

**BY ORDER OF THE COMMANDER  
WESTOVER AIR RESERVE BASE**

**439TH AIRLIFT WING INSTRUCTION  
13-213**



**10 SEPTEMBER 2015**

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

**AIRFIELD DRIVING INSTRUCTION (ADI)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic Airfield, Airspace and Range Management*. It establishes procedures and responsibility for control of vehicle operations on the Westover Air Reserve Base (ARB) airfield. It applies to all personnel who must operate vehicles on the airfield. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 to 439<sup>th</sup> Operations Support Squadron, Airfield Operations Manager (439 OSS/OSA), Westover ARB, 10 Provider Street, Chicopee, MA 01022-1732.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. The 439th Operations Group Commander (439 OG/CC) name has been updated. Chapters have been restructured to incorporate additional requirements that reflect runway, taxiway signs, airfield markings, Radio Phraseology, Testing Guidelines and Practical References. Deleted paragraph 2.3.6; review AF Form 1313, *Driver Record*; revised **paragraphs 3.1-3.2**, Testing and Training Criteria; added **paragraphs 4.2.11-4.2.1.5**, Control Tower Light Gun Signals. The instruction also updates requirements for the Wing Airfield Driving Program Manager (WADPM). Added **Attachment 21**, Airfield Diagram and deleted Attachment 22, AW Form 16, *Airfield Driver Training and*

*Certification.* Delete Airfield Operations Flight Commander (AOF/CC) because Westover ARB does not have an AOF/CC

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## Chapter 1

### OVERVIEW

**1.1. Applicability.** All personnel operating a vehicle on the airfield at Westover ARB, must be familiar with local airfield driving procedures as outlined in this instruction, and must have a valid AF IMT 483, *Certificate of Competency*, endorsed for airfield driving.

**1.2. Environment.** Vehicles are required on the airfield to support operations and maintenance. Although Government Owned Vehicles (GOV) provides the bulk of required vehicle support, some situations require augmentation by POV. Vehicle traffic greatly amplifies the potential for collisions, injury, Foreign Object Damage (FOD) to aircraft, and security incidents. Positive control of vehicles and vehicle operations is imperative.

## Chapter 2

### RESPONSIBILITIES

#### 2.1. 439<sup>th</sup> Airlift Wing Commander.

2.1.1. Ensures personnel and agencies support the Airfield Driving Program (ADP).

2.1.2. If driving privileges are suspended or revoked, the Wing Commander 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.

2.1.3. Approves publication of the ADI.

2.1.4. Reviews all Controlled Movement Area Violations (CMAV) and takes appropriate actions.

#### 2.2. 439<sup>th</sup> Operations Group Commander.

2.2.1. Reviews all CMAV and takes appropriate actions.

2.2.2. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions within a six month period. **Note:** The RIPWG shall convene within 30 days after the second runway incursion.

2.2.3. The 439<sup>th</sup> Operations Group Commander (439<sup>th</sup> OG/CC) will chair RIPWG and include 439<sup>th</sup> Operations Support Squadron Commander (439 OSS/CC), Airfield Operations Manager (AOM), Airfield Manager (AFM), Wing Airfield Driving Program Manager (WADPM), Air Traffic Chief Controller(ATCC), Safety, Unit Commanders and/or Unit Airfield Driving Program Managers (UADPMs), and other organizational leadership as determined locally. Duties may be delegated but not lower than 439<sup>th</sup> Operations Group Deputy Commander (439 OG/CD).

2.2.4. Analyze each runway incursion and corrective actions taken.

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

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

2.2.6.1. Increase or improve local training or testing materials as needed.

2.2.6.2. Implement mandatory briefings to all airfield drivers, aircrew and ATCT personnel, as applicable.

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

2.2.6.4. Increase penalty for CMAV.

2.2.6.5. Alter the shape and/or increase the size of the CMA to be published in the Air Wing Instruction 13-201 (AWI13-201), *Airfield Operations Instruction*.

2.2.6.6. Determine if additional signage, markings, and lighting are needed in high-risk areas. **Note:** See AFI13-213 paragraph 2.4.2.1.3.6 for examples.

2.2.7. Coordinate with Major Command (MAJCOM) OPR for Airfield Operations (AO) prior to implementing new procedures and /or purchasing airfield support systems such as signs, marking and lighting.

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

2.2.9. When a RIPWG is held, a summary of the RIPWG's analysis and recommendations will be briefed at the next Airfield Operations Board (AOB).

2.2.10. Publish minutes of the RIPWG and provide an informational copy to the MAJCOM OPR for AO within 30 calendar days.

### **2.3. Unit Commanders.**

2.3.1. Unit commanders or equivalent will appoint the UADPM both primary/alternate to conduct training for all their personnel where duties require operating a vehicle on the airfield in writing. Ensure training of replacement UADPM is accomplished within 30 days prior to change. Commanders will forward a copy of the appointment memorandum to WADPM.

2.3.2. Certify personnel operating vehicles on the airfield are qualified and trained in all aspects of airfield driving. Authority may be delegated in writing to individual UADPM, and memorandum forwarded to the WADPM.

2.3.3. Commanders should minimize personnel authorized to drive on the airfield and entry onto/across the CMA.

2.3.4. Upon suspension/revocation of a unit member's base driving privileges, suspend/revoke the member's airfield driving authorization and notify the WADPM and AM in writing. Request for reinstatement must be processed through the 439<sup>th</sup> Wing Commander.

2.3.5. Limit the number of individuals authorized to operate on the airfield to the absolute minimum necessary to accomplish the mission.

2.3.6. Ensures UADPM can satisfactorily manage the number of airfield drivers within their organization.

2.3.7. Participates in the RIPWG.

### **2.4. Waiver Requests.**

2.4.1. All waiver requests to this instruction must be reviewed/coordinated on by the WADPM, AOM and Wing Safety. The AOM forwards the AF IMT 4058 through the Senior Operational Commander (e.g., OG/CC) to the MAJCOM OPR for AO, who will then review/coordinate and send to Headquarters Air Force Flight Standards Agency (HQ AFFSA).

### **2.5. Wing Airfield Driving Operations Program Manager (WADPM).**

2.5.1. Provide/develop an ADI to all unit airfield driving program managers. Review ADI annually.

2.5.2. Ensure all new airfield driving program managers are trained. The WADPM will seek inputs/support requests from units on the quality and issues associated with the airfield driving program.

2.5.3. Conduct spot-checks of drivers on the airfield to ensure they have AF IMT 483, *Certificate of Competency*, endorsed for airfield driving. The AOM, Airfield Operations Contract Office Representative (COR) and Airfield Management (AM) personnel have the authority to conduct spot checks.

2.5.4. Conduct inspections on all unit airfield driving programs at least annually. Maintain all documentation for one year and provide results of this inspection and will forward findings to the respective unit/squadron commander.

2.5.5. Coordinates on unit airfield driving lesson plans and tests.

2.5.6. Participates in the RIPWG.

2.5.7. Will provide the UADPM a standardize spreadsheets/program to monitor and track unit personnel authorized to drive on the airfield when necessary or utilize the online airfield driving data base.

2.5.8. The WADPM will review proposed staging areas for all emergency response vehicles.

2.5.9. Coordinate tests with Wing Safety prior to implementation. Each test must include the OPR and currency date.

2.5.10. The WADPM is responsible for taking immediate actions to correct any identified systemic problems and ensuring interim control measures are applied until permanent corrections are made.

2.5.11. The WADPM AND Wing Safety will 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.

## **2.6. Unit Airfield Driving Program Manager (UADPM).**

2.6.1. Must be trained and certified to drive on the airfield.

2.6.2. Administers the unit airfield driver's training program according to AFI 13-213 and this ADI.

2.6.3. Ensures unit personnel complete airfield driver training and certification prior to issuance of a AF IMT 483.

2.6.4. 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.).

2.6.5. Ensures unit personnel who are not trained and certified to drive at night AF IMT 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 IMT 483.

- 2.6.6. 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 IMT 483.
- 2.6.7. Ensures unit personnel authorized to drive on the CMA have completed all the required training and AF IMT 483 is annotated "AFLD/CMA Access" by AMOPS.
- 2.6.8. 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.
- 2.6.9. Ensures unit personnel are qualified to drive the vehicle(s) they will be operating on the airfield.
- 2.6.10. Maintains current and accurate electronic airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield.
- 2.6.11. Ensures deploying personnel are trained and possess a valid AF IMT 483 for airfield driving.
- 2.6.12. Schedules personnel that will drive on the CMA for color vision testing according to this ADI.
- 2.6.13. 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 IMT 483. Maintain a copy of the most current refresher training completion date on file on the Y: Drive.
- 2.6.14. Maintains an ADP electronic Continuity Binder in the TAB format outlined in [Attachment 16](#).
- 2.6.15. Instructs unit airfield driver trainers how to conduct and document training on newly assigned unit airfield drivers.
- 2.6.16. Attends Wing ADPM semi-annual meeting and/or briefing regarding airfield driving.
- 2.6.17. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this AFI and ADI.
- 2.6.18. 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.
- 2.6.19. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit airfield drivers.
- 2.6.20. Conducts random spot checks for enforcement and compliance with the ADI. Correct all discrepancies noted.
- 2.6.21. Provides classroom training as needed.
- 2.6.22. Maintains current and accurate training and testing materials.
- 2.6.23. Notifies Unit Commander and WADPM in writing after suspending an individual's airfield driving privileges.

2.6.24. Participates in the RIPWG.

2.6.25. 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 WADPM.

## **2.7. Airfield Management (AM).**

2.7.1. Serves as the Office of Primary Responsibility (OPR) for the ADP. **Note:** At contract locations, the AOM shall be designated as the OPR for the ADI. The AOM shall designate the AM COR individual (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.

2.7.2. Conducts random spot checks for compliance with the ADI.

2.7.3. Monitor 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.

2.7.4. The AFM, WADPM, or AMOPS personnel sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF IMT 483, *Certificate of Competency*, for airfield driving.

2.7.5. Responds to reported or suspected airfield driving violations. At a minimum, AM personnel will:

2.7.5.1. Escort individuals off of the airfield.

2.7.5.2. Confiscate individuals AF IMT 483, *Certificate of Competency*, and temporarily suspended until an investigation and retraining is completed.

2.7.5.3. Request a statement from individual(s) suspected of committing an airfield driving violation(s).

2.7.5.4. Document and report the incident to the WADPM, AFM and AOM.

2.7.5.5. AFM will notify MAJCOM OPR for AO within 24 hours of a CMAV/ Hazardous Air Traffic Report (HATR) incident.

2.7.5.6. The AFM, WADPM, or AMOPS personnel will sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF IMT 483, *Certificate of Competency*, for airfield driving.

**2.8. Air Traffic Control Tower (ATCT).** Will be responsible for light gun activation and monitoring CMA area entry and exits of all vehicles, also any CMA incursions will be reported to AMOPS.

## **2.9. Safety (SE).**

2.9.1. Coordinates on local directives and/or operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield.

2.9.2. Coordinates on lesson plans and tests for vehicle operations on the airfield. (Reference AFI91-203, *Air Force Consolidated Occupational Safety Instruction*, Chapter 24.13.2.3).

