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 AFI 13-213, Airfield Driving, and contains requirements and procedures for safe vehicle operation and control on the airfield, ramp, taxiways, and runways. This instruction provides general guidance for operating vehicles 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 on the airfield.

Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at https://www.my.af.mil/gcss-af61a/afrims/afrims/. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional’s chain of command.
SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This version incorporates changes directed by the revised governing instruction AFI 13-213 AMCSUP1, Airfield Driving. Major changes include: driver training and testing requirements, vehicle call sign changes, airfield diagram, Control Movement Area (CMA), Control Movement Area Violation (CMAV) penalties and changes to prescribed form OSAA Form 7, Request for Issue of Airfield Cne/Placard.

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Chapter 1

RESPONSIBILITIES

1.1. Concept:

1.1.1. Airfield Management (305 OSS/OSAA) is the OPR for the Airfield Driving Program (ADP). The Deputy Airfield Manager (DAFM) or 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 discretion, any additional unit airfield driving trainers as well as unit personnel required to operate a vehicle on the flight line to fulfill mission requirements.

1.1.2. ALL personnel driving on McGuire Airfiled MUST be trained and certified. They must have an AF IMT 483 Certificate of Competency in their possession at all times. This requirement applies to all military, commercial, or privately owned vehicles (POV). This requirement is not waivable.

1.1.3. The host unit administers airfield driver training for Temporary Duty (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.

1.1.4. This airfield driving instruction is not inclusive. For further information, reference AFI 13-213 Airfield Driving.

1.2. Responsibilities:

1.2.1. 305 th 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 an individual’s civilian driver’s license and/or base driving privileges. See AFI 31-204, Air Force Motor Vehicle Traffic Supervision, Chapter 2 for additional information. Authority must not be delegated.

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) in there are recurring problems with runway incursions. See AFI 23-204, Column 2, for additional information.

1.2.1.5. Reviews runway incursion incidents and CMAV incidents and corrective actions taken.

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

1.2.2.1. Reviews (CMAV) and corrective actions taken.
1.2.2.2. Convenes a Runway Incursion Prevention Working Group (RIPWG) no later than 30 days following the occurrence of a second runway incursion (within a six month period).

1.2.2.2.1. The RIPWG will include OSS/CC, AOF/CC, Airfield Manager (AFM), WADPM, tower Chief Controller, Wing Safety, Unit Commanders and/or UADPMs, and other organizational leadership as determined locally. RIPWG shall take the following actions:

   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/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 fir 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:

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

         1.2.2.2.1.3.8. 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 is implemented uniformly over the entire airfield.

         1.2.2.2.1.3.9. 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 is implemented uniformly over the entire airfield.

         1.2.2.2.1.3.10. 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 is implemented uniformly over the entire airfield.

         1.2.2.2.1.3.11. Installing runway guard lights (RGL), if applicable.
1.2.2.1.3.12. Installing runway status lights (normally associated with a Category II/Airport Surveillance Detection Equipment).

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

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

1.2.2.1.3.15. Installing Location Signs.

1.2.2.1.3.16. Coordinate with Air Mobility Command (AMC) A3AP for AO prior to implementing new procedures and/or purchasing airfield support systems such as signs, marking and lighting.

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

1.2.2.2. 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 Air Mobility Command (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 on the airfield. Forward a copy of the appointment letter to the WADPM.

1.2.3.1.1. UADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use the most qualified SSgt/5-level or civilian equivalent available. UADPMs must possess an AF IMT483 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). **Note:** The responsible Group Commander (or equivalent), is delegated authority to waive this requirement. Forward a copy of the waiver to the WADPM (See Attachment 9).

1.2.3.1.2. Ensures a replacement UADPM is appointed in writing and trained by the WADPM at least 30 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 AF 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 AFI 13-213 Air Mobility Command Supplement (AMCSUP) 1 and this ADI prior to obtaining an Air Force (AF) IMT 483 to operate a vehicle 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 4.3.1.

1.2.3.7. Ensures review of individual’s Driving Record via Security Forces Management Information System (SFMIS) or AF Form 1313 (located at Security Forces) to determine their qualifications before permitting them to operate a vehicle and or equipment on the airfield.

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

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

1.2.3.10. Participates in the RIPWG.

1.2.3.11. 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 DAFM in writing.

1.2.4.2. Will ensure DAFM manages the ADPM IAW AFI 13-213 AMCSUP1 and this ADI.

1.2.4.3. Will work with 87 Air Base Wing (ABW) 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 IMT 457, *USAF Hazard Report* or narrative section of the AF IMT 651, *Hazardous Air Traffic Report* (HATR).

1.2.4.4. Participates in the RIPWG.

1.2.4.5. Will notify MAJCOM within 24hrs in the event of a Controlled Movement Area Violation (CMAV) and Runway Incursions.
1.2.5. **McGuire Field WADPM/DAFM.**

1.2.5.1. Acts as the WADPM to provide overall ADP management and oversight for airfield drivers at McGuire Field.

1.2.5.2. Develops an ADI to establish the Wing ADP.
   
   1.2.5.2.1. The ADI must be a stand-alone publication to this instruction that is coordinated and approved by the Air Mobility Command (AMC) A3AP for AO prior to final publication and implementation.

1.2.5.3. The wing may also develop a supplement to this AFI. Refer to paragraph 1.2. for staffing guidance.

   1.2.5.3.1. Maintain a WADPM Continuity Binder or electronic equivalent in the TAB format below.

   1.2.5.3.1.1. Tab A: ADPM appointment letter and Certificate of Training.
   
   1.2.5.3.1.2. Tab B: ADI.
   
   1.2.5.3.1.3. Tab C: Annual Inspection Results.
   
   1.2.5.3.1.4. Tab D: Airfield Drivers Training Documentation.
   
   1.2.5.3.1.5. Tab E: Current list of unit assigned airfield drivers.
   
   1.2.5.3.1.6. Tab F: Current Training Curriculum/Materials, Written Test/Airfield Diagram Test/Answer Keys.
   
   1.2.5.3.1.7. Tab G: Unit airfield driving safety requirements as applicable.
   
   1.2.5.3.1.8. Tab H: Airfield Violations/Corrective actions.
   
   1.2.5.3.1.9. Tab I: References (e.g., AFMAN 24-306, Manual for Wheeled Vehicle Driver Chapter 20 and AFOSHSTD 91-100, Aircraft Flight Line – Ground Operations and Activities Chapter 6., AFI 21-101, Aircraft and equipment Maintenance Management, etc).
   
   1.2.5.3.1.10. 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, Computer Based Training (CBT), 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 AFI 13-213 AMCSUP1 Attachment 6 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 IMT 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 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. Inspects each unit ADP for integrity and compliance with the ADI at least annually (every 12 months) using ADP self-inspection checklist (Attachment 4). Note: 108 ANG and 621 CRW have WADPMs and will inspect the units that falls under them, but both wings as a whole will be inspected by the McGuire Field (305 OSS/OSAA) WADPM.

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 Attachment 4 (available for download at the HQ AFFSA Airfield Operations SharePoint website) or electronic equivalent to conduct and document the inspection of the unit ADP.

1.2.5.8.5. Unsatisfactory inspection results will require a follow-up inspection 30 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. Briefs all CMAVs at the quarterly AOB.

1.2.5.10. Notifies 305th 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 IMT 483 is issued authorizing limited airfield access.

1.2.5.12.2. AF IMT 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 UADPM’s.

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 IMT 483 driving restriction codes in the ADTP for use by the certifying official. See Attachment 14.

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.

1.2.5.21. WADPM/UADPMs will utilize the ADTP reports function to monitor and track this requirement.

1.2.6. Unit ADPM

1.2.6.1. All UADPMs will complete the following training at least 30 days 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. UADPM Training is scheduled for the 1st Tuesday of every month unless otherwise addressed.

1.2.6.2. Administers the Unit Airfield Driver’s Training Program IAW AFI 13-213 Airfield Driving and this ADI.

1.2.6.2.1. Will conduct and document a quarterly self-inspection of the units ADP using Attachment 4.

1.2.6.2.2. Conduct and document at least 8 random spot checks per month for enforcement and compliance with this ADI using Attachment 12 of this regulation.

1.2.6.2.3. Report spot check results to the WADPM quarterly.

1.2.6.2.4. 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 5).

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.

1.2.6.6. 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) training plans 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” in accordance with 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 they will be operating on the airfield. **NOTE:** Military and Department of Defense (DoD) Civilians will have all vehicle qualifications on their Government Drivers licenses.

1.2.6.11.3. All color vision requirements listed in Paragraph 2.1.1. 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 **Attachments 5 & 6** prior to issuance of an AF IMT 483. **NOTE:** If using ADTP site for training documentation **Attachment 5** is not required.

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 IMT 483 and individuals not receiving night orientation/training check rides will have their AF IMT 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 AFI 13-213 AMCSUP1, this regulation and **Attachment 7**. **NOTE:** 787 CEG will conduct training and certification for contractors up to 20 personnel. WADPM will conduct training for 20 personnel and above. All contractors must be trained at least 2 weeks prior to construction start date.

1.2.6.13. The UADPM will review ADTP database at least quarterly.

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 website (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 IMT 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 documented on reverse side of AF IMT 483 automatically via the ADTP web site. Members are required to re-print AF IMT 483 after refresher training is complete.

1.2.6.13.5. Ensures deploying personnel maintain a current AF IMT 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 paragraphs 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. Forward a copy of the list to 305 OSS/OSAA, DAFM no later than the 5th of January, April, July and October.

