

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**



AIR FORCE INSTRUCTION 13-213

1 JUNE 2011

Incorporating Change 1, 30 June 2015

**30TH SPACE WING
Supplement**

9 NOVEMBER 2016

Space, Missile, Command, and Control

AIRFIELD DRIVING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFFSA/A3A

Certified by: AF/A3O-B
(Mr. Steven Pennington)

Supersedes: AFI 13-213, 29 January 2008

Pages: 105

(30SW)

OPR: 30 OSS/OSAA

Certified by: 30 OSS/CC
(Lt Col Justin Sutherland)

Supersedes: AFI 13-213_30SWSUP,
8 December 2014

Pages: 50

This instruction implements Air Force Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It applies to all Air Force, Air National Guard (ANG), and Air Force Reserve Command (AFRC) organizations (to include contracted locations) that administer an Airfield Driving Program. At joint, shared-use, and overseas airfields, this instruction applies to the facilities that are controlled and used exclusively by the Department of the Air Force, as outlined in real estate documents or letters of agreement. This Air Force Instruction (AFI) may be supplemented at any level, however MAJCOM supplements to include interim changes to previously approved supplements must be routed to Headquarters (HQ) Air Force Flight Standards Agency, Director of Airfield Operations (HQ AFFSA/XA) for coordination prior to certification and approval. Unit (wing or base) level supplements to this AFI must be routed to the responsible MAJCOM Office of Primary Responsibility for Airfield Operations for coordination prior to certification and approval. 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 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, Secretary of the Air Force. 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 Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The reporting requirements in this AFI are exempt from licensing with a report control symbol (RCS) according to AFI 33-324, *The Air Force Information Collections and Reports Management Program*. See [Attachment 1](#) for a glossary of references and supporting information used in this instruction.

(30SW) This supplement implements and extends AFI 13-213, *Airfield Driving*. The contents of this instruction apply to all military and civilian personnel conducting ground vehicular operations on the airfield at Vandenberg Air Force Base, California. 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 Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. AFI 13-213, *Airfield Management*, 29 Jan 2008; [Chapter 1](#), 2, 3, 5 thru 7 were rescinded and incorporated into AFI 13-204, *Airfield Operations Volumes 1 and 3*, dated 1 Sep 2010. Major changes include changing the AFI title from *Airfield Management* to *Airfield Driving*, updating airfield driving procedures, training standards and program management. This AFI also incorporates runway incursion prevention methods outlined in the USAF/A/3/5 message Date Time Group: 062240 Zulu Feb 2009. A number of editorial/reference corrections were also made.

(30SW) This document is substantially revised as a supplement to AFI 13-213, *Airfield Driving* and must be completely reviewed. This supplement revises AFI 13-213, 30 SW Supplement dated 8 December 2014.

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Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

1.1.1. This AFI provides guidance for developing an Airfield Driving Program (ADP) to provide safe ground vehicle operations and pedestrian control on USAF owned and/or operated airfields. It outlines training requirements for all personnel (e.g. military, DoD Civilians, Contractors, etc.) who, as a part of their job, are required to drive unescorted on an airfield.

1.1.2. Personnel required to drive on the airfield must be knowledgeable of and comply with the procedures outlined in this AFI and locally developed Airfield Driving Instruction (ADI). For the purpose of this AFI, the ADI is a wing or base level instruction. (T-1)

1.1.3. In today's complex airfield environment, there are incidents involving aircraft, pedestrians, and ground vehicles at USAF airfields that lead to property damage and personnel injury. One of the most hazardous incidents for an airfield driver to be involved with is a runway incursion. A runway incursion occurs when an aircraft, vehicle or person enters the protected area of a surface designated for the landing and take-off of aircraft without approval from Air Traffic Control Tower (ATCT). Runway incursions have the potential to result in aircraft endangerment and loss of life. While there are several factors involved in a runway incursion, the leading causes of these incidents result from a failure to follow procedures, inadequate vehicle operator training, and loss of situational awareness. Therefore, strict adherence to the procedures in this AFI is essential to preventing aircraft-vehicle mishaps and personnel injury on the airfield.

1.1.4. Shared-Use Airfields. Airfield Management (AM) personnel at shared-use airfields (e.g. Air National Guard, Air Force Reserve units) must work with the civil airport manager to develop and implement local airfield driving procedures where applicable. (T-1)

1.1.5. Contingency Locations. At contingency locations, the Senior Airfield Authority (SAA) or equivalent may authorize deviations to airfield driving procedures outlined in this AFI to support tactical or combat operations/situations. Authority must not be delegated. (T-1)

1.1.5.1. In the interest of safety to airfield and flight operations, deviations to this AFI should be by exception only and include a Risk Management assessment. Factors to consider for deviations include but are not limited to the length of time the operation has been in place and available resources.

1.1.5.2. If time permits, or at the discretion of the SAA or equivalent, forward proposed deviations to the MAJCOM OPR for AO, or equivalent, for an operational review.

1.1.5.3. Provide the MAJCOM OPR for AO, or equivalent, an informational copy of approved deviations to assist with establishing compliance priorities, providing oversight, and developing area of responsibility execution activities.

1.2. Waivers, Recommended Changes and Issuing New Airfield Driving Policy or Procedures.

1.2.1. Waiver Authority.

1.2.1.1. Waiver authority for Tier 0: Non-AF authority (e.g. Federal Aviation Administration).

1.2.1.2. Waiver authority for Tier 1: MAJCOM/CC (delegable no lower than the MAJCOM/A3, with the concurrence of HAF/A3).

1.2.1.2.1. DELETED

1.2.1.2.2. DELETED

1.2.1.2.3. DELETED

1.2.1.3. Waiver authority for Tier 2: MAJCOM/CC (delegable no lower than MAJCOM/A3).

1.2.1.4. Waiver authority for Tier 3: Wing/CC (delegable no lower than Group/CC or equivalent).

1.2.1.5. Waiver authority for Non-tiered compliance items targeted for functions above the wing or equivalent is AFFSA/XA.

1.2.2. Waiver Process.

1.2.2.1. Process waiver requests IAW AFI 33-360, paragraph 1.9.5. (T-1) Units may use the AF Form 4058, *Airfield Operations Policy Waiver* to process waivers to this instruction. **Note:** All waiver requests to this instruction must be reviewed and coordinated on by the Wing Airfield Driving Program Manager (Wing ADPM), Airfield Operations Flight Commander (AOF/CC) or civilian equivalent and Wing Safety. (T-1)

1.2.2.2. If deemed necessary, submit additional data (e.g., Letters of Procedure (LOP), airspace maps, traffic patterns, airfield diagrams, etc.) to substantiate the waiver request.

1.2.2.3. AOF/CC or civilian equivalent will forward a copy of the approved waiver to AFFSA/XA (hqaffsa.a3a@us.af.mil) for publication OPR's situational awareness, consolidation/filing into the master waiver file, and to identify/track possible trends. (T-1)

1.2.2.4. Tier 0 waiver: Following a MAJCOM/CC (delegable no lower than MAJCOM Director) request, the appropriate MAJCOM functional OPR will submit the package to AFFSA/XA. AFFSA/XA will submit the package to the publication OPR (i.e. external agency/Non-AF authority) for concurrence/approval. Package results will be provided to the appropriate MAJCOM functional OPR.

Exception: Waivers to FAA publications must be coordinated with the MAJCOM OPR for Airfield Operations (AO) and the appropriate Air Force Representative (AFREP). (T-0) Submit the waiver package and Safety Risk Management Document (SRMD) through the MAJCOM OPR for AO to AFFSA/XA. (T-0) Upon AFFSA/XA concurrence to proceed, the AFREP will forward the waiver package and SRMD to FAA for processing. The AFREP will monitor the waiver process and inform the requesting unit, MAJCOM OPR for AO, and AFFSA/XA of FAA's determination. (T-0)

1.2.2.5. Tier 1 waiver: Following a MAJCOM/CC (delegable no lower than MAJCOM Director) request, the appropriate MAJCOM functional OPR will submit the package to AFFSA/XA. AFFSA/XA will submit the package to HAF/A3 (certifying official) for concurrence. Package results will be provided to the appropriate MAJCOM functional OPR.

1.2.2.6. Tier 2 waiver: Staff waiver requests in accordance with MAJCOM guidance. (T-2)

1.2.2.7. Tier 3 waiver: Staff waiver requests in accordance with Wing guidance. (T-3)

1.2.3. Issuing New Airfield Driving Policy or Procedures. In accordance with AFI 33-360, *Publications Management Program*, a Guidance Memorandum (GM) or Interim Change (IC) will be used to prescribe procedures and guidance pending revision of this AFI. New USAF procedures/guidance will be distributed through the MAJCOM OPR for AO. GMs and ICs will be posted on the AFDPO website until formalized in this publication.

1.2.4. **Recommended Changes.** Use the AF Form 847, *Recommendation for Change of Publication* to submit recommended changes to this AFI. Recommended changes must be coordinated on by the Wing ADPM, AOF/CC and host Wing/CC or equivalent then forwarded to the MAJCOM OPR for AO. The MAJCOM OPR for AO will review/coordinate on proposed changes prior to forwarding to HQ AFFSA/XA for final disposition.

1.3. Supplements. This AFI may be supplemented at any level. Supplements must be routed through the MAJCOM OPR for AO technical/functional coordination and HQ AFFSA/CC for mandatory coordination prior to certification and approval. Base level ADIs are considered a supplement to this AFI. (T-1)

Chapter 2

RESPONSIBILITIES

2.1. HQ AFFSA.

- 2.1.1. Develops USAF airfield driving operations, procedures, and training standards.
- 2.1.2. Utilizes the Air Force Safety Automated System (AFSAS) to monitor and track airfield driving related Hazardous Air Traffic Report (HATRs) and Controlled Movement Area Violations (CMAVs).
- 2.1.3. Approves MAJCOM supplement(s), or equivalent, guidance to this AFI.
- 2.1.4. Reviews and provides final disposition on waiver request(s) to this AFI.
- 2.1.5. Supports AF Runway Safety Action Team (AFRSAT) programs, in accordance with AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*.
- 2.1.6. Develops mandatory briefing/training items to provide education, training, and awareness on airfield driving and to enhance flight safety.

2.2. MAJCOM OPR for AO.

- 2.2.1. Supplements USAF airfield driving guidance as needed. **Note:** All supplements or equivalent guidance, to include interim changes to previously approved supplements, must be routed to HQ AFFSA/A3A for coordination prior to obtaining certification and approval to publish.
- 2.2.2. Reviews and coordinates on the ADI prior to implementation and compliance.
- 2.2.3. Reviews and evaluates airfield driving incidents, causes, observations and recommendations.
- 2.2.4. Conducts AFRSAT programs, in accordance with AFI 13-204 Volume 2.
- 2.2.5. Reviews and coordinates on wing/base level supplements to this AFI prior to certification and approval for implementation.
- 2.2.6. Reviews and provides endorsing comments on all AF IMT 4058s and AF IMT 847s.

2.3. Host Wing Commander or equivalent.

- 2.3.1. Designates personnel and agencies to support the ADP. (T-3)
- 2.3.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of 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. (T-3)
- 2.3.3. Approves publication of the ADI. (T-3)
- 2.3.4. Requests an AFRSAT through the MAJCOM OPR for AO if there are recurring problems with runway incursions. (T-3) See AFI 13-204, Volume 2, for additional information.
- 2.3.5. Reviews runway incursion and CMAV incidents and corrective actions taken. (T-3)

2.4. Operations Group Commander or equivalent.

2.4.1. Reviews CMAVs and corrective actions taken. (T-3)

2.4.2. Convenes a Runway Incursion Prevention Working Group (RIPWG) no later than 30 days following the occurrence of a third runway incursion (within a six month period). (T-3)

2.4.2.1. The RIPWG will include OSS/CC, AOF/CC, Airfield Manager (AFM), Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or unit ADPMs, and other organizational leadership as determined locally. (T-3) RIPWG shall take the following actions:

2.4.2.1.1. Analyze each runway incursion and corrective actions taken. (T-3)

2.4.2.1.2. Evaluate the airfield driving operating procedures/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed. (T-3)

2.4.2.1.3. Develop strategies to prevent the reoccurrence of runway incursions. (T-3)
Examples include but are not limited to:

2.4.2.1.3.1. Increase or improve local training or testing materials.

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

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

2.4.2.1.3.4. Increase penalty for CMAVs.

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

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

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

2.4.2.1.3.6.2. Increasing visibility of runway hold position markings by increasing the width of the yellow stripes from six to 12 inches. **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

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

2.4.2.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is

implemented uniformly over the entire airfield.

2.4.2.1.3.6.5. Installing runway guard lights (RGL), if applicable.

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

2.4.2.1.3.6.7. Procuring vehicle-tracking devices to include Global Position System, ground radar, or video surveillance. **Note:** Coordinate with MAJCOM OPR for AO prior to the procurement and/or use of new systems/technology.

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

2.4.2.1.3.6.9. Installing Location Signs.

2.4.2.1.3.7. Coordinate with MAJCOM OPR for AO prior to implementing new procedures and /or purchasing airfield support systems such as signs, marking and lighting.

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

2.4.2.2. Provide a summary of the RIPWG's analysis and recommendations during the next Airfield Operations Board (AOB). (T-3)

2.4.2.3. Publish minutes of the RIPWG and provide an informational copy to the MAJCOM OPR for AO within 30 calendar days. (T-3)

2.5. Unit Commander or equivalent.

2.5.1. Appoints a primary and alternate unit ADPM in writing (*normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer*) 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 Wing ADPM. (T-3)

2.5.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use most qualified SSgt/5-level or civilian equivalent available. (T-3) Unit ADPMs must possess an AF Form 483 with the same level of access as the personnel he/she is training (i.e. Unit ADPMs with members who require CMA access, must also have CMA access). (T-2) Forward a copy of the waiver to the Wing ADPM. (T-3)

2.5.1.2. Ensures a replacement unit ADPM is appointed in writing and trained by the Wing ADPM at least 30 days prior to releasing the current unit ADPM. (T-3)

2.5.2. Certifies personnel are qualified to drive on the airfield. Authority may be delegated in writing to unit ADPMs. (T-3)

2.5.3. Ensures unit personnel complete the required training and testing requirements outlined in this instruction and ADI prior to obtaining an AF Form 483, *Certificate of Competency* to operate a vehicle on the airfield. (T-3)

2.5.4. Limits the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission. (T-3)

2.5.5. 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 Wing ADPM and unit ADPM of the individuals' suspension/revocation. **Note:** Process request for reinstatement of airfield driving authorization according to paragraph 2.3.2 (T-3)

2.5.6. Ensures unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations (e.g. consists of two or more flights) should consider having more than one unit ADPM 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. (T-3)

2.5.7. 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 AFI and ADI. Trainers must have completed the AF Training Course or civilian/other DoD service equivalent (Contractors are exempt from this requirement). Forward a copy of the appointment letter to the Wing ADPM. (T-3) **Note:** This letter may be consolidated with the unit ADPM appointment letter. See Attachment 2 for an example appointment letter.

2.5.8. Ensures review of individual's Driving Record via Security Forces Management Information System (SFMS) 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. (T-3)

2.5.9. Ensures unit ADPMs 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. (T-3)

2.5.10. Ensures unit airfield drivers limit their access on or across the runway to mission essential duties only. (T-3)

2.5.11. Participates in the RIPWG. (T-3)

2.5.12. **(Added-30SW)** Certifies Privately Owned Vehicle (POV)/Government Leased Vehicle (GLV) justification letters and ensures a copy is forwarded to the Wing ADPM. (See Attachment 8).

2.6. Wing ADPM. The Deputy Airfield Manager (or civilian equivalent) serves as the Wing ADPM to provide overall ADP management and oversight. The preferred grade of the Wing ADPM is MSgt/E-7 or civilian equivalent. (T-3)

2.6.1. Develops an ADI to establish the Wing ADP. (T-3)

2.6.1.1. The ADI must be a stand-alone publication to this instruction that is coordinated and approved by the MAJCOM OPR for AO prior to final publication and implementation. **Note:** AFRC and ANG locations at shared-use airfields shall coordinate their ADI's with the civil airport manager prior to MAJCOM OPR for AO review. (T-1)

2.6.1.1.1. For standardization, use 13-213 as the publication series and Airfield Driving as the title for ADI. (T-3)

2.6.1.1.2. Refer to Chapter 3 for items that must be included in the ADI. (T-1)

2.6.1.2. The wing may develop a supplement to this AFI. Refer to paragraph 1.2. for staffing guidance. (T-1)

2.6.2. Uses **Attachment 3** or electronic equivalent to conduct and document training on a unit ADPM. (T-3)

2.6.3. Provides unit ADPMs a copy of the ADI, training curriculum, and testing materials to manage unit ADP. (T-3)

2.6.4. 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 RDS, Table 13-06, Rule 4.00. (T-3)

2.6.4.1. (**Added-30SW**) Coordinates on operating instructions, operations plans, support agreements, Missile Operations Support Requirements (MOSR), contracts, and other documents involving access to the airfield controlled areas, to ensure compliance with AFI 13-213 and this ADI.

2.6.5. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs. (T-3) At a minimum, the Wing ADPM will:

2.6.5.1. Routinely monitor ramp net radio for proper terminology/phraseology and discipline. (T-3)

2.6.5.2. Conduct random spot checks for enforcement and compliance with the ADI. At a minimum, a spot check will include a check of the driver's AF Form 483 for accuracy/currency, the availability/currency of AF Visual Aids (e.g., AFVA 11-240, *Airports Signs and Markings*, AFVA 13-221, *Control Tower Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*) and the availability/currency of the local airfield diagram. (T-3)

2.6.5.2.1. Report violations detected during spot checks to the AFM, AOF/CC, individual's Unit Commander and ADPM. (T-3)

2.6.5.2.2. Report and document results of spot checks in the "status of airfield driving" section of AOB. (T-3)

2.6.5.3. Inspect each unit ADP at least annually (every 12 months) for program integrity and compliance with the ADI. (T-3)

2.6.5.3.1. 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. (T-3)

2.6.5.3.2. Provide inspection results to the unit's commander via MFR or electronic equivalent and brief at the next quarterly AOB. (T-3)

2.6.6. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate, inform and update personnel on airfield changes, trends and special events. (T-3) Examples include but are not limited to exercises, air shows, static displays, driving violations, runway/taxiway closures and inclement weather driving conditions.