2.9.3. Will review the incident with the WADPM when investigating airfield driving incidents, HATR, CMAV.

2.9.4. Safety will inspect the Airfield Driving Program (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.

2.9.5. A Safety representative will review all CMAV on the airfield.

2.9.6. Reviews tests prior to implementation, and must include the OPR and currency date.

## **2.10. Security Forces Squadron (SFS).**

2.10.1. Enforce all traffic rules and directives on the airfield.

2.10.2. Ensure unauthorized vehicles are prohibited from operating on the airfield and inform base operations of violations.

2.10.3. Notify AMOPS of POV driving on the airfield that do not have a temporary or permanent POV pass displayed on the dash board of the vehicle. Assist in escorting violators (as needed) to AMOPS and issue appropriate citation for violations.

2.10.4. Notify AMOPS and detain all POVs driving on the airfield that do not have a temporary or permanent POV pass displayed on the dash board of the vehicle. Assist in escorting violators (as needed) to base operations and issue appropriate citation for violations.

2.10.5. Will be a primary member in the RIPWG.

## **2.11. Aerospace Medicine Squadron (AMDS).**

2.11.1. Conduct necessary color vision testing (i.e., Dourine PIP Color Vision Test) for all 439 AW and BOS contractors to determine if individuals can distinguish between red, green, white, yellow and blue. Identify personnel that can receive color vision screening at the medical facility.

2.11.2. Check color vision-testing results on 439 AW Form 16, Section III, *Airfield Driving Training Documentation and Certification Checklist*

## **2.12. Airfield Personnel, Qualified Drivers and Operators.**

2.12.1. Obey all rules and safety practices, and report any violation(s) to the proper level of authority.

2.12.2. Ensure compliance at Foreign Object Damage (FOD) checkpoints. Inspection of vehicle tires (pull forward to check tire in contact with pavement). Remove foreign materials (e.g., rocks, gravel, etc.) as applicable. Conduct 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. A thorough walk around of the vehicle to check for damaged, loose, or worn parts. See AFI 21-101, Chapter 14 and AFMAN 24-306, Chapter 20 for additional information.

2.12.3. Be alert for FOD at all times while on the airfield. When possible, pick up FOD. If unable, report FOD to base operations at extension 2951 or 2944 who, in turn, will respond to the location or request sweeper support. FOD, such as aircraft parts, tools, nuts, bolts, etc., will be turned in to the unit FOD monitor or AMOPS.

2.12.4. Have in their possession a valid driver's license.

2.12.5. Have in their possession a valid or current AF IMT 483, *Certificate of Competency*, endorsed as "Airfield/CMA ACCESS AUTH" and signed by the AFM or designated representative.

2.12.6. Provide feedback to the unit airfield driving program manager on the quality of training received.

2.12.7. Report to AMOPS any airfield driving incidents/violations (e.g. speeding, expired or no POV pass, etc.). At a minimum, obtain the following information:

2.12.8. Name/Rank of the individual, unit, duty phone, Unit Commander or unit ADPM.

2.12.9. Details of incident/violation (including date, time, location, nature, other pertinent facts, etc.).

**2.13. Contractor Owned Vehicle Operators.** To promote a safe and standardized airfield driving environment, qualified AMOPS personnel will brief contractor personnel on the contents of this instruction. Contractors not assigned to Westover ARB will be issued temporary airfield passes from AMOPS after receiving and acknowledging an airfield driving briefing by AMOPS personnel.

2.13.1. Ensure all airfield related contractors are notified to complete airfield drivers training three (3) days prior to contract start date.

**2.14. Base Contractors.**

2.14.1. Ensure contractor vehicle operators understand the procedures outlined in this instruction, and ensure contractors report to base operations to receive a temporary airfield pass.

2.14.2. Maintain a list of qualified vehicle operators and a telephone number of supervisors for each contract.

2.14.3. Ensure contractor(s) sign a copy of the briefing guide they received on airfield driving procedures.

2.14.4. In conjunction with the AM and SFS, coordinate during contract negotiations an access route and staging area for each contractor on the airfield.

2.14.5. Designate, to the maximum extent possible, off-airfield POV parking for contractor personnel. Routes used to and from the work site will avoid the airfield as much as possible.

## Chapter 3

### TESTING AND TRAINING CRITERIA

**3.1. General.** AF IMT 483, *Certificate of Competency*. All base assigned personnel (e.g. military, DoD civilian, Contractor, etc.) required to operate a vehicle on the airfield, must complete all airfield drivers' training and testing requirements outlined in this ADI prior to issuance of an AF IMT 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 ADI. The UADPM has the overall responsibility for training personnel required to drive on the airfield and must:

3.1.1. Complete 439 AW Form 16, *Airfield Driving Training Documentation and Certification Checklist* requirements.

3.1.2. Ensure personnel go to AMOPS for issuance of AF IMT 483, *Certificate of Competency* before allowing them to drive on the airfield. **Note:** The AFM, Wing ADPM, or other designated AM representatives are responsible for signing AF IMT 483s endorsed for airfield driving at Westover ARB. Authority for signing AF IMT 483 must not be delegated outside AM.

3.1.3. Individuals' AF IMT 483, *Certificate of Competency*, can be coded "Ramp only, or Daylight Hours only" at the request or recommendation of the individual's Unit Commander.

**3.2. Training Criteria.** 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 IMT 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.

3.2.1. Locally developed training curriculum and training materials, to include PowerPoint slides, videos, CBT, checklist(s), and lesson plan(s) used in training airfield drivers are located on the "Y" drive in the Airfield Driving Folder. Enter Operator name and date reviewed by UADPM on all additional training plans.

3.2.2. AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST will be utilized.

3.2.3. AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM) will be utilized and maintained with 439 AW Form 16, *Airfield Driving Training Documentation and Certification Checklist*.

**3.3. Testing requirements.** 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 IMT 483, *Certificate of Competency*. At a minimum, testing requirements must include the following:

3.3.1. 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%. (Issued by UADPM) Use the Airfield Driving Training Documentation and Certification Checklist to document test results.

3.3.2. Communications Test (*required for access onto the CMA*). Communication test must be at least 5 questions with a minimum passing score of 100%. (Issued by UADPM) Use the Airfield Driving Training Documentation and Certification Checklist to document test results. At a minimum, include the following areas on the communication test:

3.3.2.1. Basic communication principles.

3.3.2.2. Phonetic Alphabet.

3.3.2.3. Standard aviation phraseology.

3.3.2.4. Escort phraseology/rules.

3.3.2.5. A simulation of radio communications between a vehicle operator and ATCT. For example, initial radio contact, crossing active runway, hold short instructions, etc.

3.3.3. Runway Incursion Prevention Test (10 questions 100% passing, issued by UADPM)

3.3.4. Unit issued General Knowledge Test, (corrected to 100%). Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (Issued by UADPM)

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

3.3.4.2. Drive the vehicle during the check-ride.

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

3.3.4.4. Identify the location of runways and other CMAs.

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

3.3.5. General Knowledge Test 40 questions 80% passing. (Issued by AMOPS personnel) Any score below 80% will require additional training and additional time before retest or remedial training endorsed by the Unit/CC. For a first failure; retest taken not earlier than 15 duty days after the first test. A second failure will render the person ineligible to retest for 30 days. Third failure will render the person ineligible to drive on the airfield at Westover.

3.3.6. Completion of the USAF Airfield Driving CBT can be accomplished through the Advanced Distributed Learning Service site (ADLS) or a paper version of the written test can be administered by the UADPM, when necessary.

## Chapter 4

### AIRFIELD OPERATING PROCEDURES AND STANDARDS

**4.1. General.** Personnel driving on the airfield must be in possession of a valid AF IMT 483, *Certificate of Competency*, and comply with all procedures, directions, and limitations described within this instruction, AFMAN 24-306, and AFI91-203, *Air Force Consolidated Occupational Safety Instruction*. Any vehicle operating on the Westover ARB airfield must have a direct mission related purpose. The airfield will not be used for convenience or as a shortcut to move from one part of the base to another.

4.1.1. Personnel required to drive on the airfield for mission related duties will receive training as outlined in this instruction, a TDY brief from the sponsoring host unit for the TDY personnel, or be escorted prior to entry onto the airfield. The sponsoring unit will be responsible to provide trained escorts for personnel who are not airfield driving qualified. Personnel acting as an escort must be qualified, authorized, certified and possess a valid 483 to drive on the Westover ARB airfield.

4.1.2. The operation of privately owned two- or three-wheeled motorized or non-motorized vehicles (such as motorcycles, mopeds, scooters, bicycles, tricycles, etc.) is prohibited on the airfield, unless approved by the OG/CC.

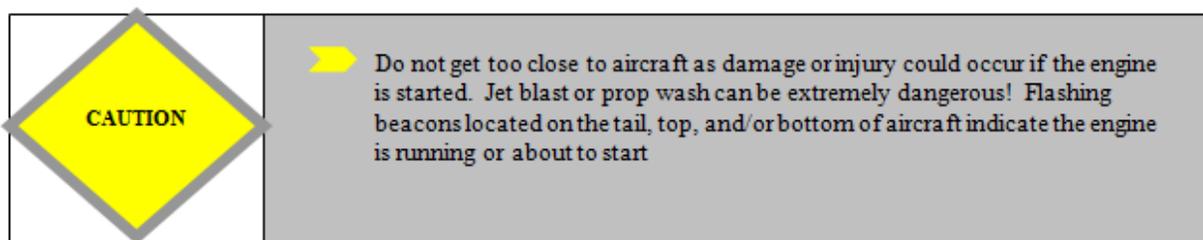
4.1.3. Organizational bicycles (government owned) are only permitted on parking aprons and inside the dispersed parking areas. Bicycles are not authorized on taxiways or the runway, and the use of privately owned bicycles is prohibited.

4.1.4. Use of government owned golf carts are allowed; however, the following requirements must be met.

4.1.4.1. All items inside the golf cart must be secured so as not to be blown out of the cart by wind or jet blast.

4.1.4.2. Carts must remain at least 200 feet in front of and 800 feet behind all aircraft with engines running or about to start.

**Figure 4.1. Caution 1.**



4.1.4.3. Most golf carts are not equipped with speedometers, so extra care should be used to ensure speed limits do not exceed 15 mph.

4.1.4.4. Carts must be equipped with headlights and taillights when operating during periods of darkness and/or inclement weather.

4.1.5. Airfield Speed Limits. **Note:** Emergency vehicles may exceed the speed limits only when responding to an emergency. Use lights and sirens; however weather conditions and safety are the utmost importance in responding to any emergency.

4.1.5.1. Westover ARB Aircraft Parking ramps-15 mph maximum.

4.1.5.2. Taxiways - 25 mph maximum.

4.1.5.3. Airfield Access Roads/Bypass Roads and Perimeter Roads - 15 mph maximum. **Note:** The grass area at the approach end of any runway is off limits to vehicles. Only authorized vehicles with direct two-way radio contact with and approval from the control tower may operate in these areas.

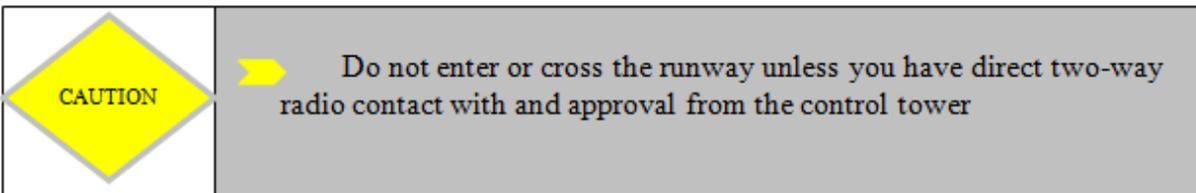
4.1.5.4. Special Purpose Vehicles - 10 mph maximum.

