the member in Step 4, their account will sit in Step 4

with a status of “Passed.” If UADPM is unavailable, member should contact WADPM via email to enable test.

2.3.3. All test results will be documented in the “Add Comment” section of the ADTP website.

2.4. Annual Refresher Training/Testing Requirements.

2.4.1. Airfield drivers will complete the following annual training:

2.4.1.1. A review of the ADI

2.4.1.2. Light Gun signal Training *PowerPoint* slides.

2.4.1.3. Federal Aviation Administration (FAA) Communications Best Practices *PowerPoint* slides.

2.4.1.4. FAA Signs, Markings, Lighting *PowerPoint* slides.

2.4.1.5. Introduction to Runway Safety *PowerPoint* slides.

2.4.1.6. A 25 multiple choice test through the ADTP web site. Minimum passing score is 80%. However, the test will consist of at least five runway incursion prevention questions with a minimum passing score of 100%. Reference [para 2.3.2](#) for test failures.

2.4.2. The WADPM may add more requirements for specialized and/or additional unit training at any time; the requirements listed here are the minimum training requirements.

2.4.3. The UADPM will get approval from Wing Safety and the WADPM for any additional/specialized refresher training.

2.4.4. The UADPM ensures all refresher training is complete prior to enabling the refresher test.

2.4.5. Drivers can print their license through the ADTP web site after training and testing is complete. If a driver is unable to print an issued license, contact the UADPM.

2.4.6. If annual refresher training is not accomplished prior to the last day of the expiration month, WADPM will send the member back to Step 2. If member received AF Form 483 on the last day of the month, member must complete the refresher training BEFORE the date of expiration. If the member has a placard and their AF Form 483 expires, the placard is no longer valid. **Note:** No written refresher documentation will be annotated on the AF Form 483 unless the member is TDY. All documentation must be entered into ADTP unless MAJCOM sends a message stating ADTP is unserviceable for more than one week.

2.5. Manual Testing Procedures.

2.5.1. In the event that ADTP is down for maintenance or for some unforeseen measures, Manual test will proceed as follows:

2.5.1.1. Train on all items listed below. Use the [Attachment 4](#) to document training.

2.5.1.2. The UADPM will issue the unit test once all of the above task are complete. All terms stated in [paragraph 2.3](#) apply when scoring the test.

2.5.1.3. After Unit Testing is complete and member pass, member will proceed over to Airfield Management to take the Wing Test. All terms stated in [paragraph 2.3](#) apply when scoring the test.

2.5.1.4. After member passes Wing Test, the WADPM will issue the member a written AF Form 483 until ADTP returns to service. Once the ADTP is returned to service, the UADPM will create a license for the member, signed by the WADPM, and the written AF Form 483 will become void.

Chapter 3

TDY PERSONNEL AND CONTRACTORS.

3.1. TDY Personnel.

3.1.1. TDY personnel that have a current home station AF Form 483 will:

3.1.1.1. Complete a local airfield orientation that will include where the member will be working and any designated routes that the member will be required to take.

3.1.1.2. Complete a local airfield diagram test. Test consists of a blank diagram of the airfield consisting of all taxiways, runways, and other prominent features must be labeled. Minimum passing score is 100%.

3.1.1.3. A new AF Form 483 for McGuire Field may be issued after receiving a local briefing, or the home station AF Form 483 may be used. If using a home station AF Form 483, ADPMs will annotate training on the reverse side of the form. "McGuire Field Authorized" will be stamped on the reverse side of the AF Form 483.

3.1.2. Any individual assigned on a TDY basis who does not have home station AF Form 483 will be required to complete all certification/training requirements listed on the airfield driver training website and **Chapter 2** of this ADI or depending on circumstance will not receive certification/training.

3.2. Contractors.

3.2.1. Short-term contractors are personnel hired for a specific contract for the duration of one year or less.

3.2.1.1. The UADPM will ensure all short term contractors:

3.2.1.1.1. Receive an airfield driver briefing that will cover all items in **Attachment 5**. Use the documentation box loaded on the "ADTP TDY/Misc personnel" page to certify use of this attachment by the creator of this profile.

3.2.1.2. The UADPM will create a "Miscellaneous Application" within the ADTP website. **Note:** Ensure the expiration date of the license extends past the contract completion date.

3.2.2. Long-term contractors are personnel that will utilize the airfield for the duration of a year or more (i.e. OTC, Evergreen, ATA, Boeing, SAIC).

3.2.2.1. Host agency will provide training.

3.2.2.2. These individuals must complete the same training as all base assigned personnel. Refer to Chapter two for training requirements. **Note:** 87 CEG ADPM will conduct driving training for airfield contractors on projects being tracked and being overseen by 787 CES Project Managers or 87 CES contract services (mowers, rubber removal and restriping, Ameresco, oil water separator cleaning/MX, environmental, etc.). Groups larger than 20 may be trained by the WADPM. WADPM will only train groups of less than 20 if the 87 CEG ADPM is on a case-by-case basis. WADPM requires 1 weeks' notice. 87 CEG ADPM will reserve adequate space for training, as well as create licenses for all trained, to be signed by the WADPM or designated AM representative.

3.3. Training Documentation.

3.3.1. Documentation will be either electronically or paper and placed in tab D of the continuity binder.

3.3.2. Documentation will be maintained IAW Air Force RDS, Table 13-01, Rule 01.00.

Chapter 4

REPORTING VIOLATIONS AND FOLLOW-UP ACTIONS

4.1. Reporting Procedures:

4.1.1. When made aware of, or upon noticing an airfield driving violation/ runway incursion, CMAV or NVD-related accident, ATCT or any agency/person noticing the violation will:

4.1.1.1. Direct violators to hold their position outside the CMA and wait for an AM representative to escort them off the airfield. If unable to contact the driver either by radio or in person, notify the Emergency Communication Center (ECC). If 87 SFS locates the driver, they will initiate a challenge on the vehicle or self-propelled equipment. If it is determined to be only an airfield violation, 87 SFS will escort the driver to AM to complete an Airfield Driving Violation Report. The driver will fill out the form. If the driver is unauthorized to drive on the airfield or another security issue is witnessed, 87 SFS will transport the driver to the ECC and conduct an investigation.

4.1.1.2. Notify AM either via the following landlines: 609-754-2712/2713 or via the Tower Net.

4.1.1.2.1. If ATCT personnel notice a violation, they will notify AM and inform them of the violator's current location and whether the violation had an adverse impact on flight operations. ATCT will also document the event in daily logs and tracking forms.

4.1.1.2.2. Runway Incursion: Any occurrence involving an aircraft, vehicle or self-propelled equipment, person or object that enters any portion of the landing area. A runway incursion is a serious violation and action will be taken to eliminate the potential for reoccurrence. AF Form 651, *Hazardous Air Traffic Report*, must be completed and submitted within 24 hours (see also AFI 91-202, *US Air Force Mishap Prevention Program*) if the incursion involved an aircraft having to take evasive actions (go around, aborted takeoff, etc.). An AF Form 457, *USAF Hazard Report*, must be completed and submitted within 24 hours for all other runway incursions. Completed forms will be submitted to 305 AMW/SE **Note:** A written follow-up is due within 72 hours.

4.1.2. When made aware of or upon noticing an airfield driving violation/runway incursion, CMAV or NVD-related accident, AM will:

4.1.2.1. Immediately respond to the incident and escort the violating individual back to AM.

4.1.2.2. Confiscate the driver's AF Form 483. If member does not possess a valid AF Form 483 (verified in the ADTP), Unit ADPM will be notified.

4.1.2.3. Interview the driver to determine the cause of the event, the intended actions and the driver's previous training.

4.1.2.4. Contact the ATCT to determine if the violation had an adverse impact on flight operations, if not contacted already.

4.1.2.5. Determine the type of violation that occurred based on the above information.

- 4.1.2.5.1. CMAV: Any occurrence involving an aircraft, vehicle, person or object entering any portion of the CMA without the approval of ATCT. For CMAV an AF Form 457, *USAF Hazard Report*, must be completed and submitted to 305 AMW/SE within 24 hours.
- 4.1.2.5.2. Both the AF Form 651 and 457 must have the following information in the narrative section:
- 4.1.2.5.2.1. Individual's information (e.g., rank, job title, organization, and TDY or base assigned status).
 - 4.1.2.5.2.2. Individual's experience working on or near the airfield and date trained.
 - 4.1.2.5.2.3. If individual was authorized on the airfield and/or CMA.
 - 4.1.2.5.2.4. If individual completed all training required to operate a vehicle or self-propelled equipment on the airfield.
 - 4.1.2.5.2.5. Approximate location where the CMAV occurred (e.g., runway/taxiway intersection, distance from threshold or overrun etc.).
- 4.1.2.6. Notify 305 AMW/SE, DAFM, and AFM. If after duty hours, notifications may be delayed until the next duty day at the discretion of the AM Supervisor.
- 4.1.3. When made aware, or upon noticing an airfield driving violation/ runway incursion, CMAV or NVD-related accident the WADPM will:
- 4.1.3.1. Notify AMC/A3AP, 305 OSS/CC, Unit Commander of the driver involved in the incident, operator, Primary/Alternate UADPM, and 305 AMW/SE via e-mail within 24 hours of the incident. If the incident occurs on a weekend, notification will be sent on the first duty day after the incident.
 - 4.1.3.2. Maintain a copy of the AF Form 651/457, actions taken, results and supporting documentation IAW Air Force RDS, Table 91-04, Rule 08.00. Documentation may also be maintained in the ADTP.
 - 4.1.3.3. Suspend the members profile in ADTP within 24 hours. Only the WADPM can reinstate status in the suspended member's profile.
 - 4.1.3.4. Work with the AOF/CC and Wing Safety to assign all runway incursions an operational category (e.g., Operational Error, Pilot Deviation and Vehicle/pedestrian) for trend analysis.
 - 4.1.3.5. Brief all CMAV events at the AOB. The following items will be included in the brief:
 - 4.1.3.5.1. Provide a detailed description of each incident to include (What, When, Where, How, type vehicle/aircraft involved and action taken to prevent a reoccurrence).
 - 4.1.3.5.2. Highlight any trends (e.g. annual/biannual chart showing upward or downward incident rate as applicable).
 - 4.1.3.6. If a runway incursion or a CMAV occurs conduct an inspection with the 305 AMW/SE of the member's Unit ADP. Emphasis will be placed on how the unit trained the

individual, their compliance with the ADI and the ability to utilize the ADTP. The results will be reported to the Unit Commander.

4.1.4. When made aware of or upon noticing an airfield driving violation, runway incursion, CMAV or NVD-related accident the AOF/CC will:

4.1.4.1. Work with 305 AMW Flight Safety to assign all runway incursions an operational category (e.g., operational error, pilot deviation, or vehicle/pedestrian) for trend analysis. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF Form 457 or narrative section of the AF Form 651.