2.6.7. Maintain a Wing ADPM Continuity Binder or electronic equivalent in the TAB format below. (T-3)

2.6.7.1. TAB A: Unit ADPM appointment letter(s).

2.6.7.2. TAB B: Airfield Driving Instruction (ADI).

2.6.7.3. TAB C: Annual Program Inspection Results.

2.6.7.4. TAB D: Unit ADPM Training Documentation.

2.6.7.5. TAB E: Current list of unit assigned airfield drivers.

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

2.6.7.7. TAB G: Unit airfield driving requirements as applicable (e.g. Fire Trucks, Fuel Trucks, K-loaders, etc.).

2.6.7.8. TAB H: Airfield Violations/Corrective actions.

2.6.7.9. TAB I: References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Operator*, **Chapter 20**, AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, **Chapter 24**, AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.

2.6.7.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Digest Articles, RIPWG, etc.).

2.6.7.11. (**Added-30SW**) The Wing ADPM Continuity Binder is maintained electronically on the 30 SW SharePoint website and can be accessed via the following link:

https://eis2.afspc.af.mil/sites/30sw/30OG/30OSS/OSA/Airfield_Driving/SitePages/Home.aspx.

2.6.8. Conducts semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc. (T-3)

2.6.8.1. This meeting may be done in-conjunction with the base Vehicle Control Officer/Vehicle Control Non-Commissioned Officer meeting.

2.6.8.2. 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 Wing ADPM Continuity Binder or electronic equivalent. (T-3)

2.6.9. Coordinates on unit airfield driving lesson plans and tests. (T-3)

2.6.10. Ensures unit ADPMs provide appropriate training to TDY personnel and Non-base assigned contractors based on type, location, time and duration of work. See paragraph **3.2.9** for additional information. (T-3)

2.6.11. Provides classroom training as determined locally.

2.6.12. Participates in the RIPWG. (T-3)

2.6.13. Provides unit ADPM a standardize 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. (T-3) **Note:** A sample spreadsheet is available for download at the HQ AFFSA Airfield Operations SharePoint website.

2.6.14. (**Added-30SW**) Tracking and monitoring of the VAFB Airfield Drivers Training Program (ADTP) is done electronically via the website located at the following link: <https://webapp.amc.af.mil/ADTP>.

2.7. Unit ADPM.

2.7.1. Must be trained and certified to drive on the airfield. (T-1)

2.7.1.1. (**Added-30SW**) Must be trained and certified by the Wing ADPM before assuming Unit ADPM responsibilities.

2.7.1.2. (**Added-30SW**) Validates new Unit ADPM has received training from the Wing ADPM at least 30 days prior to the replacement assuming Unit ADPM duties.

2.7.2. Administers the unit airfield driver's training program according to this AFI and ADI. (T-1)

2.7.3. Validates unit personnel complete airfield driver training and certification prior to issuance of an AF Form 483. (T-1) (See **Attachment 5**)

2.7.3.1. (**Added-30SW**) Completes and documents airfield driver's training via the ADTP website at <https://webapp.amc.af.mil/ADTP>.

2.7.4. 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). (T-3)

2.7.5. 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. (T-1)

2.7.6. 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. (T-1)

2.7.7. Ensures unit personnel authorized to drive on the CMA have completed all the required training and AF Form 483 is annotated "CMA Access" by AM. (T-1)

2.7.8. Ensures unit personnel have a valid state or country driver's license to operate privately owned, government (may also require a government driver license), or contractor owned/leased vehicles on the airfield. At overseas locations, refer to MAJCOM directives for additional guidance. **Note:** Unless otherwise directed, personnel operating non-vehicular/equipment (e.g. Segway, bicycle, tricycle, golf cart, all-terrain vehicle, mower, aerospace ground equipment, etc.) are exempt from state and/or country driver's licensing requirements. (T-3)

2.7.9. Ensures unit personnel are qualified to drive the vehicle(s) they will be operating on the airfield. This includes any other additional training required to operate vehicles in various

field conditions (e.g. blackout or Night Vision Devices (NVD), Mission Oriented Protective Posture (MOPP) gear, etc.). (T-3)

2.7.10. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. (T-2) **Note:** This data may be maintained electronically.

2.7.10.1. **(Added-30SW)** Maintains all current and accurate airfield driving training records electronically using ADTP (<https://webapp.amc.af.mil/ADTP>) and SharePoint (https://eis2.afspc.af.mil/sites/30sw/30OG/30OSS/OSA/Airfield_Driving/SitePages/Home.aspx).

2.7.11. Ensures personnel that will have duties requiring them to operate a vehicle on the airfield in a deployed/contingency environment are trained and possess a valid AF Form 483. (T-1)

2.7.12. Schedules personnel that will drive on the CMA for color vision testing according to the ADI. (T-1)

2.7.12.1. **(Added-30SW)** Schedules color vision testing with the 30 MDG Optometry Clinic for all personnel requiring CMA access. Some AFSCs are exempt from this requirement because personnel must have color vision to hold that AFSC; it is the responsibility of the Unit ADPM to identify this requirement.

2.7.13. Conducts and documents annual refresher training on unit airfield drivers. **Note:** Document completion of refresher training on the reverse side of the individual's AF Form 483. Maintain a copy of the most current refresher training completion date on file in the unit. (T-2)

2.7.13.1. **(Added-30SW)** Annual refresher training is automatically documented by the ADTP website on reverse side of AF IMT 483. It is the Unit ADPM's responsibility to ensure all training is complete and a new AF IMT 483 is issued to each individual upon completion of refresher training.

2.7.14. Maintains an ADP Continuity Binder (or electronic equivalent) in the TAB format outlined in paragraph 2.6.7 (T-3)

2.7.14.1. **(Added-30SW)** Maintains electronic ADP continuity binder using the 30 SW Airfield Driving SharePoint website located at the following link: https://eis2.afspc.af.mil/sites/30sw/30OG/30OSS/OSA/Airfield_Driving/SitePages/Home.aspx. Each folder within the website has specific unit subfolders in which unit ADPMs place their respective training documentation. For units without access to the Airfield Driving SharePoint website, unit ADPM maintains a hard copy ADP continuity binder.

2.7.15. Trains unit airfield driver trainers on how to conduct and document training for newly assigned unit airfield drivers. (T-2)

2.7.16. Attends Wing ADPM semi-annual meeting and/or briefing regarding airfield driving. (T-3)

2.7.17. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this AFI and ADI. (T-2)

2.7.18. Use **Attachment 4** or electronic equivalent to conduct and document a self-inspection of unit's ADP at least annually. Forward a copy of the inspection results to the Wing ADPM. (T-3)

2.7.19. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit airfield drivers. (T-3)

2.7.20. Conducts random spot checks for enforcement and compliance with the ADI. Correct all discrepancies noted. (T-3)

2.7.21. Provides classroom training as determine locally.

2.7.22. Maintains current and accurate training and testing materials. (T-3)

2.7.23. Notifies Unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges. (T-3)

2.7.24. Participates in the RIPWG. (T-3)

2.7.25. 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 Wing ADPM. (T-2)

2.8. Airfield Management (AM).

2.8.1. Serves as the OPR for the ADP. **Note:** At contract locations, the AOF/CC shall be designated as the OPR for the ADI. The AOF/CC shall designate the AM Quality Assurance individual (military or DoD Civilian) as the point of contact for the ADI. The contract AM office retains responsibility for development of the ADI and management oversight of the ADP. (T-1)

2.8.1.1. (Added-30SW) Serves as the OPR for the 30 SW ADTP website (<https://webapp.amc.af.mil/ADTP>) and the 30 SW Airfield Driving SharePoint website (https://eis2.afspc.af.mil/sites/30sw/30OG/30OSS/OSA/Airfield_Driving/SitePages/Home.aspx).

2.8.2. Conducts random spot checks for enforcement and compliance with the ADI in conjunction with periodic airfield checks. (T-3)

2.8.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies. Document corrective actions on an AF Form 3616, *Daily Record of Facility Operation* or electronic equivalent. (T-3)

2.8.4. The AFM, Wing ADPM, or NCOIC, Airfield Management Operations will sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF Form 483 for airfield driving. (T-3)

2.8.5. Imposes and publishes restricted driving routes as required. (T-2)

2.8.6. Responds to reported or suspected airfield driving violations. (T-3) At a minimum, AM personnel will:

2.8.6.1. Escort individuals off of the airfield. (T-3)

2.8.6.2. Confiscate individuals AF Form 483. (T-3)

2.8.6.3. Request a statement from individual(s) suspected of committing an airfield driving violation(s). (T-3)

2.8.6.4. Document and report the incident to the Wing ADPM, AFM and AOF/CC. (T-3)

2.8.7. Participates in the RIPWG. (T-3)

2.9. Air Traffic Control Tower (ATCT).

2.9.1. 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. (T-1)

2.9.2. Reports known airfield/CMA violations and problems with vehicle operator radio communications to AM. Assists AM in identifying and locating violators or any unauthorized personnel and vehicles. (T-3)

2.9.3. Participates in the RIPWG. (T-3)

2.9.4. **(Added-30SW)** Coordinates with AM on completing any Hazard Reports (HRs) or Hazardous Air Traffic Reports (HATRs) concerning air traffic control/airfield driving violations.

2.10. Wing Safety.

2.10.1. Coordinates on local directives and/or operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield. (T-2)

2.10.2. Coordinates on lesson plans and tests for vehicle operations on the airfield. (Reference AFI 91-203, [Chapter 24](#)) (T-3)

2.10.3. Participates with the Wing ADPM 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*. (T-1)

2.10.4. Participates in the RIPWG. (T-3)

2.10.5. Reviews CMA violations for trends. (T-3)

2.11. Security Forces Squadron (SFS).

2.11.1. Monitors airfield vehicle operations for ADI compliance. (T-3)

2.11.2. Enforces all traffic rules and directives on the airfield. (T-3)

2.11.2.1. **(Added-30SW)** Patrols the designated airfield driving lane and the aircraft parking ramp as needed. If questions arise concerning vehicle access, contact AM

during airfield operating hours or 30 SW/CP during non-operating hours. Violators will either be verbally warned or ticketed depending on the situation.

2.11.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs AM of violations. (T-3)

2.11.4. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM. (T-3)

2.11.5. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations. (T-3)

2.11.6. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized personnel from the airfield. (T-3)

2.11.7. Complies with all procedures outlined for entry into the CMA. (T-3)

2.11.8. Participates in the RIPWG. (T-3)

2.11.9. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations. (T-3)

2.12. Hospital/Medical Treatment Facility.

2.12.1. Administers color vision screening as determined in the ADI. (T-3)

2.12.1.1. **(Added-30SW)** Conducts color vision testing for personnel requiring CMA access.

2.12.2. Documents color vision test results as determined in the ADI. (T-3)

2.12.2.1. **(Added-30SW)** Documents color vision test results on Attachment 5, Airfield Driving Training Documentation and Certification Checklist, section III, or on Color Vision Test form provided by the applicant.

2.12.3. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations. (T-3)

2.13. (Added-30SW) Command Post.

2.13.1. **(Added-30SW)** Completes the following when the airfield is closed:

2.13.1.1. **(Added-30SW)** Maintains a record of personnel and vehicles on the airfield.

2.13.1.2. **(Added-30SW)** Notifies 30 SFS and Fire Department of personnel or vehicles on the airfield. Notifies same agencies when personnel/vehicle operators report off the airfield.

2.13.1.3. **(Added-30SW)** Advises personnel or vehicle operators of on-going or proposed aircraft ground operations.

2.13.1.4. **(Added-30SW)** Relays reports of access or driving violations to 30 SFS, and the Airfield Manager.

2.13.1.5. **(Added-30SW)** Upon receiving notification from AMOPS that the airfield is open or will open for aircraft operations, advises AMOPS of any known personnel/vehicles on the airfield.

2.14. (Added-30SW) CE SABER Office (30 CES/CENMP).

2.14.1. (Added-30SW) Notifies the Airfield Manager of any proposed site visit or pre-performance conference for construction projects or service contracts on or near the airfield.

2.14.2. (Added-30SW) Informs Airfield Management of contractors seeking authorization to operate vehicles on the airfield or that may impact airfield operations.

2.15. (Added-30SW) Contracting.

2.15.1. (Added-30SW) Ensures airfield construction or other projects that affect the airfield environment contain requirements for contractor personnel to comply with the provisions of AFI 13-213 and this ADI.

2.16. (Added-30SW) Logistics Readiness (30 LRS/LGRDDO).

2.16.1. (Added-30SW) Provides personnel requesting GOV support for official airfield business with either a certified airfield driver or ensures personnel are made aware of the requirement to coordinate with AMOPS for airfield driver's training prior to airfield access.

2.16.2. (Added-30SW) Ensures any vehicle dispatched to support airfield operations are equipped with AFVA 11-240, *Airports Signs and Markings*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*, (See **Attachment 13**) and the current local airfield diagram (See **Attachment 9**).

Chapter 3

AIRFIELD DRIVING INSTRUCTION (ADI)

3.1. General. This chapter provides specific requirements for developing and implementing an ADI to control ground vehicles and equipment operating on the airfield.

3.2. ADI. The ADI must contain the following:

3.2.1. **Responsibilities.** Outline wing and/or base level responsibilities of the key personnel involved in the ADP (e.g. Wing/CC, OG/CC, Unit/CC, Wing ADPM, unit ADPMs, AM, SF, ATCT, Wing Safety, Hospital/Medical Treatment Facility). (T-3)

3.2.2. **AF Form 483 Issuance.** Outline wing and/or base level procedures for issuing an AF Form 483 to base assigned personnel, TDY personnel and Non-base assigned contractors requiring airfield driving privileges. Include requirements for issuance of an AF Form 483 to individuals requiring Non-CMA, CMA, Runway and restrictions as applicable (e.g. Ramp only, Daylight Hours only, etc.) (T-1)

3.2.2.1. The AFM, Wing ADPM, and other designated AM representatives are responsible for signing AF Form 483s. (T-1)

3.2.2.2. Authority for signing AF Form 483 must not be delegated outside AM. (T-1)

3.2.2.3. All base assigned personnel (e.g. military, DoD civilian, Contractor, etc.) required to operate a vehicle or non-vehicular/equipment (e.g. Segway, bicycle, tricycle, golf cart, all-terrain vehicle, mower, aerospace ground equipment, etc.) on the airfield, must complete all airfield drivers' training and testing requirements outlined in this AFI and the ADI prior to issuance of an AF Form 483. **Note:** An AFSC or career field training (e.g. aircraft maintenance, aircrew, fire and emergency services, security forces, transportation, etc.) is not a substitute for completion of airfield driving training and testing requirements outlined in this AFI. **Note:** Section II, item 1 on Attachment 5 is not applicable for non-vehicular/equipment. (T-1)

3.2.2.4. **(Added-30SW)** Airfield driver's training and AF IMT 483 issuance will be conducted using the ADTP website at <https://webapp.amc.af.mil/ADTP>.

3.2.2.5. **(Added-30SW)** Unit ADPM or designated representative will ensure the appropriate restrictions are placed on each licensed driver's ADTP profile and AF IMT 483. Restrictions are used to identify specific areas drivers can access. The list of available restrictions on the ADTP website and a description of each is as follows:

3.2.2.5.1. **(Added-30SW)** A-CMA AUTHORIZED. This restriction allows the driver access to all areas of the airfield. This restriction must not be granted to color vision impaired drivers.

3.2.2.5.2. **(Added-30SW)** B-RAMP ONLY. This restriction allows the driver access only to the ramp area and not the CMA. This is typically used for drivers who do not require CMA access, or are color vision impaired.

3.2.2.5.3. **(Added-30SW)** D-DAYTIME ONLY. This is used if the driver has not completed nighttime driving training. **Note:** All AF IMT 483s at Vandenberg

AFB will have at least one of the above restrictions.

3.2.3. **Training criteria.** Outline wing and/or base level airfield driving training requirements. 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 will be prescribed by the ADI. Include an OPR and currency date on training materials. (T-3)

3.2.3.1. Use **Attachment 5** (available for download at the HQ AFFSA Airfield Operations SharePoint website) or electronic equivalent to document airfield drivers' training and certification on all newly assigned or employed/hired personnel. Units may incorporate local requirements to Airfield Driving Training Documentation and Certification Checklist. (T-2)

3.2.3.1.1. (**Added-30SW**) Unit ADPM will document completion of all **Attachment 5** requirements within Step 2 of ADTP (<https://webapp.amc.af.mil/ADTP>).

3.2.3.1.2. (**Added-30SW**) For individuals without access to ADTP, Unit ADPM will maintain a hard copy version of **Attachment 5** and upload to SharePoint (https://eis2.afspc.af.mil/sites/30sw/30OG/30OSS/OSA/Airfield_Driving/Sites/ages/Home.aspx).

3.2.3.1.3. (**Added-30SW**) Individuals will accomplish all initial training items within 90 days of being entered into the ADTP website (or completing first training item for individuals without ADTP access). Individuals who do not complete training within 90 days will be de-certified on all items and must start training from the beginning.

3.2.3.2. Use **Attachment 6** (available for download at the HQ AFFSA Airfield Operations SharePoint website) or electronic equivalent as an on-the-job training checklist/curriculum to conduct and document airfield drivers' qualification training on all newly assigned/hired personnel. Units may incorporate local requirements to Airfield Driving Qualification Training Checklist (Curriculum) Checklist. (T-2)

3.2.3.2.1. (**Added-30SW**) Unit ADPM will document completion of all **Attachment 6** requirements in Step 2 of the ADTP website and upload scanned copy of **Attachment 6** to each driver's respective training folder on the Airfield Driving SharePoint site.