4.1.5.5. Towing speeds of Aircraft Ground Equipment (AGE) equipment must be strictly adhered to. (For additional information on AGE, see AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, Chapter 24.13.4).

4.1.5.6. Driving within the CMA (i.e., the runway) will be at a safe speed. If at any time ATCT informs the operator to expedite off the runway due to arriving/departing aircraft or other situation that requires the runway to be free of vehicles, the ground vehicle operator will depart the runway immediately at the nearest taxiway and at a safe speed.

4.1.5.7. Vehicle Parking areas-15 mph maximum.

**Figure 4.2. Caution 2.**



4.1.6. All airfield access points are marked with FOD signs. All ground vehicle operators will stop and check tires for FOD prior to entering any portion of the airfield. When motor vehicles are operated on unpaved surfaces, rocks may become lodged between dual wheels and gravel may stick in the tire treads. For this reason, paved access roads will be utilized for all vehicles transitioning to and from the airfield whenever possible. SFS vehicles responding to alert conditions are exempt; however, all-terrain vehicles will remain clear of the airfield unless mission essential. Ground vehicle operators will stop and check tires for FOD prior to entering any portion of the airfield. If there is excessive debris that cannot be immediately cleaned up, the driver will contact base operations via FM radio using the ramp networks (call sign "Airfield Ops") or landline (557-2951/2917) and request a sweeper.

4.1.6.1. FOD Inspections of vehicle tires then pull forward to check tire in contact with pavement. Remove foreign materials (e.g., rocks, gravel, etc.) as applicable.

4.1.6.2. Operators must complete a thorough walk around of the vehicle to check for damaged, loose, or worn parts to prevent the potential for FOD on prior to entering the airfield. See AFI 21-101, *Aircraft and Equipment Maintenance Management*, Chapter 14.19 for additional information.

4.1.7. Taxiways. Used by aircraft to get to and from the parking ramp/apron and the runway.

4.1.7.1. Ground vehicle operators will not drive on the taxiway centerline unless they are specifically checking the pavement condition or checking for FOD. Normally, the only vehicles that will drive on the centerline are AMOPS vehicles (Airfield 1/ Airfield 2 and Airfield 3, Follow-Me vehicles, and the airfield sweeper (Sweeper 1).

4.1.7.2. Ground vehicle operators will drive on the far right-hand side of the taxiway in reference to the vehicles direction of travel. Emergency response vehicles may travel on the near right-hand side; safety and caution will be observed.

4.1.7.3. Taxiing Aircraft:

4.1.7.3.1. Follow Me vehicles are the only vehicles authorized to operate in front of a taxiing aircraft. No vehicles will cross between the Follow Me vehicle and an aircraft taxiing.

4.1.7.3.2. At night, vehicle headlights will be turned off when a taxiing aircraft approaches a vehicle from the front; parking lights will remain on. Vehicles with daytime running lights will avoid pointing the lights at moving aircraft. The responsibility to avoid aircraft rests with ground vehicle operators and, if necessary, reverse course to quickly move out of the way. Only as a last resort should a vehicle be driven off prepared surfaces to ensure adequate wingtip clearance for the aircraft.

4.1.7.3.3. Rules for operation of vehicles around aircraft:

4.1.7.3.3.1. Will not cross a taxiway or cross in front of an approaching aircraft that is within feet or until the aircraft has passed by at least 200 feet (F4, F15, F16, F18, A10), 350 feet (KC135, B52, B1, E3, C141, C17), 500 feet (C5, E4, KC10, Boeing 747).

4.1.7.3.3.2. Will remain at least 100 feet away from any helicopter with its rotors in motion.

4.1.7.3.3.3. Will yield the right-of-way to emergency response vehicles with rotating lights or flasher in motion.

4.1.7.3.3.4. Will yield the right-of-way to any vehicle already operating on a taxiway they wish to enter or cross.

4.1.7.4. Operators of a disabled vehicle will not leave the vehicle unattended on taxiways or runways. The operator must use the ramp net or signal another driver for assistance. The disabled vehicle will be removed using any method in the quickest and safest way possible. In the event of an emergency the vehicle may be pushed off the paved surface. The driver will immediately contact AMOPS and ATCT and report the disabled vehicle and location, to assist getting the disabled vehicle off the airfield, especially the parking aprons, taxiways, and runway.

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

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

4.1.7.7. 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.

4.1.7.8. 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.

4.1.7.9. 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.

4.1.8. Tire chains/studded tires may only be employed on airfield pavements after obtaining coordination/approval from AMOPS, Safety and Civil Engineering (439 MSG/CE). Requesting agency will conduct an operational risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD hazard. Currently no units/vehicles with studded tires are authorized to operate on the airfield.

4.1.9. Operators will avoid driving over in-ground fuels to prevent damage to the pit covers and vehicle tires.

4.1.10. Smoking is prohibited on the airfield.

4.1.11. Jet Blast Areas and distance requirements are outlined in the Westover Circle of Safety Pamphlet.

**4.2. Operating in or Across the CMA.** No vehicle operator or pedestrian may enter the CMA without specific approval from the ATCT. **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. All operators will comply with airfield signs, marking and ATCT light gun signals. **Note:** Cellular/mobile phones must not be used while driving on the airfield.

4.2.1. 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.

4.2.1.1. Vehicle drivers and/or pedestrians operating on the CMA must use a distinct call sign (e.g., Airfield 1, Chief 1, Sweeper 1, TA 1, etc.) coordinated by the WADPM to avoid 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.

4.2.1.2. For emergency removal or exit of vehicles and/or pedestrians in the event of vehicle/ATCT radio failure. At a minimum, procedures will include the following:

4.2.1.3. 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. 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 the incident to AM immediately.

4.2.1.4. 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 ATCT and start flashing the vehicle headlights and wait for the controller to signal with the light gun. All vehicle operators are required to know and comply with the following signals:

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

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

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

4.2.1.8. Flashing White Light: —Return to starting point

4.2.1.9. 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.

4.2.2. To enter or cross the CMA, the following procedures will be followed:

4.2.2.1. Contact ATCT and receive permission. Upon receiving permission, repeat ATCT's instructions verbatim before proceeding. (See Attachment 2, Radio Phraseology)

4.2.2.2. If equipped, top-mounted rotating emergency LED/rotating lights/flashers must be in operation while in the CMA. Vehicles not equipped with top-mounted emergency lights may use dash or grill mounted lighting. As a minimum, the emergency lights will be turned on.

4.2.2.3. Personnel in the CMA must constantly monitor the appropriate radio frequency when in the CMA for instructions from the control tower. Vehicle drivers and/or pedestrians must read back all ATCT instructions verbatim.

4.2.2.4. When finished operating in the CMA, contact ATCT and report off. **Note 1:** Personnel requiring access in the CMA that do not have two-way radio contact with ATCT must be escorted. The escort must be authorized to drive on the airfield, be familiar with CMA procedures, and have direct two-way radio contact with and approval from the control tower prior to entering the CMA. **Note 2:** Only the control tower may grant permission for ground vehicle operations in the CMA - permission may not be requested or granted from any other source. Three-way relayed messages to the control tower are prohibited. Operators must be in direct radio contact with ATCT on 439 MSG/CE, Ramp, and SFS or Maintenance networks. All personnel will maximize the use of perimeter road for access to the far side of the airfield. No one will attempt to access the runways without first contacting AMOPS for permission. Traffic across the runways will be kept to an absolute minimum.

4.2.2.5. Do not use unconditional instructions (blanket approval) when requesting to enter the runway for the purpose of an airfield inspection/check or other airfield operation.

**4.3. Runway Hold Lines.** Visual Flight Rules (VFR) Hold Line and Instrument (INST) Hold Line (see attachments 8 and 9). VFR hold lines are located on taxiways N, Y, F, R, G, PAD19, PAD23, PAD33 and at the intersection of runways 15/33 and 05/23. VFR hold lines consist of four lines - two solid yellow and two dashed yellow lines - extending across the width of the taxiway/runway. All aircraft, ground vehicles and pedestrians must stop at the hold lines, have direct two-way radio contact with, and receive approval from ATCT prior to crossing this line to enter the runway.

#### **4.4. Airfield Emergencies.**

4.4.1. Ground vehicle operators will yield the right-of-way to all emergency and fire/crash vehicles with emergency flashers/rotating lights in motion. Fire apparatus initially responding to emergencies on or near the runways will stop on Lima taxiway until directed by ATCT to proceed. Support agencies will standby on Tango taxiway until they are required at the site and given permission to proceed by ATC.

4.4.2. Ground vehicles not in direct support of the emergency will remain clear of taxiways, the runway, and airfield access points until the emergency is terminated.

**4.5. ATCT Light Gun Signals.** All government vehicles operating on the airfield must be equipped with a tower light gun signal decal. These decals may be obtained from <http://www.faa.gov/runwaysafety/> or <http://afpubs.hq.af.mil> (AFVA11-240, *USAF Airport Signs and Markings*) or AAFM. **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. AFVA 13-221 (optional if vehicle has an AFVA 11-240).

#### **4.6. Vehicle Parking and Operations near Aircraft.**

4.6.1. Do not back vehicles toward an aircraft without a spotter and pre-positioned chocks. **Note:** Vehicles (maintenance, contractors, mowers, etc.) operating near obstacles on the airfield such as taxiway/runway guidance signs, instrument landing system equipment, approach lights, etc., will use extreme caution, and in the case of backing up towards these obstructions use a spotter to avoid damage to the vehicle and costly equipment.

4.6.2. Do not drive vehicles between aircraft and fixed or mobile objects when there is less than a 25-foot clear zone without a spotter present.

4.6.3. Vehicle operators who must park the vehicle on the airfield will leave the vehicle unlocked, engine off, parking brake set, and transmission in park and in the appropriate white boxes. The operator will leave the keys in the ignition when leaving the vehicle unattended.

4.6.3.1. Park so that the direction of travel, either forward or backward, will not be toward any part of the aircraft.

4.6.3.2. Always park the vehicle so the driver has a clear view of the aircraft IAW AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, Chapter 24).

4.6.4. All AGE will be secured in accordance with appropriate Technical Orders (TO) or Air Force Instruction (AFI).

4.6.5. Use caution when operating near aircraft with engines running or about to start. See Westover ARB Circle of Safety pamphlet for further guidance.

4.6.6. No vehicle will park in front of hangar doors. This area must be kept clear for aircraft towing operations and a minimum 25' wing-tip clearance must be maintained.

**4.7. Routes of Travel.** Passenger buses and other large vehicles are prohibited from using taxiways to travel the length of the airfield, with the following exceptions:

4.7.1. Munitions convoys may, as required, operate on taxiways. SFS and Base Operations must be contacted prior to escorting munitions convoys on the airfield to ensure the convoy movement does not interfere with aircraft operations.

4.7.2. Other large vehicles may be permitted taxiway access only if the vehicle operator coordinates with and receives approval from AMOPS.

**4.8. Airfield Tours.** Tours will be conducted by and coordinated through the Public Affairs office. The Public Affairs office will then notify AMOPS, and advise them of the details (who, what, where, and when the tour will take place).