4.1.4.2. Ensure HATRs are briefed at the AOB.

4.2. Airfield Violations.

4.2.1. Gross or repeated violation of safety or airfield driving rules, or an overall demonstrated lack of ability on the part of the certificate holder may result in a suspension of airfield driving privileges, surrender of the certificate, or revocation of the certificate.

4.2.2. Unit Commanders, ADPMs and AM personnel are authorized to revoke or confiscate the AF Form 483 from any individual violating the provisions of this instruction without debate.

4.2.3. **Suspension** . Any supervisor in the driver's chain of command may recommend suspension of a driver's certificate. All suspensions will be reported to the UADPM and the WADPM. Failure to complete annual refresher training (or lack of documentation) is cause for competency card suspension.

4.2.4. **Surrender** . All certificate holders will surrender their AF Form 483 upon request by the UADPM and/or AM personnel. Surrendered certificates will be forwarded to WADPM and will be held until reinstatement/retesting. The following information will be obtained for all airfield driving offenses:

4.2.4.1. Name/Rank of the individual, unit, duty phone, Unit Commander, and UADPM.

4.2.4.2. Details of the incident/violation (including date, time, location, nature and any other pertinent facts). **Note:** If AM/87 SFS personnel stop a vehicle or self-propelled equipment operator, member needs to cooperate or members AF Form 483 will be suspended at the WADPM discretion.

4.2.5. **Revocation** . AF Form 483 may be revoked by the UADPM, WADPM or designated representative. Once revoked, another certificate will not be reissued without the explicit approval of the WADPM. **Note:** Violations are based on the duration of the member's tour at McGuire Field. Violations occurring on Maxfield Field will be addressed IAW Lakehurst Facility Manual and Lakehurst Airfield Operations Manual.

4.2.6. Violations of this ADI will carry the following penalties:

4.2.6.1. Runway Incursions: A runway incursion is a CMAV 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. For the purpose of this instruction, the protected area is the same as the CMA. Runway Incursions are further classified into three operational categories (Operational Error, Pilot Deviation, and Vehicle/Pedestrian).

- 4.2.6.1.1. First Violation: Will result in an automatic 6-month suspension of airfield driving privileges.
- 4.2.6.1.2. Second Violation: Will result in a permanent revoking of airfield driving privileges.
- 4.2.6.2. CMAVs that don't involve the runway:
 - 4.2.6.2.1. First Violation: 30 calendar day suspension of airfield driving privileges.
 - 4.2.6.2.2. Second Violation: 1 calendar year suspension of airfield driving privileges.
 - 4.2.6.2.3. Third Violation: Permanent suspension of airfield driving privileges.
- 4.2.6.3. Violations other than CMA offenses:
 - 4.2.6.3.1. Driving in front of/cutting off an aircraft:
 - 4.2.6.3.1.1. First Violation: 10 calendar day driving suspension. UADPM will be notified.
 - 4.2.6.3.1.2. Second Violation: 30 calendar day driving suspension. Unit Commander will be notified
 - 4.2.6.3.1.3. Third Violation: Permanent suspension of airfield driving privileges. Unit Commander will be notified
 - 4.2.6.3.2. Unsafe Speed violations:
 - 4.2.6.3.2.1. First Violation: 10 calendar day driving suspension. UADPM will be notified.
 - 4.2.6.3.2.2. Second Violation: 30 calendar day driving suspension. Unit Commander will be notified.
 - 4.2.6.3.2.3. Third Violation: Permanent suspension of airfield driving privileges. Unit Commander will be notified.
 - 4.2.6.3.3. Unsafe speed violations within vicinity of an aircraft:
 - 4.2.6.3.3.1. First Violation: 30 calendar day suspension of airfield driving privileges.
 - 4.2.6.3.3.2. Second Violation: 1-year suspension of airfield driving privileges.
 - 4.2.6.3.3.3. Third Violation: Permanent suspension of airfield driving privileges.
 - 4.2.6.3.4. Grossly incorrect phraseology/lack of situational awareness.
 - 4.2.6.3.4.1. First Violation: Warning.
 - 4.2.6.3.4.2. Second Violation: 10 calendar day driving suspension. UADPM will be notified.
 - 4.2.6.3.4.3. Third Violation: 30 calendar day driving suspension. Unit Commander will be notified in writing.
 - 4.2.6.3.5. Improper/Non-display of POV cones/placards: see [paragraph 6.2.2.](#)
 - 4.2.6.3.6. All other violation of this ADI will be handled on a case by case basis by the WADPM.

4.2.7. Multiple infractions of this ADI within in 12-month period may result in more severe repercussions as assessed by the WADPM.

4.2.8. Suspension/revocation of civilian driver's license automatically results in suspension of airfield driving privileges. UADPM must notify WADPM if this situation occurs.

4.2.9. Individuals who do not complete annual refresher training by the last day of the expiration month will have their driving privileges suspended until all initial training is re-accomplished. **Note:** Personnel that were unable to complete refresher training (e.g. deployed, TDY, etc.) must complete it prior to driving on the airfield. If a member loses driving privileges for reasons other than airfield driving violations (reckless driving, DUI, etc) and they have an AF Form 483 and POV Placard or Cone, the AF Form 483 is automatically suspended for the duration of the suspension term and the UADPM must suspended the POV Placard or cone.

4.3. Reinstatement Procedures.

4.3.1. Unit Commanders will:

4.3.1.1. Provide a MFR with their recommendation for suspension, revocation, and reinstatement of airfield driving privileges to the WADPM. Please use **Attachment 7** for a memorandum template.

4.3.1.2. Ensure that, prior to seeking reinstatement of airfield driving privileges, the individual concerned receives refresher training on proper ground vehicle operations on the airfield and re-accomplishes all tests. **Note:** All refresher training must be documented and maintained by the UADPM. Documentation must be maintained for a minimum of one year.

Chapter 5

OPERATING PROCEDURES AND STANDARDS

5.1. Vehicle and Self-propelled Equipment Operations on McGuire Airfield.

5.1.1. All vehicle and self-propelled equipment operators must have a current state driver's license, an AF Form 483 digitally signed by the WADPM or designated representative via ADTP, and a local airfield diagram in their possession before driving on the airfield. No one will enter the airfield without AF Form 483 and will pay attention to the sign shown in **Figure 5.1** below.

5.1.2. Only those vehicle and self-propelled equipment operators with a mission requirement will operate on McGuire Field. Operators must utilize the most direct route while operating on the airfield. The airfield will not be utilized for convenience purposes to transit from one location to another.

5.1.2.1. Units sponsoring TDY personnel or non-base assigned contractors are responsible for providing training or an escort for personnel that require access to the airfield

Figure 5.1. Airfield Access Point.



5.1.3. Airfield Vehicles:

5.1.3.1. Vehicles will use Light Emitting Diodes (LED)/rotating beacon lights and/or emergency flashers when driving in the CMA.

5.1.3.2. Vehicles operating in the CMA on a daily basis should have a permanent radio mounted in the vehicle to communicate with the ATCT. A hand-held radio should only be used as a backup or when communication is required outside the vehicle. If radio failure occurs while inside the CMA, immediately exit and inform AM of the situation via telephone who will notify ATCT.

5.1.3.3. All GOVs that operate within the CMA will maintain an Air Force Visual Aid (AFVA)/decals card and an airfield diagram. **Note:** Decals will be in plain view of the

driver, clipped to either the inside of the sun visor on the driver’s side or affixed to the dashboard.

5.1.3.3.1. AFVA 11-240. (**Figure 5.2**) **Note:** The FAA Form 5280-7, *Airfield Visual Aid Safety Placard* is the FAA equivalent to AFVA 11-240, either of which is authorized for use. **Note:** Decals may be ordered from AF e-Publishing for the AFVA 11-240 or FAA Form 5280-7 products at <http://www.faa.gov/runwaysafety/order/order.cfm>.

5.1.3.3.2. AFVA 13-221, *Control Tower Light Signals* (optional if vehicle has an AFVA 11-240, see **Figure 5.2**)

5.1.3.3.3. AFVA 13-222. (see **Figure 5.2**)

5.1.3.3.4. A current locally developed airfield diagram (**Attachment 11**) (provided by WADPM).

5.1.3.4. Hot spots are challenged operating areas with greatest susceptibility for a CMA violation or runway incursion to occur. **The intersection of Runway 36 Approach Zone, Taxiway Hotel, and the runways has been identified as a CMA violation hotspot.**

Figure 5.2. Airfield Driving Air Force Visual Aids.

CONTROL TOWER LIGHT SIGNALS		
SIGNAL	FOR AIRCRAFT	FOR VEHICLES
STEADY GREEN 	CLEARED TO LAND CLEARED FOR TAKEOFF	CLEARED TO CROSS
FLASHING GREEN 	RETURN FOR LANDING CLEARED TO TAXI	NOT APPLICABLE
STEADY RED 	GIVE WAY TO AIRCRAFT STOP	STOP
FLASHING RED 	AIRPORT UNSAFE CLEAR RUNWAY	CLEAR RUNWAY
FLASHING WHITE 	RETURN TO STARTING POINT ON AIRPORT	
ALTERNATING RED & GREEN 	GENERAL WARNING SIGNAL EXERCISE EXTREME CAUTION	
AFVA 13-221, 1 November 2001 Distribution: F Prescribed by AFI 13-203		

DRIVERS ARE NOT AUTHORIZED ON THE AIRFIELD WITHOUT CURRENT DRIVER'S TRAINING AND AF IMT 483, CERTIFICATE OF COMPETENCY.

RUNWAY/CONTROLLED MOVEMENT AREA (CMA) PROCEDURES:

1. ALWAYS CONTACT TOWER FOR RUNWAY/CMA ACCESS
2. READ BACK ALL TOWER INSTRUCTIONS VERBATIM
3. DO NOT USE "CLEAR" OR "CLEARED" IN RADIO CALLS
4. MAINTAIN RADIO CONTACT WITH TOWER AT ALL TIMES
5. STATE CALL SIGN, POSITION, AND INTENTIONS
6. COORDINATE ACCESS FOR ALL ESCORTED VEHICLES
7. MONITOR VEHICLES/PERSONNEL UNDER ESCORT
8. NOTIFY TOWER AFTER EXITING THE RUNWAY/CMA