3.2.3.3. Completion of the USAF Airfield Driving CBT (accessible on the Advanced Distributed Learning 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 Form 483. **Note:** Newly assigned or hired individuals may use a prior USAF Airfield Driving CBT completion date to fulfill this requirement if date completed is within the last 12 months. (T-1)

3.2.3.3.1. (**Added-30SW**) Trainees without ADLS access may complete this requirement by contacting Wing ADPM to obtain a hard copy version of the CBT and Test.

3.2.3.3.2. (**Added-30SW**) Trainees who have CAC access, but cannot access the

ADTP website, will bring a copy of their CBT certificate and their completed Airfield Driving Training Documentation and Certification Checklist (**Attachment 5**) to the unit ADPM for certification.

3.2.3.4. Classroom training as determined locally.

3.2.3.4.1. (**Added-30SW**) The Wing ADPM, Unit ADPM, or trainer will provide classroom training for all individuals requiring an airfield driver's license. Classroom training consists of briefing the training curriculum slideshow provided by the Wing ADPM. **Note:** Wing ADPM may prescribe additional classroom training as necessary.

3.2.3.4.2. (**Added-30SW**) When classroom training is complete, trainee and Unit ADPM will document completion and certification in Step 2 of the ADTP website (<https://webapp.amc.af.mil/ADTP>). For individuals without ADTP access, a hard copy of **Attachment 5** will be maintained to verify completion.

3.2.3.5. Practical Day and Night (as applicable) 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 the Airfield Driving Training Documentation and Certification Checklist to document completion of training. (T-1) (See **Attachment 5**)

3.2.3.5.1. (**Added-30SW**) Individuals not receiving practical night airfield driver familiarization training will have the restriction of "D-DAYTIME ONLY" placed on their AF IMT 483 and must not be allowed to operate a vehicle on the airfield during hours of darkness. If the individual subsequently requires authorization to drive at night, the Unit ADPM will conduct practical night airfield driver familiarization training.

3.2.4. **Testing requirements.** Outline procedures and responsibilities for administering test(s). **Note:** All base assigned personnel (e.g. military, DoD Civilian, Contractor, etc.) required to operate a vehicle on the airfield must pass all required test(s) prior to issuance of an AF Form 483. Training and testing material should be made available in the predominant host nation language as applicable. All tests will be administered closed book. **Note:** Written tests may be consolidated as long as the minimum test questions are covered and clearly defined by sections (e.g. General Knowledge, Communication, Runway Incursion Prevention, etc.). (T-1)

3.2.4.1. Coordinate tests with Wing Safety prior to implementation. Each test must include the OPR and currency date. (T-3)

3.2.4.2. Authority to administer tests may be delegated to the unit ADPMs in the ADI.

3.2.4.2.1. (**Added-30SW**) Tests will be administered either via the ADTP website or hard copy derived from the ADTP website. Unit ADPM is responsible for administration of the "Unit Test" (Step 3 on the ADTP website); Wing ADPM or designated representative is responsible for the administration of the "Wing Test" (Step 4 of the ADTP website). Trainees will successfully complete the "Unit Test" before being administered the "Wing Test."

3.2.4.3. At a minimum, testing requirements must include the following:

3.2.4.3.1. Airfield Diagram/Layout Test. Develop an airfield diagram/layout test to ensure individuals know the location of runways, taxiways, aprons, perimeter road, airfield access points, etc. The airfield diagram/layout test must also include identifying the location and description of Visual Flight Rules (VFR) and instrument (INST) holding position signs and markings. Individuals must achieve a minimum passing score of 100%. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (T-1) (See [Attachment 5](#))

3.2.4.3.1.1. **(Added-30SW)** The Airfield Diagram/Layout Test is incorporated into the “Unit Test” (Step 3 on the ADTP website) and the “Wing Test” (Step 4 on the ADTP website). This test has a minimum passing score of 100%. Individuals that do not possess a CAC will be given a standalone Airfield Diagram/Layout Test, and test results will be maintained on a hard copy of **Attachment 5**.

3.2.4.3.2. Communications Test (*required for access onto the CMA*). Communication test must be at least 5 questions with a minimum passing score of 100%. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (T-2) (See [Attachment 5](#)) At a minimum, include the following areas on the communication test:

3.2.4.3.2.1. Basic communication principles. (T-3)

3.2.4.3.2.2. Phonetic Alphabet. (T-3)

3.2.4.3.2.3. Standard aviation phraseology. (T-3)

3.2.4.3.2.4. Escort phraseology/rules. (T-3)

3.2.4.3.2.5. A simulation of radio communications between a vehicle operator and ATCT. For example, initial radio contact, crossing active runway, hold short instructions, etc. (T-3)

3.2.4.3.2.6. **(Added-30SW)** The Communications Test is incorporated into the “Unit Test” (Step 3 on the ADTP website) and the “Wing Test” (Step 4 on the ADTP website). This test has a minimum passing score of 100%. Individuals without ADTP access will be given a hard copy version of the Communications Test, and test results will be maintained on a hard copy of **Attachment 5**.

3.2.4.3.3. 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%). Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (T-2) (See [Attachment 5](#))

3.2.4.3.3.1. **(Added-30SW)** The General Knowledge Test is incorporated into the “Unit Test” (Step 3 on the ADTP website) and the “Wing Test” (Step 4 on the ADTP website). This test has a minimum passing score of 80%. Individuals without ADTP access will be given a hard copy version of the General Knowledge Test, and test results will be maintained on a hard copy of **Attachment 5**.

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

3.2.4.3.4.1. Drive the vehicle during the check-ride. (T-3)

3.2.4.3.4.2. Demonstrate the ability to operate a vehicle in all areas required for the duty position and/or work areas without assistance. (T-3)

3.2.4.3.4.3. Identify the location of runway hold lines, runways and other CMAs. (T-1)

3.2.4.3.4.4. Demonstrate the ability to contact ATCT prior to entering the runways and other CMAs (*for Runway/CMA drivers only*). (T-1)

3.2.4.3.4.5. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (T-2) (See [Attachment 5](#))

3.2.4.3.4.6. (**Added-30SW**) The Practical Driving Test includes daytime and nighttime (as applicable) procedures. This will be completed by the certifying official. Once complete, annotate completion on the ADTP website (Step 2) or hard copy of **Attachment 5**.

3.2.4.3.5. Runway Incursion Prevention Test. Runway Incursion Prevention Test must be at least 5 questions with a minimum passing score of 100%. (T-1)

3.2.4.3.5.1. (**Added-30SW**) The Runway Incursion Prevention Test is incorporated the “Unit Test” (Step 3 on the ADTP website) and the “Wing Test” (Step 4 on the ADTP website). This test has a minimum passing score of 100%. Individuals without ADTP access will be given a hard copy version of the Runway Incursion Prevention Test, and test results will be maintained on a hard copy of **Attachment 5**.

3.2.4.4. Test Failure. Include wing and/or base procedures for test failures (e.g. First, Second or Third time) such as additional time before retest or remedial training endorsed by the Unit/CC. (T-3)

3.2.4.4.1. (**Added-30SW**) Individuals failing airfield driving tests must receive remedial training from Unit ADPM, and will not be eligible to re-test for a minimum of 7 days after first failure or 14 days after second failure. Individuals with three test failures will not be eligible to receive an AF IMT 483.

3.2.5. **Color Vision Requirements.** Outline wing and/or base procedures to ensure individuals that have a requirement to drive a vehicle on the CMA are administered a color vision test. **Note:** Individuals that are required to have normal color vision as a part of their AFSC only require verification that they successfully completed a color vision test by a Hospital/Medical Treatment Facility Optometrist or off-base equivalent. (T-1) See AFI 48-123, *Medical Examinations and Standards* for additional information.

3.2.5.1. Contact the base hospital/medical treatment facility Optometrist for assistance in determining the best process for administering the color vision test to drivers that operate a vehicle on the CMA. (T-3)

3.2.5.1.1. (**Added-30SW**) Individuals with a requirement to drive a vehicle in the CMA will receive color vision testing at the 30 SW Optometry Clinic (30 MDOS/SGOO).

3.2.5.2. Individuals that fail to pass the color vision test can be issued a "Limited Access" AF IMT 483. **Note:** Access to the CMA must not be granted.

3.2.5.2.1. **(Added-30SW)** Individuals who fail the color vision test will have the restriction of "B-RAMP ONLY" placed on their AF IMT 483 and will not be allowed access to the CMA without a qualified escort.

3.2.5.3. Refer to the Officer and Enlisted Classification Directory for AFSCs that have a mandatory requirement for normal color vision in their Air Force Specialty Code (AFSC). Both products are available for viewing and download on the AF Portal. **Note:** Unit ADPM must still validate individual has normal color vision and/or no waiver to the classification directory standards. (T-3)

3.2.6. **Airfield Diagram.** Develop a local airfield diagram for the ADI and keep current with updates as required. (T-3) Depict the following items as a minimum:

3.2.6.1. CMA for vehicles/pedestrians as defined in the Airfield Operations Instruction (AOI). CMAs located outside of the runway hold lines on taxiways and aprons will be marked using the FAA Non-Movement Area markings and signs. (T-3) See FAA Advisory Circular 150/5340-1, *Standards for Airport Markings* for an example of a Non Movement Area marking. (T-0)

3.2.6.2. Location and a detailed description of runways, taxiways, ramp/aprons, VFR, and INST holding position signs and markings. (T-3)

3.2.6.3. Airfield access points. (T-3)

3.2.6.4. Restricted area boundaries/entry control points. (T-3)

3.2.6.5. Control area boundary. (T-3)

3.2.6.6. Vehicle traffic lanes and traffic flow. (T-3)

3.2.6.7. Critical area boundaries for precision navigational aids (e.g. ILS, PAR, Localizer, Precision Obstacle Free Zone, etc.) if applicable. (T-3)

3.2.6.8. Location of Airfield Management (normally inside the Base Operations Bldg) and the ATCT. (T-3)

3.2.6.9. Hot Spots (as determined locally). **Note:** A different diagram may be used to depict hot spots.

3.2.6.10. Limited or no visibility with the ATCT blind spots (as applicable). (T-3)

3.2.6.11. Communication —dead spots. (T-3)

3.2.6.12. Complex runway/taxiway intersections. (T-3)

3.2.6.13. Other confusing or ambiguous areas identified on airfield. (T-3)

3.2.6.14. Include a legend on the airfield diagram to illustrate symbols used. (T-3)

3.2.6.15. Jet Blast Hazard areas. (T-3)

3.2.6.16. Other areas that pose a hazard to vehicle operators (as determined locally).

3.2.6.17. **(Added-30SW)** The Vandenberg AFB airfield diagram is depicted in **Attachment 9** and is available on the 30 SW Airfield Driving SharePoint site

https://eis2.afspc.af.mil/sites/30sw/30OG/30OSS/OSA/Airfield_Driving/SitePages/Home.aspx).

3.2.7. **Operating Procedures and Standards.** At a minimum, include the following:

3.2.7.1. Procedures and standards for operating a vehicle on the airfield. (T-3)

3.2.7.1.1. Personnel driving on the airfield must complete airfield driver's training or be escorted by a vehicle operator possessing a valid AF Form 483 prior to entry to the airfield. (T-1)

3.2.7.1.2. Units sponsoring TDY personnel or Non-base assigned contractors are responsible for providing training or an escort that possesses a valid AF Form 483. (T-3)

3.2.7.1.3. **(Added-30SW)** Outside of airfield operating hours (when Airfield Ops is closed), all personnel and agencies will contact 30 SW/CP before entering the airfield. The 30 SW/CP will advise of ongoing or proposed aircraft ground operations and will notify 30 SFS. See paragraph 2.13.

3.2.7.1.4. **(Added-30SW)** Failure to contact 30 SW/CP prior to entering the airfield, or failure to pre-coordinate after-hours airfield access with AMOPS may result in apprehension and denial of future access.

3.2.7.1.5. **(Added-30SW)** Prior to closing the airfield, AMOPS will notify 30 SW/CP of all known personnel or vehicles on or near the airfield.

3.2.7.1.6. **(Added-30SW)** The standards set in this instruction apply to all motor vehicles on the VAFB airfield. Only properly trained and certified personnel may drive on the VAFB airfield. All personnel operating a vehicle on the airfield must be knowledgeable of and compliant with this ADI. In addition, they must be trained on local driving procedures and possess a valid AF IMT 483, *Certificate of Competency*. In order to be valid, 30th Operations Support Squadron, Airfield Management Operations (AMOPS) must endorse the AF IMT 483. This requirement applies to all military and civilian employees permanently assigned, visiting, contracted or TDY to VAFB.

3.2.7.2. Procedures and standards for operating a vehicle on the CMA. (T-3)

3.2.7.2.1. No vehicle operator or pedestrian may enter the CMA without specific approval from the ATCT. (T-1) **Exception:** Vehicles and/or pedestrians may be escorted into the CMA by another vehicle and/or pedestrian that has two-way radio contact with the ATCT.

3.2.7.2.1.1. **(Added-30SW)** Vandenberg AFB CMA encompasses the active runway, overruns, NAVAID critical areas, and all taxiways, as depicted in **Attachment 9**. The CMA boundary begins 100 feet from the runway, overrun pavement edges and parallel taxiway Alpha, and extends to the CMA Hold Lines on Taxiways Bravo, Charlie, and Delta. It includes all unpaved areas enclosed by taxiways North Alpha and South Alpha.

3.2.7.2.2. Vehicle operators and/or pedestrians must read back all ATC instructions verbatim. (T-1)

3.2.7.2.2.1. **(Added-30SW)** Make radio communications concise to eliminate the possibility of confusion. Paragraph 4.3 lists examples of correct phraseology to use when contacting the ATCT.

3.2.7.2.2.2. **(Added-30SW)** Ask ATCT to repeat instructions you do not fully understand. DO NOT ASSUME ANYTHING. When in doubt, always take the safest course of action. If the ATCT does not respond to your request to enter the movement area or cross the runway, do not proceed until ATCT tells you.

3.2.7.2.2.3. **(Added-30SW)** Immediately report to ATCT when you depart the runway or CMA. State the location where you exit. Until you pass the runway or CMA hold lines, you are not off the runway or CMA. If you exit the runway into the grass or you pass over the runway edge lines, you are to report off the runway once you reach 100 feet from the runway edge. Remain in radio contact with the ATCT if you are within 100 feet of the runway edge. Note: If ATCT instructions conflict with guidance in the ADTP website or this instruction, ATCT instructions have priority. If for example, ATCT instructs you to “exit the runway immediately,” you **ARE NOT** expected to obey the 50 mph speed limit.

3.2.7.2.3. Vehicle operators and/or pedestrians must always monitor the appropriate radio frequency when in the CMA. (T-1)

3.2.7.2.3.1. **(Added-30SW)** Use the Tower, Fire Con 1, Fire Tac 1 Nets, or Ground Control frequencies (UHF/VHF) to communicate with ATCT. ATCT does not continuously monitor the Security Forces or Crash FM Nets. Fire Department vehicle operators who require communications with ATCT on their frequency will coordinate with the Emergency Control Center (ECC) to have ATCT monitor their frequency. ECC will activate the select-call equipment or call the ATCT on a landline to request ATCT to monitor the appropriate frequency. When communication with the ATCT is no longer required, ECC or the vehicle operator(s) will inform the ATCT.

3.2.7.2.3.2. **(Added-30SW)** Vehicle operators in the CMA prior to the airfield opening will notify ATCT of their position via radio call no later than (NLT) 0755L (or five minutes prior to airfield opening, if other than regularly scheduled). If radio contact cannot be established, the vehicle operator will exit the CMA, ensuring all personnel and vehicles are clear NLT 0800L (or when the airfield opens, if other than regularly scheduled). Failure to either notify ATCT or exit the CMA will be considered a CMA violation or runway incursion.

3.2.7.2.4. Vehicle operators must use LED/rotating beacon lights and/or emergency flashers when driving in the CMA. (T-1)

3.2.7.2.5. 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. **Note:** Conduct an operational test of the radio before entering the airfield. (T-3)

3.2.7.2.6. Vehicle operators and/or pedestrians operating on the CMA must use a distinct approved call sign (e.g. Airfield 1, Chief 1, Sweeper 1, TA 1, etc.) coordinated by the Wing ADPM to avoid duplicating, confusing, or different agencies using similar names (e.g. Airfield 1, Airfield Lighting, Airfield Sweeper, etc.). **Note:** Do not use a call sign that is also a part of ATC phraseology such as "Taxi". (T-3)

3.2.7.2.6.1. Include vehicle and/or pedestrian call signs in the ADI. (T-3)

3.2.7.2.6.1.1. (Added-30SW) See **Attachment 21** for approved call signs.

3.2.7.2.6.2. For standardization, AM personnel will use the radio call signs listed below. **Note:** AM personnel at Joint/Shared-Use and host nation airfields may use different vehicle call signs to prevent duplication/similar call signs with local civilian airport operations personnel. (T-3)

3.2.7.2.6.2.1. Airfield Manager (Airfield – 1). (T-3)

3.2.7.2.6.2.2. Deputy/Assistant Airfield Manager (Airfield – 2). (T-3)

3.2.7.2.6.2.3. NCOIC, Airfield Management, NCOIC, Airfield Management Operations, NCOIC, Airfield Management Training and Airfield Management Operations Personnel or civilian equivalents (Airfield 3, 4, 5, etc.) (T-3)

3.2.7.2.7. Do not issue or use unconditional instructions (blanket approval) when authorizing vehicles to enter the runway for the purpose of an airfield inspection/check or other airfield operation. (T-1) See FAA JO 7110.65, *Air Traffic Control* for additional information. (T-0)

3.2.7.2.8. Limit crossing the runway to vehicle operators/traffic performing mission essential duties and then only to an absolute minimum. (T-1) **Note:** When crossing a runway is required during flying operations, the preferred crossing point is the departure end.

3.2.7.2.8.1. (Added-30SW) Paragraph **3.2.7.17.2** includes procedures to limit runway/airfield use for non-essential vehicle traffic.