1.2.6.17. Will maintain a current list of permanent party, TDY and contractors that are issued AF IMT 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.

1.2.7. **Airfield Management (AM), 305 OSS/OSAA.**

1.2.7.1. As the OPR for the ADP for 305 AMW, the DAFM or civilian equivalent acts as the WADPM.

1.2.7.2. The AFM, DAFM/WADPM, or Non-Commissioned In Charged (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 IMT 483 for airfield driving.

1.2.7.3. Imposes and publishes restricted driving routes as required.

1.2.7.4. 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 IMT 3616, *Daily Record of Facility Operation* or electronic equivalent.

1.2.7.5. Conducts a minimum of 2 random spot checks per day for enforcement and compliance with the ADI in conjunction with periodic airfield checks. AM will:

   1.2.7.5.1. use **Attachment 12** to document spot checks.

   1.2.7.5.2. Conduct spot checks at locations other than the Airfield entrances.
1.2.7.5.3. Report violations detected during spot checks to the AFM and WADPM.
1.2.7.5.4. Will notify with 87 Security Forces Squadron (SFS) when POV’s are parked on the airfield without the proper placard/cone.

1.2.7.6. Responds to reported or suspected airfield driving violations. At a minimum, AM personnel will:
   1.2.7.6.1. Escort individuals off of the airfield.
   1.2.7.6.2. Confiscate individuals AF IMT 483.
   1.2.7.6.3. Request a written statement from individuals and forwards to the WADPM, AFM, and AOF/CC.

1.2.7.7. Will notify 87 SFS of any POVs that require a vehicle citation or certain circumstances that require a vehicle to be towed off the airfield.

1.2.7.8. 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 control tower 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 are within the local area.

1.2.8.3. Reports known CMA violations and problems with vehicle 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 Field are Alpha Row, Bravo Row, X-Ray Row, Romeo Spot 1 and both parking spot located North and South of Big Beige.

1.2.8.5. Participates in the RIPWG.

1.2.9. **87th ABW Safety (SE).**

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 operations on the airfield. (Reference AFOSHSTD 91-100, Chapter 6).

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 CMA violations for trends.
1.2.9.5. Participates in the RIPWG.

1.2.9.6. Ensures the Airfield Manager is notified of any ground mishaps on the airfield.

1.2.10. **87th Security Forces Squadron (SFS).**

1.2.10.1. Monitors airfield vehicle 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 CVB, *Central Violations Bureau* 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 on the airfield. **Note:** A select few of AM personnel will be trained by 87 SFS to issue citations.

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 (see *Attachment 10* for Air Force Specialty Codes (AFSCs) exempt from color vision testing).

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 IMT 483).

2.1.1. The DAFM or a designated Airfield Management representative are the only individuals authorized to issue/sign AF IMT 483 on McGuire Air Force Base.

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.

2.1.2.4. Vehicle 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 IMT483.

2.1.2.5. EXCEPTION TO TESTING: Career fields requiring a color vision before entry (listed in Attachment 10) 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 they will be operating on the airfield. **NOTE:** Military and DoD Civilians will have all vehicle 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](https://webapp.amc.af.mil/ADTP/Pages/System/Login.aspx) **NOTE:** Personnel without Common Access Card (CAC) access will receive the power point presentation from the UADPM.

2.2.3.2. All base assigned (military, DoD Civilian, Contractor, etc.) personnel operating a vehicle 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 check **ALL** boxes (both black letter items, which is AFI driven and gray letter items which are McGuire Field 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 uncertified on all task in order to check all boxes.

2.2.3.2.1. **Attachment 5 & 6** will be used to document training if the trainee cannot get access to the ADTP website.
2.2.3.2.2. All training documentation will be maintained in the UADPM’s continuity binder under TAB D.

2.2.3.3. Completion of the USAF Airfield Driving CBT (accessible on the Advanced Distributed Learning System Website), https://golearn.csd.disa.mil/kc/login/login.asp is required for all wing and/or base assigned airfield drivers prior to issuance of an AF IMT 483.


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 or Attachment 6 to document completion of training.

2.2.3.7. Individuals that do not complete a nighttime airfield orientation will have their AF IMT 483 annotated with “Daylight Hours Only”.

2.2.4. Night Vision Devices (NVD) Training

2.2.4.1. NVD instructors must:

2.2.4.1.1. Be a 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 6 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 Romero 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. NVG 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 NVG vehicle preparations

2.2.4.4.2.2. 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 IMT 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 Power Point slides developed by AM and complete all training items outlined in Attachment 7. Contractor must also provide a copy of their state side driver’s license to go along with their Attachment 7.

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 get 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, send the trainee to the next step. Add a comment in the trainee’s block stating score received and all test questions have been reviewed.

2.3.1.1.2. Unit test will be enabled for no more than 96hrs. All members will have one hour to finish the test once started. Note: When testing, if test is idle longer 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 WADPM. Subsequent test (if the member fails) will be IAW AFI 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. Runway Incursion Prevention Test must be at least 5 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 must be labeled. Minimum passing score is 100%.

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. 1st 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. 2nd 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. 3rd Failure: UADPM will notify Unit Commanders and provide recommendations for further actions. Note: After the 3rd 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. 1st 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. 2nd Failure: WADPM 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, sign by the UADPM and Unit Commander, must be emailed or hand delivered to the WADPM.
   2.3.2.2.3. 3rd Failure: Member will not receive a license. Note: Wing test are now 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 IMT 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 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. Completion of the USAF Airfield Driving CBT.
2.4.1.3. Light Gun signal Training Power Point slides
2.4.1.4. Federal Aviation Administration (FAA) Communications Best Practices Power Point slides
2.4.1.5. FAA Signs, Markings, Lighting Power Point slides
2.4.1.6. Introduction to Runway Safety Power Point slides
2.4.1.7. 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 failure.

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 unable to print license, see your UADPM.

2.4.6. If annual refresher training is not accomplished prior to the last day of the expiration month, WADPM will send member back to Step 2. If member received AF IMT 483 on the last day of the month, member must complete the refresher training BEFORE the date of expiration. If member has a placard and their IMT AF 483 expires, the placard is no longer valid. NOTE: No written refresher documentation will be annotated on the AF IMT 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.


2.5.1. 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 5 & 6 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. applies 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. applies when scoring the test.
2.5.1.4. After member passes wing test, WADPM will issue member a written AF IMT 483 until ADTP returns to service. Once ADTP is return to service, WADPM will create a license for the member and the written AF IMT 483 will become void.
Chapter 3

TDY PERSONNEL AND CONTRACTORS.

3.1. The UADPM will ensure TDY/contractor personnel will be trained IAW this regulation prior to operating a vehicle on the airfield.

3.2. TDY Personnel

3.2.1. TDY personnel that have a current home station AF IMT 483 will:

3.2.1.1. 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.

3.2.1.2. 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%.

3.2.1.3. A new AF IMT 483 for McGuire Field may be issued after training local briefing, or the home station AF IMT 483 may be used. If using a home station AF IMT 483, ADPMs will annotate training on the reverse side of the form. “Joint Base McGuire-Dix-Lakehurst Airfield” will be stamped on the reverse side of the AF IMT 483.

3.2.2. Any individual assigned on a TDY basis who does not have home station AF IMT 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.

3.3. Contractors:

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

3.3.1.1. The UADPM will ensure all short term contractors:

3.3.1.1.1. Receive an airfield driver briefing that will cover all items in Attachment 7.

3.3.1.2. 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.

3.3.2. 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).

3.3.2.1. Host agency will provide training.

3.3.2.2. Must complete the same training as all base assigned personnel. Refer to Chapter two for training requirements. Note: 787 CEG Contracting ADPMs will conduct Airfield Driving training for short-term airfield contractors that consist of 20 people or less. Groups more than 20 people will be trained by the WADPM. WADPM will only conduct training for groups less than 20 if the 787 CEG Contracting ADPMs are unavailable or on a case by case basis. WADPM needs at least a weeks’ notice for training to reserve a room.
3.4. **Training Documentation:**

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

3.4.2. Documentation will be maintained IAW Air Force RDS, Table 13-06, Rule 15.00.
Chapter 4

REPORTING, VIOLATION CONSEQUENCES, REINSTATEMENT PROCEDURES

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 Emergency Communication Center (ECC). If 87 SFS locates the driver, they will initiate a challenge on the vehicle. If it is determined to be only an airfield violation, 87 SFS will escort the driver to AM Ops 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 Ops either via the following land lines 609-754-2712/2713 or via the tower net.

4.1.1.2.1. If ATCT personnel notice a violation, they will notify AM Ops and inform them of the violator’s current location and whether the violation had an adverse impact on flight operations.

4.1.1.2.2. ATCT will also document the event in daily logs and tracking forms.

4.1.1.2.3. Runway Incursion - Any occurrence involving an aircraft, vehicle, 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 IMT 651, Hazardous Air Traffic Report, must be completed and submitted to JB MDL/SE 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 IMT 457, USAF Hazard Report, must be completed and submitted to JB MDL/SE within 24 hours for all other runway incursions. Note: Whomever observes the occurrence will fill out the AF IMT 457 or 651, provide form to AM Ops to give to JB MDL/SE. If AM Ops is on the airfield at the time of occurrence and they witness the violation, AM Ops will complete the forms. 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 Ops will:

4.1.2.1. Immediately respond to the incident and escort the offender back to AM.

4.1.2.2. Confiscate the driver’s AF IMT 483.

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 tower 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 IMT 457, USAF Hazard Report, must be completed and submitted to 87 ABW/SE within 24 hours.