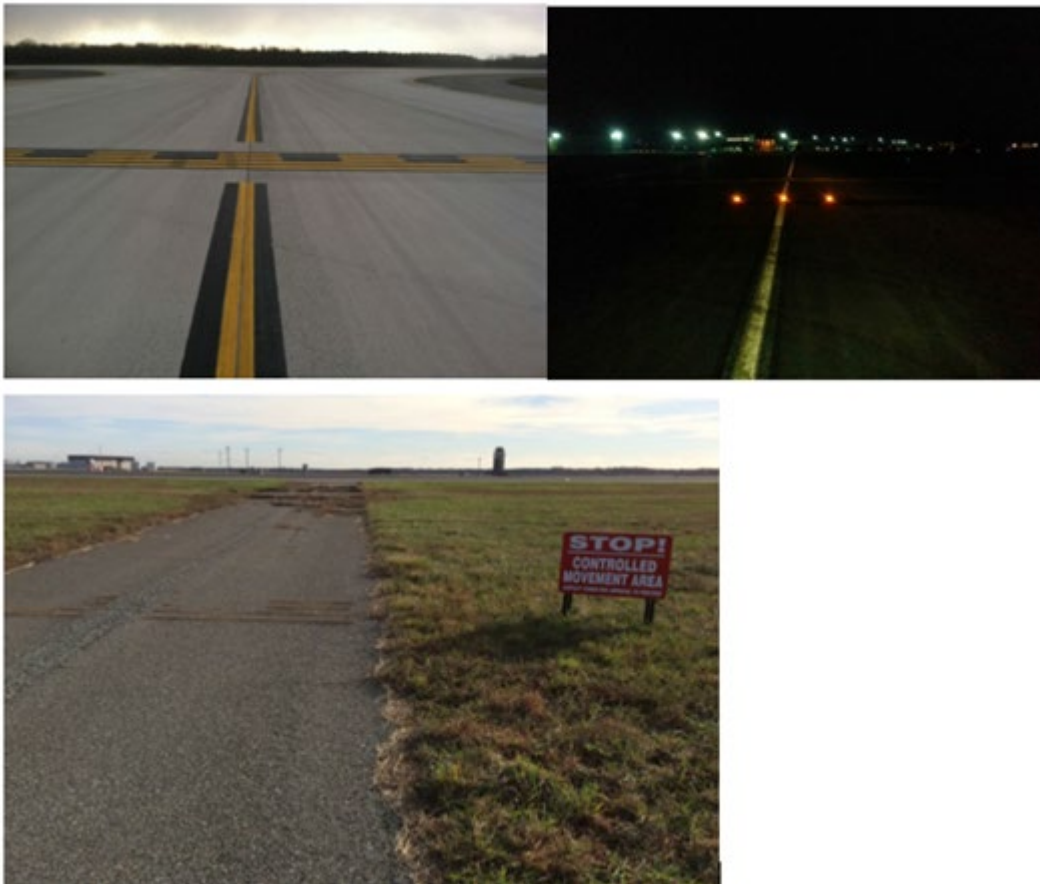
AFVA 13-222, 30 July 09 Prescribed by AFI 13-213 OPR: AFFSA
Releasability: There are no restrictions on this publication

5.2. CMA Vehicle Operations.

5.2.1. The CMAs at McGuire consists of:

5.2.1.1. Runway 18/36 and 100' from the runway edge on either side of the runway. The CMA is designated by Visual Flight Rules (VFR) hold lines (see [Figure 5.3](#)) located on intersecting taxiways on taxiway Hotel and North West Lima Runway Guard Lights (RGL) also known as wig-wag lights are provided and stop sign (see [Figure 5.3](#)) are located on vehicle access roads. While in the infield area, personnel must ensure they remain outside a 100' from the runway edge or be granted approval from ATCT prior to entering. There are no markings that depict this boundary; however, personnel can use the Distance Remaining Markers (DRMs) which are located 60 feet from the runway edge as a guide.

Figure 5.3. Runway and CMA hold positions.



5.2.1.2. Runway 06/24 and 100' from the runway edge on either side of the runway, to include the overruns. The CMA is designated by VFR hold lines and RGLs located on intersecting taxiways (see [Figure 5.3](#)) and stop bars located on vehicle access roads. While in the infield area, personnel must ensure they remain outside a 100' from the runway edge or be granted approval from ATCT prior to entering. There are no markings that depict this boundary; however, personnel can use the DRMs, which are located 60 feet from the runway edge as a guide (see [Figure 5.4](#)).

Figure 5.4. Runway VFR hold sign and DRM.



5.2.1.3. Taxiway Alpha has the only Instrument Hold Line and sign on the airfield (see [Figure 5.5](#)).

Figure 5.5. Instrument Hold Line and Mandatory Sign.



5.2.1.4. Taxiway Hotel starting 787 feet from the edge of Taxiway Quebec (southernmost entrance to the 108th Air National Guard [ANG] ramp) to include Taxiways Tango, Victor, and Zulu. The CMA is designated by a taxiway hold line represented by one single solid line and one dashed line that runs across the width of the taxiway. (see [Figure 5.7](#)). This marking will be located at every Hotel CMA entrance point. At the northernmost entrance of the Hotel CMA a “Stop! Controlled Movement Area” (see [Figure 5.7](#)) sign is located on the left hand side of the taxiway at the CMA entrance.

5.2.1.5. Runway 36 Approach (APCH) Zone starts at the intersection of Taxiways Hotel and Zulu and extends through Taxiway Alpha. It also extends from Taxiway Alpha down Taxiway Golf to the north eastern edge of Taxiway Bravo. The 36 APCH area is more restrictive than the Hotel CMAs. This area is designated by a hold line (see [Figure 5.6](#)) painted at each CMA entrance as well as “36 APCH” signs located on the left hand side of the taxiway at the CMA entrance. Vehicles utilizing Alpha shall hold between the INST and VFR hold lines when transiting from Runway 24 to the 36 APCH zone until granted permission by ATCT.

Figure 5.6. Runway 36 Approach Hold-Sign.



5.2.2. Runway crossings and CMA access will be limited to an absolute minimum and to performing mission essential duties.

5.2.3. All personnel that will be operating within the CMA will conduct an operational test of the radio before entering the airfield with the ATCT.

5.2.4. Prior to entering the CMA at McGuire Field, all vehicle operators and pedestrians will:

5.2.4.1. Establish two-way radio communication and request access from “McGuire Ground”. Note: Vehicle operators and/or pedestrians may be escorted into the CMA by another vehicle and/or pedestrian that has two-way radio contact with the ATCT.

Figure 5.7. Taxiway Hotel CMA Boundary Marking and Signage.



5.2.4.2. Vehicle drivers and/or pedestrians must read back all ATC instructions verbatim. If transactions are garbled, member must hold short behind the hold line and ask ATC to repeat the last transmission.

5.2.5. Once authorized into the CMA, vehicle operators and/or pedestrians will monitor the Tower Net and maintain two-way radio communications with “McGuire Ground” until outside the CMA.

5.2.6. Vehicle drivers and/or pedestrians operating in the CMA must use a distinct call sign (e.g., Airfield 1, Chief 1, Sweeper 1, TA 1, etc.) coordinated by the WADPM to avoid duplication, or that might cause confusion due to similarities, (e.g. Airfield 1, Airfield Lighting, Airfield Sweeper, etc.). (See [Attachment 8](#) for McGuire Airfield Vehicle Call-signs.)

5.2.7. Use of unconditional instructions (blanket approval) is not authorized when entering the runway for the purpose of an airfield inspection, check, or any other airfield operation. (See FAA Joint Order (JO) 7110.65, *Air Traffic Control* for additional information.)

5.2.8. In the event of vehicle/ATCT radio failure, one of the following should apply:

5.2.8.1. ATCT will flash the runway edge lights on and off to alert vehicle operators/pedestrians on the runway that there is a problem and/or emergency that requires them to immediately exit the runway.

5.2.8.2. A vehicle operator, after vacating the runway, should turn the vehicle toward the ATCT and start flashing the vehicle headlights and wait for the controller to signal with the light gun. All vehicle operators are required to know and comply with the following signals:

5.2.8.2.1. Steady Green Light: —Cleared to cross, —Proceed, —Go

5.2.8.2.2. Steady Red Light: —STOP! Vehicle will not be moved.

5.2.8.2.3. Flashing Red Light: —Clear active taxiway/runway

5.2.8.2.4. Flashing White Light: —Return to starting point.

5.2.8.2.5. Red and Green Light: —General warning. Exercise extreme caution. During alerts and emergency conditions all non-essential personnel will withdraw to AM or their work control center until the emergency is terminated. The withdrawal of contractors will be at the discretion of AM.

5.2.8.3. All vehicle operators/pedestrians must exit the runway immediately. Contact AM immediately and advise off the runway and include any pertinent information that might affect safe runway operations by any means available. If not able to communicate with ATCT or AM via radio, use other means of communication such as a cellular phone (when available). **Note:** Cellular phone usage is **prohibited** while driving on the airfield. Vehicles will park before using cellular phones. Report incidents to AM immediately.

5.3. Radio Phraseology and Discipline.

5.3.1. The words “clear” or “clearance” should not be used by personnel operating vehicles on the airfield. **Exception:** Vehicle operators may reply “Loud and Clear” in response to an ATCT request for radio transmission quality or clarity.

5.3.2. Personnel in the CMA will acknowledge each radio communication with ATCT by using the appropriate call sign.

5.3.3. Radio Techniques:

5.3.3.1. Listen before transmitting. If someone else is talking, the keying of another transmitter will be ineffective and will probably override/block out the other receiver, causing the other vehicle operator to repeat his or her call.

5.3.3.2. Think before keying the transmitter. You must know exactly what you need to say before you say it.

5.3.3.3. The microphone should be very close to your lips and, after pressing the “microphone button”, a slight pause may be necessary to ensure the first word is transmitted clearly. Speak in a normal, conversational tone.

5.3.3.4. When releasing the microphone button, wait a few seconds before calling again. The controller may be looking for you on the airfield, transmitting on a different frequency, or scanning the runway to enable your request.

5.3.3.5. Be alert to the sounds or the lack of sounds in the receiver. Check your volume, recheck your frequency, and make sure that your microphone is not stuck in the transmit position. Frequency blockage can, and has, occurred for extended periods due to unintentional transmitter operation. This type of interference is commonly referred to as a “stuck mike,” and controllers may refer to it in this manner when attempting to correct the problem.

5.3.3.6. Be sure that you are within the performance range of your radio equipment and the ground station equipment. Communication blind spots at McGuire Field are located on Victor Row and X-Ray Row.

5.3.3.7. Use caution when using a vehicle mounted/handheld radio and operating a vehicle at the same time. When possible, only use the radio when the vehicle is safely parked.

5.3.4. Phraseology.

5.3.4.1. Prior to proceeding into a CMA, vehicle operators must advise the controller of three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are. Vehicle operators/pedestrians **WILL** read back and adhere to all instructions from ATC.

5.3.4.2. A typical runway crossing transmission sequence is as follows:

Table 5.1. Sample Runway Crossing Phraseology.

VEHICLE OPERATOR:	“McGuire Ground Airfield one”
ATCT	“Airfield one, McGuire Ground.”
VEHICLE OPERATOR:	“McGuire Ground, Airfield One, located at the intersection of runway one-eight and taxiway Hotel. Request to cross runway one-eight from taxiway Hotel to taxiway Kilo.”
ATCT:	“Airfield One, Proceed across runway one-eight at taxiway Hotel report when off.” Or “Airfield One, Hold Short of runway one-eight”

5.3.4.3. Always read back instructions verbatim before taking any action and allow time for correction, if misinterpreted. If you are unsure what the controller has transmitted, or if you do not understand an instruction, you **MUST** ask the controller to repeat it. Good communications only occur when each party knows and understands what the other is saying.

Table 5.2. Sample Read back Instructions.