3.2.7.2.9. Identify procedures for emergency removal or exit of vehicles and/or pedestrians in the event of vehicle/ATCT radio failure. (T-3) At a minimum, procedures will include the following:

3.2.7.2.9.1. 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. (T-1)

3.2.7.2.9.2. 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. If not able to communicate with ATCT or AM via radio, use other means of communication such as a cellular phone (when available). Report incident to AM immediately. (T-1)

3.2.7.2.9.3. **(Added-30SW)** If radio problems occur, monitor the tower for light gun signals, exit the CMA and report to or contact Airfield Management via commercial (805) 606-6941/6942 or DSN 276-6941/6942. DO NOT ENTER OR CROSS RUNWAY OR TAXIWAY IF RADIO FAILURE IS SUSPECTED.

3.2.7.2.10. **(Added-30SW)** Procedures/Standards for Operating in the Non-CMA. When ATCT is closed, the CMA becomes an uncontrolled movement area (Non-CMA). The following are required to be adhered to when in the Non-CMA:

3.2.7.2.10.1. **(Added-30SW)** Vehicle operators and pedestrians will use extreme caution when operating on the airfield. When the airfield re-opens, ATCT will make a general announcement via the Tower Net. Upon hearing this announcement, all personnel operating in the CMA must respond with call sign and location.

3.2.7.2.10.2. **(Added-30SW)** Non-CMA access is restricted to authorized personnel who have been trained, certified, and licensed to drive on the airfield (AF IMT 483).

3.2.7.2.10.3. **(Added-30SW)** Personnel will adhere to airfield driving procedures outlined in this ADI regardless of an ATCT closure.

3.2.7.2.10.4. **(Added-30SW)** Personnel should attempt to contact the ATCT prior to entering the Non-CMA. If there is no response, operators should make a general radio announcement of their activity (e.g. "Attention on the net, Airfield Lighting is proceeding into the Non-CMA from Taxiway Bravo"). Likewise, operators should announce when exiting the Non-CMA.

3.2.7.2.10.5. **(Added-30SW)** Runway use will be kept to an absolute minimum and only in the performance of official duties. Perimeter/access roads will be used as much as possible. Vehicles will not be left unattended on the runway at any time.

3.2.7.2.10.6. **(Added-30SW)** Drivers will ensure there are no aircraft in the immediate vicinity by performing a thorough visual overhead check of the traffic pattern and surrounding area before proceeding onto the Non-CMA. Use vehicle emergency flashers/beacon lights while in the Non-CMA.

3.2.7.3. Procedures and standards to use proper radio communications phraseology, discipline, and techniques. The words "clear" or "clearance" must not be used in communication with ATCT. (T-1) **Exception:** Vehicle operators may reply "Loud and Clear" in response to an ATCT request for radio transmission quality or clarity. See Chapter 4 for additional information.

3.2.7.4. Procedures and standards to use and maintain airfield driving visual aids/decals. At a minimum, all vehicles that operate on the airfield will contain the following AFVA/decals and diagrams: (T-1) **Note:** Decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

3.2.7.4.1. AFVA 11-240. **Note:** The FAA Form 5280-7, *Airfield Visual Aid Safety Placard* is the FAA equivalent to AFVA 11-240 and may be used by units located at shared-use airfields.

3.2.7.4.2. AFVA 13-221 (optional if vehicle has an AFVA 11-240).

3.2.7.4.3. AFVA 13-222.

3.2.7.4.4. A current locally developed airfield diagram (provided by Wing ADPM). (T-3)

3.2.7.4.5. Hot Spots (as determined locally) when depicted on a different airfield diagram.

3.2.7.4.6. **(Added-30SW)** The local airfield diagram, AFVA 11-240, and AFVA 13-222 will be maintained in all vehicles that operate on the airfield. These mandatory documents are shown in **Attachment 9** and **13**.

3.2.7.5. Procedures and standards to comply with airfield signs, marking and ATCT light gun signals. (T-3) **Note:** Provide a detailed description and an example of the following:

3.2.7.5.1. Airfield signs (e.g. mandatory and informational). (T-3)

3.2.7.5.1.1. **(Added-30SW)** Mandatory signs are provided when an instruction must be followed. Signs are internally lit and have white inscription on a red background. Vehicle operators and/or pedestrians will not proceed beyond these signs without ATCT approval. Mandatory signs are depicted in **Attachment 10**, figures A10.1, A10.2, and **Attachment 17**, figure A17.3.

3.2.7.5.1.2. **(Added-30SW)** Informational signs indicate direction, destination, or provide other useful information. Signs have black inscription on a yellow background. Informational signs are depicted in **Attachment 17**, figure A17.2.

3.2.7.5.1.3. **(Added-30SW)** Location signs indicate the surface on which the aircraft or vehicle is located. Signs have yellow inscription on a black background. Location signs are depicted in **Attachment 17**, figure A17.2.

3.2.7.5.2. Airfield markings (e.g. runway, taxiway, apron/ramp, instrument, etc.). (T-3)

3.2.7.5.2.1. **(Added-30SW)** Threshold markings, designation markings, centerline markings, touchdown zone markings, fixed distance markings, and side stripe markings are painted white.

3.2.7.5.2.2. **(Added-30SW)** VFR Runway Hold Position markings, Instrument Hold Position markings, runway overrun/chevron markings, and deceptive surface or shoulder markings are painted yellow.

3.2.7.5.2.3. **(Added-30SW)** CMA Hold Position markings are located on Taxiways Bravo, Charlie, and Delta. Operators will remain behind the CMA Hold Position marking until approved by ATCT. Only operators with the "A-CMA AUTHORIZED" restriction on their Airfield Driver's license may

proceed beyond this marking.

3.2.7.5.2.4. **(Added-30SW)** Taxiway markings, ramp/apron markings, and permanently closed taxi surface markings are painted yellow.

3.2.7.5.2.5. **(Added-30SW)** Vehicle stop bars are painted white. Stop bars are placed at access roads and permanently closed taxiways which intersect runways. Operators must hold short of stop bar markings and request CMA access as indicated in Chapter 4.

3.2.7.5.2.6. **(Added-30SW)** Cargo Deployment Functional area is unique to Vandenberg AFB. It is located on the airfield in front of the Transient Maintenance building and is marked with a dashed alternating blue and white line. (See **Attachment 17**, figure A17.1).

3.2.7.5.3. Airfield lighting (e.g. runway, taxiway, etc.). (T-3)

3.2.7.5.3.1. **(Added-30SW)** See **Attachment 18** for Airfield Lighting examples.

3.2.7.5.3.2. **(Added-30SW)** Runway lighting consists of edge lights, end lights, and threshold lights.

3.2.7.5.3.2.1. **(Added-30SW)** Runway lights outline the lateral and longitudinal limits of the usable surface. Runway edge lights are white with the exception of the final 2,000 feet on either side, which are amber. Runway end lights are red and define the end of the operational runway. Threshold lights are green and provide positive identification of the beginning of the operational runway surface.

3.2.7.5.3.3. **(Added-30SW)** Taxiway lighting consists of blue edge lights outlining the lateral limits and direction of a taxiing route.

3.2.7.5.3.4. **(Added-30SW)** Vehicle access road lights are white recessed lights. They are located adjacent to the Hazardous Cargo Pad on Taxiway South Alpha.

Table 3.1. (Added-30SW) Vehicle Speed Limits on the Airfield.

Vehicle Type/Location	Speed Limit
General purpose vehicles on aircraft parking ramp/apron	15 MPH
General purpose vehicles on taxiways	30 MPH
General purpose vehicles on runway	50 MPH
General purpose vehicles on Shuttle Tow Route & North access road	15 MPH

General purpose vehicles on Lighting Vault access road	15 MPH
General purpose vehicles on Traffic Lane	15 MPH
Vehicles in close proximity to aircraft (within 50 feet)	5 MPH
Special purpose vehicles (forklifts, refueling vehicles, tugs, sweepers, etc.)	10 MPH
Vehicles towing aircraft	5 MPH
Vehicles towing one maintenance stand or piece of equipment	10 MPH
Vehicles towing 2 or more maintenance stands or pieces of equipment	5 MPH
Vehicles towing AGE (compressors, ground power units, oxygen carts, etc.)	15 MPH
Note: "Follow Me" vehicles are permitted to exceed the normal 15 mph speed limit to accommodate aircraft taxiing speed.	

3.2.7.6. Procedures and standards to comply with vehicle speed limits on the airfield. (T-3) Identify vehicle speed limits for the following:

- 3.2.7.6.1. Vehicle parking areas. (T-3)
- 3.2.7.6.2. Aircraft parking ramps. (T-3)
- 3.2.7.6.3. Airfield access or bypass road. (T-3)
- 3.2.7.6.4. Taxiways. (T-3)
- 3.2.7.6.5. Runways. (T-3)
- 3.2.7.6.6. Designated traffic lanes on the ramp or taxiway in congested areas or within 200 feet of aircraft parking areas. (T-3)
- 3.2.7.6.7. Aircraft, equipment, and trailer towing. (T-3)

3.2.7.7. Procedures and standards for vehicles operating in the immediate vicinity of an aircraft. (T-3)

3.2.7.7.1. **(Added-30SW)** Procedures and standards for vehicles operating in the immediate vicinity of an aircraft will be IAW AFMAN 24-306(I) and AFI 91-203.

3.2.7.7.2. **(Added-30SW)** Do not drive or back vehicles directly toward any aircraft without a spotter. Pre-position wheel chocks between the aircraft and the

approaching vehicle to prevent vehicles from striking the aircraft.

3.2.7.7.3. **(Added-30SW)** Do not operate a vehicle within 50 feet of any fueling/de-fueling operation unless specifically authorized.

3.2.7.7.4. **(Added-30SW)** Drivers must use extreme caution when driving on a taxiway that is simultaneously being used by an aircraft to taxi (e.g. vehicle and aircraft are both operating on Taxiway North Alpha). Vehicle operators must give way to aircraft and should be prepared to pull off the paved surface to allow the aircraft to pass by a minimum of 25 feet. Vehicle operators that leave the paved surface must conduct a rollover FOD check when re-entering the paved surface.

3.2.7.8. Procedures and standards for parking and chocking vehicles on the airfield. (T-3)

3.2.7.8.1. **(Added-30SW)** Vehicles shall be parked with the driver's side facing aircraft and in a manner that will not interfere with aircraft being towed or taxied. The driver's side of the vehicle should be closest to the aircraft. Vehicles shall not be backed or parked within 25 feet of any aircraft, unless authorized for operations such as loading or unloading, servicing or towing.

3.2.7.8.2. **(Added-30SW)** When leaving a parked vehicle unattended:

3.2.7.8.2.1. **(Added-30SW)** Turn off the ignition.

3.2.7.8.2.2. **(Added-30SW)** Leave vehicle unlocked with key in ignition.

3.2.7.8.2.3. **(Added-30SW)** Shift transmission to park (automatic) or reverse (manual), and set parking brake.

3.2.7.8.2.4. **(Added-30SW)** Turn on emergency flashers.

3.2.7.8.2.5. **(Added-30SW)** Alert and emergency vehicles responding to an alert or emergency are exempt from these requirements. Emergency or servicing vehicles that must remain in operation to perform their function may be parked with engine running, transmission in park (automatic) or neutral (manual), parking brake set, and rear wheel chocked when the vehicle operator's seat is not occupied.

3.2.7.8.2.6. **(Added-30SW)** Vehicles transporting explosives shall be chocked when parked and the driver is not behind the wheel.

3.2.7.8.2.7. **(Added-30SW)** Vehicles may not park within 100 feet of aircraft loaded with explosives, unless involved in the immediate loading or unloading of the aircraft.

3.2.7.9. Procedures and standards to comply with fixed and mobile obstacle distance requirements. (T-3) Identify and define the minimum clearance requirements for fixed and mobile obstacles in relation to the runway, taxiway, taxilane, and aircraft parking apron based on the most demanding aircraft using the facilities. (T-3)

3.2.7.9.1. **(Added-30SW)** No mobile or fixed object will be left unmanned within the following areas:

3.2.7.9.1.1. **(Added-30SW)** 1,000 feet from the runway centerline.

3.2.7.9.1.2. **(Added-30SW)** 200 feet from taxiway centerline.

3.2.7.9.1.3. **(Added-30SW)** Variable distance from the edge of the apron boundary. Check with AMOPS to determine distance to fixed or mobile obstacles. **Note:** Aerospace ground equipment (AGE) may be left unmanned on the apron for up to 3 hours before an aircraft arrival or 3 hours following an aircraft departure if it is in direct support of aircraft operations. AGE must be returned to the designated storage area when no longer in use.

3.2.7.10. Procedures and standards to comply with control tower light gun signals. Air traffic controllers use a light gun as a backup system for communicating with aircraft or ground vehicles if their radios stop working. When a vehicle operator experiences a radio failure on a runway or taxiway, they must vacate the runway as quickly and safely as possible and contact the ATCT or AM by other means, such as a cellular telephone to advise of the situation. If this is not practical, then the driver, 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. (T-3) All vehicle operators are required to know and comply with the following signals:

3.2.7.10.1. Steady Green Light: "Cleared to cross", "Proceed", "Go". (T-1)

3.2.7.10.2. Steady Red Light: "STOP! Vehicle will not be moved". (T-1)

3.2.7.10.3. Flashing Red Light: "Clear taxiway/runway". (T-1)

3.2.7.10.4. Flashing White Light: "Return to starting point". (T-1)

3.2.7.10.5. 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. (T-1)

3.2.7.11. Procedures and standards for Foreign Object Damage (FOD) Prevention. **Note:** Vehicle operators must make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (e.g. dirt or grass). If driving on unimproved surfaces is required, conduct a FOD check upon exit of these areas or returning to paved surfaces. (T-3)

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

3.2.7.11.1.1. Inspection of vehicle tires (pull forward to check tire in contact with pavement). Remove foreign materials (e.g. rocks, gravel, etc.) as applicable. (T-3)

3.2.7.11.1.1.1. **(Added-30SW)** When entering the airfield, all personnel will stop at the FOD checkpoint sign and inspect/clear rocks or debris from tires before driving on pavement. Roll the vehicle forward 180 degrees or until tire tread previously in contact with the ground is visible and re-inspect tires for FOD or other debris (rollover FOD check). When a vehicle is driven off of any paved surface where tires may pick up rocks and gravel, conduct a rollover FOD check and remove any foreign objects immediately after returning to a paved surface. **Note:** Emergency response vehicles are exempt from conducting FOD checks when responding to emergencies.

3.2.7.11.1.2. A visual check to ensure all external vehicle components are secured. Secure any/all items loaded on payload vehicle, 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. (T-3)

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

3.2.7.11.2. See AFI 21-101, Chapter 14 and AFMAN 24-306, Chapter 20 for additional information. (T-3)

3.2.7.11.3. A thorough walk around of the vehicle to check for damaged, loose, or worn parts. (T-3)

3.2.7.12. Procedures and standards for using cellular/mobile phones on the airfield.
Note: Cellular/mobile phones must not be used while driving on the airfield. (T-2)

3.2.7.12.1. **(Added-30SW)** Vehicle operators will not use cell phones unless the vehicle is safely parked. Phone use should only be done when the vehicle is safely out of the way of aircraft and vehicle traffic and for official/business use only. The wearing of other portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited.

3.2.7.12.2. **(Added-30SW)** Cell phones will not be used within the distances listed below when near aircraft being serviced with fuel or oxygen, unless otherwise specified in the appropriate Technical Order or guidance for particular operations.

3.2.7.12.2.1. **(Added-30SW)** Within 50 feet of any pressurized aircraft fuel or oxygen servicing components.

3.2.7.12.2.2. **(Added-30SW)** Within 25 feet of any aircraft fuel vent outlet during fuel transfer.

3.2.7.12.2.3. **(Added-30SW)** Within 10 feet of any aircraft fuel vent outlet unless the cell phone is intrinsically safe.

3.2.7.13. Procedures and standards for driving during restricted visibility or night operations. Poor weather conditions (e.g. snow, fog, rain, etc.) might obscure visual cues, roadway markings, and airfield signs. Vehicle operators must remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions. Include procedures to stop and hold at an "INST" marking/sign when conditions are less than a reported ceiling of 800 feet or 2 miles visibility. (T-3)

3.2.7.13.1. **(Added-30SW)** When visibility is less than 300 feet, refueling and explosive loaded vehicles will not operate unless approved by installation commander.

3.2.7.13.2. **(Added-30SW)** When visibility is less than 100 feet, only emergency or alert vehicles may be operated on the airfield.

3.2.7.13.3. **(Added-30SW)** When visibility is less than 50 feet, a walking guide

with a flashing or luminescent wand must be used during movement of emergency or alert vehicles.

3.2.7.13.4. **(Added-30SW)** During night or reduced visibility operations, turn off headlights and running lights for approaching aircraft, and turn on parking lights to alert aircraft of your position.

3.2.7.13.5. **(Added-30SW)** During night or reduced visibility operations, use emergency flashers or beacon light.

3.2.7.13.6. **(Added-30SW)** During instrument flight rules (IFR) weather conditions (conditions less than a reported ceiling of 800 feet or 2 miles visibility), operators on Taxiway South Alpha will remain behind the Instrument Hold Position marking until approved by ATCT. ATCT will advise AM when Instrument Hold Position marking procedures commence/terminate. Unit ADPMs will ensure all airfield drivers are trained to hold short during IFR conditions.

3.2.7.14. Procedures and standards for driving with daytime running lights. (T-3)

3.2.7.14.1. **(Added-30SW)** All vehicles equipped with daytime running lights will use them while on the airfield to increase their visibility to aircraft and other vehicle operations.

3.2.7.15. Procedures and/or restrictions for operating non-vehicular/equipment (e.g. Segway, bicycle, tricycle, golf cart, all-terrain vehicle, mower, aerospace ground equipment, etc.). (T-3)

3.2.7.15.1. **(Added-30SW)** Privately owned bicycles, tricycles, mopeds, motorcycles, etc. are not authorized on the airfield unless operated as part of a special event approved by the 30 OG/CC.

3.2.7.15.2. **(Added-30SW)** Government owned all-terrain vehicles (ATV)/utility terrain vehicles (UTV) are authorized for official business if all required individual protective equipment is used and drivers are properly trained/certified on the vehicle. Drivers must also be certified to drive on the airfield and must follow all procedures listed in AFI 13-213 and this ADI.