**4.9. Passengers and Cargo in Vehicles.**

4.9.1. Passengers will not ride in the doorways or sit on the engine cover of metro vans (also called step vans). Rear door networks will be in place while passengers are transported when the doors are open.

4.9.2. Side doors on passenger vans will be closed while the vehicle is in motion.

4.9.3. Passengers are prohibited from riding on towed equipment.

4.9.4. Passengers will not mount or dismount vehicles while the vehicle is in motion.

4.9.5. Cargo will be secured using ropes, chains, or chocks to prevent injury or damage caused by falling or sliding. Cargo extended beyond the body of the vehicle will have a red flag attached during daylight hours or a red warning reflector/light during hours of darkness.

**4.10. Restricted Visibility and Night Operations.**

4.10.1. Flashing lights or parking lights will be used at night when vehicles are temporarily parked on any part of the aircraft-parking ramp. This does not apply if a vehicle is parked in a designated area.

4.10.2. Installation commander is the approving official to allow operation of refueling and explosive laden vehicles when visibility is less than 300 feet.

4.10.3. Use caution operating on the airfield during periods when visibility is less than 100 feet. Use flashers/hazard lights on all vehicles.

4.10.4. During Instrument Flight Rule (IFR) conditions, all vehicles will stop and hold at INST hold lines as indicated on [Attachment 7](#) and [Attachment 8](#).

**4.11. Pedestrian Movement.**

4.11.1. Pedestrians on the airfield will walk facing oncoming traffic.

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

4.11.3. AMOPS Pedestrians will not enter the CMA without two-way radio contact and approval from ATCT.

4.11.4. Pedestrians are authorized on the airfield for official business only in support of the flying mission.

**4.12. Drop Zone Operations.** During Drop Zone operations on the airfield, vehicle movement on Taxiways “Romeo “north of runway 15, “Foxtrot” and PAD19 is prohibited (Attachment 5, Drop Zones).

**4.13. Exercises.**

4.13.1. Under no circumstance is speeding permitted during an exercise.

**4.14. POV on the Airfield.**

4.14.1. The WADPM will:

4.14.1.1. Ensure POV operators have a current and valid AF IMT 483, *Certificate of Competency*.

4.14.1.2. Issue passes based on justification.

4.14.1.3. Keep a record of each pass, including justification for issue and the name of the individual receiving the POV pass authorization.

**4.15. Requesting/issuing temporary POV passes.**

4.15.1. The AFM, W ADPM or designated AM representatives are responsible for issuing vehicle passes/decals. **Note:** Authority must not be delegated outside of AM.

4.15.2. Maintain vehicle passes/decals supportive information in accordance with Air Force RDS, Table 13-01, Rule 01.00.

4.15.3. Temporary passes are issued when military transportation is not available.

4.15.4. Individuals requesting a pass must be airfield qualified or be escorted by an airfield-qualified driver.

4.15.5. POV passes will be used for authorized trips to and from specific locations on the airfield - not necessarily the entire aerodrome complex.

4.15.6. Passes issued in support of construction or special projects will be issued on a daily basis or until end of contract, and limited to the construction site area or specific project.

4.15.7. Passes will be returned to base operations at the end of the contractor’s duty day for accountability, or stowed inside the vehicle when off the airfield.

**4.16. Restricted Area.** Any area containing protection level resources. Protection level resources are collected into defined areas and controlled using a single security control system. Restricted areas are shown on the airfield by red lines painted on the pavement. The East ramp mass parking area is the only permanent restricted area on the Westover ARB. The North ramp and Pad 19 are temporary restricted areas, and are active when aircraft are present in those areas or at the discretion of Security Forces. Personnel requiring entry into these areas must possess an AF Form 1199B, *USAF Restricted Area Badge*.

**4.17. Distance Criteria for Fixed and Mobile Obstacles.** Distances are set up for C5 aircraft at Westover ARB.

4.17.1. Taxiways 200feet.

4.17.2. Taxi lane 25 feet plus 1/2 wing span measurement.

4.17.3. Runway 1000 feet from centerline.

4.17.4. Aprons Variable depending on wing span of aircraft.

**4.18. Cellular/mobile phones, Seatbelts.** Cellular/mobile phones will not be used while driving on the airfield. Seatbelts will also be used.

## Chapter 5

### UNIT CONDUCTED TRAINING

**5.1. Base Lesson Plan.** An Airfield Driving Training Plan (Attachment 10) signifies the minimum required topics to be briefed to potential and future airfield drivers. Additional and unique unit requirements may also be added to this outline. This instruction will be used as a baseline to build the training program. Other sources of information are AFI24-301, *Vehicle Operations*; AFMAN24-306\_IP, *Manual for the Wheeled Vehicle Operator*; AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, and AFI91-203, Chapter 24, *Air Force Consolidated Occupational Safety Instruction*. **Note:** The Federal Aviation Administration (FAA) has runway safety awareness material available to download and/or order for free. UADPM are highly encouraged to use this supplemental material to enhance unit programs. Visit <http://www.faa.gov/runwaysafety/> for further information and a list of available material.

**5.2. Unit Review.** The WADPM or designated representative will inspect each unit at least annually to verify their airfield driving programs are in compliance with established directives. The results of this inspection will be forwarded to the respective unit/squadron commander.

## Chapter 6

### REPORTING, ENFORCEMENT AND VIOLATION CONSEQUENCES

**6.1. General.** Gross or repeated violations of safety or Airfield driving rules, or an overall demonstrated lack of ability on the part of the certificate holder will result in a suspension of airfield driving privileges, surrender of the certificate, or revocation of the certificate. Highlight any trends (e.g. annual/biannual chart showing upward or downward incident rate as applicable) **Note:** The Unit Commanders, UADPM, AMOPS and SFS personnel can temporarily suspend airfield driving privileges.

6.1.1. AMOPS personnel are authorized to confiscate AF IMT 483, *Certificate of Competency* and/or airfield POV passes from any individual violating the provisions of this instruction.

6.1.2. AMOPS personnel are authorized to revoke airfield-driving privileges of individuals violating the provisions of this instruction or performing unsafe acts on the airfield. A revocation memorandum will be sent to the offender's unit commander with a courtesy copy sent to the OG/CC and AOM within 24 hours.

**6.2. Certificate Suspension.** Any supervisor in the driver's chain of command may suspend a driver's certificate. All suspensions will be reported to the WADPM and AFM. Failure to complete annual refresher training (or if there is no documentation of annual training) is cause for competency card suspension.

**6.3. Certificate Surrender.** All certificate holders will surrender their AF IMT 483, *Certificate of Competency* upon request by the unit airfield driving program manager and/or AMOPS personnel. Surrendered certificates will be forwarded to AMOPS. Airfield drivers who Permanent Change of Station (PCS), separate, retire, or no longer need their certificates should turn them in to the UADPM for disposal.

**6.4. Certificate Revocation.** AF IMT 483, *Certificate of Competency* may be revoked by the UADPM and AMOPS personnel. Once revoked, another certificate will not be reissued without the explicit approval of the WADPM. The Wing Commander may reinstate airfield driving privileges in writing to perform mission essential duties following suspension/revocation of base driving privileges. Authority must not be delegated.

**6.5. Violations.** Within a 12-month period will carry the following penalties: See **Attachment 12**, Corrective Actions for Violations.

6.5.1. First Violation: See Attachment 12, Corrective Actions for Violations

6.5.2. Second Violation: 1-year suspension of airfield driving privileges.

6.5.3. Third Violation: Permanent suspension of airfield driving privileges.

6.5.4. CMAV/Runway Intrusions are the most serious violations resulting result in an automatic 30-day suspension of airfield driving privileges.

6.5.4.1. The AOM, Wing Safety and WADPM will work as a team to assign all runway incursions an operational category (e.g., Operational Error, Pilot Deviation and Vehicle/Pedestrian) for trend analysis. The AOM will ensure these classifications are

annotated in the recommendation section of the AF IMT 457, *USAF Hazard Report* or narrative section of the AF IMT 651, AF Form 651 will be submitted to Safety, 439 AW/SE, within 24 hours of incident. All CMAV will be documented in the AOB minutes.

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

6.5.4.3. Individual's information (e.g., rank, job title, organization, TDY, or base assigned).

6.5.4.4. Individual's experience working on or near the airfield and date trained.

6.5.4.5. If individual was authorized on the airfield and/or CMA.

6.5.4.6. If individual completed all training required to operate a vehicle on the airfield.

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

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

6.5.4.9. For CMA/runway intrusions that do not have an adverse impact on flight operations, an AF Form 457, *USAF Hazard Report*, will be submitted to Safety, 439 AW/SE.

**6.6. Certificate Reinstatement Procedures.** Unit/squadron commanders and UADPM will ensure that, prior to seeking reinstatement of airfield driving privileges, the individual(s) concerned:

6.6.1. Receives refresher training on safe and correct ground vehicle operations on the airfield. Refresher training will be documented as a Memorandum for Record (MFR), signed by the unit/squadron commander or designated representative, then forward to the WADPM for approval/disapproval.

6.6.2. Retested on the provisions of this instruction and AFMAN 24-306, Chapter 25.

6.6.3. Receive a new AF IMT 483, *Certificate of Competency* by AMOPS personnel .

## Chapter 7

### TDY PERSONNEL AND NON-BASE ASSIGNED CONTRACTOR PERSONNEL

**7.1. General.** Sponsoring/host unit commanders will ensure personnel deployed to their units are briefed on the provisions of this instruction and receive an area specific briefing from the ADPM.

**7.2. Non-base assigned Contractor Personnel will be briefed prior to commencing work on the airfield.** All contract drivers will sign a locally developed briefing guide and receive a Temporary Airfield pass. Non-base assigned contractors will possess and AF IMT 483, *Certificate of Competency* and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort.

**7.3. Temporary Duty Personnel.** TDY personnel may not operate a POV or GOV on the Westover ARB airfield without a valid AF IMT 483, *Certificate of Competency* endorsed for airfield driving at their home station. Sponsoring/host unit commanders will ensure personnel deployed from their units are briefed on the provisions of this instruction and receive an area specific briefing from the assigned UADPM. The TDY personnel will be issued an AF IMT 483 for Westover ARB.

7.3.1. TDY personnel/non-base assigned contractors will not be granted access to the CMA unless they have completed all training and testing requirements outlined in AFI13-213 and this ADI. Use Attachment 7 of AFI 13-213 or electronic equivalent to document the name/unit of the individual that received the local briefing/training.

7.3.2. If a sponsoring unit ADPM accomplishes the local training/briefing, forward an information copy to the Wing ADPM. The Wing ADPM or designated representative will issue a temporary AF IMT 483 with the restriction —*Ramp Access Only*|| or —*Non CMA Only*|| and expiration date. Maintain a file copy of this training in accordance with Air Force RDS, Table 33-42, Rule 04.00.

## Chapter 8

### PRIVATELY OWNED AND GOVERNMENT LEASED VEHICLE PASSES.

**8.1. General.** Drivers must be trained and certified to drive on the airfield. 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.