VEHICLE OPERATOR:	<p>“Ground Airfield One understands approved to cross runway one-eight at taxiway Hotel. Will report when off.”</p> <p>Or</p> <p>“Ground Airfield One, Holding Short of runway one-eight at taxiway Hotel.”</p>
VEHICLE OPERATOR:	“McGuire Ground , Airfield one crossing complete, off runway one-eight at taxiway Kilo.”
ATCT:	“Airfield one, Roger.”

5.3.4.4. If vehicle operators are issued hold short instructions, they are required to provide a read back to the ATCT.

Table 5.3. Sample Hold Short Instructions.

ATCT:	Airfield One, McGuire Ground proceed on taxiway Hotel CMA hold short of Runway three-six approach area.”
VEHICLE OPERATOR:	“McGuire Ground, Airfield One proceeding on the Hotel CMA will hold short of Runway three-six approach area.”

Table 5.4. Common Use Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.

Go Ahead	Proceed with your message only. Note: Use of this phrase does not authorize requestor to —Go Ahead with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay, Expedite	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The
Unable	Indicates inability to comply with a specific instruction, request, or clearance.

Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

5.3.4.5. Phonetic Aviation Alphabet. Because some letters have similar sounds, like B and P, the international aviation industry uses the following words to reduce confusion.

Table 5.5. Phonetic Aviation Alphabet.

A	ALPHA	N	NOVEMBER
B	BRAVO	O	OSCAR
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOX-TROT	S	SIERRA
G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDIA	V	VICTOR
J	JULIET	W	WHISKEY
K	KILO	X	X-RAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU

5.4. Airfield Signs, Markings and Lighting.

5.4.1. Signs are standard and meet all criteria required by the AF and FAA.

5.4.1.1. Informational/guidance signs are signs that have a black inscription on a yellow background (directional signs) or a yellow inscription on a black background (location signs). (see [Figures 5.8](#))

Figure 5.8. Directional and Location Signs.



5.4.1.2. Mandatory Signs are signs that have a white inscription on a red background. (see [Figures 5.9](#)) All pedestrian/vehicle operators WILL STOP and request access to area from McGuire Ground prior to passing a mandatory sign.

Figure 5.9. Mandatory Signs.



5.4.2. Lighting are standard and meet all criteria required by the AF and FAA.

5.4.2.1. Taxiway lighting system is a configuration of lights that define the lateral (side to side) limits and direction of a taxi route.

5.4.2.1.1. Taxiway edge lights are aviation blue in color located within 10 feet of the full strength pavement.

5.4.2.1.2. Taxiway entrance and exit lights are found where taxiways intersect runways or aprons. They consist of two taxiway edge lights spaced 5 feet apart. One is in line with the taxiway edge lights, the second is located 5 feet out perpendicular to the side of the runway or apron.

5.4.2.2. Runway edge lights are a line of white lights paralleling each side of the runway that outline the lateral limits of the runway. (see [Figure 5.10](#))

Figure 5.10. Runway Edge Lighting.



5.5. Foreign Object Damage (FOD) Prevention.

5.5.1. FOD checks will be conducted at all airfield access points, when a vehicle and self-propelled equipment re-enters a paved surface within the airfield environment, when exiting construction sites, and when entering the airfield from the Cargo Processing Area.

5.5.2. At a minimum, a FOD check will consist of the following:

5.5.2.1. Inspection of vehicle tires (pull forward to conduct a Roll-Over FOD check to inspect the rest of the tire). Remove foreign materials (e.g., rocks, gravel, etc.) as applicable.

5.5.2.2. A visual check to ensure all external vehicle components are secured. Secure any/all items loaded on payload vehicles, including all tie down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the airfield.

5.5.2.3. A thorough walk around of the vehicle to check for damaged, loose, or worn parts.

5.5.3. If large concentrations of FOD are found on the airfield, contact Airfield Management Operations at 609-754-2712/2714.

5.6. Vehicle Driving Lanes.

5.6.1. Vehicle Driving lanes are designed to keep airfield drivers operating adjacent to aircraft parking aprons moving in an orderly fashion. The driving lanes will be utilized to the maximum extent possible to cut down on vehicle traffic operating in proximity to taxiing or parked aircraft to help eliminate the possibility of an incident or accident occurring. **Note:** IAW AFMAN 91-203, vehicles shall not be driven diagonally across the parking ramp, but at 90-degree angles to the driving lanes.

5.6.2. Certain driving lanes at McGuire do not provide adequate wingtip clearance for taxiing aircraft, and in some instances, provide no wingtip clearance at all for aircraft taxiing adjacent to them. (See [Attachment 11](#)) Driving lanes that do not provide sufficient wingtip clearance are located:

5.6.2.1. On the front side of Romeo Row, spots 5–9.

5.6.2.2. At the Northeast corner of building 1837 (3-Bay) behind Foxtrot Row.

5.6.2.3. Adjacent to the transient apron (closest to the buildings) along Alpha and Bravo Rows.

5.6.2.4. On Taxiway Lima from the road behind Petroleum-Oil-Lubricants (POL) to the ATCT access road.

5.6.3. Vehicle and self-propelled equipment operators in the driving lanes listed in paragraphs [5.7.2.1-5.7.2.4](#) will exercise extreme situational awareness. If an aircraft is approaching you from either direction while at these locations in the driving lanes, take the following actions:

5.6.3.1. If an aircraft and your vehicle are traveling towards each other on the front side of Romeo Row or in the driving lanes adjacent to Alpha and Bravo Row, turn around and exit the driving lane at the closest point to your location. Wait until the aircraft passes or shuts down in the parking spot, then proceed. If the aircraft is approaching from the rear, exit the driving lane. **Note:** A good rule of thumb is to have your vehicle even with the building edges along Alpha and Bravo Row, or in an open parking spot in the middle of Romeo Row where you are exiting.

5.6.3.2. If an aircraft is approaching you from the back side of Foxtrot Row adjacent to 3-Bay, either turn around heading away from the approaching aircraft or exit the driving towards the 3-Bay to an area where you are even with the building.

5.6.3.3. If you are on Taxiway Lima between the POL parking lot and the ATCT access road and an aircraft and your vehicle are traveling towards each other, assess whether the aircraft is a safe enough distance away to continue (without speeding). If you determine that, there is not enough distance between the vehicle and the aircraft to continue, turn around and exit at your point of origin (ATCT access road or the road behind POL) until the aircraft passes. As a last resort, exit the taxiway into the grass area at a distance of 200' from the taxiway centerline until the aircraft passes. Upon re-entering the taxiway, stop and conduct a FOD check of the vehicle tires.

5.6.3.4. If you are driving on the apron side of hangars 3333, 3336, and building 3335 at the Guard Ramp, and an aircraft is taxiing at the front side of Zulu Row, you must position your vehicle outside of the yellow dash wingtip clearance lines. Wait until the aircraft passes or shuts down in the parking spot, then proceed.

5.6.3.5. While operating on the ANG apron, operators will drive to the right and within 5' of taxi lines.

5.7. Vehicle Speed Limits.

5.7.1. Vehicles operating within 50 feet of an aircraft: 5 mph.

5.7.2. Special purpose vehicles (tractors, tugs forklifts, etc.): 10 mph.

5.7.3. General purpose vehicles: 15 mph.

5.7.4. Ramp access lane / infield access lane: 15 mph.

5.7.5. Aircraft parking areas: 15 mph. (108 ANG Alert vehicle speed limit is variable but safety permit)

5.7.6. Taxiways: 25 mph is the maximum speed for any vehicle operating on taxiways.

5.7.7. Runways: 35 mph is the maximum speed for any vehicle operating on the runways.

5.7.8. 10 mph is the maximum speed limit for any vehicle operating vicinity of building 1839.

5.7.9. Personnel driving with NVDs on airfield not in vicinity of aircraft will not exceed 15 mph

5.7.10. Personnel driving with NVDs on aprons with aircraft will not exceed: 5 mph

5.7.11. Towing: No more than four type B1, B4, B5 and similar small stands may be towed as follows: two sets of two in tandem on a double hitch or two in tandem on a single hitch. Type B3, J7 and similar large stands will be towed singularly on a center mounted hitch. Four-wheeled units will not be towed behind two wheel units. Large pieces of AGE, when towed in tandem, will not block the driver's vision of the last item being towed.

5.7.11.1. Vehicles towing aircraft and two or more maintenance stands: 5 mph.

5.7.11.2. Vehicles towing a maintenance stand: 10 mph.

5.7.11.3. Vehicles towing AGE (compressors, ground power units, oxygen carts, etc.): 15 mph.

5.7.12. Exceptions:

5.7.12.1. Snow and ice on paved surfaces reduce speed to 10 mph maximum. Operate mission essential vehicles only on the airfield.

5.7.12.2. Snow and ice removal vehicles will operate at a speed commensurate with safety and operational requirements during snow and ice control operations.

5.7.12.3. Reduced visibility - reduce speed to 10 mph maximum.

5.7.12.4. Emergency vehicles responding to an emergency may operate at any prudent speed commensurate with safety.

5.7.12.5. AM emergency response vehicle speed limits will be as required, commensurate with safety, when responding to an emergency, asked to expedite by the ATCT when operating on the runway, or as necessary when determining the Runway Condition Reading (RCR).

5.8. Vehicle Parking/Chocking.

5.8.1. Vehicle operators will not leave vehicles unattended on the airfield unless: **Note:** Vehicles defined as unattended are those that do not have an operator at the wheel or an operator within a reasonable response time in the event the vehicle needs to be moved.

5.8.1.1. The ignition is turned off.

5.8.1.2. The key is left in the ignition.

5.8.1.3. The door remains unlocked.

5.8.1.4. The transmission lever is placed in PARK (automatic transmission) or the lowest gear (manual transmission) to take the vehicle away from the nearest aircraft (e.g., headed toward an aircraft, use reverse; headed from an aircraft, use lowest forward gear).

5.8.1.5. The parking brake is set.

5.8.1.6. One rear wheel fore and aft on all powered vehicles and all equipment mounted on wheels that do not have an integral braking system are chocked. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles. All wheeled AGE and maintenance equipment will utilize brakes or be chocked. **EXCEPTION:** Alert and emergency vehicles responding to an alert or emergency are exempt from this requirement.

5.8.1.7. The hazard/flashing lights and/or rotating beacon are left on.

5.8.2. All vehicles will remain at least 25 feet to front, outboard of the engines and 200 feet to rear of any aircraft, except as authorized for operations such as loading or unloading, servicing, fueling, deicing or towing. Spotters will be used when a vehicle within 25 feet of an aircraft.

5.8.2.1. Spotters. Spotters will be used when a vehicle is operated within 25 feet of an aircraft. Vehicles are to operate under the direction of a spotter posted in front of the vehicle and slightly to the driver's left to allow the driver an unobstructed view of the spotter while looking forward. During backing operations, an additional spotter must be posted to coordinate the vehicles rear clearance with the forward spotter. When the aircraft is being serviced, loaded, or off-loaded, position a spotter in a location to prevent vehicle from contacting aircraft. The spotters and driver(s) will meet to review the standard hand signals to be used prior to the operation. **Note:** There will be no exceptions to the spotter

requirement unless procedurally directed by T.O., AFOSH Standard or AFI. In all cases, safety will not be compromised.