4.1.2.5.2. Both the AF IMT 651 and 457 must have the following information in the narrative section:

   4.1.2.5.3.1. Individual’s information (e.g., rank, job title, organization, TDY, or base assigned).
   4.1.2.5.3.2. Individual’s experience working on or near the airfield and date trained.
   4.1.2.5.3.3. If individual was authorized on the airfield and/or CMA.
   4.1.2.5.3.4. If individual completed all training required to operate a vehicle on the airfield.
   4.1.2.5.3.5. Approximate location where the CMAV occurred (e.g., runway/taxiway intersection, distance from threshold or overrun etc.).

4.1.2.6. Notify 87 ABW/SE, DAFM, and AFM. If after duty hours, notifications may be delayed until the next duty day at the discretion of the AM Ops 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, driver’s Commander, Primary/Alternate UADPM, and 87 ABW/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 IMT 651/457s, actions taken, results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15.00. Documentation may also be maintained in the ADTP.

   4.1.3.3. Suspend the members profile in the ADTP within 24hrs. Only the WADPM can change suspension status in the 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 87 ABW/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:

4.1.4.1. 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. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF IMT 457, USAF Hazard Report or narrative section of the AF IMT 651, HATR.

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 OPS personnel are authorized to revoke or confiscate the AF IMT 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 IMT 483 upon request by the UADPM and/or AMOPS personnel. Surrendered certificates will be forwarded to the 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 or UADPM.

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

4.2.5. Revocation. AF IMT 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.

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-day suspension of airfield driving privileges.

4.2.6.2.2. Second Violation: 1-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 Day driving suspension. UADPM will be notified.

4.2.6.3.1.2. Second Violation: 30 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. Speeding violations:

4.2.6.3.2.1. First Violation: 10 Day driving suspension. UADPM will be notified.

4.2.6.3.2.2. Second Violation: 30 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. Speeding violations within vicinity of an aircraft:

4.2.6.3.3.1. First Violation: 30-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. GROSS phraseology/lack of situational awareness. 4.2.6.3.4.1 First Violation: Warning.

4.2.6.3.4.1. Second Violation: 10 Day driving suspension. UADPM will be notified.

4.2.6.3.4.2. Third Violation: 30 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 Wing ADPM.
4.2.7. Multiple infractions of this ADI within a 12-month period may result in more severe punishments as determined by the WADPM.

4.2.8. Suspension/revocation of civilian driver’s license will result 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 on the first day of the preceding month after the refresher training is due will result in suspension of driving privileges until all initial training is re-accomplished. **NOTE:** Personnel that were not able to complete refresher training (e.g. deployed, TDY, etc.) must complete it prior to driving on the airfield. If a member receives a DUI on base and they have an AF IMT 483 and POV Placard or Cone, the AF IMT 483 is automatically suspended for the duration of the DUI term and the UADPM must pull 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 9 and make the appropriate changes.

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-accomplish all test. **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 Operations on McGuire Airfield

5.1.1. All vehicle operators must have a current state driver’s license, an AF IMT 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 IMT 483 and will pay attention to the sign shown in Figure 1 below.

5.1.2. Units sponsoring TDY personnel or Non-based assigned contractors are responsible for providing training or an escort for personnel that require access to the airfield.

Figure 5.1. Example of Airfield

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 and members is located in the CMA, leave CMA immediately.

5.1.3.3. All GOV’s vehicles that operate on the CMA will contain the following Air Force Visual Aids (AFVA)/decals and airfield diagram. Note: Decals should be in plain view of the driver or clipped to the inside of the sun visor on the driver’s side or affix to the dashboard.
5.1.3.3.1. AFVA 11-240. (see figure 2) **NOTE:** The FAA Form 5280-7, *Airfield Visual Aid Safety Placard* (Figure 2) is the FAA equivalent to AFVA 11-240 and may be used. Note: Decals can be ordered from [http://afpubs.hq.af.mil/profile/userlogin.aspx](http://afpubs.hq.af.mil/profile/userlogin.aspx) for the AFVA 11-240 or FAA Form 5280-7 products at [http://www.faa.gov/runwaysafety/order/order.cfm](http://www.faa.gov/runwaysafety/order/order.cfm).

5.1.3.3.2. AFVA 13-221, *Control Tower Light Signals* (see figure 3) (optional if vehicle has an AFVA 11-240).

5.1.3.3.3. AFVA 13-222. (see figure 4)

5.1.3.3.4. A current locally developed airfield diagram (*Attachment 13*) (provided by WADPM).

5.1.3.4. Hot spots are “problem areas” that seem to cause multiple CMA violations and runway incursions. **NOTE:** There are no designated “hot spots” for McGuire Field. If at a later date “hot spots” are identified, all airfield drivers will be notified through their UADPM’s and risk mitigation measures will be developed.

**Figure 5.2. Examples of Signs and Markings.**
5.2. Operating a vehicle on the CMA.

5.2.1. The CMA 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) located on intersecting taxiways on taxiway Hotel and North West Lima Runway Guard Lights (RGL) also known as Wig Wag Lights are provided (see figure 6) and stop sign (see figure 7) are located on vehicle access roads. While in the infield area personnel must ensure they remain outside a 100’ from the runway edge. There are no markings that depict this boundary; however, personnel can use the (Distance Remaining Markers) which are located 60 ft. from the runway edge as a guide.
5.2.1.2. Runway 6/24 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 8) 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. There are no markings that depict this boundary however personnel can use the
DRM (Distance Remaining Markers) which are located 60 ft. from the runway edge as a guide (see figure 9).

Figure 5.4. Example of Runway.

5.2.1.3. Taxiway A is has the only Instrument Hold line and sign (see figure 10 & 11).

Figure 5.5. Examples of Runway.
5.2.1.4. Taxiway Hotel starting 787 ft. from the edge of Taxiway Q (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 12). This marking will be located at every Hotel CMA entrance point. At the Northern most entrance of the Hotel CMA a “Stop! Controlled Movement Area” (see figure 13) sign is located on the left hand side of the taxiway at the CMA entrance.

5.2.1.5. Runway 36 Approach/18 Departure 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 approach area is more restrictive than both the Golf and Hotel CMAs. This area is designated by a hold line (see figure 14) painted at each CMA entrance as well as “36 APCH” signs located on the left hand side of the taxiway at the CMA entrance.

Figure 5.6. Example of Taxiways.

5.2.2. Runway crossings 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 ATCT.

5.2.4. Prior to entering the CMA at McGuire Fields all vehicle operator and pedestrians will:

5.2.4.1. Establish two radio communication and request access from “McGuire Ground”. NOTE: Vehicles 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.
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 holdline and ask ATC to repeat last transaction.

5.2.5. Once authorized into the CMA, vehicles operators and/or pedestrians will monitor the Tower net and maintain two way 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 11 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 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 tower 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 ATCT or 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. Report incident to AM immediately.

5.3. Proper Radio Communications Phraseology, Discipline, and Techniques.

5.3.1. The words “clear” or “clearance” will 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 be sure 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 is located on Victor Row and X-Ray Row. Refer to the airfield diagram to determine possible communication blind spots.

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**

<table>
<thead>
<tr>
<th>VEHICLE OPERATOR:</th>
<th>“McGuire Ground Airfield one”</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATCT</td>
<td>“Airfield one, McGuire Ground.”</td>
</tr>
<tr>
<td>VEHICLE OPERATOR:</td>
<td>“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.”</td>
</tr>
<tr>
<td>ATCT:</td>
<td>“Airfield One, Proceed across runway one-eight at taxiway Hotel report when off.”</td>
</tr>
<tr>
<td></td>
<td>Or “Airfield One, Hold Short of runway one-eight”</td>
</tr>
</tbody>
</table>

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: | “Ground Airfield One understands approved to cross runway one-eight at taxiway Hotel. Will report when off.”
| | Or
| | “Ground Airfield One, Holding Short of runway one-eight at taxiway Hotel.”
| 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: | “Airfield One, Roger”
| ATCT: | “Airfield One, read back hold instructions.”
| 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.