#### **8.2. Privately Owned Vehicle (POV) Permanent Passes**

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

8.2.2. Permanent Airfield POV passes, are validated and issued at the beginning of each fiscal year. They will change color annually. They will also be a different color than temporary passes. Request for a permanent vehicle pass/decal must be endorsed by the individual's Unit Commander or Company/Contractor representative. **Note:** POVs on the airfield are discouraged and must be restricted to an absolute minimum. At a minimum, the letter or electronic equivalent will contain the following information:

8.2.3. Owner/User.

8.2.4. Organization

8.2.5. Duty Phone.

8.2.6. Vehicle Make, Model, Year, Color and License/State.

8.2.7. Pass Number.

8.2.8. Area(s) of Operation/Location.

8.2.9. Justification, passes are for official business only.

8.2.10. Effective Dates.

8.2.11. POV passes will be placed on the drivers' side dash so it is clearly visible. When vehicles are not being operated on the airfield, remove the pass(s) from the dash.

8.2.12. Passes must be returned to AMOPS in order to maintain accountability. **Note:** Passes are issued for a specific vehicle(s). They cannot interchange between multiple vehicles.

**8.3. Commanders and Key Personnel.** Individuals requesting permanent POV passes will complete a request memorandum obtained from the WADPM. The WADPM reviews and validates the need to respond to the airfield in their POV for mission related reasons. A pass is issued to an individual and is to be used for that individual's specific vehicle and license plate number. The pass will be returned when the individual no longer requires airfield access with the POV. Request for a vehicle pass must be endorsed by the individual's unit commander.

**8.4. Deployed/Transient/TDY Personnel.** Use of POVs and rental vehicles on the airfield for deployed unit missions, inspection teams, etc., may be authorized by AMOPS personnel on a case-by-case basis and be issued a vehicle pass. Deployed/Transient/TDY Personnel must have a

valid AF IMT 483, *Certificate of Competency* from their home station prior to driving on the Westover ARB airfield. Additionally, they will be briefed by the sponsoring/host unit on the airfield layout and proper procedures prior to driving on the airfield. An airfield diagram and Light Gun signal chart will remain in the vehicle at all times.

**8.5. Government Vehicles.** All mission support Government Owned Vehicles (GOV), General Services Administration (GSA) vehicles, and special purpose vehicles are authorized on the airfield. These are easily recognizable as GOV/GSA vehicles and are not required to display any special identification.

**8.6. Non-Government Vehicles.**

8.6.1. Construction Contractors. Contractor vehicles working construction or repair projects on the airfield will be authorized access only by AMOPS personnel. AMOPS personnel will brief contractors on control and safety requirements and acceptable routing at pre-construction meetings. POV passes (if issued) will be turned in at the end of the project(s).

8.6.2. Mission Contractors. The 439th Contracting Flight (439 CONF/LGC) will provide justification for access to the airfield or to the AFM or UADPM Upon approval a pass will be issued for the period of the contract. Passes will be returned to AMOPS when no longer needed or when the contract ends. The Contracting Flight (439 CONF/LGC) shall ensure all airfield construction contracts include the requirement for the contractor personnel to receive training on airfield driving and safety within 5 days before starting to work.

ALBERT V. LUPENSKI, Colonel, USAFR  
Commander

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

AFPD13-2, *Air Traffic, Airfield, Air Space and Range Management*, 7 August 2007

AFMAN33-363, *Management of Records*, 1 March 2008

AFMAN24-306\_IP, *Manual for the Wheeled Vehicle Driver*, Chapter 25, 1 July 2009

AFI31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000

AFI24-301, *Vehicle Operations*, 1 November 2008

AFI91-203, *Air Force Consolidated Occupational Safety Instruction* 15 June 2012

AFVA11-240, *USAF Airport Signs and Markings*, 01 May 2013

***Prescribed Forms***

439 AW Form 16, *Airfield Driving Training Documentation and Certification Checklist*, 4 April 2013

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF IMT 483, *Certificate of Competency*, 1 February 1985

AF Form 1199B, *USAF Restricted Area Badge (Pink - Accountable)*, 1 August 1965

AF Form 651, *Hazardous Air Traffic Report (HATR)*, 1 October 1998

AF Form 457, *USAF Hazard Report*, 1 September 1973

***Abbreviations and Acronyms***

**AAFM**—Assistant Airfield Manager

**ACC**—Air Combat Command

**ADI**—Airfield Driving Instruction

**ADP**—Airfield Driving Program

**ADPM**—Airfield Driving Program Manager

**AF Form**—Air Force Form

**AFI**—Air Force Instruction

**AFJMAN**—Air Force Joint Manual

**AFM**—Airfield Manager

**AFMAN**—Air Force Manual

**AFMV**—Air Force Motor Vehicle

**AFSC**—Air Force Specialty Code

**AFVA**—Air Force Visual Aid  
**AGE**—Aerospace Ground Equipment  
**AMOPS**—Airfield Management Operations  
**AO**—Airfield Operations  
**AOB**—Airfield Operations Board  
**AOI**—Airfield Operations Instruction  
**AOM**—Airfield Operations Manager  
**ARB**—Air Reserve Base  
**ATC**—Air Traffic Control  
**ATCT**—Air Traffic Control Tower  
**AUTH**—Authorized  
**CBT**—Computer Based Training  
**CONF/LGC**—Contracting Flight  
**CMA**—Controlled Movement Area  
**CMAV**—Controlled Movement Area Violation  
**DV**—Distinguished Visitor  
**ECP**—Entry Control Point  
**FAA**—Federal Aviation Administration  
**FAR**—Federal Aviation Regulations  
**FOD**—Foreign Object Damage  
**GOV**—Government Owned Vehicle  
**GSA**—General Services Administration  
**HATR**—Hazardous Air Traffic Report  
**IAW**—In Accordance With  
**IFR**—Instrument Flight Rules  
**ILS**—Instrument Landing System  
**INST**—Instrument  
**MA**—Movement Area  
**MAJCOM**—Major Command  
**MFR**—Memorandum for Record  
**MPH**—Miles per Hour  
**OE**—Operational Error

**OG/CC**—Operations Commander  
**OG/CD**—Deputy Operations Commander  
**OSS**—Operations Support Squadron  
**OSS/CC**—Operations Support Squadron Commander  
**PAR**—Precision Approach Radar  
**PCS**—Permanent Change of Station  
**PD**—Pilot Deviation  
**PMV**—Private Motor Vehicle  
**POC**—Privately Owned Conveyance  
**POV**—Privately Owned Vehicle  
**RIPWG**—Runway Incursion Prevention Working Group  
**SFS**—Security Forces Squadron  
**TO**—Technical Orders  
**TDY**—Temporary Duty  
**UADPM**—Unit Airfield Driving Program Manager  
**USAF**—United States Air Force  
**VFR**—Visual Flight Rules  
**VIP**—Very Important Person  
**VPD**—Vehicle/Pedestrian Deviation  
**WADPM**—Wing Airfield Driving Program Manager  
**WWW**—World Wide Web

### *Terms*

**Airfield**—Includes the runways, all taxiways, ramps and aprons, hot cargo pad, arm/dearm areas, hangars, and perimeter roads.

**Airfield Facilities**—Includes runways, taxiways, parking, and servicing areas; ATC facilities, base operations, navigational aids, aircraft fire suppression, and rescue services; airfield lighting systems and systems to hold or stop aircraft (where required).

**Airfield Manager**—The AFM manages airfield management facilities to ensure effective support to the base flying mission and transient aircrews. The term “airfield manager” is interchangeable with AFM.

**Airfield Management**—Includes AMOPS a function that directs services in the Base Operations facility, monitors/coordinates airfield maintenance and support activities to provide a safe airfield environment, and ensures the airfield is managed in accordance with AF and FAA directives.

**Base Operations**—A facility located near the airfield that provides aircrews with flight plan processing and planning services.

**Controlled Movement Area**—The runways, taxiways and other areas of an airport are utilized for taxiing, air/hover taxiing, takeoff and landing of aircraft, exclusive of loading ramps and parking areas (See Attachment 7, CMA Map). Radio contact must be established with and specific approval must be received from Westover ground control when operating on the CMA; additionally, all vehicle operator requirements for airfield driving privileges are mandatory. If two-way radio contact is lost on the runway immediately exit, then face ATCT and flash head lights, ATCT will respond with Light Gun Signals. **Note:** Any other method of communicating with the control tower for clearance on or into the CMA or to cross/enter runways, especially cellular telephones, is prohibited. Cellular telephones do not constitute “TWO-WAY RADIO” communications.

**Controlled Movement Area Violation Event**—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific control tower approval. This definition includes runway incursions and infractions caused by communication errors. There are three categories, Operational Error, Pilot Deviation, and Vehicle/Pedestrian)

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

**Government Owned Vehicle**—Any vehicle, including bicycles, wholly owned or leased by the U.S. government. **Note:** Rental vehicles authorized on military orders will be considered a GOV; however, operators must obtain a temporary POV pass to driving on the airfield.

**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.

**POV Pass (Permanent)**—Issued and controlled by the Airfield Manager authorizing non-military vehicles to operate on the airfield for a 1-year time period. These passes are usually issued to individuals with authorization requiring access to the airfield.

**POV Pass (Temporary)**—Issued and controlled by the airfield manager or designated representative authorizing non-military vehicles to be temporarily operated on the airfield. POV pass will be placed on the dashboard of the vehicle on the driver’s side and returned when no longer needed or expired.

**Privately Owned Vehicle**—Any vehicle, including bicycles, not owned or leased by the U.S. government. The terms “Privately Owned Conveyance (POC)” and “Private Motor Vehicle (PMV)” are interchangeable with POV.

**Restricted Area**—Any area containing protection level resources; Protection level resources are collected into defined areas and controlled using a single security control system. Personnel requiring entry into these areas must possess an AF Form 1199B, *USAF Restricted Area Badge*.

**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 ATC system that results in loss of separation.
- 2) **Pilot Deviation (PD)**—The action of a pilot that results in the violation of ATC instructions, AFI and/or Federal Aviation Regulations (FAR).
- 3) **Vehicle/Pedestrian Deviation (VPD)**—Any entry or movement on the CMA by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by Air Traffic Control.

**Taxi lane**—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.

**Visual Flight Rule Hold Line**—VFR hold lines are located on taxiways N, Y, F, R, G, PAD19, PAD23, PAD33 and at the intersection of runways 15/33 and 05/23. VFR hold lines consist of four lines - two solid yellow and two dashed yellow lines - extending across the width of the taxiway/runway. All aircraft, ground vehicles and pedestrians must stop at the hold lines, have direct two-way radio contact with, and receive approval from the control tower prior to crossing this line to enter the runway. **Note:** Vehicle visor placards are highly encouraged and recommended for use in airport vehicles to serve as a quick reference guide to identify airport signs and markings. Check the Runway Safety Office web site at <http://www.faa.gov/runwaysafety/> for information on how to obtain copies for unit vehicles, or stop by Base Operations to obtain a copy.

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

**Wing Commander**—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

### RADIO PHRASEOLOGY

**A2.1. General.** When driving on the CMA, clear and proper communication is vital. Both you and the ATCT must ensure that your communications are understood.

A2.1.1. Never assume anything.

A2.1.2. Always ask for assistance if you have any doubt about whether to proceed.

A2.1.3. If the instructions you receive from ATCT controller are unclear, ask that they be repeated by stating, "Say again."

A2.1.4. If there is anything about the instructions you do not understand, ask for further explanation.

A2.1.5. Always repeat or "read-back" your instructions to ATCT controller.