5.8.2.2. Pre-positioned Chocks. Wheel chocks will be pre-positioned to prevent the vehicle from striking the aircraft when backing within 25 feet. Pre-positioned chocks and spotters are mandatory for any vehicle within a 10-foot safety zone around the aircraft, regardless of direction of travel. The chocks will be pre-positioned to prevent the vehicle from striking the aircraft. The chocks will remain in place, or repositioned accordingly until the vehicle departs the 10-foot safety distance requirement.

5.8.3. All vehicles in the aircraft parking area will park to the front left or right of the aircraft they are servicing. Vehicles will be located clear of the wingtips, clearly visible from the aircraft cockpit.

5.8.4. Do not park a vehicle where it can interfere with the taxi operations of an aircraft on the airfield.

5.8.5. When passengers are loading and unloading aft of the aircraft wings, the vehicle will park 20 feet from the passenger steps with the front of the vehicle pointed towards the rear of the aircraft. After the vehicle is properly positioned, turn the front wheels away from the aircraft and chock the vehicle.

5.8.6. Vehicles that are authorized on the airfield but are not directly supporting airfield operations will be parked in designated parking lots on the airfield with a placard/cone displayed IAW [para. 5.1.3.3](#) of this ADI.

5.9. Fixed and Mobile Obstacles.

5.9.1. A fixed or mobile obstacle is anything posing a threat to aircraft movements, e.g., fire bottles, maintenance stands, vehicles, AGE, etc.

5.9.2. Obstacles must remain at least 1,000 feet from runway centerlines, 200 feet from taxiway centerlines, 3,000 feet from runway ends and 1,500 feet either side of runway end centerline.

5.9.3. On taxi lanes, refer to the yellow dashed double lines alongside all taxi lanes and remain behind those lines for proper wingtip clearances for moving aircraft. Where the yellow dashed double lines do not exist, follow the following apron taxi lane clearance criteria:

5.9.3.1. Main Parking Ramp, Alpha, Bravo, Romeo and Victor rows:

5.9.3.1.1. Primary peripheral taxi lane: 173 feet

5.9.3.1.2. Secondary peripheral taxi lane:

5.9.3.1.3. Main Parking Ramp/Romeo Row: 153 feet

5.9.3.1.4. Alpha, Bravo/Victor Rows: 148 feet.

5.9.3.1.5. Interior taxi lane clearances:

5.9.3.1.6. Main Parking Ramp/Romeo Row: 230 feet.

5.9.3.1.7. Alpha, Bravo/Victor rows are 220 feet.

5.9.3.2. ANG apron:

5.9.3.2.1. Primary peripheral taxi lane: 154 feet

5.9.3.2.2. Secondary peripheral taxi lane: 134 feet

5.9.3.2.3. Interior taxi lane: 191 feet.

5.9.3.3. Navy and Marine aprons:

5.9.3.3.1. Primary peripheral taxi lane: 155 feet

5.9.3.3.2. Secondary peripheral taxi lane: 135 feet

5.9.3.3.3. Interior taxi lane: 193 feet

5.9.4. Equipment may be pre-positioned on parking ramps or hardstands not more than three hours before aircraft arrival or three hours after aircraft departure IAW Unified Facilities Criteria (UFC) 3-260-01. Examples of such equipment are AGE, electrical carts, forklifts, tow-bar trailers, fire extinguisher carts, material-handling equipment, airfield maintenance stands, and portable floodlights.

5.10. In-Ground Fuel Pits. Driving over fueling pits is “prohibited” due to the high potential for damage to the pit covers and equipment. During snow removal operations only the absolute minimum amount of equipment will be authorized to drive over the pits, utilizing extreme caution and operating at a speed commensurate with safety and operational requirements.

5.11. Jet Blast Areas.

5.11.1. Spot four on rows India through Kilo are authorized to perform full power engine runs.

5.11.2. At a minimum, aircraft operators will:

5.11.2.1. Have a spotter at the front of the aircraft that will prevent vehicles from driving behind the aircraft while aircraft engines are stepped to power.

5.11.2.2. Have the aircraft position and strobe lights on.

5.11.3. Drivers will not drive behind aircraft during an engine runs. Drivers should use extreme caution when approaching the engine run up areas and exit the Main Ramp taxi lane prior to Lima and Hotel rows.

5.12. Restricted Visibility.

5.12.1. Airfield Management will inform all required work centers when implementing the restrictions listed below.

5.12.1.1. When visibility is less than 300 feet, explosive loaded and refueling vehicles will not be operated on the airfield unless granted approval by the 305 AMW/CC. General purpose vehicles and POVs will reduce their speed to 10 mph. All other vehicles will not exceed 5 mph.

5.12.1.2. When visibility is less than 100 feet, POVs and airfield vehicles will not be operated on the airfield. EXCEPTION: Emergency response and Airfield Management vehicles are always exempt. 305 AMW/CC approval is required for any POV that requires access to the airfield. **Note:** The above guidelines are IAW AFMAN 91-203.

5.12.2. Flashing lights will be used on all vehicles temporarily parked on the aircraft parking ramps during periods of low visibility.

5.13. Night Operations & Daytime Running Lights.

5.13.1. Vehicle operators will have emergency flashers and/or rotating beacon on during night time operations so the vehicle location can be easily identified. Rotating beacon is optional on parking aprons but mandatory on taxiways and runways.

5.13.2. Vehicle operators will ensure vehicle headlights do not point towards taxing aircraft or tow operations. If an aircraft is taxiing towards a vehicle, the operator will pull off to a safe location and turn off the head lights. Lights will remain off until the aircraft has passed and cannot be affected by the vehicle lights. **Note:** Vehicles with daytime running lights will follow the steps above with the ignition off and the parking brake set.

5.14. Disabled Vehicles.

5.14.1. When a vehicle has a malfunction that prevents operation under its own power, every means will be used to alert taxiing aircraft in the vicinity. At a minimum, the ground vehicle operator will:

5.14.1.1. Leave the vehicle parking lights or emergency flashers on.

5.14.1.2. If the vehicle has two-way radio capability, make the following transmission: "All parties BREAK, BREAK-This is (call sign) with an emergency for Airfield Management, Tower, and Maintenance Operations Center". State the nature of the problem and report your position on the airfield.

5.14.1.3. Operators of other radio-equipped vehicles (e.g. Security Forces, Civil Engineer, Transportation, etc.) must make every effort to assist getting the disabled vehicle off of the airfield, especially if the vehicle is located on parking aprons, taxiways, or runway. Notify Airfield Management immediately so they can issue airfield restrictions if needed. Vehicle will be recovered IAW AFJMAN21-306 **Chapter 22** Vehicle Recovery.

5.14.1.4. If a vehicle is not equipped with a two-way radio, stay with the vehicle and continue attempts to alert any taxiing aircraft or other vehicles in the vicinity.

5.14.1.5. In the event of a disabled vehicle in the CMA, the vehicle operator will immediately notify AM by telephone or any means possible (i.e. runner, flag down other vehicle) to coordinate expeditious removal of the disabled vehicle from the CMA.

5.14.1.5.1. The vehicle operator will ensure the disabled vehicle is not left unattended in the CMA.

5.14.1.5.2. The disabled vehicle will be removed using any method in the quickest and safest way possible.

5.15. Vehicle Escorts and Convoys.

5.15.1. When a non-qualified airfield driver requires access on the airfield, host unit will provide an escort that is authorized/certified to drive on the airfield. AM will at no time provide an airfield escort. Note: Airfield escorts are not a substitute for required training and certification. Personnel assigned to the base that have a mission need to operate a vehicle on the airfield are required to be trained and certified.

5.15.1.1. The host unit will ensure personnel have a valid AF Form 483 to operate the vehicle on the airfield. The 483 will have the proper restrictions for the area of work (i.e. CMA, Main Ramp Alpha Ramp).

5.15.1.2. Full time contractors that work directly for the base are authorized to escort personnel on the airfield provided that have all required documentation. **Note:** Non base assigned contractors with 483s and line badges will not escort personnel onto the airfield.

5.15.1.3. If a POV cone is required, ensure compliance with **paragraph 6.2**. **Note:** If business conducted on the airfield involves activities within 200' of the taxiway centerlines, 100' of the runway, CMAs, on aircraft parking aprons or within 145' of any apron, escorts must notify AM prior for approval. All commercial vehicles or contractors driving a POV must report to Airfield Management with their escort prior to entering the airfield for a Restricted Area or Unrestricted Area cone (No Exceptions).

5.15.2. All airfield convoys with more than three vehicles will also have two escorts. One will be a lead vehicle and the other will be a follow vehicle. For convoys of three or less vehicles one escort may be used as long as that escort can maintain a visual acuity on all vehicles.

5.15.2.1. Both escort vehicles will maintain two-way communication with ATC while in the CMAs.

5.15.2.2. The lead vehicle will make the initial radio call to request permission into the CMA. Once in CMA, lead vehicle will be the only vehicle talking to ATCT. No vehicle will break the formation and make their own call-sign unless lead vehicles notifies ATCT to amend formation status.

5.15.2.3. Once all vehicles have exited the CMA the Follow vehicle will contact ATC to report out.

5.16. Vehicles equipped with supplemental traction devices.

5.16.1. Vehicles equipped with tire chains may be used on airfield pavements after obtaining approval from the AFM, 305 AMW/SE and CE. The requesting agency will conduct a risk assessment with the above agencies when evaluating the need for tire chains to minimize the pavement damage and FOD.

5.16.2. Only non-sparking material chains will be used on the airfield.

5.16.2.1. Chains will be inspected before and after their use.

5.16.2.2. If links are missing the user will inform AM as soon as possible with the following information:

5.16.2.2.1. Name.

5.16.2.2.2. Squadron/Company.

5.16.2.2.3. Route vehicle took to work area.

5.16.3. Vehicles with studded tires are not authorized on the airfield.

5.17. Night Vision Device (NVD) Operations.

5.17.1. NVD operations may be conducted in the designated ground operations area and on Romeo Row, Victor Row, and X-ray Row. Personnel performing NVD training can request

taxiway lights be turned off while performing NVD ground operations. **Note:** ATCT does not have the capability to control the parking ramp lights.

5.17.2. During NVD operations non-participating vehicular movement is strictly prohibited on Romeo Row, Victor Row, and X-Ray Row. Units will coordinate with AM and Command Post (CP) if vehicular movement is required within these areas. All other areas of the airfield are under normal operating procedures IAW this document during NVD operations.

5.17.3. Vehicle NVD training will not take place on any CMA.

5.17.4. Aircraft and vehicular NVD operations will not be performed on the same ramp unless pre-coordinated with AM 72 hours in advance.