<table>
<thead>
<tr>
<th>What Is Said:</th>
<th>What It Means:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge</td>
<td>Let me know you have received and understand this message.</td>
</tr>
<tr>
<td>Advise Intentions</td>
<td>Let me know what you plan to do.</td>
</tr>
<tr>
<td>Affirmative</td>
<td>Yes.</td>
</tr>
<tr>
<td>Correction</td>
<td>An error has been made in the transmission, and the correct version follows.</td>
</tr>
<tr>
<td><strong>Go Ahead</strong></td>
<td>Proceed with your message only. Note: Use of this phrase does not authorize requestor to —Go Ahead! with, or carry out, their request.</td>
</tr>
<tr>
<td><strong>Hold/Hold Short</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>How do you hear me?</strong></td>
<td>Question relating to the quality of the transmission or to determine how well the transmission is being received.</td>
</tr>
<tr>
<td><strong>Immediately or without delay, Expedite</strong></td>
<td>Phrase used by ATC when such action compliance is required to avoid an imminent situation.</td>
</tr>
<tr>
<td><strong>Negative</strong></td>
<td>&quot;No&quot; or &quot;permission not granted&quot; or &quot;that is not correct.&quot;</td>
</tr>
<tr>
<td><strong>Out</strong></td>
<td>The radio conversation is ended, and no response is expected.</td>
</tr>
<tr>
<td><strong>Over</strong></td>
<td>My radio transmission is ended, and I expect a response.</td>
</tr>
<tr>
<td><strong>Read Back</strong></td>
<td>Repeat my message to me.</td>
</tr>
<tr>
<td><strong>Roger</strong></td>
<td>I have received all of your last transmission.</td>
</tr>
<tr>
<td><strong>Stand By</strong></td>
<td>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 &quot;stand by for clearance.&quot; The</td>
</tr>
<tr>
<td><strong>Unable</strong></td>
<td>Indicates inability to comply with a specific instruction, request, or clearance.</td>
</tr>
</tbody>
</table>
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>
<thead>
<tr>
<th>A</th>
<th>ALPHA</th>
<th>N</th>
<th>NOVEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>BRAVO</td>
<td>O</td>
<td>OSCAR</td>
</tr>
<tr>
<td>C</td>
<td>CHARLIE</td>
<td>P</td>
<td>PAPA</td>
</tr>
<tr>
<td>D</td>
<td>DELTA</td>
<td>Q</td>
<td>QUEBEC</td>
</tr>
<tr>
<td>E</td>
<td>ECHO</td>
<td>R</td>
<td>ROMEO</td>
</tr>
<tr>
<td>F</td>
<td>FOX-TROT</td>
<td>S</td>
<td>SIERRA</td>
</tr>
<tr>
<td>G</td>
<td>GOLF</td>
<td>T</td>
<td>TANGO</td>
</tr>
<tr>
<td>H</td>
<td>HOTEL</td>
<td>U</td>
<td>UNIFORM</td>
</tr>
<tr>
<td>I</td>
<td>INDIA</td>
<td>V</td>
<td>VICTOR</td>
</tr>
<tr>
<td>J</td>
<td>JULIET</td>
<td>W</td>
<td>WHISKEY</td>
</tr>
<tr>
<td>K</td>
<td>KILO</td>
<td>X</td>
<td>X-RAY</td>
</tr>
<tr>
<td>L</td>
<td>LIMA</td>
<td>Y</td>
<td>YANKEE</td>
</tr>
<tr>
<td>M</td>
<td>MIKE</td>
<td>Z</td>
<td>ZULU</td>
</tr>
</tbody>
</table>

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 14)
Figure 5.8. Airfield Signs, Markings and Lightings.

5.4.1.2. Mandatory Signs are signs that have a white inscription on a red background. (see figures 15-16) All pedestrian/vehicle operators WILL STOP and request access to area from McGuire Ground prior to passing a mandatory sign.

Figure 5.9. Airfield Sign, Markings and Lighting.

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 17)

Figure 5.10. Airfield Sign, Markings and Lighting.

5.5. Foreign Object Damage (FOD) Prevention.

5.5.1. FOD check will be conducted when a vehicle re-enters a paved surface within the airfield environment, exiting construction sites, or as required. No FOD Checks are required when entering the airfield unless directed by 305 AMW/CC or designated representative.

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

5.5.2.1. Inspection f 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 through walk around of the vehicle to check for damaged, loose, or worn parts.

5.5.3. If large concentrations of FOD is found on the airfield contact Airfield Management Operations at 609-754-2712/2714.
5.6. Smoking and Disposal of Smoking Materials.

5.6.1. Smoking or the use of matches and cigarette lighters is prohibited in the following areas:

5.6.1.1. Within 100 feet of a hydrant fueling system or aircraft being defueled or refueled.

5.6.1.2. Within 50 feet of hangars, aircraft repair docks, paint shops, flammable liquid storage locations, or similar locations where concentrations of flammable/combustible vapors/dust may be found.

5.6.1.3. Anywhere on the flight line, including the runway, taxiway, ramp and apron areas.

5.6.1.4. In Munitions Storage Area.

5.6.1.5. In vehicles used for transporting petroleum, oil, and lubricant products.

5.6.1.6. Smoking is only permitted in areas designated as smoking areas as listed in AFI 40-102, Tobacco Use in the Air Force or as approved by the installation commander. Designated smoking areas will also be IAW AFI91-203 para. 24.3.3.2.

5.6.1.7. Designated smoking areas located within the fence line at McGuire Field are:

5.6.1.7.1. Building 1605 (ATC) on the southwest side.

5.6.1.7.2. Building 1929 (Airfield Systems) on the south side.

5.6.1.7.3. Building 1839 (POL) on the east side.

5.6.1.7.4. Building 2218 (MXG) on the southwest side.

5.6.1.7.5. Building 2201 (MXG) on the east side.

5.6.1.7.6. Building 1801 (605 AMXS) on the east side.

5.6.1.7.7. Building 1837 (3 Bay) on both the southwest and northeast side.

5.7. Vehicle Driving Lanes.

5.7.1. 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 AFI91-203 para. 24.13.5.4., vehicles shall not be driven diagonally across the parking ramp, but at 90-degree angles to the driving lanes. Exception: Airfield Management is exempt only when perform an airfield inspection or checks.

5.7.2. 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 13) Driving Lanes that either does not provide sufficient wingtip clearance are located:

5.7.2.1. On the front side of Romeo Row, spots 5-9.

5.7.2.2. At the Northeast corner of building 1837 (3-Bay) behind Foxtrot Row.
5.7.2.3. Adjacent to the transient apron (closest to the buildings) along Alpha and Bravo Rows.

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

5.7.3. Vehicle 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:

5.7.3.1. 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.

5.7.3.2. 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.

5.7.3.3. If you are on Taxiway Lima between the POL parking lot and the Tower 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 there isn’t enough distance between the vehicle and the aircraft to continue, turn around and exit at your point of origin (Tower 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.

5.7.3.4. 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.

5.8. **Vehicle speed limits on the airfield.**

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

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

5.8.3. General purpose vehicles: 15 mph.

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

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

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

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

5.8.8. 10 mph is the maximum speed limit for any vehicle operating vicinity of building 1839.
5.8.9. Personnel driving with NVDs on airfield not in vicinity of aircraft will not exceed: 15 mph

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

5.8.11. 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 singly 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.

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

5.8.11.2. Vehicles towing a maintenance stand: 10 mph.

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

5.8.12. Exceptions:

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

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

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

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

5.8.12.5. 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).

5.9. Vehicle Parking/Chocking procedures on the airfield & in the Immediate Vicinity of an aircraft

5.9.1. Vehicle operators will not leave vehicles unattended on the airfield unless:

5.9.1.1. The ignition is turned off.

5.9.1.2. The key is left in the ignition.

5.9.1.3. The door remains unlocked.

5.9.1.4. 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).

5.9.1.5. The parking brake is set.

5.9.1.6. 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.

5.9.1.7. The hazard/flashing lights are left on.

5.9.2. 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.

5.9.2.1. 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.

5.9.2.2. 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.

5.9.3. 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.

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

5.9.5. 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.

5.9.6. 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.

5.10. **Compliance with fixed and mobile obstacle distance requirements.**

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

5.10.2. 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.
5.10.3. 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:

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

5.10.3.1.1. Primary peripheral taxi lane: 173 feet
5.10.3.1.2. Secondary peripheral taxi lane:
5.10.3.1.3. Main Parking Ramp & Romeo Row: 153 feet
5.10.3.1.4. Alpha, Bravo & Victor Rows: 148 feet.
5.10.3.1.5. Interior taxi lane clearances:
5.10.3.1.6. Main Parking Ramp & Romeo Row: 230 feet.
5.10.3.1.7. Alpha, Bravo & Victor rows are 220 feet.

5.10.3.2. ANG apron:

5.10.3.2.1. Primary peripheral taxi lane: 154 feet 5.10.3.2.2. Secondary peripheral taxi lane: 134 feet 5.10.3.2.3. Interior taxi lane: 191 feet.

5.10.3.3. Navy and Marine aprons:

5.10.3.3.1. Primary peripheral taxi lane: 155 feet 5.10.3.3.2. Secondary peripheral taxi lane: 135 feet 5.10.3.3.3. Interior taxi lane: 193 feet

5.10.4. 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.

5.11. 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.


5.12.1. Spots India through Kilo four are authorized to perform full power engine runs for a limited periods of time.

5.12.2. At a minimum, aircraft operators will:

5.12.2.1. 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.

5.12.2.2. Have the aircraft position and strobe lights on.

5.12.3. 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.
5.13. Restricted Visibility

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

5.13.1.1. 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 5MPH.

5.13.1.2. 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 AFI91-203 Chapter 24.13.

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


5.14.1. Vehicle operators will have emergency flashers on during night time operation so the vehicle location can be easily identified. Rotating Beacon is optional on parking aprons but mandatory on taxiways and runways.

5.14.2. 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.

5.15. Disabled Vehicles.

5.15.1. 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:

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

5.15.1.2. 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.

5.15.1.3. 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.

5.15.1.4. 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.
5.15.1.5. In the event of a disabled vehicle in the CMA, the vehicle operator will immediately notify ATCT and AM by any means possible to coordinate expeditious removal of the disabled vehicle from the CMA.

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

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

5.16. Vehicle Escorts and convoys.

5.16.1. 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.

5.16.1.1. The host unit will ensure personnel have a valid AF IMT 483 Certificate of Competency 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).

5.16.1.2. 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.

5.16.1.3. The escort will be in the vehicle to be escorted while driving on the airfield and with the vehicle at all times.