3.2.7.16. Procedures and/or operational restrictions for local units, as required. (T-3)

3.2.7.16.1. **(Added-30SW)** VAFB has fuel pits located on the main parking ramp identified by white squares painted on the concrete. The fuel pits are empty and not active. Do not drive over the fuel pit covers.

3.2.7.17. Procedures on use of perimeter, in-field or other airfield roads to reduce non-essential vehicle traffic on the airfield. (T-3)

3.2.7.17.1. **(Added-30SW)** All drivers must understand and know standard traffic flow procedures, including driving lane locations, mandatory stop and yield signs, accident reporting, vehicle parking on airfield and availability of airfield entry points.

3.2.7.17.1.1. **(Added-30SW)** VAFB's designated driving lane is painted on the aircraft parking apron. It is a two-way traffic lane which runs North and South from Gate 4 to the south side of the hangar (Bldg. 1735). Use caution in

front of Airfield Management (Bldg. 1746) for potential DV activities. Do not drive on or across the painted red carpet located on the parking ramp. Stopping in front of the fire department (Bldg. 1740) is prohibited. All vehicles must obey painted “STOP” markings located on driving lane (see **Attachment 16**).

3.2.7.17.1.2. **(Added-30SW)** Other “STOP” signs with lines are located on Tow Road leading to the runway 30 approach end, and the road leading to the runway 12 glide slope critical area with Stop Signs and another sign posted saying “DO NOT PROCEED, CONTACT TOWER”. The only exception of STOP signs and lines not being painted on the road surfaces are at the access roads leading to the runway 30 and 12 overruns. However there are STOP signs and a sign saying “DO NOT PROCEED, CONTACT TOWER” at these locations. See **Attachment 10**.

3.2.7.17.1.3. **(Added-30SW)** The airfield has 9 gates (see **Attachment 9**). All gates are described as the following:

3.2.7.17.1.3.1. **(Added-30SW)** Gate 1: Pedestrian gate only

3.2.7.17.1.3.2. **(Added-30SW)** Gate 2: Pedestrian gate only

3.2.7.17.1.3.3. **(Added-30SW)** Gate 3: Open 24 hours (main entry point).

3.2.7.17.1.3.4. **(Added-30SW)** Gate 4: Open 24 hours (alternate entry point).

3.2.7.17.1.3.5. **(Added-30SW)** Gates 5-9: Used by AM, CE, FD, METNAV, and SFS.

3.2.7.17.2. **(Added-30SW)** All non-essential vehicle traffic on the airfield must be kept to an absolute minimum. Personnel are prohibited from using the runway for convenience as a transit route from one side of the airfield to the other; use perimeter roads 13th Street, California Avenue, Tangair Road, and Cross Road.

3.2.7.18. Procedures to conduct and document refresher training requirements on an annual basis. (T-3) Wing ADPMs may require vehicle operators to complete refresher training more frequently (e.g. twice a year) due to their limited or infrequent (e.g. once a week or month, emergency only, etc.) presence on the airfield. At a minimum, annual refresher training will include:

3.2.7.18.1. A review of the ADI. (T-2)

3.2.7.18.2. Completion of the USAF Airfield Driving CBT, *Airfield Driving*. (T-2)

3.2.7.18.3. Runway incursion prevention test (at least 5 questions with a minimum passing score of 100%). (T-2)

3.2.7.18.3.1. **(Added-30SW)** The runway incursion prevention test will be included in the 25 question multiple choice refresher test through the ADTP website. If the ADTP test is unavailable, the Unit ADPM will administer a hard-copy refresher test.

3.2.7.18.4. **(Added-30SW)** Annual refresher training requirements listed in AFI

13-213 and this ADI will be conducted and documented via ADTP (or hard copy for individuals without ADTP access). The Unit ADPM will ensure all refresher training was successfully completed for each driver. Once training and testing has been completed, the driver can print a new AF IMT 483 with the automatically updated (via ADTP) refresher training date printed on the back.

3.2.7.18.5. **(Added-30SW)** Individuals will accomplish refresher training during the month they are due. Refresher training will be considered overdue on the first day of the following month. For example, if an individual has a refresher due date of 6 September, they will have until 30 September to complete their training, and will be considered overdue on 1 October. Failure to complete training within the allotted timeline will result in automatic suspension of driving privileges until refresher training is completed.

3.2.7.19. Procedures to restrict runway crossing at locations known for communication/signal problems between ATCT and a vehicle operator/pedestrian as applicable. Also, include procedures to restrict runway crossing at ATCT visual blind spots as applicable. (T-3)

3.2.7.19.1. **(Added-30SW)** The last 6000 feet of Runway 30 (first 6000 feet of runway 12), overrun, and surrounding airfield areas are visual blind spots to the ATCT. Additionally, the hangar access apron located south of the hangar (Bldg. 1735) is a visual blind spot to the ATCT. Use caution while operating in these areas (See [Attachment 9](#)). The approach end of Runway 12 beyond the overrun is known for intermittent communication problems between ATCT and vehicle operators/pedestrians. Personnel must closely monitor all radio communication while operating in this area to avoid the possibility of a runway incursion.

3.2.7.20. Procedures for emergency responses on or near the active runway(s). At a minimum, clearly define the primary (initial)/secondary (follow-on/support) response agencies and procedures to minimize unauthorized access on or across the runway. (T-3)

3.2.7.20.1. Follow-on/support response agencies are required to standby in a designated area (e.g. ramp, taxiway, etc.) until called forward by the Fire Chief or incident/on-scene commander. (T-3)

3.2.7.20.2. All emergency response vehicles must have approval from the ATCT or authorized vehicle escort to enter the CMA. (T-1)

3.2.7.20.3. **(Added-30SW)** Fire department, medical, security forces, safety, and Airfield Management vehicles responding to an aircraft emergency are considered primary (initial) emergency responders. Secondary support agencies (e.g. transportation, maintenance, etc.) as determined by the Fire Chief or incident/on-scene commander, are those required to support on-going operations.

3.2.7.21. Procedures for vehicle traffic control devices/lights located on taxiways/runways (if applicable). (T-3)

3.2.7.21.1. **(Added-30SW)** VAFB airfield does not have any vehicle control devices/lights for crossing active taxiways/runways. In the event of radio outage in the CMA, the ACTC will use light gun signals for communication.

3.2.7.22. Procedures for airfield driving during blackout conditions (as applicable). (T-3) At a minimum, Night Vision Device (NVD) procedures will be IAW AFMAN 24-306, Chapter 18 and include the following:

3.2.7.22.1. Vehicle speed limits. (T-3)

3.2.7.22.2. Driver and assistant driver responsibilities. (T-3)

3.2.7.22.3. NVD-related accident reporting procedures. (T-3)

3.2.7.22.4. Airfield driving/NVD licensing procedures. Annotate "NVD Qualified" on the AF Form 483. (T-3)

3.2.7.22.5. Qualification/Annual refresher training requirements. (T-3)

3.2.7.22.6. NVD instructor qualification requirements. (T-3)

3.2.7.22.7. 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 aircrew can observe the vehicle on the airfield. **Note:** Vehicle operators must still maintain two-way radio communications with the ATCT while operating on the CMA. (T-3)

3.2.7.22.8. Vehicle routes must be designated. Non-participating vehicles will not mix with participating NVD vehicles on any CMA. (T-3) **Note:** Vehicle operations should be kept to a minimum during periods of reduced airfield lighting configurations.

3.2.7.22.9. **(Added-30SW)** It is prohibited to drive on the VAFB airfield in blackout conditions. Additionally, NVDs are not authorized for use at VAFB.

3.2.7.23. Procedures for vehicle escorts and convoys on the CMA and non-CMA. (T-3)

3.2.7.23.1. **(Added-30SW)** Only personnel with CMA access ("A" annotated on AF IMT 483) may escort personnel in the CMA. Ramp Only/non-CMA qualified drivers ("B" annotated on AF IMT 483) may only escort personnel outside the CMA.

3.2.7.23.2. **(Added-30SW)** Airfield driving qualified personnel escorting unqualified personnel, equipment, and/or vehicles must maintain positive control until all parties, equipment, and/or vehicles are off the airfield.

3.2.7.23.3. **(Added-30SW)** When entering the CMA, the escort vehicle will be responsible for all radio communication with ATCT.

3.2.7.24. Procedures for vehicles equipped with supplemental traction devices. **Note:** To reduce spark producing potential, only non-sparking material can be used. (T-3)

3.2.7.24.1. Tire chains may only be used on airfield pavements after obtaining coordination/approval from Airfield Manager, Wing Safety, and Civil Engineer. The requesting agency will conduct a risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD. (T-3)

3.2.7.24.2. Vehicles equipped with studded tires are not permitted to operate on the airfield without prior coordination with the Airfield Manager, Wing Safety, Civil

Engineer, Transportation, and installation commander approval. Publish the list of approved units/vehicles and areas authorized to use studded tires in the ADI. (T-3)

3.2.7.24.3. **(Added-30SW)** Vehicles equipped with supplemental traction devices (e.g. tire chains, studded tires, etc.) are not authorized to operate on the airfield due to the potential for FOD and pavement damage.

3.2.7.25. Procedures to avoid and/or use caution in jet blast hazard areas. (T-3)

3.2.7.25.1. **(Added-30SW)** Personnel will use caution when driving behind taxiing aircraft and parked aircraft with engines running.

3.2.7.25.2. **(Added-30SW)** When engines are running or are about to be started, remain at least 25 feet to the front or 200 feet to the rear of any aircraft (see **Attachment 14**).

3.2.7.25.3. **(Added-30SW)** When operating near large aircraft (e.g. C-5, C-17, B-747, KC-10, etc.), use extreme caution for jet blast hazard. Remain at least 500 feet to the rear of large aircraft with engines running.

3.2.7.26. Procedures to prohibit or restrict smoking on the airfield. (T-3)

3.2.7.26.1. **(Added-30SW)** Smoking is prohibited on the airfield. Smoking is not allowed in any government vehicle or POV/GLV operated on the airfield.

3.2.7.27. Procedures to avoid and/or use caution in jet blast hazard areas.

3.2.8. **Reporting, Enforcement and Violation Consequences.** At a minimum, include the following:

3.2.8.1. Delegation of authority for to ADP enforcement. At a minimum, include the authority for Unit Commanders, ADPMs (for unit assigned personnel), AM and SF personnel to temporarily suspend airfield driving privileges. (T-3)

3.2.8.1.1. **(Added-30SW)** Unit Commanders, Unit ADPMs, AM, and SFS personnel are authorized to revoke or suspend airfield driving privileges.

3.2.8.1.1.1. **(Added-30SW)** Notify the Wing ADPM, Unit ADPM, and Unit Commander when an individual's airfield driving privileges are revoked/suspended (see Attachment 20).

3.2.8.1.1.2. **(Added-30SW)** Wing ADPM will notify Unit Commander and Unit ADPM in writing after suspending an individual's airfield driving privileges.

3.2.8.1.1.3. **(Added-30SW)** The first violation will result in a warning (minimum) or up to a 30 day suspension of airfield driving privileges. CMAV events automatically result in a 30 day suspension, and runway incursions automatically result in a 60 day suspension.

3.2.8.1.1.4. **(Added-30SW)** A second violation will result in a 90 day suspension of airfield driving privileges. A second CMAV event will result in a 6 month suspension, or permanent revocation if within a 12 month time period. A second runway incursion, regardless of time period in between, will result in permanent revocation of airfield driving privileges.

3.2.8.1.1.5. **(Added-30SW)** A third violation of any kind will result in a permanent revocation of airfield driving privileges.

3.2.8.1.1.6. **(Added-30SW)** Major violations include, but are not limited to:

3.2.8.1.1.6.1. **(Added-30SW)** Entering the CMA or runway without approval from the ATCT.

3.2.8.1.1.6.2. **(Added-30SW)** Any violation that results in aircraft impediment, aircraft course change, aircraft taxi deviation, or contact with an aircraft.

3.2.8.1.1.7. **(Added-30SW)** Minor violations include, but are not limited to:

3.2.8.1.1.7.1. **(Added-30SW)** Speeding on the airfield.

3.2.8.1.1.7.2. **(Added-30SW)** Driving a POV on the airfield without a pass.

3.2.8.1.1.7.3. **(Added-30SW)** Failure to report a disabled vehicle on the airfield to AM or ATCT.

3.2.8.1.1.7.4. **(Added-30SW)** Driving on the airfield without possessing an AF IMT 483 on their person, or with an expired AF IMT 483.

3.2.8.1.1.7.5. **(Added-30SW)** AM will evaluate violations not mentioned above on a case-by-case basis to determine appropriate action.

3.2.8.2. Procedures for reissuance of an AF Form 483 after a suspension (e.g. re-training, Unit/CC recommendation in writing, limited access, etc.). Include sample MFRs for suspension, revocation, and reinstatement of airfield driving privileges. (T-3)

3.2.8.2.1. **(Added-30SW)** Individuals may only have their AF IMT 483 reissued after completing re-training with the Unit ADPM. Re-training consists of completing [Attachment 5](#) and [6](#).

3.2.8.2.2. **(Added-30SW)** Upon completion of the mandated suspension period and re-training requirements, the Unit Commander will request reinstatement of airfield driving privileges (see [Attachment 19](#)).

3.2.8.3. Procedures to report and document CMAV events. A CMAV event is an airfield violation caused by aircraft, vehicles, or pedestrians entering the CMA without specific ATCT approval. (T-3) This definition also includes 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). (See [Attachment 1](#))

3.2.8.3.1. Unit Commander, Unit ADPM and AM must be notified immediately of any CMAV event. AM will notify MAJCOM OPR for AO within 24 hours of a CMAV/HATR incident. (T-3)

3.2.8.3.2. For an actual or suspected runway incursion, the individual's AF Form 483 must be surrendered to AM and airfield driving privileges temporarily suspended until an investigation and retraining is completed. (T-3)

3.2.8.3.2.1. The Unit Commander of the individual who committed a runway incursion will be notified that one of their unit personnel was involved in a CMAV and the incident is under investigation. This notification will be made within 24 hours or the next duty day of the alleged incident, whichever occurs first. (T-3)

3.2.8.3.2.2. Runway Incursions and CMAV events must be reported to Wing Safety as outlined in AFI 91-223, *Aviation Safety Investigations and Reports*, Chapter 6. (T-3)

3.2.8.3.2.3. The AOF/CC, Wing Safety and Wing ADPM will work as a team to assign all runway incursions an operational category (e.g. Operational Error, Pilot Deviation and Vehicle/Pedestrian) defined in [Attachment 1](#) for trend analysis. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF Form 457, *USAF Hazard Report* or narrative section of the AF Form 651, *Hazardous Air Traffic Report (HATR)*. (T-3)

3.2.8.3.2.4. The Wing ADPM is responsible for taking immediate actions to correct any identified systematic problems and ensuring interim control measures are applied until permanent corrections are made. (T-3)

3.2.8.3.2.5. The Wing ADPM and Wing Safety must inspect the unit ADP of personnel that commit a runway incursion as a part of the investigation. Emphasis will be placed on how the unit trained the individual and their compliance with the ADI. The results will be reported to the Unit Commander. (T-3)

3.2.8.3.2.6. The AF IMT 651 and/or AF IMT 457 must include the following information in the narrative section:

3.2.8.3.2.6.1. Individual's information (e.g. rank, job title, organization, TDY, or base assigned). (T-3)

3.2.8.3.2.6.2. Individual's experience working on or near the airfield and date trained. (T-3)

3.2.8.3.2.6.3. If individual was authorized on the airfield and/or CMA. (T-3)

3.2.8.3.2.6.4. If individual completed all training required to operate a vehicle on the airfield. (T-3)

3.2.8.3.2.6.5. Approximate location where the CMAV occurred (e.g. runway/taxiway intersection, distance from threshold or overrun etc.). (T-3)

3.2.8.3.3. CMAV events must be briefed at the AOB. (T-3)

3.2.8.3.3.1. Provide a detailed description of each incident to include (What, When, Where, How, type vehicle/aircraft involved and action taken to prevent a reoccurrence). (T-3)

3.2.8.3.3.2. Highlight any trends (e.g. annual/biannual chart showing upward or downward incident rate as applicable). (T-3)

3.2.8.3.4. The Wing ADPM must maintain a copy of the AF Form 651s/457s, actions taken, results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15.00 (see AFI 91-202, *The US Air Force Mishap Program* and AFMAN 91-223, *Aviation Safety Investigations and Reports*). A copy of the final runway incursion AFSAS report may be obtained from Wing Safety and/or MAJCOM OPR for AO. (T-3)

3.2.8.4. Procedures to ensure airfield driving privileges are suspended for individuals who do not complete annual refresher training on the first day of the preceding month after the refresher training is due. **Note:** Personnel that were not able to complete refresher training (e.g. deployed, TDY, etc.) must complete it prior to driving on the airfield. (T-3)

3.2.8.4.1. (Added-30SW) Refer to paragraph [3.2.7.18.5](#) for details on suspension of airfield driving privileges due to non-completion of annual refresher training.

3.2.8.5. Procedures to report and document other airfield driving incidents/violations (e.g. speeding, expired or no POV pass, etc.). (T-3) At a minimum, obtain the following information:

3.2.8.5.1. Name/Rank of the individual, unit, duty phone, Unit Commander or unit ADPM. (T-3)

3.2.8.5.2. Details of incident/violation (including date, time, location, nature, other pertinent facts, etc.). (T-3)

3.2.8.5.3. (Added-30SW) Report incidents or violations IAW paragraph 3.2.8.1.1.1.