5.17.5. Request for NVD operations on any other ramp will be pre-coordinated through AM 72 hours in advance.

5.17.6. Vehicles operating with lights-out during periods of reduced airfield lighting must use hazard warning flashers or mount an Infrared Red (IR) strobe on the vehicle's roof so the ATCT and aircrews can observe the vehicle on the airfield.

5.17.7. A safety observer with two-way radio communication with ATCT will be in each vehicle performing NVD training.

5.17.8. The NVD driver will identify and avoid all obstacles on the left hand side of the vehicle. The driver will also avoid obstacles identified by the assistant driver from the right side of the vehicle.

5.17.9. The Assistant NVD driver will:

5.17.9.1. Identify and relay all obstacles on the right side of the vehicle to the driver.

5.17.9.2. Make and relay all radio calls to the driver, to ground personnel and ATCT.

5.17.10. Emergency vehicles must contact the ATCT as soon as possible and ensure that NVD operations have been suspended upon emergency response.

5.17.11. The WADPM shall notify UADPMs of any day/time changes on NVD operations when necessary.

5.18. Bicycles, Motorcycles, Mopeds/Scooters, Similar Utility Vehicles.

5.18.1. Bicycles, motorcycles and mopeds/scooters will only be operated on the airfield access roads and parking lots to travel to and from work centers, at no time will they be operated on the airfield aprons or in the vicinity of an aircraft.

5.18.2. Operators must have a current AF Form 483, OSAA Form 7 on file with Airfield Management, see [Attachment 6](#), and POV Placard IAW [para. 6.3](#).

5.18.3. All operators must meet applicable safety requirements (i.e., reflectors worn, helmets, etc.).

5.18.4. For night operations, bicycles must have an operable front white light turned on (visible for 500 or more feet), rear and side reflectors.

5.18.5. Golf carts and Gator type utility vehicles are authorized on all ramps and access roads. These vehicles are prohibited in the CMA.

5.19. Pedestrian Movement.

- 5.19.1. Pedestrians are authorized on the airfield for official business in support of the flying mission.
- 5.19.2. Walk facing oncoming traffic.
- 5.19.3. Do not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations.
- 5.19.4. Do not enter the CMA without two-way radio contact and approval from the ATCT.
- 5.19.5. During the hours of darkness and low visibility, all airfield pedestrians are required to wear reflective gear (i.e. belt, vest).

5.20. Emergency Response procedures.

- 5.20.1. Emergency vehicles responding to time critical emergencies are not required to stop prior to entering the airfield, regardless of where they enter.
- 5.20.2. Emergency vehicles responding to an emergency may operate at any prudent speed commensurate with safety.
- 5.20.3. Primary/initial emergency response vehicles.
 - 5.20.3.1. 87 CES/CEF will preposition at the approach end of the active runway the aircraft will be landing.
 - 5.20.3.2. AM will standby at the approach end of the runway to conduct a FOD sweep following the taxi route of the emergency aircraft.
 - 5.20.3.3. All emergency vehicles must have ATCT approval to enter the CMA. **Note:** Chief 1 may take responsibility for all fire/crash vehicles.
 - 5.20.3.4. ATCT personnel shall ensure responding emergency vehicles are given priority and will hold all other ground traffic that may interfere with the emergency response.
- 5.20.4. Follow-on/secondary response vehicles.
 - 5.20.4.1. Secondary response vehicles listed below should preposition on either Alpha Row (Runway 06/24 responses) or Romeo parking Row (Runway 18/36 responses) and wait to be called forward by either the Fire Chief or the incident/on-scene commander.
 - 5.20.4.1.1. Flight Medicine/Ambulance Services.
 - 5.20.4.1.2. 87th Security Forces.
 - 5.20.4.1.3. 87th Civil Engineering.
 - 5.20.4.1.4. Emergency Management.
 - 5.20.4.1.5. EOD.
 - 5.20.4.1.6. Vehicle Operations.
 - 5.20.4.1.7. Joint Base Safety.
 - 5.20.4.2. All secondary support vehicles are required to request approval from ATCT prior to entering the CMA.

5.21. Lightning procedures.

5.21.1. JB-MDL Ground Operations will be conducted IAW 305 AMWI 15-101 Table A5.1. JB-MDL Ground Operations Weather Sensitivities and AFMAN 91-203 Chapter 3, Weather Safety.

5.21.2. Lightning Observed within 10 nautical miles.

5.21.2.1. Increase awareness of storms; begin re-planning ground operations. Personnel should rethink ground operations.

5.21.3. Lightning Observed within five nautical miles.

5.21.3.1. Implement alternate ground operations plan. All ground operations and transportation must cease.

Chapter 6

PRIVATELY OWNED (POV) AND GOVERNMENT LEASED VEHICLES PASSES

6.1. Procedures.

6.1.1. Any vehicle operating on the McGuire Field airfield must have a direct mission-related purpose. The airfield will not be used for convenience or as a shortcut to move from one part of the base to another. Member must have AF Form 483, local airfield diagram, updated OSAA Form 7 completed and information placed in the POV/Cone tracking log and POV cone or placard without escort.

6.1.2. Personnel whose duties require a permanent placard will complete OSAA Form 7 Request for Issue of Airfield Cone/Placard (**Attachment 6**). Form must be endorsed by Unit Commander or designated representative (designated representative must have a Memorandum for Record on file with WADPM). Project Managers (787 CEG DoD Civilian) can sign in place of the Unit Commander but they must meet all of the Airfield Driving qualifications outlined in this ADI and meet all 87 SFS airfield access requirements to include the restricted area. Once completed, forward the form to AM for review and to ensure AF guidance is met. All vehicles that the member will be operating on the airfield must be annotated on the OSAA Form 7. Maintain all vehicle documents in accordance with Air Force RDS, Table 13-01, Rule 01.00.

6.1.3. Personnel are only authorized one POV Cone/Placard.

6.1.4. If approved, the AFM, WADPM or designated AM representative will issue a permanent POV placard/cone to the requestor. Permanent POV placards/cone are valid for two current calendar years and must be revalidated biannually (once every two years) in the month of July. If the request is disapproved, the WADPM will notify the requestor's UADPM.

6.1.5. Temporary POV cones are issued at the AM counter. Individual will complete the POV sign out log. Cones are a controlled item and must be returned to Airfield Management within 24 hours. **Note:** Temporary POV that will operate long than one month can request an extended cone thru the WADPM.

6.1.6. The Wing Commander, all Unit Commanders, Joint Base Safety Staff, and the 305 OSS/OSA Staff members will have a RED placard. They will have this placard until they are relieved of duty, PSC, PCA, separate, retire, etc.

6.2. 24 Hour POV Cones.

6.2.1. There are two categories of cones which can be issued:

6.2.1.1. Unrestricted Access Cones: A pre-determined colored cone issued to personnel approved by AM for access to all areas of the McGuire Airfield, to include restricted areas.

6.2.1.2. Limited Access Cones: A pre-determined colored cone issued to personnel who require access to all areas of the McGuire Airfield, not including the restricted areas (i.e. Radar, Airfield and Weather Systems (RAWS) Maintenance). **Note:** Issuance of restricted area cone will be limited to personnel who either have a restricted area badge OR have an escort who has a restricted area badge.

6.2.2. Drivers will clearly display the cone on the passenger's side dashboard prior to entering the flight line. If dashboard is too small to display cone, please contact the WADPM for an alternative resolution.

6.2.3. Once complete with Airfield Driving operations, the operator will return the cone to AM.

6.3. Long Term POV Placards.

6.3.1. Placards allow access to vehicle parking areas at work centers located within the airfield perimeter fence.

6.3.2. Placards will be displayed anytime the vehicle is operated or parked on the airfield. The placard **MUST** be hung on the rearview mirror (If rearview mirror is not available or placard will not fit on the rearview mirror, display the placard on the driver's side dashboard), or hanging on right handle bar, mirror or visor (as long as the tint doesn't block the view of the placard) of a motorcycle – always visible. The credentials for motorcycles also apply to bicycles, motorcycles and mopeds/scooters. Unicycles are exempt. See [Figure 6.2](#) on how to display your placard. If placards are not clearly visible, the following actions may be taken:

6.3.2.1. First offense: Escorted off the airfield by AM and receive a 1 week suspension and must have Memo signed by Unit Commander to get the placard back. AM may contact 87 SFS for assistance for escort and violation reporting.

6.3.2.2. Second offense: Escorted off the airfield by AM and receive a 6 month suspension and must have Memo signed by Unit Commander to get the placard back. AM may contact 87 SFS for assistance for escort and violation reporting.

6.3.2.3. Third offense: Escorted off the airfield by AM, and loss of issued placard permanently. **Note:** (POV placard is a privilege, not mandatory.) AM personnel will not scrap or brush snow off a vehicle windshield to view a placard/cone. After snow settles, driver must to remove snow from front windshield so that AM and 87 SFS can see the placard/cone.

6.3.3. Placards should be secured and not visible when the vehicle is off of the airfield. Placards left unsecured will be confiscated by SFS and returned to AM. Under certain circumstances, depending on the violation, vehicles may be towed at the owner's expense. (See Joint Installation Defense Plan 2015, Tab C, Appendix 8, 3.2.1).

6.4. Disposition of POV Placard.

6.4.1. All airfield cones/placards will be returned to AM when access is no longer required to the airfield, upon, PCS, separation, or retirement.

6.5. Lost/Damaged POV Cone/Placard.

6.5.1. Personnel who lose their assigned POV Cone/Placard will submit an MFR endorsed by the UADPM. In addition, the following actions will be taken:

6.5.1.1. First offense: Warning & reissue of POV Cone/Placard.

6.5.1.2. Second offense: Termination of POV Cone/Placard privilege.

6.5.2. Damaged POV Cones/Placards will be returned to AM immediately along with a Memorandum for Record endorsed by the Unit Commander.

Figure 6.1. POV Cone.



Figure 6.2. POV Placard.



SCOTT M. WIEDERHOLT, Col, USAF
Commander, 305th Air Mobility Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References******US Air Force Publications***

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DAFI 13-213, Airfield Driving, 04 February 2020

AFMAN 13-204v1, Management of Airfield Operations, 22 July 2020

AFI 21-101, Aircraft and Equipment Maintenance Management, 15 January 2020

AFI 24-301, Vehicle Operations, 16 March 2017

AFMAN 24-306, Manual for Wheeled Vehicle Driver, 29 July 2020

AFI 31-218, Air Force Motor Vehicle Traffic Supervision, 14 July 2017 *AFI 33-360, Publications and Forms Management, 01 December 2016*

AFI 33-322, Records Management and Information Governance Program, 23 March 2020

AFI 91-202, The US Air Force Mishap Program, 11 March 2020

AFMAN 91-223, Aviation Safety Investigations and Reports, IC 1, 14 September 2018

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AFI 21-101 JBMDL SUP, Aircraft Equipment and Maintenance Management 18 January 2018

UFC 3-260-01, Airfield and Heliport Planning and Design, 17 November 2008

Federal Aviation Administration (FAA) Advisory Circulars (AC) and Joint Orders (JO).