#### **A2.2. Radio Communication Procedures.**

A2.2.1. Use a two-way radio capable of communicating with ATCT. Normally, airfield vehicles are tuned in to the ramp net. Each vehicle must have a unique call sign identifying the vehicle. Each unit's vehicle control officer determines all call signs. An updated call sign list will be forwarded to the UADPM at least annually.

A2.2.2. Think about what you are going to say before calling ATCT.

A2.2.3. Know and use proper phraseology. (Refer to the Aviation Phraseology and Aviation Alphabet at the end of this section.) Never use Citizen's Band lingo or law enforcement "ten" codes.

A2.2.4. Use the proper sequence in calling ATCT. Before you start talking, make sure no one else is already talking. Then key your microphone and do the following:

A2.2.4.1. State whom you are calling and identify yourself by using your vehicle call sign. Example: "*Westover Ground, Airfield One.*"

A2.2.4.2. Wait for ATCT to respond. Be patient, the controller is communicating on several networks and maybe busy. When the controller responds, "*Airfield One, Westover Ground,*" state where you are and where you want to go. Example: "*Airfield One on Pad 23. Request access onto the active runway.*" **Note:** The order in which you state where you are and where you want to go is unimportant. You can easily state where you want to go and where you are located instead. For example, "*Airfield One requests access onto the runway from Pad 23.*" The important thing to remember is both pieces of information are required - where you are and where you're going.

A2.2.4.3. Wait for the controller's response. The controller will either approve or deny your request, or give you modified instructions. Example: "*Airfield One, proceed onto the runway. Report when off.*"

A2.2.4.4. Always read back instructions from ATCT. Example: "*Airfield One proceeding onto the runway. Will report when off.*" The words "clear" or —clearance. **Exception:** Vehicle operators may reply —Loud and Clear in response to an ATCT

request for radio transmission quality or clarity. See Chapter 4 in AFI 13-213 for additional information.

### A2.3. Aviation Phraseology.

A2.3.1. Acknowledge - Let me know you have received and understand this message.

A2.3.2. Advise *intentions* - Tell me what you plan to do.

A2.3.3. Affirmative - Yes.

A2.3.4. Confirm - My version is...is that correct?

A2.3.5. Correction - An error has been made in the transmission, and the correct version follows.

A2.3.6. Go *ahead* - State your request (never means “proceed”).

A2.3.7. Hold - Stop where you are.

A2.3.8. *Hold short of* - Proceed to, but hold short of a specific point.

A2.3.9. Negative - No, or permission is not granted, or that is not correct.

A2.3.10. Proceed - You are authorized to begin or continue moving.

A2.3.11. Read *back* - Repeat my message back to me.

A2.3.12. Roger - I have received all of your last transmission. (It should not be used to answer a yes or no question.)

A2.3.13. Say *again* - Repeat what you just said.

A2.3.14. Standby – Wait, I will get back to you. (Standby is not an approval or denial. The caller should reestablish contact if the delay is lengthy.)

A2.3.15. Unable - Indicates inability to comply with a specific instruction, request or clearance.

A2.3.16. Verify - Request confirmation of information.

A2.3.17. Wilco - I have received your message, understand it, and will comply.

**Table A2.1. Sample Runway Crossing Phraseology VEHICLE OPERATOR.**

<b>Table A2.1. Sample Runway Crossing Phraseology. VEHICLE OPERATOR:</b>	“WESTOVER TOWER, AIRFIELD ONE.”
<b>ATCT:</b>	“AIRFIELD ONE, WESTOVER TOWER.”
<b>VEHICLE OPERATOR:</b>	“WESTOVER TOWER, AIRFIELD ONE REQUEST TO CROSS (runway) at (point/intersection).”
<b>ATCT:</b>	“AIRFIELD ONE, CROSS (runway) at (point/intersection) or “AIRFIELD ONE, HOLD SHORT OF (runway).”

**Table A2.2. Sample Read back Instructions VEHICLE OPERATOR.**

<b>Table A2.2. Sample Read back Instructions VEHICLE OPERATOR:</b> <b>Note:</b> 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.”</i>  <i>or</i> <i>“AIRFIELD ONE, HOLDING SHORT (at location).”</i>
<b>VEHICLE OPERATOR:</b>	<i>“WESTOVER TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF (runway) at (location).”</i>
<b>ATCT:</b>	<i>“AIRFIELD ONE, ROGER.”</i>

**Table A2.3. Sample Hold Short Instructions ATCT.**

<b>Table A2.3. Sample Hold Short Instructions. ATCT:</b>	<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>
<b>VEHICLE OPERATOR:</b>	<i>“AIRFIELD THREE, ROGER.”</i>
<b>ATCT:</b>	<i>“AIRFIELD THREE, READ BACK HOLD INSTRUCTIONS.”</i>
<b>VEHICLE OPERATOR:</b>	<i>“AIRFIELD THREE, PROCEEDING VIA CHARLIE, WILL HOLD SHORT OF RUNWAY TWO SEVEN.”</i>

**Table A2.4. Common Use Phrases.**

<b>Table A2.4. Common Use Phrases.</b> <b>What Is Said:</b>	<b>What It Means:</b>
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. <b>Note:</b> 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.

A2.3.18. **The Aviation Alphabet.** The following tables show the International Civil Aviation Organization phonetic alphabet that is used in radio communications. Use the words in place of letters to reduce confusion. For example: Taxiway B would be referred to as Taxiway Bravo.

**Table A2.5. Phonetic Alphabet.**

<b>A</b>	Alpha	AL-FAH	<b>N</b>	November	NO-VEM-BER
<b>B</b>	Bravo	BRAH-VOH	<b>O</b>	Oscar	OSS-KAH
<b>C</b>	Charlie	CHAR-LEE	<b>P</b>	Papa	PAH-PAH
<b>D</b>	Delta	DELL-TAH	<b>Q</b>	Quebec	KEH-BECK
<b>E</b>	Echo	ECK-OH	<b>R</b>	Romeo	ROW-ME-OH
<b>F</b>	Foxtrot	FOKS-TROT	<b>S</b>	Sierra	SEE-AIR-RAH
<b>G</b>	Golf	GOLF	<b>T</b>	Tango	TANG-GO
<b>H</b>	Hotel	HOH-TEL	<b>U</b>	Uniform	YOU-NEE-FORM
<b>I</b>	India	IN-DEE-AH	<b>V</b>	Victor	VIK-THE
<b>J</b>	Juliet	JEW-LEE-ETT	<b>W</b>	Whiskey	WISS-KEY
<b>K</b>	Kilo	KEY-LOH	<b>X</b>	X-ray	ECKS-RAY
<b>L</b>	Lima	LEE-MAH	<b>Y</b>	Yankee	YANG-KEY
<b>M</b>	Mike	MIKE	<b>Z</b>	Zulu	ZOO-LOO

**Table A2.6. Phonetic Numbers.**

<b>1</b>	One	WUN	<b>6</b>	Six	SIX
<b>2</b>	Two	TOO	<b>7</b>	Seven	SEV-EN
<b>3</b>	Three	TREE	<b>8</b>	Eight	AIT
<b>4</b>	Four	FOW-ER	<b>9</b>	Nine	NIN-ER
<b>5</b>	Five	FIFE	<b>0</b>	Zero	ZEE-RO

**Table A2.7. Westover ARB Call Signs.**

FUELS

FUEL CONTROL CENTER (BASE STATION)

HYDRANTS

FIRE DEPT

Chief 1

Chief 2

CRYO  
BULK STORAGE  
QM  
FUELS 1  
FUELS 2  
FUELS 3

COMM

COMM 1 (COMMANDER)  
COMM 2 (PORTABLES)  
COMM 3 (PORTABLES)  
COMM 4 (TRUCKS)  
COMM 5 (TRUCKS)  
COMM 6 (TRUCKS)

ENGINEERING DEPT

Engineer 1  
Engineer 3  
Quality 1

CONSTRUCTION DEPT

Construction 1  
Saber 1 (#1739)  
Inspection 1  
Inspection 3  
Inspection 5

ENVIRONMENTAL DEPT

Environmental 1  
Environmental 3  
Environmental 5

RED1-5  
RESCUE 6  
ENGINE 7  
ENGINE 8  
FIRE DEPT (Cont)

TANKER 9  
PATROL 12  
PATROL 13  
HAZMAT  
INSPECTOR 1,2

Tech Services

AIRFIELDMANAGEMENT

AIRFIELD 1 (AFM)  
AIRFIELD 2 (AAFM)  
AIRFIELD 3 (ANY DISPATCHER)  
OPS 6 (AOM)

QAP 1

TRANSIENT ALERT

GOLF 1  
GOLF 2  
GOLF 3

FLIGHT SAFETY

SAFETY 1  
SAFETY 2

PUBLIC AFFAIRS

PA 1  
PA 2

Job Control

Environmental 7  
Research 1

RPM 1  
RPM 2  
Planner 1

439 AW/CC section

ALPHA 1 (Wing/CC)  
ALPHA 2 (Vice Wing/CC)

WIMS 1  
Job Control 1

RPM SHOPS

Plumber 2  
Plumber 3  
Lock 1  
Carpenter 1  
Electric1 - 9  
LFM 1  
Refer 1-4  
Maint 1  
Maint 2  
Maint 4  
Maint 3 or Equipment 5

AIRCRAFT MAINTENANCE SQUADRON (AMS)

DISPATCH  
SIERRA 1  
SIERRA 2  
SIERRA 3  
SIERRA 6  
BANDIT 3  
BANDIT 5  
BANDIT 6  
BANDIT 7  
BANDIT 8  
RAIDER 3  
RAIDER 5  
RAIDER 6  
RAIDER 7  
RAIDER 8  
BANDIT AIRCRAFT  
RAIDER AIRCRAFT  
VIPER 12  
VIPER 13  
VIPER 20  
VIPER 21  
VIPER 22

PAVEMENTS AND GROUNDS

Engineer 25 or Snow Control  
Pavements 1  
Equipment 1  
Equipment 3  
Equipment 2

MAINTENANCE GROUP STAFF

FOXTROT 1  
FOXTROT 2  
FOXTROT 3

MAINTENANCE OPERATIONS SQUADRON (MOCC)

MAINTENANCE 5

MAD DOG 1

MAINTENANCE SQUADRON (MXS)

MAD DOG 2

TECH 1

MIKE 1

MIKE 2

MIKE 3

MIKE 4

MIKE 5

MIKE 5A

MIKE 6

MIKE 6A

MIKE 7

MIKE 7A

MIKE 8

MIKE 9

MIKE 10

MIKE 11

MIKE 12

MIKE 13

MIKE 14

MIKE15

NOVEMBER .5

NOVEMBER .6

NOVEMBER .7

NOVEMBER .8

NOVEMBER .9

MAINTENANCE SQUADRON (MXS)