3.2.9. TDY Personnel, Inspection/Survey Teams and Non-base Assigned Contractors. Outline procedures and standards for TDY and non-base assigned contractors that need to drive on the airfield. (T-3)

3.2.9.1. TDY personnel, Inspection/Survey Teams and non-base assigned contractors must possess an AF Form 483 and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort. (T-1) **Exception:** The Wing ADPM or as delegated in the ADI to the unit ADPM may provide a local briefing/training when TDY personnel, Inspection/Survey Teams and non-base assigned contractors driving route(s) do not permit access on or across the CMA. In this case, the Wing ADPM or designated representative will issue a temporary AF Form 483 with the restriction “*Ramp Access Only*” or “*Non CMA Only*” and expiration date. (T-3)

3.2.9.1.1. (Added-30SW) TDY personnel, Inspection/Survey Teams and non-base assigned contractor may be escorted by someone who possesses an AF IMT 483. The sponsoring unit ADPM is responsible for coordinating an escort for individuals that require access to the airfield but are not qualified airfield drivers.

3.2.9.2. TDY personnel, Inspection/Survey Teams and non-base assigned contractors will not be granted access to the CMA unless they have completed all training and testing requirements outlined in this AFI and ADI. (T-1)

3.2.9.2.1. (Added-30SW) Completion of **Attachment 5** and **6** is required for CMA access.

3.2.9.3. Use **Attachment 7** or electronic equivalent to document the name/unit of the individual that received the local briefing/training. (T-3)

3.2.9.3.1. (Added-30SW) For group briefings, Wing or sponsoring unit ADPM will attach a sign-in sheet to **Attachment 7** that includes full name, signature, organization/company, driver's license number, state of driver's license issue, and date of briefing.

3.2.9.4. If a sponsoring unit ADPM accomplishes the local training/briefing, forward an information copy to the Wing ADPM.

3.2.9.5. The local briefing and/or training materials should be made available in host nation language where applicable. (T-3)

3.2.9.6. Maintain a file copy of this training in accordance with Air Force RDS, Table 33-42, Rule 04.00. (T-3)

3.2.10. Privately Owned and Government Leased Vehicle Passes. Outline procedures and standards for personnel that need to drive a POV or Government Leased Vehicle on the airfield. At a minimum, drivers must be trained and certified to drive on the airfield. (T-3)

3.2.10.1. Develop procedures for issuing, and maintaining control/security (e.g. expiration, disposition, changing colors, numbers, etc.) of POV and Government Leased Vehicle Passes/Decals. **Note:** POVs on the airfield are discouraged and must be restricted to an absolute minimum. Include a sample MFR or local form/electronic equivalent for requesting a POV/Government Leased Vehicle pass. (T-3)

3.2.10.1.1. Request for a vehicle pass/decal must be endorsed by the individual's Unit Commander or Company/Contractor representative. (T-3) At a minimum, the MFR or local form/electronic equivalent will contain the following information:

3.2.10.1.1.1. Owner/User. (T-3)

3.2.10.1.1.2. Organization/Company. (T-3)

3.2.10.1.1.3. Duty Phone. (T-3)

3.2.10.1.1.4. Vehicle Make, Model, Year, Color, and License/State. (T-3)

3.2.10.1.1.5. Pass/Permit number. (T-3)

3.2.10.1.1.6. Area of Operation(s)/location. (T-3)

3.2.10.1.1.7. Justification. (T-3)

3.2.10.1.1.8. Effective period/dates. (T-3)

3.2.10.1.1.9. (Added-30SW) Vehicle pass requests for base-assigned personnel may be submitted to the Wing ADPM either in writing using **Attachment 8** or via ADTP. For contractors and non-base assigned personnel,

vehicle pass requests will be submitted to the Wing ADPM using [Attachment 8](#). POV/GLV passes will be processed and maintained via the ADTP website only by Wing ADPM or Airfield Management.

3.2.10.1.2. Vehicle passes/decals must be validated at least annually. (T-3)

3.2.10.1.2.1. **(Added-30SW)** Vehicle passes are issued for the period defined on the request, not to exceed December 31st of the year in which they were issued. Individual's unit commander or company/contractor representative must annually submit a new pass request.

3.2.10.1.2.2. **(Added-30SW)** Vehicle pass colors will change annually as determined by the Wing ADPM.

3.2.10.1.2.3. **(Added-30SW)** Permanent POV/GLV passes will only be issued to permanently assigned individuals. These passes must re-validated annually using [Attachment 8](#), and will be valid until December 31st of that calendar year.

3.2.10.1.3. POV and Government Leased vehicles passes/decals must be differentiated in the ADI. (T-3)

3.2.10.1.3.1. **(Added-30SW)** POV and Government Leased Vehicle passes are differentiated by different colors as determined by the Wing ADPM.

3.2.10.1.4. The AFM, Wing ADPM or designated AM representatives are responsible for issuing vehicle passes/decals. **Note:** Authority must not be delegated outside of AM. (T-1)

3.2.10.2. Maintain vehicle passes/decals supportive information in accordance with Air Force RDS, Table 13-01, Rule 01.00. (T-3)

3.2.10.3. **(Added-30SW)** Vehicle passes must be displayed on the front left corner of the vehicle dashboard when the vehicle is operated or parked on the airfield. Passes will not be loaned/sub-issued to personnel other than the name(s) listed on the pass. Additionally, transferring a POV pass to a vehicle other than the one listed on the pass is prohibited.

3.2.10.4. **(Added-30SW)** All POV/GLV passes will be returned to Wing ADPM or Airfield Management when the pass expires or when the pass is no longer required.

3.2.10.5. **(Added-30SW)** Vehicle passes are controlled items and must be secured when not displayed for airfield access. If a pass is lost or stolen, report the loss to Wing ADPM or Airfield Management immediately.

3.2.11. **Disabled Vehicles.** Outline procedures for a disabled vehicle on the airfield. (T-3)

3.2.11.1. 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. (T-3) At a minimum, the ground vehicle operator will:

3.2.11.1.1. Leave the vehicle parking lights or emergency flashers on. (T-3)

3.2.11.1.2. 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. (T-3)

3.2.11.2. 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. (T-3)

3.2.11.3. 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. (T-3)

3.2.11.4. In the event of a disabled vehicle on 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. (T-1)

3.2.11.4.1. The vehicle operator will ensure the disabled vehicle is not left unattended in the CMA. (T-3)

3.2.11.4.2. The disabled vehicle will be removed using any method in the quickest and safest way possible. (T-3)

3.2.11.4.3. **(Added-30SW)** In the event of a disabled vehicle outside the CMA, immediately notify AM. During non-duty hours, immediately contact Command Post regardless of vehicle's location on the airfield. State the nature of the problem and the vehicle's position on the airfield. AM or Command Post will contact 30 LRS/LGRDDO to coordinate for immediate removal of the vehicle from the airfield.

3.2.12. **Pedestrian Movement.** Outline procedures for pedestrian movement on the airfield. (T-3) At a minimum, pedestrians on the airfield must adhere to the following procedures:

3.2.12.1. Pedestrians are authorized on the airfield for official business in support of the flying mission. (T-3)

3.2.12.2. Walk facing oncoming traffic. (T-3)

3.2.12.3. Do not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations. (T-3)

3.2.12.4. Do not enter the CMA without two-way radio contact and approval from the ATCT. (T-1)

3.2.12.4.1. **(Added-30SW)** Pedestrians must have received airfield driver's training (CMA Authorized) to operate in the CMA unescorted.

Chapter 4

RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

4.1. General.

4.1.1. Radio communications are a critical link in the ATC system. The single, most important thought in communications with the ATCT is understanding. It is essential to acknowledge each radio communication with controllers by using the appropriate call sign.

4.1.2. Brevity is important, therefore, radio transmissions must be kept as brief as possible. However, controllers must know what you want to do before they can properly carry out their control duties. Conversely, the vehicle operator, must know exactly what the controller wants them to do. (T-3)

4.1.3. Vehicle operators must maintain vigilance in monitoring air traffic control radio communications frequencies for situational awareness, especially when operating on an active runway. (T-3)

4.2. Radio Techniques.

4.2.1. 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.

4.2.2. Think before keying the transmitter. You must know exactly what you need to say before you say it. (T-3)

4.2.3. 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.

4.2.4. 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.

4.2.5. 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.

4.2.6. Be sure that you are within the performance range of your radio equipment and the ground station equipment. Refer to the airfield diagram to determine possible radio blind spots.

4.2.7. 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.

4.3. Phraseology. Vehicle operators must contact the ATCT controller each and every time they proceed onto or leave the CMA. When proceeding onto a CMA, vehicle operators must advise the controller of three things: **WHO** you are, **WHERE** you are, and **WHAT** your

intentions are. Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received. Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists. VHF/UHF transmissions are reserved for the primary use of aircraft and ATCT personnel. (T-1)

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

Table 4.1. Sample Runway Crossing Phraseology.

VEHICLE OPERATOR:	<i>“JACKSONVILLE TOWER AIRFIELD ONE.”</i>
ATCT:	<i>“AIRFIELD ONE, JACKSONVILLE TOWER.”</i>
VEHICLE OPERATOR:	<i>“JACKSONVILLE TOWER, AIRFIELD ONE REQUEST TO CROSS (runway) AT (point/intersection).”</i>
ATCT:	<i>“AIRFIELD ONE, CROSS (runway) AT (point/intersection). or “AIRFIELD ONE, HOLD SHORT OF (runway).”</i>

4.3.2. Vehicle operators must read back ATCT instructions verbatim. If you are unsure of what the controller has transmitted, or if you do not understand an instruction, you **MUST** ask the controller to repeat the instructions before taking any action. Good communication only occurs when each party knows and understands what the other is saying. (T-1)

Table 4.2. Sample Read back Instructions

VEHICLE OPERATOR: Note: Airfield 1 visually scans the runway prior to entry, and then proceeds across the runway	<i>“AIRFIELD ONE UNDERSTANDS APPROVED TO CROSS (runway) AT (point/intersection). WILL REPORT WHEN OFF.” or “AIRFIELD ONE, HOLDING SHORT (at location).”</i>
VEHICLE OPERATOR:	<i>“JACKSONVILLE TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF (runway) AT (location).”</i>
ATCT:	<i>“AIRFIELD ONE, ROGER.”</i>

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

Table 4.3. Sample Hold Short Instructions.

ATCT:	<i>“AIRFIELD THREE PROCEED VIA TAXIWAY CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN.”</i> <i>or</i> <i>“AIRFIELD THREE PROCEED VIA CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN.”</i>
VEHICLE OPERATOR:	<i>“AIRFIELD THREE, ROGER.”</i>
ATCT:	<i>“AIRFIELD THREE, READ BACK HOLD INSTRUCTIONS.”</i>
VEHICLE OPERATOR:	<i>“AIRFIELD THREE, PROCEEDING VIA CHARLIE, WILL HOLD SHORT OF RUNWAY TWO SEVEN.”</i>

4.4. Common Use Phrases.**Table 4.4. Common Use Phrases.**

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. Note: Use of this phrase does not authorize requestor to “Go Ahead” with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay, Expedite	Phrase used by ATC when such action compliance is required to

	avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

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. For example, Taxiway B would be referred to as Taxiway Bravo on the radio. Vehicle operators must know and use the following Phonetic Aviation Alphabet: (T-1)

Table 4.5. Phonetic Aviation Alphabet.

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

4.6. DELETED

JOHNNY A. WEIDA, Maj Gen, USAF
Asst. DCS, Operations, Plans, and Requirements

(30SW)

JOHN C. MOSS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*, 7 August 2007
AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*, 1 September 2010
AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010
AFMAN 24-306_IP, *Manual for Wheeled Vehicle Operator*, 1 July 2009
AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000
AFI 33-360, *Publications and Forms Management*, 25 September 2013
AFMAN 33-363, *Management of Records*, 1 March 2008
AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 12
AFI 91-202, *The US Air Force Mishap Program*, 5 August 2011
AFMAN 91-223, *Aviation Safety Investigations and Reports*, 16 May 2013
AFI 48-123, *Medical Examinations and Standards*, 24 September 2009
 Air Force Enlisted Classification Directory (AFECD), 1 August 2009
 Air Force Officer Classification Directory (AFOCD), 31 October 2009
FAA Advisory Circular 150/5340-1L, *Standards for Airport Markings*, 27 September 2013
FAA Joint Order 7110.65U, *Air Traffic Control*, 9 February 2012

Prescribed Forms

AF Form 483, *Certificate of Competency*

Adopted Forms

AF Form 457, *USAF Hazard Report*
AF Form 651, *Hazardous Air Traffic Report (HATR)*
AF Form 3616, *Daily Record of Facility Operation*
AF Form 4058, *Airfield Operations Policy Waiver*
FAA Form 5280-7, *Airfield Visual Aid Safety Placard*

Abbreviations and Acronyms

ADI—Airfield Driving Instruction
ADP—Airfield Driving Program
ADPM—Airfield Driving Program Manager
(Added-30SW) ADTP—Airfield Drivers Training Program
AF—Air Force

AFSSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFM—Airfield Manager

AFRSAT—AF Runway Safety Action Team

AFSC—Air Force Specialty Code

AM—Airfield Management

(Added-30SW) AMOPS—Airfield Management Operations

AO—Airfield Operations

AOB—Airfield Operations Board

AOF/CC—Airfield Operations Flight Commander

AOI—Airfield Operations Instruction

ATC—Air Traffic Control

(Added-30SW) ATCALS—Air Traffic Control Approach Landing System

ATCT—Air Traffic Control Tower

(Added-30SW) CAC—Common Access Card

CBT—Computer Based Training

CMA—Controlled Movement Area

CMAV—Controlled Movement Area Violation

DOD—Department of Defense

(Added-30SW) ECP—Entry Control Point

FAA—Federal Aviation Administration

FOD—Foreign Object Damage

(Added-30SW) GLV—Government Leased Vehicle

GM—Guidance Memorandum

HATR—Hazardous Air Traffic Report

(Added-30SW) IAW—In Accordance With

IC—Interim Change

ILS—Instrument Landing System

INST—Instrument

IR—Infared Red

MAJCOM—Major Command

MFR—Memorandum for Record

MOPP—Mission Oriented Protective Posture

OG—Operations Group

OPR—Office of Primary Responsibility

NVD—Night Vision Device

POFZ—Precision Obstacle Free Zone

POV—Privately Owned Vehicle

RIPWG—Runway Incursion Prevention Working Group

RGL—Runway Guard Light

RWY—Runway

SF—Security Forces

SFMIS—Security Forces Management Information System

TDY—Temporary Duty

VCNCO—Vehicle Control Noncommissioned Officer

VCO—Vehicle Control Officer

VFR—Visual Flight Rule

Terms

Acknowledge—Let me know that you have received my message.

Advise Intentions—Tell me what you plan to do.

Aerodrome—A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure, and movement of aircraft.

AF Runway Safety Action Team—AFRSAT teams are composed of AFFSA and/or MAJCOM OPR for AO functional experts used to analyze, report and determine corrective actions required to reduce the number of Controlled Movement Area Violations on the airfield. AFRSAT functional experts will evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

Aircraft on Final—Commonly used to mean that an aircraft is on final approach course or is aligned with a landing area.

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 lighting systems.

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.

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

Commercial Vehicle—A vehicle, which is owned or leased by a commercial firm.

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 flightline used for the movement of vehicle traffic.

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

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

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

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

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

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

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

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

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

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

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

Perimeter Road—A road around the runway perimeter designed to connect the access roads.

Precision Obstacle Free Zone—An 800 foot wide by 200 foot long area centered on the runway centerline adjacent to the threshold designed to protect aircraft flying precision approaches from

ground vehicles and other aircraft when ceiling is less than 250 feet or visibility is less than 3/4 statute mile (or runway visual range below 4,000 feet.)

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

Proceed—Authorization to begin/continue on approved routes.

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

Read Back—Repeat my message back to me.

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

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

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

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

Runway Incursion—Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. These are further classified into three operational categories:

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

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

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

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

Stand By—To pause while other duties of a higher priority are attended to. Also means to standby for clearance/approval.

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

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

Unit—For the purpose of this AFI, the term unit is equivalent to a Squadron, also known as the basic unit in the USAF organizational structure. Squadrons are usually made up of several flights (typically four), and commanded by a field grade officer.

Wake Turbulence—A phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.

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.

Words Twice—Communication is difficult. Please say every phrase twice.

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

Attachment 2

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

MEMORANDUM FOR 213 OSS/OSA

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/EmailOFFICE SYMDP 483 # _____

PRIMARY:

MSgt Ann B. SmithOSAAXXX-XXXXBLK#####

Email: Ann.Smith@blank.af.mil

ALTERNATE:

TSgt John E. Doe OSAAXXX-XXXXBLK#####

Email: John.Doe@blank.af.mil

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

NAME/EmailOFFICE SYMDP 483 # _____

TSgt Jane C. Davis OSAAXXX-XXXX BLK#####

Email: Jane.Davis@blank.af.mil

SSgt Michael JohnsonOSAAXXX-XXXX BLK#####

Email: Michael.Johnson@blank.af.mil

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

XXXX X. XXXXX, Lt Col, USAF
Commander

Attachment 2 (30SW)

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

Figure A2.1. (30SW) Unit Airfield Driving Program Manager and Trainers Appointment Letter.

MEMORANDUM FOR 30 OSS/OSAA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit Airfield Driving Program Managers (ADPM) 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, *Airfield Driving* and AFI 13-213, Vandenberg AFB Supplement. Both ADPM and Alternate 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 personnel and unit sponsored TDY personnel.

Name/Email	Office Symbol	Duty Phone	AF IMT 483 #
Primary:			
Last, First, Middle First.Last@us.af.mil	OSAA	XXX-XXXX	####-####
Alternate:			
Last, First, Middle First.Last@us.af.mil	OSAA	XXX-XXXX	####-####

2. The following individual(s) are/is appointed as Airfield Driving Program Trainers:

Name/Email	Office Symbol	Duty Phone	AF IMT 483 #
Last, First, Middle First.Last@us.af.mil	OSAA	XXX-XXXX	####-####

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

FIRST N. LAST, Lt Col, USAF
Commander

Attachment 3

UNIT ADPM TRAINING CHECKLIST

UNIT ADPM TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION (<i>Completed by Wing ADPM</i>)			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING (<i>Completed by Trainee and Wing ADPM</i>)			
	Date Completed	Trainee Initials	Wing ADPM
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306, <i>Manual for the Wheeled Vehicle Operator</i> .			
4.2. AFOSHSTD 91-100, <i>Aircraft Flightline – Ground Operations and Activities</i> , Chapter 6.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AFI 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF IMT 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit AFPM on an actual training session and practical check ride.			