5.16.1.4. 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).

5.16.2. 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.

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

5.16.2.2. 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 callsign unless lead vehicles notifies ATCT to amend formation status.

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

5.17. Vehicles equipped with supplemental traction devices.

5.17.1. Vehicles equipped with tire chains may be used on airfield pavements after obtaining approval from the AFM, 87 WG/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.

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

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

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

5.17.2.2.1. Name.

5.17.2.2.2. Squadron/Company.

5.17.2.2.3. Route vehicle took to work area.

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


5.18.1. 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: Tower does not have the capability to control the parking ramp lights.

5.18.2. NVG Ops are scheduled on Mondays from 2200–2330L and Fridays from 2130–2300L. Any changes or cancellations will be published in Notice To Airmen (NOTAMs) at https://www.notams.faa.gov/dinsQueryWeb/ and/or Flight Information Publications (FLIPs).

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

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

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

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

5.18.7. 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.

5.18.8. A safety observer with 2 way radio communication with the control tower will be in each vehicle performing NVD training.

5.18.9. The NVD driver will identifying and avoiding 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.

5.18.10. The Assistant NVD driver will:
5.18.10.1. Identify and relay all obstacles on the right side of the vehicle to the driver.

5.18.10.2. Make and relay all radio calls to the driver, to ground personnel and tower.

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

5.18.12. The WADPM will notify all UADPMs on a quarterly basis to ensure compliance and understanding of NVD operations. UADPMs will disseminate this information to all personnel within their units notifying them of NVD operations. The WADPM shall notify UADPMs of any day/time changes on NVD operations when necessary.

5.19. **Bicycles, motorcycles, mopeds/scooters, similar utility vehicles.**

5.19.1. 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.

5.19.2. Operators must have a current AF IMT 483, OSAA Form 7 on file with Airfield Management, see Attachment 8, and POV Placard IAW para. 6.3

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

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

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

5.20. **Pedestrian Movement.**

5.20.1. Pedestrian are authorized on the airfield for official business in support of the flying mission.

5.20.2. Walk facing oncoming traffic.

5.20.3. Do not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations.

5.20.4. Do not enter the CMA without two-way radio contact and approval from the ATCT.

5.20.5. During the hours of darkness and low visibility, all airfield pedestrians are required to wear reflective gear (i.e. belt, vest).

5.21. **Emergency Response procedures.**

5.21.1. Emergency vehicles responding to time critical emergencies are not required to stop prior to entering the airfield, regardless of where they enter.

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

5.21.3. Primary/initial emergency response vehicles

5.21.3.1. 87 CES/CEF will preposition at the approach end of the active runway the aircraft will be landing.
5.21.3.2. AM will standby at the approach end of the runway to conduct a FOD sweep following the taxi route of the emergency aircraft.

5.21.3.3. All emergency vehicles must have ATCT approval to enter the CMA. Note: Chief 1 may take responsibility for all fire/crash vehicles.

5.21.3.4. Control tower personnel shall ensure responding emergency vehicles are given priority and will hold all other ground traffic that may interfere with the emergency response.

5.21.4. Follow-on/secondary response vehicles

5.21.4.1. Secondary Response vehicles listed below will 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.

5.21.4.1.1. Flight Medicine/Ambulance Services

5.21.4.1.2. 87th Security Forces

5.21.4.1.2. 87th Civil Engineering

5.21.4.1.4. Emergency Management

5.21.4.1.3. EOD

5.21.4.1.4. Vehicle Operations

5.21.4.1.7. Joint Base Safety

5.21.4.2. All secondary support vehicles are required to request approval from ATCT prior to entering the CMA.

5.22. Lightning procedures.

5.22.1. JB-MDL Ground Operations will be conducted IAW 305 AMWI15-101 Table 2.12. JB-MDL Ground Operations Weather Sensitivities and AFI 91-203 Chapter 11 Weather Safety.

5.22.2. Lightning Observed within 10NM

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

5.22.3. Lightning Observed within 5NM

5.22.3.1. 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 IMT 483, local airfield diagram, updated OSAA Form 7 on file with the WADPM and POV cone or placard. No Exceptions.

6.1.2. Personnel whose duties require a permanent cone/placard will complete OSAA Form 7 Request for Issue of Airfield Cone/Placard (Attachment 8). 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 of 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 could potentially drive to work must be annotated on the OSAA Form 7. Maintain vehicle all documents in accordance with Air Force RDS, Table 13-01, Rule 01.00.

6.1.3. Personnel are only authorized one POV Cone/Placard. Attachment 8 must list all personal vehicle that the driver could possibly drive.

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 2 current calendar year and must be revalidated every other 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 Ops 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. Issued 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. Meteorological-Navigational (MET-NAV) 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 see WADPM for more options.

6.2.3. If cone utilized is permanent, secure the cone upon exiting the airfield. If it is temporary, secure the cone and return it to AM Ops.

6.3. **Maintenance of POV placards.**

6.3.1. Placards allow access to vehicle parking areas at POL (Bldg. 1839/1840), Three Bay Hangar (Bldg. 1837), Big Beige (Bldg. 3209) and Air Traffic Control Tower (1605).

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 18 on how to display your placard. If placards are not clearly visible, the following actions will be taken:

   6.3.2.1. 1st offense: Escorted off the afld by AM or get ticketed by 87 SFS, get a 1 week suspension and must have Memo signed by Unit Commander to get the placard back.

   6.3.2.2. 2nd offense: Escorted off the afld by AM or get ticketed by 87 SFS, get a 6 month suspension and must have Memo signed by Unit Commander to get the placard back.

   6.3.2.3. 3rd offense: Escorted off the afld by AM or get ticketed by 87 SFS, and lose your 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. AM personnel are trained and authorized to issue tickets on the airfield.

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, vehicle may be towed at the owners expense. (See JIDP 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 individuals PCS, separate, retire, or no longer require access to the airfield.

6.5. **Lost/Damaged POV Cone/Placard**

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

   6.5.1.1. 1st offense: Warning & reissue of POV Cone/Placard.

   6.5.1.2. 2nd offense: Lose your POV Cone/Placard permanently.
6.5.2. Damaged POV Cones/Placards will be returned to Airfield Management immediately along with a Memorandum for Record endorsed by the Unit Commander.

Figure 6.1. Example of POV Cone.

Figure 6.2. Example of POV Placard.
JOHN F. PRICE, JR., COL, USAF
Commander, 305th Air Mobility Wing
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
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AFI 31-204, Air Force Motor Vehicle Traffic Supervision, 14 July 2000
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AFOSHSTD 91-100, Aircraft Flight Line – Ground Operations and Activities, 1 May 1998
AFMAN 91-223, Aviation Safety Investigations and Reports, IC1, 9 August 2006
AFI 48-123, Medical Examinations and Standards, IC1, 1 June 2010
Air Force Enlisted Classification Directory (AFECID), 1 August 2009
Air Force Officer Classification Directory (AFOD), 31 October 2009
MAFBI 21-101, Aircraft Equipment and Maintenance, 1 Feb 2011
UFC 3-260-01, Airfield and Heliport Planning and Design
Federal Aviation Administration (FAA) Advisory Circulars (AC) and Joint Orders (JO).
FAA Advisory Circular 150/5340-1K, Standards for Airport Markings, 3 September 2010
FAA Joint Order 7110.65, Air Traffic Control, 11 February 2010

Adopted forms
AF IMT 457, USAF Hazard Report
AF IMT 483, Certificate of Competency
AF IMT 651, Hazardous Air Traffic Report (HATR)
AF IMT 847, Recommendation for Change of Publication
AF IMT 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
AFOSHSTD—Air Force Occupational Safety and Health Standard
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
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

**Advises 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 Management Operations (AMOPS)** — A facility located near the airfield that provides aircrews with flight plan processing and planning services.

**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.

Immedately—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 takeoff 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.
MEMORANDUM FOR 305OSS/OSAA
FROM: (Unit Commander Office Symbol)
SUBJECT: Appointment of Unit ADPMs and Trainers

1. The following individuals are appointed as unit Airfield Driving Program Managers (primary/alternate) and trainers. Individuals have received training IAW AFI 13-213 and the Local Driving Instruction. 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 TDY personnel.