KILO 1

KILO 7

KILO 9

TOW TEAM

AMS 1

ALPHA 3

LOGGIE 1

FUELS CONTROL

FUELS 1

FUELS 2

FUELS 3

FUELS 4

FUELS 5

FUELS 6

ROMEO 1

ROMEO 2

QUEBEC 1

QUEBEC 2

QUEBEC 3

MOS 1

Vehicle Operations

T-1

T-2

T-3

T-4

T-5

T-6

T-7

T-8

T-9

T-10

T-11

T-19

T-21

T-22

AMMO 1

MXS 1

T-23

T-43

T-46

Eng-27

Mike-23 thur 35

### Attachment 3

#### QUICK FACTS/GENERAL POINTS TO REMEMBER

##### A3.1. General.

- A3.1.1. Know and understand vehicle operating procedures and never deviate from them.
- A3.1.2. Be patient, observant, and non-assuming.
- A3.1.3. Drive slowly.
- A3.1.4. Always know your exact location and be aware of activity around you.
- A3.1.5. Never drive under any part of an aircraft or allow its wing to pass over your vehicle.
- A3.1.6. Maintain a safe distance from parked or taxiing aircraft.
- A3.1.7. Aircraft always have the right of way.
- A3.1.8. Display proper identification and security access permits.
- A3.1.9. Make sure your vehicle is properly equipped for the area you operate, i.e., radio, beacons, reflective markings, lighting, etc.
- A3.1.10. Pilots have a limited field of view from the cockpit—don't assume they can see you.
- A3.1.11. Be aware of emergency vehicles—always yield to them.
- A3.1.12. Report any accident, no matter how minor, to your supervisor immediately.
- A3.1.13. Use extreme caution when driving at night and/or in poor weather conditions.
- A3.1.14. Realize you can become disoriented even in the best conditions—when disoriented, stop and request assistance (as required).
- A3.1.15. Be alert to any FOD: Pick it up or notify someone who can.
- A3.1.16. When driving in the CMA:
  - A3.1.16.1. Do not enter the CMA and never drive your vehicle on or across the runway unless you have a mission requirement and permission from ATCT.
  - A3.1.16.2. Monitor your two-way radio with ATCT at all times.
  - A3.1.16.3. After receiving permission from ATCT, proceed only after you have looked in all directions, including up.
  - A3.1.16.4. Repeat verbatim all instructions from ATCT and read back all hold short instructions.
  - A3.1.16.5. Taxiway lateral clearance requirements for mobile obstacles are 200 feet from centerline.
- A3.1.17. Apron clearance requirements for mobile obstacles 75 feet, or as directed.

## Attachment 4

## UNIT AIRFIELD DRIVING PROGRAM SELF INSPECTION CHECKLIST

**A4.1. General.** Surveillance is one of the cornerstones of a strong, viable airfield driving program. Unit airfield driving program managers will use this guide as a management tool to determine the status and compliance of their airfield driving program. The assessment should focus on the program's integrity, compliance, and support. As a minimum, this guide will be completed annually or within 30 days of a program manager (primary and/or alternate) change. AMOPS personnel, 439 OSS/OSA, will use this checklist when inspecting unit airfield driving programs.

Table A4.1. Unit Airfield Driving Program Self Inspection Checklist.

UNIT AIRFIELD DRIVING PROGRAM SELF INSPECTION CHECKLIST			
<b>SECTION I - GENERAL INFORMATION</b> <i>Completed by the Wing Airfield Driving Program Manager (WADPM) or Unit Airfield Driving Program Manager (UADPM)</i>			
Unit	Office Symbol or Company Name	Date:	
<b>SECTION - INSPECTION ITEMS</b> <i>(Completed by the WADPM or UADPM)</i>			
	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
<b>1. Unit Commander.</b>			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager (ADPM) and alternate?			
1.2. Is a current copy of the ADPM 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 ADPM and Airfield Management when revoking an individual's driving privileges?			
1.7. Has the unit commander appointed, in writing, ADPM Trainers? Is the list of names current and accurate?			

<b>2. Unit Airfield Driving Program Manager (UADPM).</b>			
2.1. Is the UADPM trained and certified to drive on the airfield?			
2.2. Does the UADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			
2.3. Does the UADPM ensure airfield drivers have their color vision tested? Is the Air Force Specialty Code (AFSC) exempt?			
2.4. Does the UADPM 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, <i>Certificate of Competency</i> , number, any restrictions and date refresher training is due)?			
2.5. Does the UADPM 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 UADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
<b>3. TDY personnel/Non base assigned Contractors.</b>			
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, <i>Certificate of Competency</i> from their home base?) ADPM should question the need to issue AF IMT 483, <i>Certificate of Competency</i> , if TDY personnel do not have an AF IMT 483, <i>Certificate of Competency</i> , from their home station.			
3.2. Are TDY personnel being trained on driving requirements IAW the local driving instruction?			
<b>4. Training.</b>			
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, <i>Certificate of Competency</i> ?			
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 Air Traffic Control Tower (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.)			
<b>5. Miscellaneous.</b>			
5.1. Is FAA Form 5280-7/AFVA 11 -240, <i>USAF Airport Signs and Markings</i> , available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the UADPM?			
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?			
<b>SECTION III – COMMENTS/NOTES</b> ( <i>Completed by the WADPM or UADPM</i> )			
<b>SECTION IV -CERTIFICATION</b> ( <i>Completed by the UADPM and WADPM</i> )			
<b>UADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

### Attachment 5 DROP ZONES

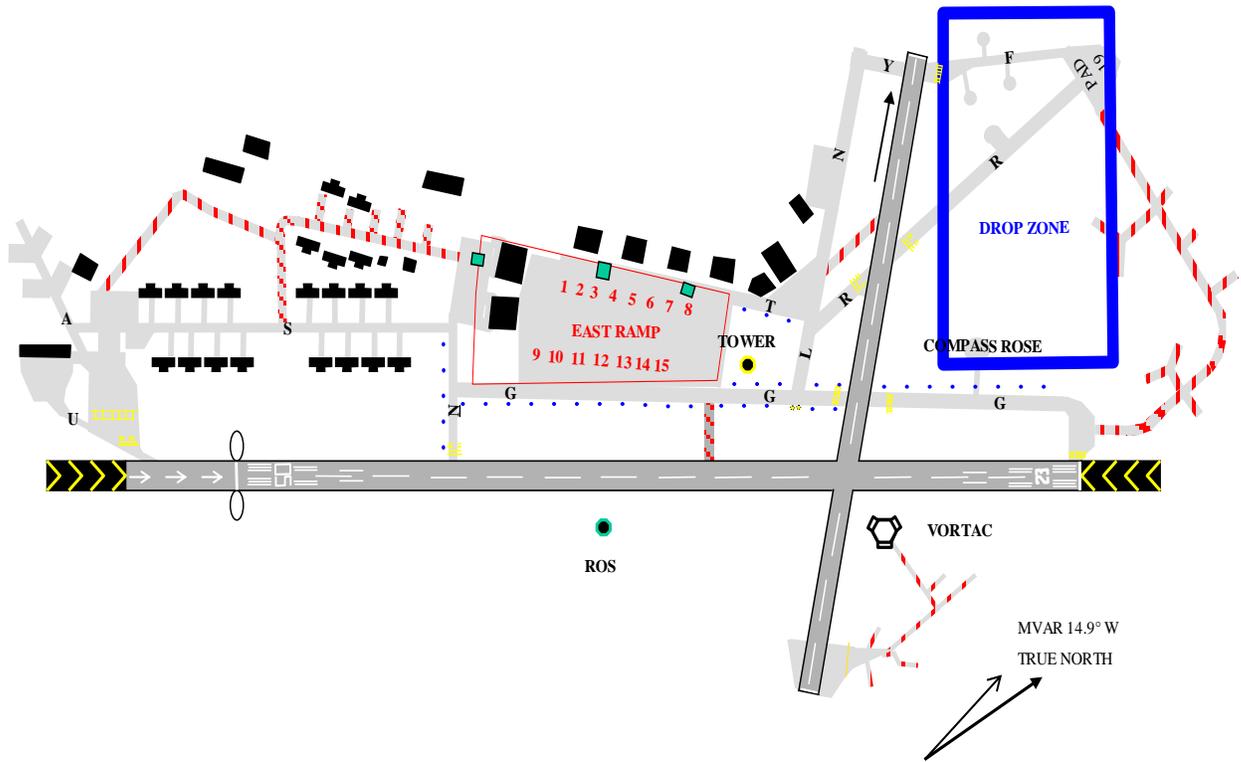
Figure A5.1. Drop Zone.

Attachment 5

#### DROP ZONE

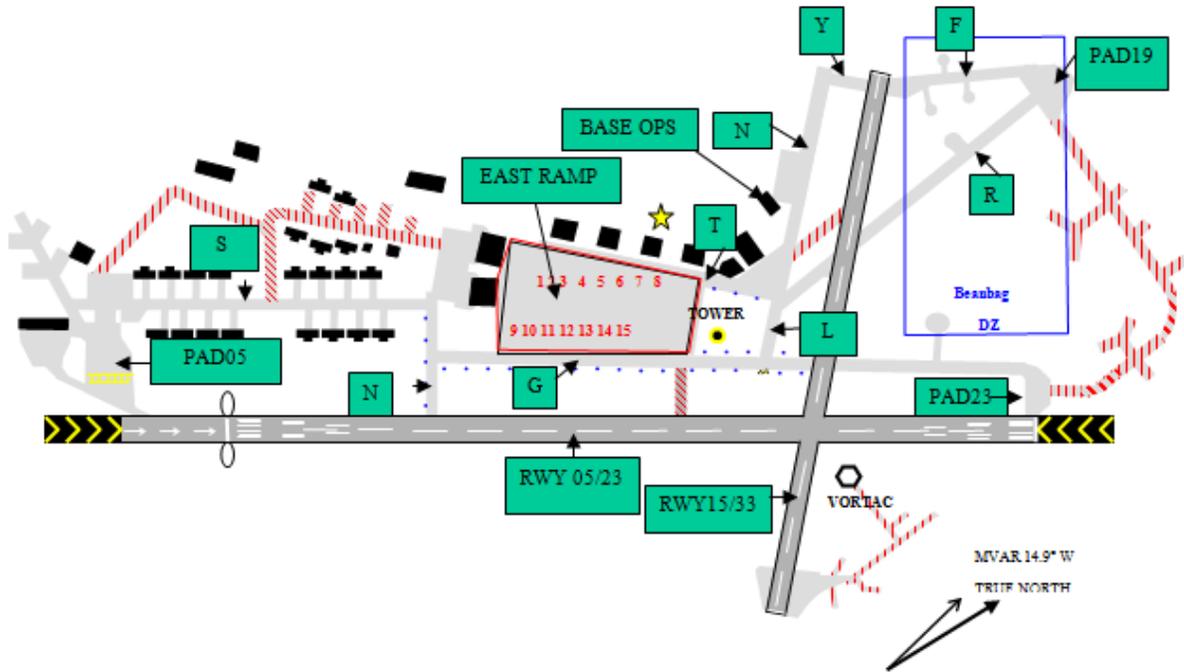
NOTE 1: Diagram not to scale.

NOTE 2: During Drop Zone activities on the airfield, ground vehicle operations on taxiways "F", "R" and PAD19 are prohibited.



Attachment 6  
AIRFIELD DIAGRAM #1

Figure A6.1. Airfield Diagram.