16. AF IMT483 CERTIFICATE #		STAMP:	
SECTION III – TRAINING CERTIFICATION (<i>Completed by the Trainee and Wing ADPM or designated representative</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
Note: A local form or electronic equivalent may be used as long as it includes all information listed above.			

Attachment 3 (30SW)
UNIT ADPM TRAINING CHECKLIST

Figure A3.1. (30SW) Unit ADPM Training Checklist.

UNIT ADPM TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by Trainee and Wing ADPM)</i>			
	Date Completed	Trainee Initials	Wing ADPM
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306, <i>Manual for the Wheeled Vehicle Operator</i> .			
4.2. AFOSHSTD 91-100, <i>Aircraft Flightline – Ground Operations and Activities</i> , Chapter 6.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AFI 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF IMT 483, <i>Certificate of Competency</i> .			

15. Participate with the Unit AFPM on an actual training session and practical check ride.			
16. AF IMT483 CERTIFICATE #:			
SECTION III – TRAINING CERTIFICATION (<i>Completed by the Trainee and Wing ADPM or designated representative</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with the Vandenberg Airfield Driving Instruction (ADI).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 4

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

SECTION I – GENERAL INFORMATION <i>(Completed by the Wing ADPM or Unit ADPM)</i>		
Unit	Office Symbol or Company Name	Date:

SECTION II – INSPECTION ITEMS <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
	Yes	No	Not Applicable
1. Unit Commander.			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?			
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?			
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?			
1.5. Is the unit commander notified when individuals commit a violation?			
1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?			
1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
2. Unit Airfield Driving Program (ADPM) Manager.			
2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			

2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?			
2.4. 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)?			
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
3. TDY personnel/Non base assigned Contractors.			
3.1. 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.			
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
4. Training.			
4.1. Are potential airfield drivers receiving classroom training by the ADPM (<i>as determined locally</i>)?			
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.			
5.1. Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit’s Airfield Driving Program?			
5.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
SECTION III – COMMENTS/NOTES <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
SECTION IV – CERTIFICATION <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
UNIT ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM			

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
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

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by the Unit ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee and Unit Trainer)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Trainee possesses a valid <i>(List State of Issue)</i> Driver's License <i>(List restrictions)</i> .			
2. Trainee possesses a valid Government Driver's License.			
3. USAF Airfield Driving Computer Base Training. [Score:]			
4. Airfield Driver Training Classroom <i>(as determined locally)</i> .			
5. Airfield Driving Qualification Training Checklist/ Curriculum. (See Attachment 6)			
6. Practical Day Airfield Driver Familiarization Training (See Attachment 6, Item 4)			
7. Practical Night Airfield Driver Familiarization Training as applicable. (See Attachment 6, Item 4)			
8. Practical Driving Test. Includes day and night (as applicable)			
9. Communications Test. [Score:]			
10. Airfield Diagram/Layout Test. [Score:]			
11. General Knowledge Test (Written). [Score:]			
12. Runway Incursion Prevention Test. [Score:]			
SECTION III – Color Vision Test for CMA drivers only. <i>(Completed by Hospital/Medical Treatment Facility Optometry For)</i>			
Check applicable.			
1. Normal Color Vision.			
2. Color Blind/Deficient.			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION IV – TRAINER CERTIFICATION <i>(Completed by Authorized Airfield Driving Training Instructor)</i>			

I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
SECTION V – TRAINEE ACKNOWLEDGEMENT (<i>Completed by Trainee</i>)			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> 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).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
SECTION VI – UNIT CERTIFICATION (<i>Completed by Unit Commander or Unit ADPM</i>)			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle at <u>Local Base</u> . Check all applicable restrictions and or special access. Ramp only Daylight Hours only Other (<i>Specify</i>)			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION VII – AIRFIELD DRIVING AUTHORIZATION (<i>Completed by the Wing ADPM or designated representative</i>)			
Approved Disapproved		AF IMT483 CERTIFICATE #	
Name (Last, First, MI):	Grade:	Signature:	Date:
Note: A local form or electronic equivalent may be used as long as it includes all information listed above.			

Attachment 5 (30SW)

**AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION
CHECKLIST**

Figure A5.1. (30SW) Airfield Driving Training Documentation and Certification Checklist.

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by the Unit ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee and Unit Trainer)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Trainee possesses a valid <i>(List State of Issue)</i> Driver's License <i>(List restrictions)</i> . State: _____ Restrictions: _____			
2. Trainee possesses a valid Government Driver's License.			
3. USAF Airfield Driving Computer Base Training. [Score:]			
4. Airfield Driver Training Classroom <i>(as determined locally)</i> .			
5. Airfield Driving Qualification Training Checklist/ Curriculum. (See Attachment 6)			
6. Practical Day Airfield Driver Familiarization Training (See Attachment 6, Item 4)			
7. Practical Night Airfield Driver Familiarization Training as applicable. (See Attachment 6, Item 4)			
8. Practical Driving Test. Includes day and night (as applicable)			
9. Communications Test. [Score:]			
10. Airfield Diagram/Layout Test. [Score:]			
11. General Knowledge Test (Written). [Score:]			
12. Runway Incursion Prevention Test. [Score:]			
SECTION III – Color Vision Test for CMA drivers only. <i>(Completed by Hospital/Medical Treatment Facility Optometry For)</i>			

Check applicable. Normal Color Vision. Color Blind/Deficient.			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION IV – TRAINER CERTIFICATION <i>(Completed by Authorized Airfield Driving Training Instructor)</i>			
I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
SECTION V – TRAINEE ACKNOWLEDGEMENT <i>(Completed by Trainee)</i>			
I have received and completed all of the above training requirements and will comply with Vandenberg 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).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
SECTION VI – UNIT CERTIFICATION <i>(Completed by Unit Commander or Unit ADPM)</i>			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle at Vandenberg AFB. Check all applicable restrictions and or special access. Ramp only Daylight Hours only CMA Authorized Other (<i>Specify</i>)			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION VII – AIRFIELD DRIVING AUTHORIZATION <i>(Completed by the Wing ADPM or designated representative)</i>			
Approved Disapproved		AF IMT483 CERTIFICATE #	
Name (Last, First, MI):	Grade:	Signature:	Date:

Attachment 6

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM)</i>				
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone	
	Date Completed	Trainee's Initials	Trainer's Initials	Not Available (N/A)
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				
1.14. Arm/De-Arm 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.				
2.12. Emergency Response Vehicle requirements.				
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.				
5.3.1. Runway.				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. VFR Hold Line.				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas.				
5.3.5. Non-Movement Area Boundary Marking as applicable.				
5.3.6. Non Standard Airfield Markings as applicable.				
5.3.7. Aircraft Arresting Gear Marking as applicable.				
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.				
5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Hot Spots as required locally.				
5.16. Identify Smoking Areas as applicable.				
6. Communications. Training Outcome(s): Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications.				
6.2. Procedural Words and Phrases.				
6.3. Aviation Phonetic Alphabet.				
6.4. Aviation Terminology.				
6.5. Procedures for Contacting the ATCT.				
6.6. Light Gun Signals (Description of ATCT Light Gun signals).				
6.7. ATCT and or vehicle blind spots.				
7. Other.				
7.1. Review ADI.				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. Note: Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. Note: Required for all personnel that require assess on or across the runway.				

SECTION III – TRAINING CERTIFICATION (<i>Completed by the Trainee, Unit ADPM and Wing ADPM</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> 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).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in <u>State Local Base</u> Airfield Driving Instruction (ADI). Check all applicable restrictions.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other (<i>Specify</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative (<i>as required</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
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.			

Attachment 6 (30SW)

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)

Figure A6.1. (30SW) Airfield Driving Qualification Training Checklist Curriculum.

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
SECTION I – TRAINEE INFORMATION (Completed by Unit ADPM)				
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone	
	Date Completed	Trainee's Initials	Trainer's Initials	Not Available (N/A)
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				
1.14. Arm/De-Arm 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.				
2.12. Emergency Response Vehicle requirements.				
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.				
5.3.1. Runway.				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. VFR Hold Line.				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas.				
5.3.5. Non-Movement Area Boundary Marking as applicable.				
5.3.6. Non Standard Airfield Markings as applicable.				
5.3.7. Aircraft Arresting Gear Marking as applicable.				
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.				
5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Hot Spots as required locally.				
5.16. Identify Smoking Areas as applicable.				
6. Communications. Training Outcome(s): Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications.				
6.2. Procedural Words and Phrases.				
6.3. Aviation Phonetic Alphabet.				
6.4. Aviation Terminology.				
6.5. Procedures for Contacting the ATCT.				
6.6. Light Gun Signals (Description of ATCT Light Gun signals).				
6.7. ATCT and or vehicle blind spots.				
7. Other.				
7.1. Review ADI.				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. Note: Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. Note: Required for all personnel that require assess				

on or across the runway.			
SECTION III – TRAINING CERTIFICATION (<i>Completed by the Trainee, Unit ADPM and Wing ADPM</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> 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).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in the Vandenberg Airfield Driving Instruction (ADI). Check all applicable restrictions. Ramp Only Daylight Hours Only CMA Authorized Other (<i>Specify</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative (<i>as required</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 7

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM or Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee, Unit ADPM or designated Trainer)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
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.			
SECTION III – TRAINING CERTIFICATION (<i>Completed by Trainee, Unit ADPM and Wing ADPM as required</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with <u>Local Base Airfield Driving Instruction (ADI)</u> . 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).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in <u>State Local Base Airfield Driving Instruction (ADI)</u> . Check all applicable restrictions.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other (<i>Specify</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative (as required)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
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 7 (30SW)

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

Figure A7.1. (30SW) TDY Personnel Non Base Assigned Contractors Training Checklist.

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION (<i>Completed by Unit ADPM or Wing ADPM</i>)			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING (<i>Completed by the Trainee, Unit ADPM or designated Trainer</i>)			
	Date Completed	Trainee's Initials	Trainer's Initials
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.			
	Date Completed	Trainee's Initials	Trainer's Initials
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.			
SECTION III – TRAINING CERTIFICATION (<i>Completed by Trainee, Unit ADPM and Wing ADPM as required</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with the Vandenberg 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).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in the Vandenberg Airfield Driving Instruction (ADI). Check all applicable restrictions. Ramp Only Daylight Hours Only CMA Authorized Other (<i>Specify</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative (<i>as required</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 8 (Added-30SW)
SAMPLE POV/GLV PASS REQUEST

MEMORANDUM FOR 30 OSS/OSAA					Date
FROM: Unit or Company Name					
SUBJECT: Privately Owned Vehicle (POV)/Government Leased Vehicle (GLV) Pass Request					
1. A POV/GLV pass is requested for the following individual(s):					
Name/Grade:					
Organization/Company:					
Duty/Company Phone:					
Vehicle Description	Make	Model	Year	Color	License Plate Number/State
Area of Operation(s)					
Justification					
Effective Dates	From:		To:		
<p>2. Individual possesses AF IMT 483 validated for driving on Vandenberg AFB airfield. Individual will comply with the Vandenberg Airfield Driving Instruction and all interim guidance, and will surrender the pass to Airfield Management when pass expires or is no longer needed.</p> <p>3. Pass is valid until the end of the requested effective date or December 31, whichever is sooner.</p> <p style="text-align: center;">Unit Commander/Contractor Representative Signature Block and Signature</p>					

1st Ind, 30 OSS/OSAA

Date

MEMORANDUM FOR Unit/CC or Company Representative

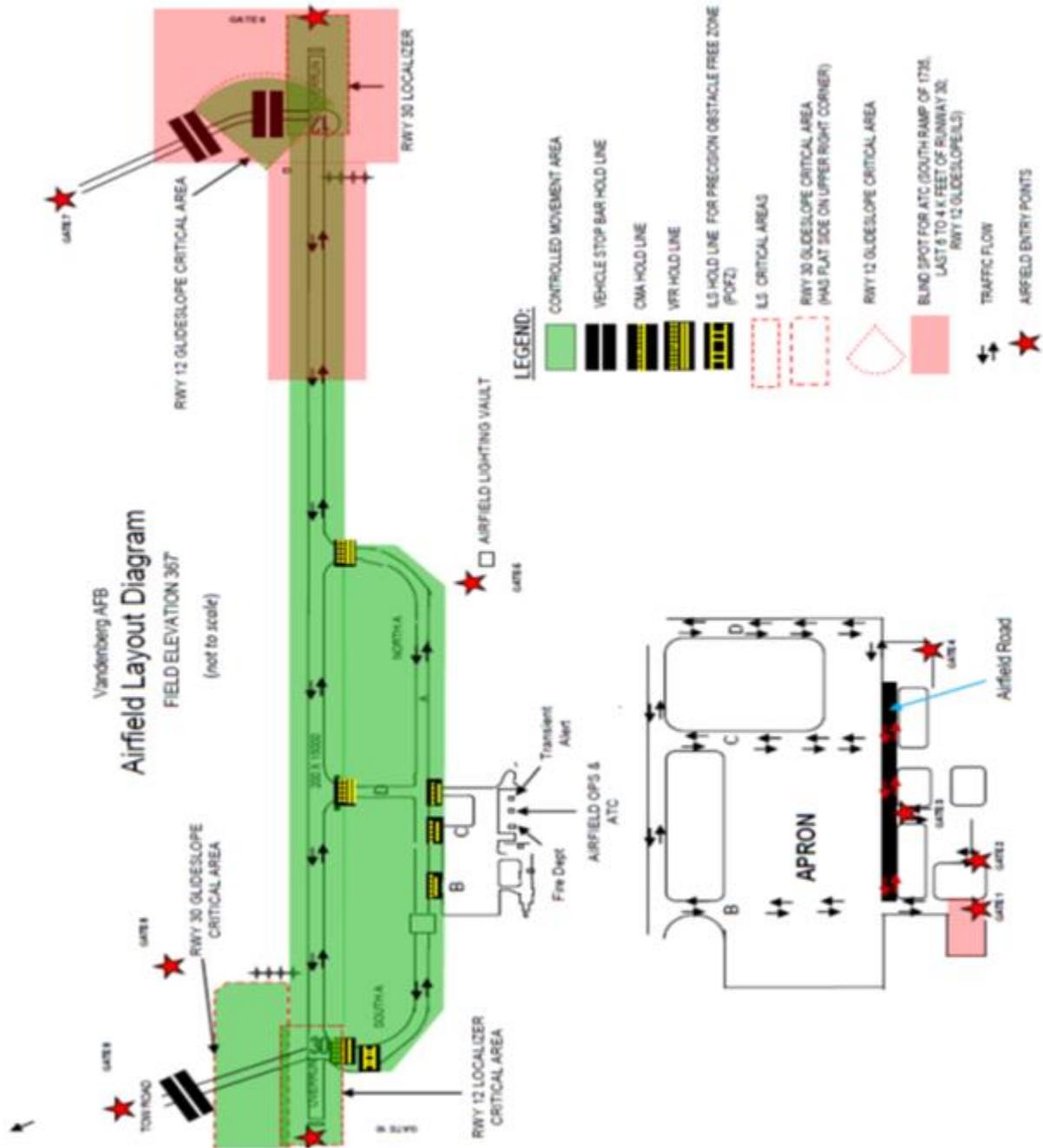
Member's request to drive a POV/GLV is Approved/Disapproved. Pass number is XXXX-XXXX.

Wing ADPM/AM Representative

Attachment 9 (Added-30SW)

AIRFIELD DIAGRAM

Figure A9.1. (30SW) Airfield Diagram.



Attachment 10 (Added-30SW)

RUNWAY AND CONTROLLED MOVEMENT AREA HOLD LINES AND SIGNS

Figure A10.1. (30SW) Runway and Controlled Movement Area Hold Lines.

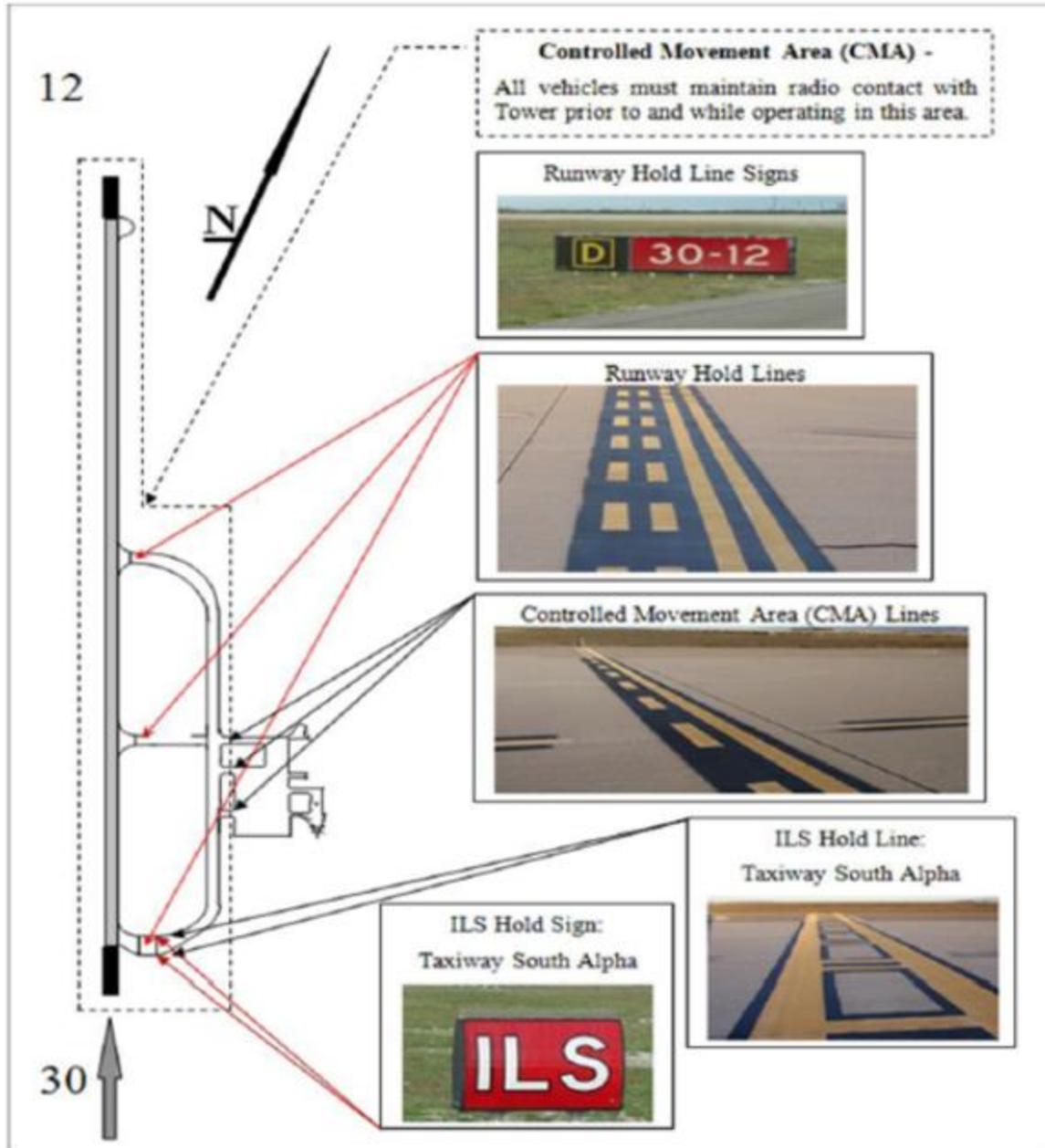


Figure A10.2. (30SW) Runway and Controlled Movement Area Hold Signs.