FAA Advisory Circular 150/5340-1M, Standards for Airport Markings, 10 May 2019

FAA Joint Order 7110.65, Air Traffic Control, 20 June 2019

Adopted forms

AF Form 457, USAF Hazard Report

AF Form 483, Certificate of Competency

AF Form 651, Hazardous Air Traffic Report (HATR)

AF Form 847, Recommendation for Change of Publication

AF Form 3616, Daily Record of Facility Operation

OSAA FORM 7, Request for issue of Airfield Cone/Placard

Abbreviations and Acronyms

ADI—Airfield Driving Instruction
ADP—Airfield Driving Program
ADPM—Airfield Driving Program Manager
ADTP—Airfield Driving Training Program
AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFM—Airfield Manager
AFSC—Air Force Specialty Code
AFVA—Airfield Visual Aid
AM—Airfield Management
AMC—Air Mobility Command
AO—Airfield Operations
AOB—Airfield Operations Board
AOF/CC—Airfield Operations Flight Commander
ATC—Air Traffic Control
ATCT—Air Traffic Control Tower
BDOC—Base Defense Operations Center
CBT—Computer Based Training
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
DAFM—Deputy Airfield Manager
DOD—Department of Defense
ECP—Entry Control Point
FAA—Federal Aviation Administration
FOD—Foreign Object Damage
GOV—Government Owned Vehicle
HATR—Hazardous Air Traffic Report
MAFBI—McGuire Air Force Base Instruction
MAJCOM—Major Command
MFR—Memorandum for Record

OG—Operations Group

OPR—Office of Primary Responsibility

NVD—Night Vision Device

POL—Petroleum Oil Lubricant

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

RIPWG—Runway Incursion Prevention Working Group

RWY—Runway

SE—Safety

SFS—Security Forces Squadron

TDY—Temporary Duty

UADPM—Unit Airfield Driving Program Manager

WADPM—Wing Airfield Driving Program Manager

Terms

Acknowledge—Let me know that you have received my message

Advise Intentions—Tell me what you plan to do

Airfield—An area prepared for the accommodation (including any buildings, installations, and equipment) of landing and take-off of aircraft

Airfield Driving Instruction (ADI)—Formerly known as the flight line driving instruction. Establishes local operations, procedures and training standards for driving a vehicle on the airfield. Also called ADI

Airfield Driving Program Manager (ADPM)—An individual appointment by the Unit Commander to administer the organization's airfield driving program

Airfield Facilities—Includes: runways, taxiways, parking and servicing areas, ATC facilities, Airfield Management, navigational aids, aircraft fire suppression and rescue services and airfield

Airfield Management—A function that conducts airfield inspections and checks for safety and compliance with planning and design criteria. Plans, organizes and directs airfield activities to include airfield construction/repairs, airfield driving program, ice/snow removal operations, Bird/Wildlife control, etc. Procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system such as Flight Information Publications, aeronautical charts and maps, Notice to Airmen (NOTAM), local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

Airfield Manager (AFM)—Works directly for the AOF/CC and manages airfield management facilities to ensure effective support to the base flying mission and transient aircrews.

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.

Approach Zone—3,000 x 3,000 ft. measured along the extended runway centerline beginning at the runway end and 3,000 ft. centered on and measured at right angles to the extended runway centerline.(MAFB approach zone includes taxiways Zulu, Alpha and portions of Golf.)

Clear—ATC term used between pilots and air traffic controllers, not authorized for use by personnel operating motor vehicles on the airfield.

Controlled Areas—Controlled areas are legally defined areas containing Protection Level 4 resources. Only authorized personnel, designated by a Unit Commander, have access to controlled areas.

Controlled Movement Area (CMA)—As defined in Airfield Operation Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control Tower (ATCT) approval for (normally via two-way radio contact with the ATCT). Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. **Note:** This definition is used in lieu of "movement area" as defined in the FAA Pilot Controller Glossary. Also called CMA.

Controlled Movement Area Violation (CMAV) Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific ATCT approval. This definition includes runway incursions and infractions caused by communication errors. Refer to AFI 91-223 paragraphs 1.3.1.8. for reportable HATR reporting procedures and 1.3.1.9. for reportable CMAV events.

Expedite—Used by ATC when prompt compliance is required to avoid the development of an imminent situation.

Foreign Object Damage (FOD)—Any damage to an aircraft, engine, aircraft system, component, tire, munitions, or support equipment caused by a foreign object(s) which may or may not degrade the required safety and/or operational characteristics of the aforementioned items.

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

Ground Vehicle Traffic Lane—A defined and marked lane on the flight line used for the movement of vehicle traffic.

Hold or Hold Short—Used by ATC to indicate you must stay where you are currently located or for you to hold at the Runway Hold line/VFR hold line prior to receiving approval into the CMA.

Host Wing Commander—The individual with ultimate responsibility for operating the airfield.

Hot Spot—A runway safety related problem area or intersection on an airfield. Typically, it is a complex or confusing taxiway/taxiway or taxiway/runway intersection. A confusing condition may be compounded by a miscommunication between a controller and a pilot, and may cause an aircraft separation standard to be compromised. The area may have a history of surface incidents or the potential for surface incidents.

Immediately—Used by ATC when such action compliance is required to avoid an imminent situation.

Instrument Hold line—A designated boundary intended to protect the runway environment. Found at the point where a taxiway and runway intersect. Instrument hold line is marked in retro-reflective yellow paint.

Light Gun—A handheld directional light signaling device which emits a brilliant narrow beam of white, green, or red light as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot actions where radio communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.

Major Command (MAJCOM)—For the purpose of this instruction, includes all USAF Major Commands plus the Air National Guard Readiness Center, Air Force Reserve Command, Direct Reporting Units, and Field Operating Agencies. MAJCOM also refers to the OPR for Airfield Operations in this AFI.

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

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.

Restricted Area—An area on the airfield designated for the use by aircraft/equipment requiring security protection level. Marked with signs prior to entering, Red Lines will indicate the boundaries.

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

Runway—A defined rectangular area on an airfield prepared for the landing and takeoff of aircraft.

Runway Hold line—A designated boundary intended to protect the runway environment. Found at the point where a taxiway and runway intersect.

Runway Incursion—Any occurrence at an aerodrome involving 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. For the purpose of this instruction, the protected area is the same as the CMA. These are further classified into three operational categories:

1) Operational Error (OE)—A failure of the air traffic control system that results in loss of separation.

2) Pilot Deviation (PD)—The action of a pilot that results in the violation of ATC instructions, AFIs and/or FARs.

3) Vehicle/Pedestrian Deviation(V/PD)—Any entry or movement on the controlled movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by Air Traffic Control.

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. Also means to standby for clearance/approval.

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.

Wing Commander—The individual with ultimate responsibility for operating the airfield.

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

**UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S)
APPOINTMENT LETTER**

Figure A2.1. Unit Airfield Driving Program Manager And Trainer(S) Appointment Letter.

[Date]			
MEMORANDUM FOR 213 OSS/OSA			
FROM: (Unit Commander Office Symbol)			
SUBJECT: Appointment of Unit Airfield Driving Program Managers and Trainers			
1. The following individuals are appointed as Unit ADPMs (primary/alternate) and trainers. Individuals have received training in accordance with Air Force Instruction 13-213 and applicable wing/base supplement. Both ADPM and Alt ADPM have the authority to certify personnel are qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for unit assigned and temporarily assigned personnel.			
NAME/Email	OFFICE SYM	DP	483 # _____
PRIMARY:			
ALTERNATE:			
2. The following individuals are appointed as Airfield Driving Program Trainers:			
NAME/Email	OFFICE SYM	DP	483 # _____
3. This letter supersedes all previous letters, same subject.			
XXXX X. XXXXX, Lt Col, USAF Commander			

Attachment 3

UNIT AIRFIELD DRIVING PROGRAM MANAGER CHECKLIST

Figure A3.1. Unit Airfield Driving Program Manager Checklist, Part 1.

UNIT AIRFIELD DRIVING PROGRAM MANAGER CHECKLIST			
SECTION I TRAINEE INFORMATION (Completed by the Wing Airfield Driving Program Manager)			
Name: (Last, First, MI)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II QUALIFICATION TRAINING (Completed by Trainee and Wing Airfield Driving Program)			
	Date	Trainee Initials	WG ADPM Initials
1. Unit Airfield Driving Program Manager (ADPM) duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. Air Force Manual 24-306, <i>Manual for the Wheeled Vehicle Operator</i> , Chapter 18 and 20.			
4.2. AFMAN 91-203, <i>Air Force Occupational Safety Fire and Health Standards</i> , Chapter 24			
4.3. Air Force Instruction 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include testing security/compromise.			
6. Color vision testing requirements. See Air Force Instruction 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's training requirements.	Date Completed	Trainee Initials	WG ADPM Initials
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violations Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. Temporarily assigned personnel/Non-based assigned contractors briefing and/or training requirements.			
13. Escort procedures.			
14. Procedures for issuing, revoking and reissuing an AF Form 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit ADPM on an actual training session and practical check ride.			
16. AF Form 483 CERTIFICATE #:			

Figure A3.2. Unit Airfield Driving Program Manager Checklist, Part 2.

SECTION III TRAINING CERTIFICATION (Completed by the Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager or designated representative)			
Unit Airfield Driving Program Manager			
I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and wing/base supplement.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
Wing Airfield Driving Program Manager			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.			

Attachment 4

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

Figure A4.1. Airfield Driving Training Documentation And Certification Checklist, Part 1.

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I - TRAINEE INFORMATION (Completed by the Unit ADPM)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Unit/Office Symbol or Company Name	Duty Phone
SECTION II - QUALIFICATION TRAINING (Completed by the Trainee and Unit Trainer)			
	Date	Trainee's	Trainer's Initials
1. Trainee possesses a valid (List State of Issue) Driver's License (List restrictions).			
2. Trainee possesses a valid Government Driver's License.			
3. Airfield Driver Classroom Training (as determined locally)			
4. Airfield Driving Qualification Training Checklist/Curriculum. (Completion of this checklist).			
5. Local Airfield Familiarization. Training Outcome(s): Trainee must be familiar with knowledge of the local airfield environment.	Date Completed	Trainee's Initials	Trainer's Initials
5.1. Non-Movement Area Boundary Marking as applicable.			
5.2. Non-Standard Airfield Markings as applicable.			
5.3. Aircraft Arresting Gear Markings as applicable.			
5.4. Locations of airfield Navigational Aids and Visual Approach Aids.			
5.5. Location of Restricted Area and Entry Control Points.			
5.6. Location of Free Zones as applicable.			
5.7. Location of the Fire Department, Air Traffic Control Tower (ATCT) and Airfield Management.			
5.8. Location/use of traffic control device as applicable.			
5.9. Hazardous Jet Blast locations on the airfield.			
5.10. Runway(s) configuration (e.g. dimensions, location, designation). Also, explain and define runway approach end and departure end.			
5.11. Taxiway configuration (e.g. dimensions, location, designation).			
5.12. Controlled Movement Area Boundaries.			
5.13. Congested Areas.			