**NAME/Email OFFICE  DP 483 # _____**

**PRIMARY:**
MSgt Ann B. Smith OSAA XXX-XXXX WRI#####
Email: Ann.Smith@blank.af.mil

**ALTERNATE:**
TSgt John E. Doe OSAA XXX-XXXX WRI#####
Email: John.Doe@blank.af.mil

2. The following individuals are appointed as Airfield Driving Program Trainers:

**NAME/Email OFFICE  DP 483 #_____**

TSgt Jane C. Davis OSAA XXX-XXXX BLK#####
Email: Jane.Davis@blank.af.mil

SSgt Michael Johnson OSAA XXX-XXXX BLK#####
Email: Michael.Johnson@blank.af.mil

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

XXXX X. XXXXX, Lt Col, USAF Commander
## UNIT AIRFIELD DRIVING PROGRAM MANAGER CHECKLIST

### Table A3.1. UNIT AIRFIELD DRIVING PROGRAM MANAGER CHECKLIST

<table>
<thead>
<tr>
<th>UNIT ADPM TRAINING CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION I – TRAINEE INFORMATION</strong> <em>(Completed by Wing ADPM)</em></td>
</tr>
<tr>
<td>Name (Last, First, Middle Initial)</td>
</tr>
<tr>
<td><strong>SECTION II – QUALIFICATION TRAINING</strong> <em>(Completed by Trainee and Wing ADPM)</em></td>
</tr>
<tr>
<td>Date Complete</td>
</tr>
<tr>
<td>1. Unit ADPM duties and responsibilities.</td>
</tr>
<tr>
<td>2. Appointment of unit trainers.</td>
</tr>
<tr>
<td>3. Runway incursion prevention.</td>
</tr>
<tr>
<td>5. Testing requirements to include test</td>
</tr>
<tr>
<td>6. Color vision testing requirements. See AFI 48-123, <em>Medical Examinations and Standards for additional information</em>.</td>
</tr>
<tr>
<td>7. Airfield Driver’s training requirements.</td>
</tr>
<tr>
<td>7.1. Local Qualification.</td>
</tr>
<tr>
<td>7.2. Refresher.</td>
</tr>
<tr>
<td>8. Unit ADPM Continuity Binder.</td>
</tr>
<tr>
<td>9. Reporting, Enforcement, and Violation</td>
</tr>
<tr>
<td>11. Controlled Movement Area (CMA) procedures and training for unit personnel.</td>
</tr>
<tr>
<td>12. TDY personnel/Non-based assigned contractors briefing and or training</td>
</tr>
<tr>
<td>14. Procedures for issuing revoking and reissuing an AF IMT 483, <em>Certificate of</em></td>
</tr>
<tr>
<td>15. Participate with the Unit AFPM on an actual training session and practical check ride.</td>
</tr>
<tr>
<td>16. <strong>AF IMT483 CERTIFICATE #</strong></td>
</tr>
</tbody>
</table>
### SECTION III – TRAINING CERTIFICATION

*(Completed by the Trainee and Wing ADPM or designated representative)*

#### TRAINEE

I have received and completed all of the above training requirements and will comply with *McGuire Field*.

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

#### WING ADPM or designated representative

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
## UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

### SECTION I – GENERAL INFORMATION (Completed by the Wing ADPM or Unit ADPM)

<table>
<thead>
<tr>
<th>Unit Office Symbol or Company Name</th>
<th>Date</th>
</tr>
</thead>
</table>

### SECTION II – INSPECTION ITEMS (Completed by the Wing ADPM or Unit ADPM)

<table>
<thead>
<tr>
<th>1. Unit Commander.</th>
<th>Yes</th>
<th>No</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5. Is the unit commander notified when individuals commit a violation?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual’s driving privileges?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?</td>
<td></td>
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</tbody>
</table>
2. Unit Airfield Driving Program (ADPM) Manager.

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</thead>
<tbody>
<tr>
<td>2.1.</td>
<td>Is the Unit ADPM trained and certified to drive on the airfield?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2.</td>
<td>Does the Unit ADPM ensure drivers have a valid state driver’s license and are qualified to operate applicable vehicles?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.3.</td>
<td>Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>2.4.</td>
<td>Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and date refresher training is due)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5.</td>
<td>Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <em>Certificate of Competency</em>, endorsed for airfield driving?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6.</td>
<td>Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.7.</td>
<td>Are the training and testing materials current and accurate?</td>
<td></td>
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</tbody>
</table>

3. TDY personnel/Non base assigned Contractors.

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<table>
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</thead>
<tbody>
<tr>
<td>3.1.</td>
<td>Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver’s license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2.</td>
<td>Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Training.
4.1. Are potential airfield drivers receiving classroom training by the ADPM (*as determined locally*)?

4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?

4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?

4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?

4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?

4.6. Are drivers receiving annual refresher training within the established time lines?

4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?

4.8. Are trainees administered a General Knowledge Test?

4.9. Are trainees administered a Runway Incursion Prevention Test?

4.10. Are trainees administered a Communication Test to individuals requiring CMA access?

4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?

4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?

4.13. Are trainees familiar with runway entry and exit procedures and radio “read back” requirement? (A random interview of unit vehicle operators may be conducted.)
### 5. Miscellaneous.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>5.1.</strong> Is FAA Form 5280-7/AFVA 11-240, Airfield Visual Aid Safety Placard, available for each vehicle operated in the CMA?</td>
<td></td>
</tr>
<tr>
<td><strong>5.2.</strong> Is FOD prevention and identification part of the Unit’s Airfield Driving Program?</td>
<td></td>
</tr>
<tr>
<td><strong>5.3.</strong> Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?</td>
<td></td>
</tr>
<tr>
<td><strong>5.4.</strong> Is a current airfield diagram in unit assigned vehicles?</td>
<td></td>
</tr>
</tbody>
</table>

### SECTION III – COMMENTS/NOTES *(Completed by the Wing ADPM or Unit ADPM)*

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

### SECTION IV – CERTIFICATION *(Completed by the Unit ADPM and Wing ADPM)*

#### UNIT ADPM

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

#### WING ADPM

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Note:** A local form or electronic equivalent may be used as long as it includes all information listed above.
Attachment 5

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

Table A5.1. AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

<table>
<thead>
<tr>
<th>AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION I – TRAINEE INFORMATION (Completed by the Unit ADPM)</td>
</tr>
<tr>
<td>Name (Last, First, Middle Initial)</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION II – QUALIFICATION TRAINING (Completed by the Trainee and Unit Trainer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Trainee possesses a valid <em>(List State of Issue)</em> Driver’s License <em>(List restrictions)</em>.</td>
</tr>
<tr>
<td>2. Trainee possesses a valid Government Driver’s License.</td>
</tr>
<tr>
<td>3. USAF Airfield Driving Computer Base Training. <em>(Score: )</em></td>
</tr>
<tr>
<td>4. Airfield Driver Training Classroom <em>(as determined locally).</em></td>
</tr>
<tr>
<td>5. Airfield Driving Qualification Training Checklist/ Curriculum. <em>(See Attachment 6)</em></td>
</tr>
<tr>
<td>6. Practical Day Airfield Driver Familiarization Training <em>(See Attachment 6, Item 4)</em></td>
</tr>
<tr>
<td>7. Practical Night Airfield Driver Familiarization Training as applicable. <em>(See</em></td>
</tr>
<tr>
<td>8. Practical Driving Test. Includes day and night <em>(as applicable)</em></td>
</tr>
<tr>
<td>9. Communications Test. <em>(Score: )</em></td>
</tr>
<tr>
<td>10. Airfield Diagram/Layout Test. <em>(Score: )</em></td>
</tr>
<tr>
<td>11. General Knowledge Test (Written). <em>(Score: )</em></td>
</tr>
<tr>
<td>12. Runway Incursion Prevention Test. <em>(Score: )</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION III – Color Vision Test for CMA drivers only. <em>(Completed by Hospital/Medical Treatment Facility Optometry For)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Last, First, MI):</td>
</tr>
</tbody>
</table>

| SECTION IV – TRAINER CERTIFICATION (Completed by Authorized Airfield Driving Training Instructor) |
I certify that the trainee has received all required qualification training requirements annotated above.

<table>
<thead>
<tr>
<th>Name of Trainer (Last, First, MI):</th>
<th>Grade:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**SECTION V – TRAINEE ACKNOWLEDGEMENT (Completed by Trainee)**
I have received and completed all of the above training requirements and will comply with McGuire Field Airfield Driving Instruction (ADI). 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 (ATCT).

<table>
<thead>
<tr>
<th>Name of Trainee (Last, First, MI):</th>
<th>Grade:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**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 at McGuire Field. Check all applicable restrictions and or special access.

- Ramp only
- Daylight Hours only
- Other (Specify)

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Grade:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**SECTION VII – AIRFIELD DRIVING AUTHORIZATION (Completed by the Wing ADPM or designated representative)**

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Grade:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Approved ☐ ☐ Disapproved ☐ ☐
AF IMT483 CERTIFICATE #
### AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)

**Table A6.1. AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)**

<table>
<thead>
<tr>
<th>SECTION I – TRAINEE INFORMATION (Completed by Unit ADPM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Last, First, Middle Initial)</td>
</tr>
<tr>
<td>------------------------------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Trainee's Initials</th>
<th>Trainer's Initials</th>
<th>Not Available (N/A)</th>
</tr>
</thead>
</table>

1. **Definitions and terms.** Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.

1.1. Runway
1.2. Controlled Movement Area (CMA)
1.3. Controlled Movement Area Violation (CMAV)
1.4. Runway Incursion
1.5. Taxiway
1.6. Ramp/ Apron
1.7. Foreign Object Damage (FOD) control/prevention
1.8. Overrun
1.9. Taxilane
1.10. Light Gun
1.11. Jet Blast
1.12. Vehicle Service Road
1.13. Hot Cargo Area
1.15. Aircraft Arresting Gear
1.16. ILS Critical Area
1.17. Mandatory Sign
1.18. Informational Sign
1.19. Emergency Response Vehicle
1.20. Circle of Safety
1.21. Restricted Area
1.22. Entry Control Point
1.23. Fixed/Mobile Obstacle
1.24. Airfield Management
1.25. Air Traffic Control Tower (ATCT)

2. **Vehicle operator requirements.** Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.

2.1. Use of vehicle lighting (e.g. Daytime Running, Rotating/IR beacons, hazard/emergency flashers).

2.2. Procedures for reporting an accident or vehicle maintenance problems.

2.3. Vehicle parking and chocking requirements.

2.4. Use of perimeter and infield roadways.

2.5. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.