Controlled Movement Area Hold Signs Adjacent CMA Hold Line on Taxiways Bravo, Charlie and Delta



Stop Signs on Shuttle Tow Route, North Access road, and Runway 30/12 Approaches

Attachment 11 (Added-30SW)

RWY 30 LOCALIZER CRITICAL AREA RWY 12 GLIDESLOPE CRITICAL AREA AND RWY 12 POFZ

Figure A11.1. (30SW) RWY 30 Localizer Critical Area RWY 12 Glideslope Critical Area and RWY 12 POFZ.



Attachment 12 (Added-30SW)

RWY 30 GLIDESLOPE CRITICAL AREA, RWY 12 LOCALIZER CRITICAL AREA & RWY 30 POFZ

Figure A12.1. (30SW) RWY 30 Glideslope Critical Area RWY 12 Localizer Critical Area AND RWY 30 POFZ.



**Attachment 13 (Added-30SW)
AIRFIELD VISUAL AIDS**

Figure A13.1. (30SW) AFVA 11-240 Airport Signs and Markings.

Figure A13.2. (30SW) AFVA 13-222 Runway Controlled Movement Area Procedures.

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

RUNWAY/CONTROLLED MOVEMENT AREA (CMA) PROCEDURES:

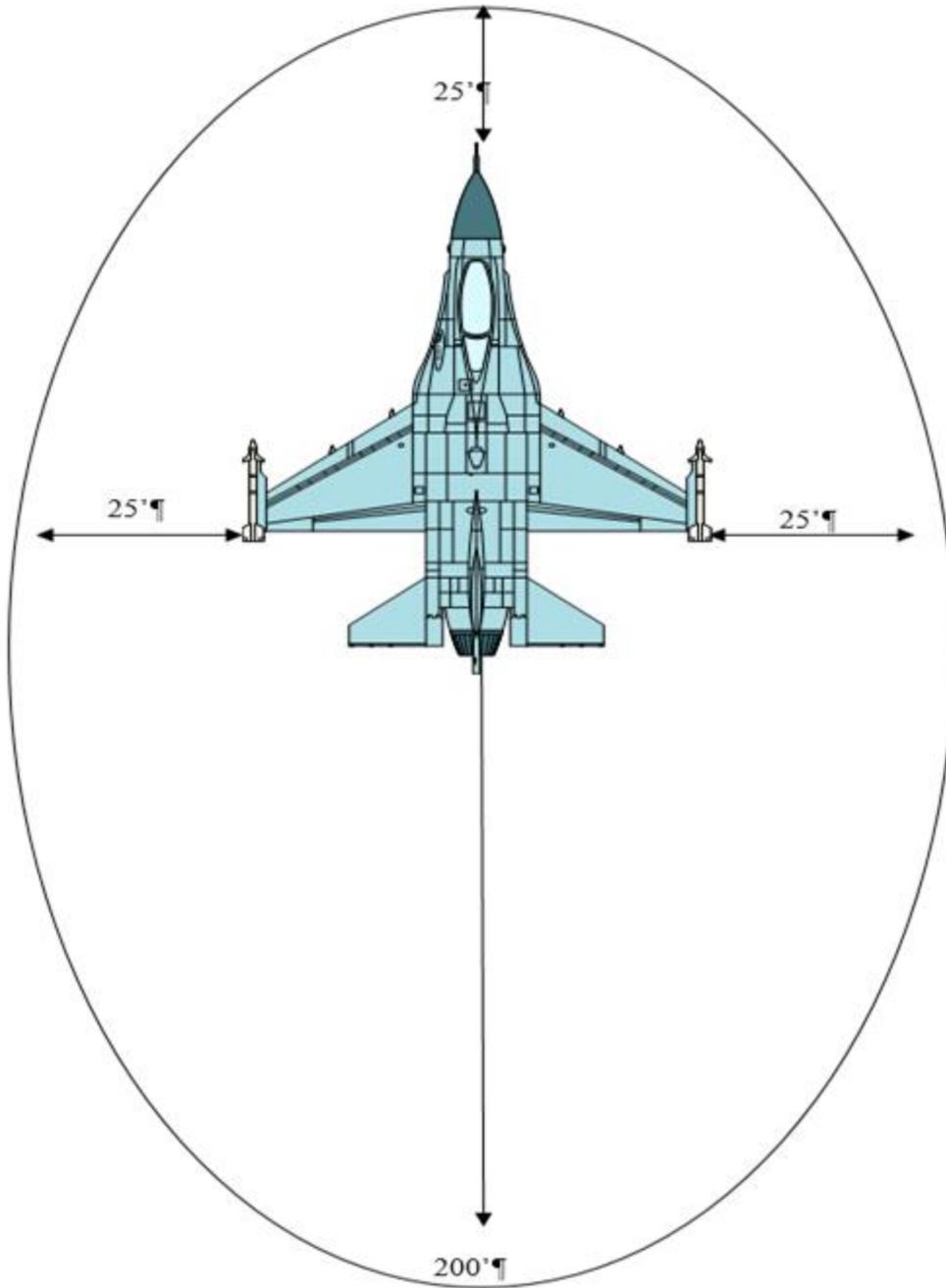
- 1. ALWAYS CONTACT TOWER FOR RUNWAY/CMA ACCESS**
- 2. READ BACK ALL TOWER INSTRUCTIONS VERBATIM**
- 3. DO NOT USE "CLEAR" OR "CLEARED" IN RADIO CALLS**
- 4. MAINTAIN RADIO CONTACT WITH TOWER AT ALL TIMES**
- 5. STATE CALL SIGN, POSITION, AND INTENTIONS**
- 6. COORDINATE ACCESS FOR ALL ESCORTED VEHICLES**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

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

Attachment 14 (Added-30SW)

AIRCRAFT CIRCLE OF SAFETY WITH ENGINES RUNNING

Figure A14.1. (30SW) Aircraft Circle of Safety with Engines Running.



Attachment 15 (Added-30SW)
AIRFIELD ROAD MARKINGS

Figure A15.1. (30SW) Stop Bar on Traffic Lane.



Figure A15.2. (30SW) Stop Bar on Tow Road

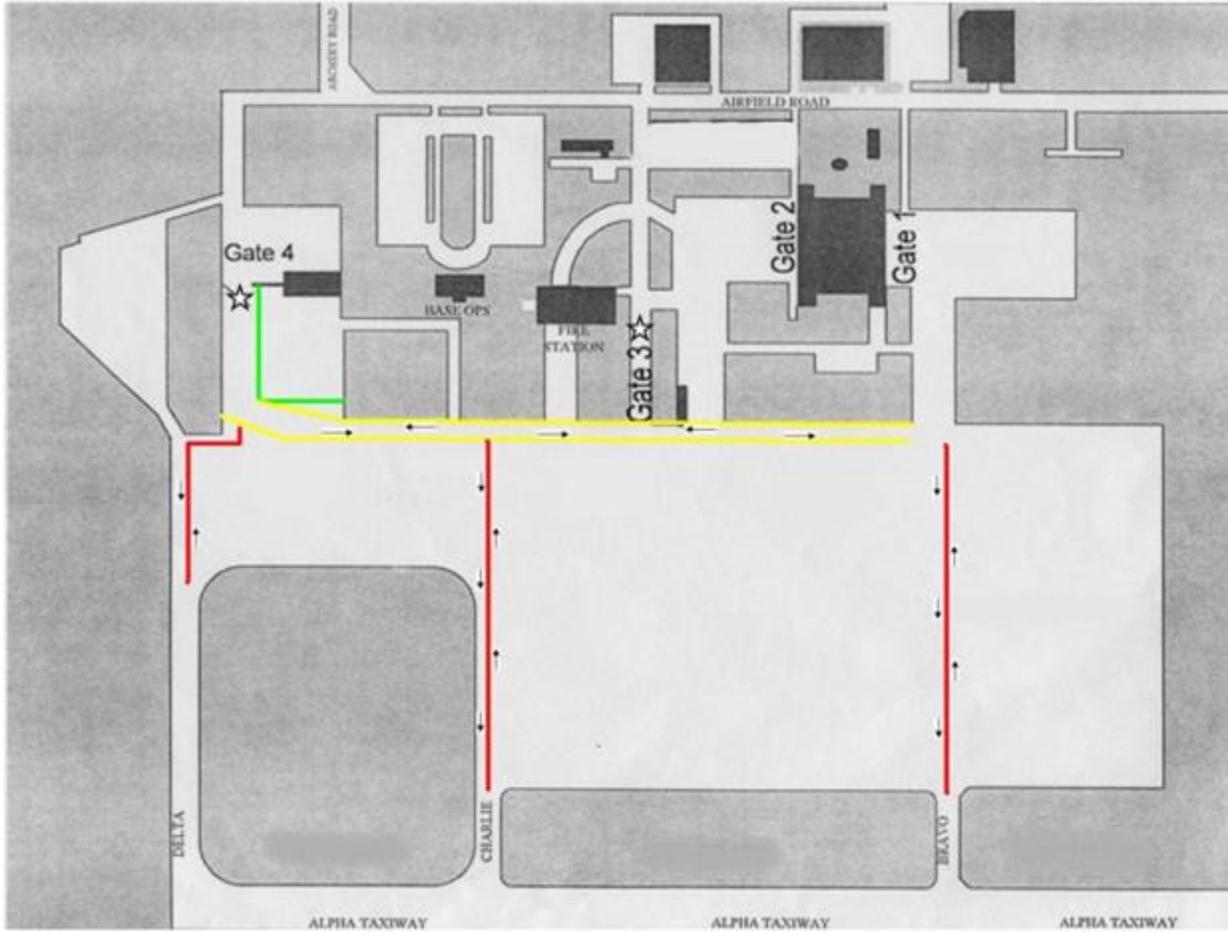


Figure A15.3. (30SW) Runway 12 Glideslope Road Stop Bar.



Attachment 16 (Added-30SW)
APRON VEHICLE TRAFFIC FLOW

Figure A16.1. (30SW) Vehicle Traffic Flow.



Key:

-  Cargo Deployment Facility
-  Traffic Lane
-  Route to Taxiways
-  Vehicle Traffic Flow
-  Entry Control Point

Attachment 17 (Added-30SW)

ADDITIONAL AIRFIELD MARKINGS AND SIGNAGE

Figure A17.1. (30SW) Cargo Deployment Functional Area Lines.



Figure A17.2. (30SW) Informational Signs.

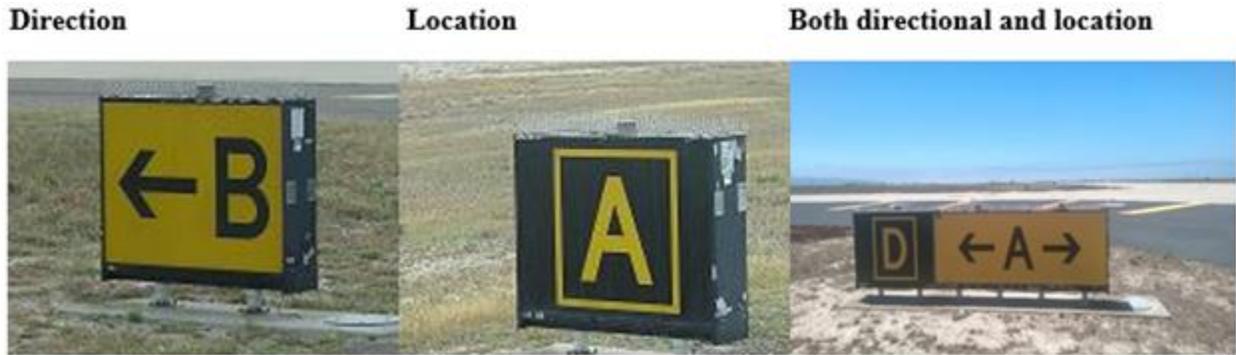


Figure A17.3. (30SW) Mandatory Signs



Attachment 18 (Added-30SW)

AIRFIELD LIGHTING

Figure A18.1 Taxiway Edge Lights.



Taxiway Entry/Exit Lights are located where taxiways intersect the runway

Figure A18.2. (30SW) Runway Edge Lights



Runway Edge Lights are amber colored for the last 2000 feet of each runway end

Figure A18.3. (30SW) Vehicle Access Road Lights Adjacent Primary Hot Cargo Pad



Figure A18.4. (30SW) Taxiway End Lights



Located Where Taxiway Alpha Intersects with Taxiways
Bravo and Charlie

Attachment 19 (Added-30SW)

SAMPLE LETTER OF AIRFIELD DRIVING PRIVILEGES REINSTATEMENT

Figure A19.1. (30SW) Sample Letter of Airfield Driving Privileges Reinstatement.

Date

MEMORANDUM FOR 30 OSS/OSAA

FROM: Unit/CC

SUBJECT: Reinstatement of Airfield Driving Privileges

1. On (date), Rank First M Last had his airfield driving privileges suspended/revoked for 30 days (or other time period) due to (state the violation, e.g. CMA violation, runway incursion, etc.).
2. Request immediate reinstatement of airfield driving privileges. Rank Last has completed mandatory suspension period and all remedial airfield driver's training, certified by the unit ADPM.
3. If there are any questions regarding this matter, please contact the unit ADPM.

FIRST M. LAST, Lt Col, USAF
Unit Commander

1st Ind, 30 OSS/OSAA

Date

MEMORANDUM FOR Unit/CC

Approved/Disapproved

FIRST M. LAST, Rank, USAF
Wing Airfield Driving Program Manager

Attachment 20 (Added-30SW)

SAMPLE LETTER OF AIRFIELD DRIVING PRIVILEGES SUSPENSION/
REVOCATIONFigure A20.1. (30SW) Sample Letter of Airfield Driving Privileges Suspension
Revocation.

MEMORANDUM FOR Unit/CC

Date

FROM: Your Unit/Office Symbol

SUBJECT: Suspension/Revocation of Airfield Driving Privileges

The following individual's airfield driving privileges have been suspended/revoked for a minimum of 30 days IAW AFI 13-213, paragraph 3.2.8.

Name/Rank
Last, First, Middle

Squadron/Office Symbol

AF IMT 483#
####-####

2. The reason for suspension/revocation of airfield driving privileges is due to (explain in detail airfield driving violation).
3. After (mandated suspension period), the individual may have his/her airfield driving privileges reinstated provided remedial airfield driver's training and certification have been conducted by the unit Airfield Driving Program Manager (ADPM).
4. This memorandum will be maintained by the (driver's responsible unit) ADPM in Tab H of the unit airfield driving continuity binder.

FIRST M. LAST, Rank, USAF
Unit ADPM

Attachment 21 (Added-30SW)

VEHICULAR CALLSIGNS

Figure A21.1. (30SW) Vehicular Callsigns.

Unit/Section	Callsign	Duty Position
30 OSS/OSA	Ops 1	Airfield Ops Flight Commander
30 OSS/OSAA	Airfield 1	Airfield Manager
	Airfield 2	Deputy Airfield Manager
	Airfield 3	Airfield Management
30 SW Leadership	Hawk 1	30 SW/CC
	Hawk 2	30 SW/CV
30 OG Leadership	Mission 1	30 OG/CC
	Mission 2	30 OG/CD
30 OSS Leadership	Sword 1	30 OSS/CC
	Sword 2	30 OSS/DO
30 OSS/OSAM	AP 1	Quality Assurance Evaluator
UPC	TA 1-4	Transient Aircraft Maintenance
30 OSS/OSMA	METNAV 1-3	Airfield Systems
VTC	Mower 1-2	Grounds Maintenance
30 SW/SEF	Safety 1-2	Flight Safety
30 SFS	Fox 3, Charlie 4, Police 1-3	Security Forces
30 CES/CEFO	Chief 1-2	Fire Chief
30 CES/CEFO	Crash 1-4	Fire Response Vehicle
30 CES/CEOHP	Sweeper 1-2	Airfield Sweeper
30 CES/CEOFP	Power 1-8	Field Power
30 CES/CEOFE	Airfield Lighting 1-3	Airfield Lighting
30 LRS/LGRDDO	Taxi 1-8	Vehicle Operations
30 LRS/LGRDA	ATOC 1-4	Air Transportation
30 SCS/SCORR	Optics 1-4	Camera Technician
	Optics 5-6	Camera Maintenance Technician
Boeing	X-37 Tow	X-37 Vehicle Tow

NOTE: Wing ADPM or designated representative will issue temporary callsigns for any personnel not listed (e.g. construction personnel).