Figure A4.2. Airfield Driving Training Documentation And Certification Checklist, Part 2.

5.14. Hot Spots as required locally.			
5.15. ATCT and vehicle blind spots.			
6. Local Vehicle Operator Requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirement for operating a vehicle on the airfield.	Date Completed	Trainee's Initials	Trainer's Initials
6.1. Use of perimeter and infield roadways.			
6.2. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.			
6.3. Speed limits for vehicles operating on an apron/ramp and taxiway.			
6.4. Procedures for reporting and removing FOD.			
6.5. Restricted visibility and/or night driving.			
6.6. Procedures for operating bicycles, tricycles, etc. on			
6.7. Use of traction control devices as applicable.			
6.8. Emergency Response Vehicle requirements.			
6.9. Vehicle Escort/Convoy driving procedures as applicable.			
7. Practical Day Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
7.1. Practical Day Driving Check-ride			
8. Practical Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
8.1. Practical Night Driving Check-ride (as applicable).			
9. Review Local AFI 13-213 supplement.			
10. USAF Airfield Driving CBT (Date Completed).			
11. Runway Incursion Prevention Training.			
12. Airfield Diagram/Layout Test [Score:]			
13. General Knowledge Test (written) [Score:]			
14. Runway Incursion Prevention Test [Score:]			
15. Communication Test [Score:]			

Figure A4.3. Airfield Driving Training Documentation And Certification Checklist, Part 3.

16. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. Note: Required for all personnel that require access on or across taxiways, helipad, and aprons located in the CMA.				
17. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. Note: Required for all personnel that require access on or across taxiways, helipad and aprons located in the CMA.				
SECTION III - Color Vision Test for CMA drivers only. (Completed by Hospital/Medical Treatment Facility Optometry)				
Results: Pass / Fail (Circle one)				
Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION IV - TRAINER CERTIFICATION (Completed by Authorized Airfield Driving Trainer)				
I certify the trainee has received all required qualification training requirement annotated above.				
Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	Signature:	Date:
I have received and completed all of the training requirement and will comply with my local base's Airfield Driving AFI 13-213 Supplement instructions. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement area without approval from the Air Traffic Control Tower (ATCT).				
Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION VI - UNIT CERTIFICATION (Completed by Unit Commander or Unit ADPM)				
I certify that the above trainee has successfully completed all training requirements to operate a vehicle on _____ airfield.				
Check all applicable restrictions and/or special access.				
Ramp Only	Daylight Only	CMA Authorized	Other (Specify):	
Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION VII - AIRFIELD DRIVING AUTHORIZATION (Completed by the Wing ADPM or designated representative)				
Approved		Disapproved		AF Form 483#:
Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.				

Attachment 5

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

Figure A5.1. TDY Personnel/Non-Base Assigned Contractors Training Checklist, Part 1.

TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I - TRAINEE INFORMATION (Completed by the Unit Airfield Driving Program Manager or Wing Airfield Driving Program Manager)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Unit/Office Symbol or Company Name	Duty Phone
SECTION II - QUALIFICATION TRAINING (Completed by the Trainee, Unit Airfield Driving Program Manager or Designated Trainer)			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Explain the difference between mandatory/informational local airfield signs.			
2. Explain the different types of airfield marking (i.e. runway, taxiway, apron/ramp). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (i.e. runway, taxiway, apron/ramp). Provide examples of local airfield lighting.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramps and taxiways.			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft.			
6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			

Figure A5.2. TDY Personnel/Non-Base Assigned Contractors Training Checklist, Part 2.

17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicles maintenance problems.			
SECTION III - TRAINING CERTIFICATION (Completed by Trainee, Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager, as required)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and (if applicable) wing/base supplement. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT AIRFIELD DRIVING PROGRAM MANAGER			
I certify that the above individual has completed all training requirements outlined in Air Force Instruction 13-213 and (if applicable) wing/supplement. Check all applicable restrictions.			
Ramp Only	Daylight Hours	Other (Specify):	
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING AIRFIELD DRIVING PROGRAM MANAGER OR DESIGNATED REPRESENTATIVE (as required)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.			

Attachment 6

REQUEST FOR ISSUE OF AIRFIELD CONE/PLACARD

Figure A6.1. Request For Issue Of Airfield Cone/Placard.


REQUEST FOR ISSUE OF AIRFIELD CONE/PLACARD			
<i>To:</i>		<i>From (Unit or Company):</i>	
<i>Name (Last, First Middle Initial):</i>		<i>Rank:</i>	<i>Phone:</i>
<i>Justification:</i>			
I certify that I have read and understand 305 AMWI 13-213 and will comply with all requirements therein. I further understand that I can be held pecuniary for any damage to government property caused by my POV while on the airfield.			
<i>Vehicle Information:</i>			
<i>Year:</i>			
<i>Make:</i>			
<i>Model:</i>			
<i>Color:</i>			
<i>State/License Plate #:</i>			
<i>Signature (Project Manager or Individual Requesting POV Access):</i>		<i>Date:</i>	
<i>Signature (Project Manager, Unit/CC or Designated Representative):</i>		<i>Date:</i>	
<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Disapproved</i>	<i>Airfield Manager, Deputy Airfield Manager or NCOIC, Airfield Management Operations/Training</i>	<i>483 #:</i>	
<i>Signature Of Issuing Official:</i>		<i>Date Issued:</i>	<i>Cone/Placard Color and #:</i>

OSAA FORM 7, Jan 16 Previous Editions Are Obsolete

Attachment 7

REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES

Figure A7.1. Reinstatement Of Airfield Driving Privileges.

	<p>DEPARTMENT OF THE AIR FORCE 305TH AIR MOBILITY WING (AMC)</p>
	Date
MEMORANDUM FOR 305 OSS/OSAA	
FROM:	
SUBJECT: Reinstatement of Airfield Driving Privileges	
<ol style="list-style-type: none">1. Due to the lack of manning in the UNIT GOES HERE it would be in the best interest of the squadron for [MEMBERS NAME] to have his/her Airfield Driving privileges restored.2. [MEMBERS NAME] has been sent back to step 2 in the ADTP site and has re-accomplished all training and testing requirements listed in 305 AMWI 13-213.3. Any questions, please contact CURRENT ADPM at EMAIL ADDRESS, DSN 650-XXXX / COMM 609-754-XXXX.	
	Commanders name, Lt Col, USAF Commander

Attachment 8

MCGUIRE AIRFIELD VEHICLE CALL-SIGN LIST

Figure A8.1. McGuire Airfield Vehicle Call-Sign List, Part 1.

<i>Call Sign</i>	<i>UNIT ASSIGNED</i>
<u>305th AMW</u>	
Can Do 1	Wing Commander
Can Do 2	Vice Commander
<u>305th OPERATIONS GROUP</u>	
Can Do 3	Operations Group Commander
Can Do 3A	Deputy Operations Group Commander
ROCK 1	OSS/CC
ROCK 2	OSS/DO
AOF 1	AOF/CC
AOF 2	AOF/DO
Airfield 1	Airfield Manager
Airfield 2	Deputy Airfield Manager
Airfield 3-4	Airfield Management Personnel
<u>305th MAINTENANCE GROUP</u>	
Maintenance 1	305th Maintenance Group Commander
Maintenance 1A	514th Maintenance Group Commander
Maintenance 2	305th Maintenance Group Deputy
<u>Transient Alert</u>	
TA 1	Aircraft Services Contract Dispatch
TA 2, 3, 4, 5	Aircraft Services Contract Vehicles
<u>305th AMW/SAFETY</u>	
Safety 1	Chief of Safety
Flight Safety	Flt Safety
Ground Safety	Ground Safety
Wildlife 1	USDA
Wildlife 2	USDA
<u>87th ABW/SAFETY</u>	
Joint Base Safety	Joint Base Safety
Joint Base Ground Safety	Joint Base Ground Safety
Joint Base Weapons Safety	Joint Base Weapons Safety

Figure A8.2. McGuire Airfield Vehicle Call-Sign List, Part 2.

305 OSS RAWS

Ghost 1	Airfield Systems Maintenance
Ghost 2	Airfield Systems Maintenance
Ghost 3	Airfield Systems Maintenance
Ghost 4	Airfield Systems Maintenance

87th CIVIL ENGINEERING SQ

CE 1	Chief of Operations
CE 2	Deputy Chief of Operations
CE Ops 1	Chief Operations
CE Ops 2	Deputy Chief Operations
CE Ops 3	Superintendent Operation
CE Support 8	Operations Support (Ground Maintenance)
CE Support 9	Operations Support (Paint/Signs)
CE Support 10	Operations Support (Concrete/Asphalt)
CE Support 12	Operations Support (Rubber Removal)
CE Support 14	Operations Support (Refuge)
Electric 1	Electric Shop Supervisor
Electric 2	Electric Shop Technician
Power 1	Foreman Power Pro
Power 2	Repairman Stand-by Generators
Snow 1	Snow Barn
Snow 31	Airfield snow operation
Snow 32	Streets and Parking lots
Plow 10-80	CE Airfield Plow
Blower 22-25	CE Airfield Blower
Broom 1-4	CE Airfield Broom
CE control	CE Operations Control
Snow control	CE Snow Control
Inspector 1-8	Construction Management

87 CES/CEF Fire Emergency Services

Fire Control	Fire Alarm Communication Center (FACC)
Chief 1	Fire Chief
Chief 2	Assistant Chief for Operations
Engine 4	Structural Fire Fighting Vehicle
Engine 5	Structural Fire Fighting Vehicle
Crash 6	Aircraft Rescue Fire Fighting (ARFF) Vehicle
Crash 8	ARFF Vehicle
Crash 11	ARFF Ramp Vehicle
Crash 12	ARFF Vehicle
Rescue 10	Rescue Vehicle
HazMat 13	HAZ-MAT Truck

Figure A8.3. McGuire Airfield Vehicle Call-Sign List, Part 3.

Fire Maintenance 15	Extinguisher Maintenance ¾ Ton Truck
Tanker 16	Water Tanker
Fire Maintenance 17	Fire Inspector Vehicle

87 LRS

Trans1 – 100	Vehicle Operations
POL 1-5	Fuels

714 AES

Air-evac 1, 2	Mission Launch and Recovery
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108 OPERATIONS GROUP

Airfield 5	Airfield Management
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Attachment 10

MCGUIRE FIELD (KWRI) AIRFIELD DIAGRAM

Figure A10.1. Mcguire Field (KWRI) Airfield Diagram.



A10.1. Note:. Contact 305 OSS/OSAA for higher resolution version of the Master Airfield Diagram.

Attachment 11
483 RESTRICTION CODES

Figure A11.1. 483 Restriction Codes.

Name 	Restrictions Letter
Alpha Bravo Ramp	D
ANG Ramp Only	A
Army Aviation Ramp	F
CMA Access	C
Daylight Hours Only	L
Main Ramp Only	B
Non-CMA	E
NVD Qualified	N

Attachment 12
CARGO PROCESSING AREA

Figure A12.1. Cargo Processing Area.