2.6. Speed limits for vehicles operating on an apron/ramp and taxiway.

2.7. Requirements for operating a vehicle within the immediate vicinity of aircraft.

2.8. Procedures for reporting and removing FOD.

2.9. Restricted visibility and/or night driving.

2.10. Procedures for operating of bicycles, tricycles, etc. on the airfield.

2.11. Use of traction control devices as applicable.

2.13. Vehicle Escort/Convoy Driving procedures as applicable.

3. Aircraft Operations. Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.

3.1. Right of Way.

3.2. Taxiing.

3.3. Jet Blast safety requirements.

4. Practical Day and 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.

5. Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable of the airfield environment.

5.1. Familiarize trainee with the following airfield lighting.

5.1.1. Runway.

5.1.1.1. Edge Lights.

5.1.1.2. Approach Lights.

5.1.2. Taxiway.

5.1.2.1. Edge Lights.

5.1.2.2. Centerline Lights.

5.1.2.3. Guard Lights (as applicable).

5.2. Familiarize trainee with the following airfield signage.

5.2.1. Runway Hold Sign.

5.2.2. Taxiway Location Sign.

5.2.3. ILS Critical Area Sign.

5.2.4. Direction Sign.

5.2.5. Distance Remaining Sign.
5.3. Familiarize trainee with the following airfield markings.

<table>
<thead>
<tr>
<th>5.3.1. Runway.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3.1.1. Centerline.</td>
</tr>
<tr>
<td>5.3.1.2. Edge.</td>
</tr>
<tr>
<td>5.3.1.3. Runway ID Numbers.</td>
</tr>
<tr>
<td>5.3.1.4. Threshold Markings.</td>
</tr>
<tr>
<td>5.3.1.5. VFR Hold Line.</td>
</tr>
<tr>
<td>5.3.2. Vehicle Stop Bars.</td>
</tr>
<tr>
<td>5.3.3. Taxiways.</td>
</tr>
<tr>
<td>5.3.3.1. Centerline.</td>
</tr>
<tr>
<td>5.3.3.2. Edge Markings.</td>
</tr>
<tr>
<td>5.3.4. ILS Critical Areas.</td>
</tr>
<tr>
<td>5.3.5. Non-Movement Area Boundary Marking as applicable.</td>
</tr>
<tr>
<td>5.3.6. Non Standard Airfield Markings as applicable.</td>
</tr>
<tr>
<td>5.3.7. Aircraft Arresting Gear Marking as applicable.</td>
</tr>
</tbody>
</table>

5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.

5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.

5.6. Familiarize trainee with the location of Free Zones as applicable.

5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques.

5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.

5.9. Familiarize trainee with the location and use of traffic control devices.

5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.
<table>
<thead>
<tr>
<th>Section</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.11.</td>
<td>Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).</td>
</tr>
<tr>
<td>5.12.</td>
<td>Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).</td>
</tr>
<tr>
<td>5.13.</td>
<td>Familiarize trainee with Controlled Movement Area Boundaries.</td>
</tr>
<tr>
<td>5.14.</td>
<td>Familiarize trainee with Congested Areas.</td>
</tr>
<tr>
<td>5.15.</td>
<td>Familiarize trainee with Hot Spots as required locally.</td>
</tr>
<tr>
<td>5.16.</td>
<td>Identify Smoking Areas as applicable.</td>
</tr>
</tbody>
</table>

### 6. Communications

**Training Outcome(s):** Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.3.</td>
<td>Aviation Phonetic Alphabet.</td>
</tr>
<tr>
<td>6.4.</td>
<td>Aviation Terminology.</td>
</tr>
<tr>
<td>6.5.</td>
<td>Procedures for Contacting the ATCT.</td>
</tr>
<tr>
<td>6.7.</td>
<td>ATCT and or vehicle blind spots.</td>
</tr>
</tbody>
</table>

### 7. Other

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1.</td>
<td>Review ADI.</td>
</tr>
<tr>
<td>7.2.</td>
<td>Runway Incursion Prevention Training.</td>
</tr>
<tr>
<td>7.3.</td>
<td>Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. <strong>Note:</strong> Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.</td>
</tr>
<tr>
<td>7.4.</td>
<td>Demonstrate the ability to contact ATCT for approval to enter/exit the runway. <strong>Note:</strong> Required for all personnel that require assess on or across the runway.</td>
</tr>
</tbody>
</table>
**SECTION III – TRAINING CERTIFICATION** *(Completed by the Trainee, Unit ADPM and Wing ADPM)*

**TRAINEE**

I have received and completed all of the above training requirements and will comply with *McGuire Field* Airfield Driving Instruction (ADI). 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 (ATCT).

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**UNIT ADPM**

I certify that the above individual has completed all local training requirements outlined in *McGuire Field* Airfield Driving Instruction (ADI). Check all applicable restrictions.

- [ ] Ramp only
- [ ] Daylight Hours only
- [ ] Other *(Specify)*

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**WING ADPM or designated representative *(as required)***

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Notes:**

1. A local form or electronic equivalent may be used as long as it includes all information listed above.

2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for the practical training requirements in items 4 and 7 above.
TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

Table A7.1. TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

<table>
<thead>
<tr>
<th>TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION I – TRAINEE INFORMATION (Competed by Unit ADPM or Wing ADPM)</td>
</tr>
<tr>
<td>Name (Last, First, Middle Initial)</td>
</tr>
<tr>
<td>Date Completed</td>
</tr>
</tbody>
</table>

1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational local airfield signs.

2. Explain the different types of airfield markings (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield markings.

3. Explain the different types of airfield lighting systems (e.g. 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/ramp 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.

17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.

18. Explain procedures for reporting an accident or vehicle maintenance problems.

<table>
<thead>
<tr>
<th>SECTION III – TRAINING CERTIFICATION (Competed by Trainee, Unit ADPM and Wing ADPM as required)</th>
</tr>
</thead>
</table>

**TRAINEE**

I have received and completed all of the above training requirements and will comply with *McGuire Field* Airfield Driving Instruction (ADI). 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 (ATCT).

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**UNIT ADPM**

I certify that the above individual has completed all local training requirements outlined in *McGuire Field* Airfield Driving Instruction (ADI). Check all applicable restrictions.

- [ ] Ramp only
- [ ] Daylight Hours only
- [ ] Other (*Specify*)

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equivalent:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WING ADPM or designated representative (as required)**

<table>
<thead>
<tr>
<th>Name (Last, First, MI):</th>
<th>Rank, Civilian Grade or equivalent:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Notes:**

1. A local form or electronic equivalent may be used as long as it includes all information listed above.

2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for items 12 and 16 above.
Attachment 8

REQUEST FOR ISSUE OF AIRFIELD CONE/PLACARD

Figure A8.1. REQUEST FOR ISSUE OF AIRFIELD CONE/PLACARD

<table>
<thead>
<tr>
<th>REQUEST FOR ISSUE OF AIRFIELD CONE/PLACARD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To:</strong></td>
</tr>
<tr>
<td><strong>From (Unit or Company):</strong></td>
</tr>
<tr>
<td><strong>Name (Last, First Middle Initial):</strong></td>
</tr>
<tr>
<td><strong>Rank:</strong></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
</tr>
<tr>
<td><strong>Justification:</strong></td>
</tr>
</tbody>
</table>

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.

| Vehicle Information:                     |
| **Year:**                                |
| **Make:**                                |
| **Model:**                               |
| **Color:**                               |
| **State/License Plate #:**               |

| **Signature (Project Manager or Individual Requesting POV Access):** |
| **Date:** |

| **Signature (Project Manager, Unit/CC or Designated Representative):** |
| **Date:** |

- ☐ Approved
- ☐ Disapproved

**Airfield Manager, Deputy Airfield Manager or NCOIC, Airfield Management Operations/Training**

| **Signature Of Issuing Official:** |
| **Date Issued:** |

| Cone/Placard Color and #: |

OSAA FORM 7, Jan 16 Previous Editions Are Obsolete
Attachment 9

REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES

Figure A9.1. REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES

DEPARTMENT OF THE AIR FORCE
305TH AIR MOBILITY WING (AMC)

MEMORANDUM FOR 305 OSS/OSAA

FROM:

SUBJECT: Reinstatement of Airfield Driving Privileges

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 10

AFSC’S EXEMPTED FROM COLOR VISION TESTING

The following AFSCs and MOSs are exempt from the color vision-testing requirement:

1C0X2 Aviation Resource Management
1C1XX Air Traffic Control
1C3XX Command Post
1C4XX Tactical Air Control Party
1C5XX Aerospace Control and Warning Systems
1C6XX Space Systems Operations
1C7XX Airfield Management
1N0XX Operations Intelligence
1N1XX Geospatial Intelligence
1P0XX Aircrew Flight Equipment
1S0XX Safety
1U0XX UAS Sensor Operator
1W0XX Special Operations Weather
2A0XX Avionics Test Station and Components
2A3X1 A-10, F-15, and U-2 Avionics System
2A3X2 Integrated Avionics Systems
2A3X3 Tactical Aircraft Maintenance
2A5X1 C-17 Aerospace Maintenance
2A5X2 Helicopter/Tilt rotor Maintenance
2A5X3 Integrated Avionics System
2A5X4 Refuel/Bomber Aircraft Maintenance
2A6X1 Aerospace Propulsion
2A6X2 Aerospace Ground Equipment
2A6X3 Aircrew Ground Systems 2
A6X4 Aircraft Fuel Systems
2A6X5 Aircraft Hydraulics Systems
2A6X6 Aircraft Electrical and Environmental Systems
2A7X2 Nondestructive Inspection
2A8X1 Mobility Air Forces Integrated Communication/Navigation/Mission Systems
2E0X1 Ground Radar Systems
2E1X1 Satellite, Wideband, and Telemetry Systems 2E1X2 Airfield Systems
2E1X3 Ground Radio Communications
2E1X4 Visual Imagery and Intrusion Detection Systems 2E2X1 Network Infrastructure Systems
2E6X2 Communications Cable and Antenna Systems
2E6X3 Voice Network Systems
2F0X1 Fuels
2M0X1 Missile and Space Systems Electronic Maintenance
2M0X2 Missile Space Systems Maintenance
2M0X3 Missile and Space Facilities
2P0X1 Precision Measurement Equipment laboratory 2T1X1 Vehicle Operations
2T3X1 Vehicle and Vehicular Equipment Maintenance
2T3X2 Special Vehicle Maintenance
2W0X1 Munitions Systems
2W1X1 Aircraft Armament Systems
2W2X1 Nuclear Weapons
3D1X1 RF (Radio Frequency) Transmission Systems Client Systems
3D1X2 Cyber Transport Systems
3D173 RF Transmissions Systems
D1X5 Ground Radar Systems
3D1X6 Airfield Systems
3D1X7 Cable and Antenna Systems 3E0X1 Electrical Systems
3E0X2 Electrical Power Production 3E1X1 HVAC
3E2X1 Pavements and Construction Equipment 3E3X1 Structural
3E4X1 Water and Fuels Systems Maintenance
3E4X3 Pest Management
3E5X1 Engineering
3E7X1 Fire Protection
3E8X1 EOD
3E9X1 Emergency Management
3NXXX Public Affairs
3N0X2 Broadcast Journalist 3N0X3 Graphic Arts
3N0X4 Still Photography
3P0X1 Security Forces
3S2X1 Education and Training
4A0X1 Health Services Management
4A1X1 Medical Material
4A2X1 Biomedical Equipment
4B0X1 Bioenvironmental Engineering
4E0X1 Public Health
4N0X1 Aerospace Medical Service
4P0X1 Pharmacy
4T0X1 Medical Laboratory
4T0X3 Histopathology
4Y0X1 Dental Assistant
4Y0X2 Dental Laboratory
4A3 Health Services Administrator
X46F3 Flight Nurse
X4N0 Aerospace Medical Services
6048 Flight Equipment Technician
6072 Aircraft Maintenance Supply Equipment Hydraulic/Pneumatic/Structures mechanic
6114 Helicopter Mechanic, UH/AH-1
6154 Helicopter Airframe Mechanic, UH/AH-1
6174 Helicopter Crew Chief, UH-1
6324 Aircraft Avionics Technician UH/AH-1
6531 Aircraft Ordnance Technician
Reference: Air Force Enlisted Classification Directory (AFECD) dated 1 Aug 09; MCO 1200.17D dated
## MCGURE AIRFIELD VEHICLE CALL-SIGN LIST

### Figure A11.1. MCGURE AIRFIELD VEHICLE CALL-SIGN LIST

<table>
<thead>
<tr>
<th>Call Sign</th>
<th>UNIT ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>305AMW</td>
<td>Wing Commander</td>
</tr>
<tr>
<td>Can Do 1</td>
<td>Vice Commander</td>
</tr>
<tr>
<td>Can Do 2</td>
<td></td>
</tr>
</tbody>
</table>

### 305th OPERATIONS GROUP

<table>
<thead>
<tr>
<th>Role</th>
<th>Unit Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>OG 1</td>
<td>Operations Group Commander</td>
</tr>
<tr>
<td>OG 2</td>
<td>Deputy Operations Group Commander</td>
</tr>
<tr>
<td>OSS 1</td>
<td>OSS/CC</td>
</tr>
<tr>
<td>OSS 2</td>
<td>OSS/DO</td>
</tr>
<tr>
<td>OSS 3</td>
<td>OSS/AO</td>
</tr>
<tr>
<td>Ops 1</td>
<td>AOF/CC</td>
</tr>
<tr>
<td>Ops 2</td>
<td>AOF/DO</td>
</tr>
<tr>
<td>Ops 3</td>
<td>AOF/SO</td>
</tr>
<tr>
<td>Airfield 1</td>
<td>Airfield Manager</td>
</tr>
<tr>
<td>Airfield 2</td>
<td>Deputy Airfield Manager</td>
</tr>
<tr>
<td>Airfield 3</td>
<td>Airfield Management Personnel</td>
</tr>
<tr>
<td>Ghost 1 – 12</td>
<td>Airfield Systems Maintenance</td>
</tr>
</tbody>
</table>

### 305th MAINTENANCE GROUP

<table>
<thead>
<tr>
<th>Role</th>
<th>Unit Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance 1</td>
<td>305th Maintenance Group Commander</td>
</tr>
<tr>
<td>Maintenance 1A</td>
<td>514th Maintenance Group Commander</td>
</tr>
<tr>
<td>Maintenance 2</td>
<td>305th Maintenance Group Deputy</td>
</tr>
<tr>
<td>Commander</td>
<td></td>
</tr>
</tbody>
</table>

### MISCELLANEOUS

<table>
<thead>
<tr>
<th>Role</th>
<th>Unit Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golf 1</td>
<td>Aircraft Services Contract Dispatch</td>
</tr>
<tr>
<td>Golf 2 - 5</td>
<td>Aircraft Services Contract Vehicles</td>
</tr>
</tbody>
</table>

### Joint Base/SAFETY

<table>
<thead>
<tr>
<th>Role</th>
<th>Unit Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety 1</td>
<td>Chief of Safety</td>
</tr>
<tr>
<td>Flight Safety</td>
<td>Flight Safety</td>
</tr>
<tr>
<td>Ground Safety</td>
<td>Ground Safety</td>
</tr>
<tr>
<td>Weapons Safety</td>
<td>Weapons Safety/Nuclear Surety</td>
</tr>
<tr>
<td>Wildlife</td>
<td>Wild Life Bird Sanctuary</td>
</tr>
</tbody>
</table>
### 87th COMMUNICATIONS SQ

- RADIO 1 - 3: Radio Maintenance

### 87th CIVIL ENGINEERING SQ

- CE 1
- CE 2
- Electrical 1
- CE 13 & 14
- Power 1 - 3
- Fuel 1 - 4
- Snow 31
- Plow 10 - 80
- Blower 22 - 25
- Broom 1 - 4

- Chief of Operations
- Deputy Chief of Operations
- Electric Shop Supervisor
- Airfield Lighting
- Power Pro
- Fuels
- Airfield Snow Operations Chief
- Airfield Plow
- Airfield Blowers
- Airfield Sweepers

### 87th CES/CEF Fire Emergency Services

- Fire Control
- Chief 1
- Chief 2
- Deputy Chief
- Engine 4 & 5
- Crash 6, 8, 11, 12
- Vehicle
- Rescue 10

- Fire Alarm Communication Center (FACC)
- Fire Chief
- Assistant Chief for Operations
- Deputy Chief
- Structural Fire Fighting Vehicle
- Aircraft Rescue Fire Fighting (ARFF)
- Rescue Vehicle

### NAVY

- Bull warrior 1-3
- FRC

Note: A list of Maintenance call signs can be located in the Joint Base Maintenance Management policy 21-101.

### 87th LRS VEHICLE OPERATIONS CONTROL CENTER (TRANS)

- TRANS 1: Vehicle Operations Officer
- TRANS 2: Vehicle Operations Supervisor
- TRANS 52, 57: Unit ADPMS
- TRANS 3, 53- 56, 100: Aircrew Operations

### 108th Wing Call Signs

- Guard Airfield 1: Guard Airfield Manager
- Guard Airfield 3: Guard Airfield Management Personnel
- Foxtrot: Supervisor of Flying (SOF)
- Guard Maintenance 1-5: Aircraft Maintenance Personnel
## SPOT CHECK FORM

**Figure A12.1. SPOT CHECK FORM**

<table>
<thead>
<tr>
<th></th>
<th>Name/Unit/Office Symbol</th>
<th>AF Visual Aids (13-222 &amp; 11-240) Y/N</th>
<th>AFLD Map Y/N</th>
<th>AF 483 #</th>
<th>Current Y/N</th>
<th>AM Initials</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAYS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWINGS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If No AF Visual Aid or AFLD Map, give the driver a copy and document as not having.

## PLACARD/POY CONE CHECKS

<table>
<thead>
<tr>
<th>Time (L)</th>
<th>Location of Parking Area</th>
<th>Vehicle Color</th>
<th>Vehicle Make Model</th>
<th>Placard/Cone Color &amp; #</th>
<th>License Plate state &amp; #</th>
<th>AM Initials</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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*If No 483/Placard/Cone is available as needed, the personnel need to be escorted off the Airfield/Flightline and taken to the DAFM/NAMO. If after duty hours, they need to contact their Airfield Driving Program Manager or wait till Monday to see the DAFM/NAMO. They will have to arrange other transportation till issue is resolved. **If there are any issues contact the DAFM/NAMO**

OPR: NAMO

CAO: FEB 2016
Attachment 13

MCGUIRE MASTER AIRFIELD DIAGRAM

Figure A13.1. MCGUIRE MASTER AIRFIELD DIAGRAM
Attachment 14

483 RESTRICTION CODES

Figure A14.1. 483 RESTRICTION CODES

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