- |                    |               |
|--------------------|---------------|
| F-FOXTROT TAXIWAY  | NR-NORTH RAMP |
| G-GOLF TAXIWAY     | ER-EAST RAMP  |
| L-LIMA TAXIWAY     | PAD23         |
| N-NOVEMBER TAXIWAY | PAD19         |
| R-ROMEO TAXIWAY    | RWY 05/23     |
| S-SEIRRA TAXIWAY   | RWY 15/33     |
| T-TANGO TAXIWAY    | PAD05         |

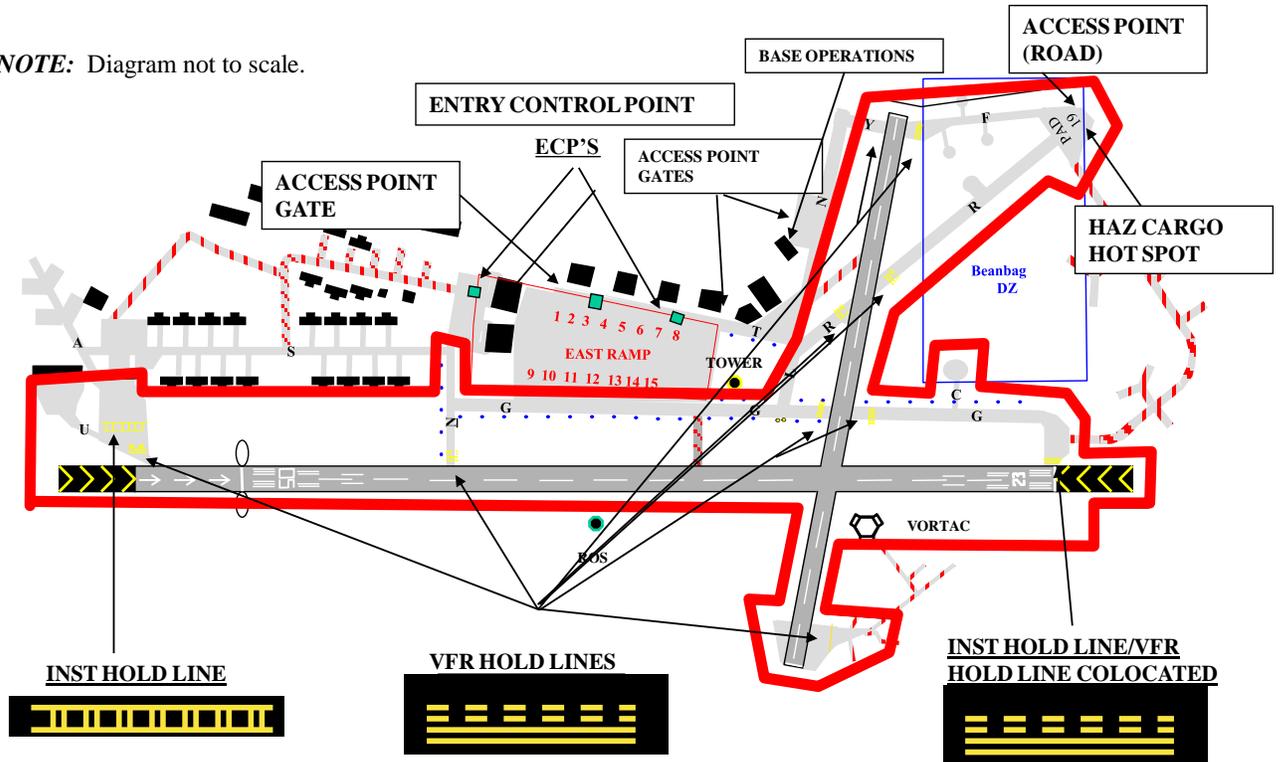
Attachment 7  
AIRFIELD DIAGRAM #2

Figure A7.1. Airfield Diagram.

Attachment 7

AIRFIELD DIAGRAM (ECPs, INST/VFR HOLD LINES, CMA-Highlighted in Red, AFLD ACCESS POINTS)

NOTE: Diagram not to scale.



Attachment 8

AIRPORT SIGNS AND MARKINGS

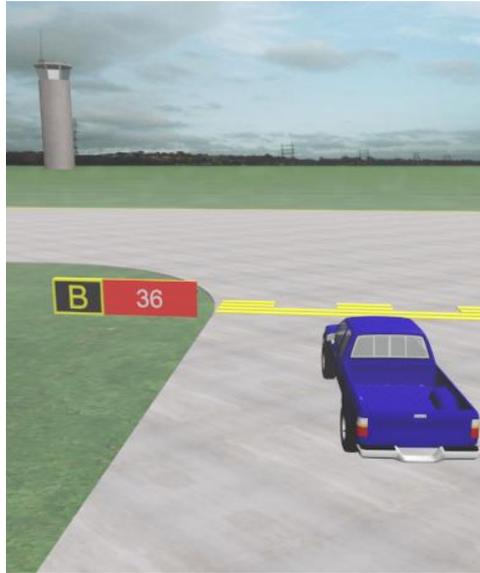
Figure A8.1. Airport Signs and Markings.

Airport Signs – Action and Purpose	ATCT LIGHT GUN SIGNALS	Airport Markings
<p><b>15-33</b> RUNWAY HOLD SIGN: At Intermediate Intersection</p> <p><b>5</b> RUNWAY HOLD SIGN: At End Intersection</p> <p><b>5-APCH</b> APPROACH HOLD SIGN: On Intersecting Twy Intersection</p> <p><b>ILS</b> ILS HOLD SIGN: Hold Sign at ILS/POFZ Critical Area</p> <p><b>NO ENTRY SIGN:</b> Entry Not Authorized</p> <p><b>TAXWAY LOCATION SIGN:</b> Twy on Which Vehicle/Aircraft is Located</p> <p><b>15</b> RUNWAY LOCATION SIGN: Rwy on Which Vehicle/Aircraft is Located</p> <p><b>Runway Hold Sign:</b> Boundary of Rwy Protected Area</p> <p><b>Instrument Hold Sign:</b> Instrument Hold Position</p> <p><b>Direction Sign:</b> Defines Direction &amp; Designation of Intersecting Twy(s)</p> <p><b>Runway Exit Sign:</b> Defines Direction &amp; Designation of Exit Twy from Rwy</p> <p><b>33</b> OUTBOUND DESTINATION SIGN: Defines Direction to Take-Off Rwy</p> <p><b>27-33</b> OUTBOUND DESTINATION SIGN: Outbound Destination Sign to Different Rwys</p>	<p><b>STEADY GREEN</b> → Cleared to Cross, Proceed or Go</p> <p><b>FLASHING GREEN</b> → Not Applicable</p> <p><b>STEADY RED</b> → STOP</p> <p><b>FLASHING RED</b> → Clear the Taxiway / Runway</p> <p><b>FLASHING WHITE</b> → Return to Starting Point on Airport</p> <p><b>ALTERNATING RED/GREEN</b> → Exercise Extreme Caution</p>	<p><b>Runway Hold Position:</b> Hold Short of Rwy</p> <p><b>Instrument Hold Position:</b> Hold Short During Instrument Conditions (Ceiling 800 Feet and/or Visibility 2 Miles)</p> <p><b>Runway Stop Bar:</b> Hold Short of Rwy on Intersecting Roads</p> <p><b>Taxiway/Taxiway Holding Position:</b> Hold Short of Intersecting Taxiway When Directed by ATC</p> <p><b>Taxiway Edge:</b> Defines Edge of Usable Full Strength Taxiway Pavement. Adjoining NOT Usable</p> <p><b>Taxiway/Taxiway Holding Position:</b> Defines Edge of Taxiway Where Adjoining Pavement or Apron is Available for Taxi</p>
<p><b>TOWER FREQUENCY</b></p>	<p><b>15-33</b> Runway Hold Position</p> <p><b>ILS</b> INST Critical Area Markings</p>	<p><b>GROUND FREQUENCY</b></p>
<p>References: UFC 3-535-01, Visual Air Navigation Facilities, ETL 04-2, Standard Airfield Pavement Marking Schemes and Aeronautical Information Manual (AIM)</p> <p>AFVA 11-240, 1 May 2013 Prescribed by AFI 13-213 OPR: HQ AFSSA/ASA USAF Airport Signs and Markings</p>		
<p><b>PREVENT RUNWAY INCURSIONS - - "READ BACK" ALL TOWER INSTRUCTIONS VERBATIM!</b></p>		

Attachment 9  
PHOTOS AND IMAGES



A9.1. Backing up towards an aircraft –  
spotter and wheel chocks in place



A9.2. Holding short of the runway/  
Controlled Movement Area (CMA)



A9.3. Holding short of the runway/  
Controlled Movement Area (CMA)



A9.4. Parking and chocking wheels near an  
aircraft



A9.5. FOD Check



A9.6. Fire Truck –  
ALWAYS yield the right-of-way to  
emergency response vehicles



A9.7. Direct, two-way radio contact AND  
APPROVAL from the control tower are  
required prior to entering the  
Controlled Movement Area (CMA)

## Attachment 10

## AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)

Table A10.1. Airfield Driving Qualification Training Checklist (Curriculum).

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
SECTION I – TRAINEE INFORMATION <i>Completed by Unit Airfield Driving Program Manager (UADPM)</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)
<b>1. Definitions and terms.</b> 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. Taxi lane				
1.10. Light Gun				
1.11. Jet Blast				
1.12. Vehicle Service Road				
1.13. Hot Cargo Area				
1.14. Arm/De-Arm Area				N/A
1.15. Aircraft Arresting Gear				N/A

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				
<b>2. Vehicle operator requirements.</b> 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.				
<b>3. Aircraft Operations.</b> 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.				
<b>4. Practical Day and Night (as applicable) Airfield Familiarization Training.</b> 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.				
<b>5. Local Airfield Basics.</b> 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				N/A
5.1.2.3. Guard Lights (as applicable).				N/A
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.				N/A
5.3.6. Non Standard Airfield Markings as applicable.				N/A
5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location or 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, ATCT and				

AMOPS.				
5.9. Familiarize trainee with 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 CMA Boundaries.				
5.14. Familiarize trainee with congested Areas.				
5.15. Familiarize trainee with Hot Spots as required locally.				
5.16. Identify smoking areas				
<b>6. Communications.</b> 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.				
<b>7. Other.</b>				
7.1. Review ADI.				
7.2. Runway Incursion Prevention Training.				

<p>7.3. Demonstrates the ability to contact ATCT for approval to enter/exit the CMA. <b>Note:</b> Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.</p>				
<p>7.4. Demonstrates the ability to contact ATCT for approval to enter/exit the runway. <b>Note:</b> Required for all personnel that require access on or across the runway</p>				

**SECTION III - TRAINING CERTIFICATION** *(Completed by the Trainee, UADPM and WADPM)*

**TRAINEE**

I have received and completed all of the above training requirements and will comply with 439AWI13-213. I am aware that no vehicle or pedestrian shall enter a runway or other CMA without approval from the ATCT.

**UNIT ADPM**

I certify that the above individual has completed all local training requirements outlined in 439AWI13-213. Check all applicable restrictions.

Ramp only

Daylight Hours only

Other (*Specify*)

**WADPM or Designated Representative** *(as required)*

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

**Note:** The items listed above are required and are maintained in the UADPM binder. ADPM is encouraged to use all available resources to make Westover ARB Airfield the safest in Air Force Reserve Command (AFRC) and in the Air Force. For example, although not required, it is recommended the program manager ask as many questions as he/she feels necessary to ensure the individual truly knows/understands the layout of the airfield and driving procedures. AMOPS personnel may ask questions prior to issuing AF IMT 483, *Certificate of Competency*, and could, at their discretion, deny issuing this form, if they feel the individual is not ready to drive on the airfield.



## Attachment 12

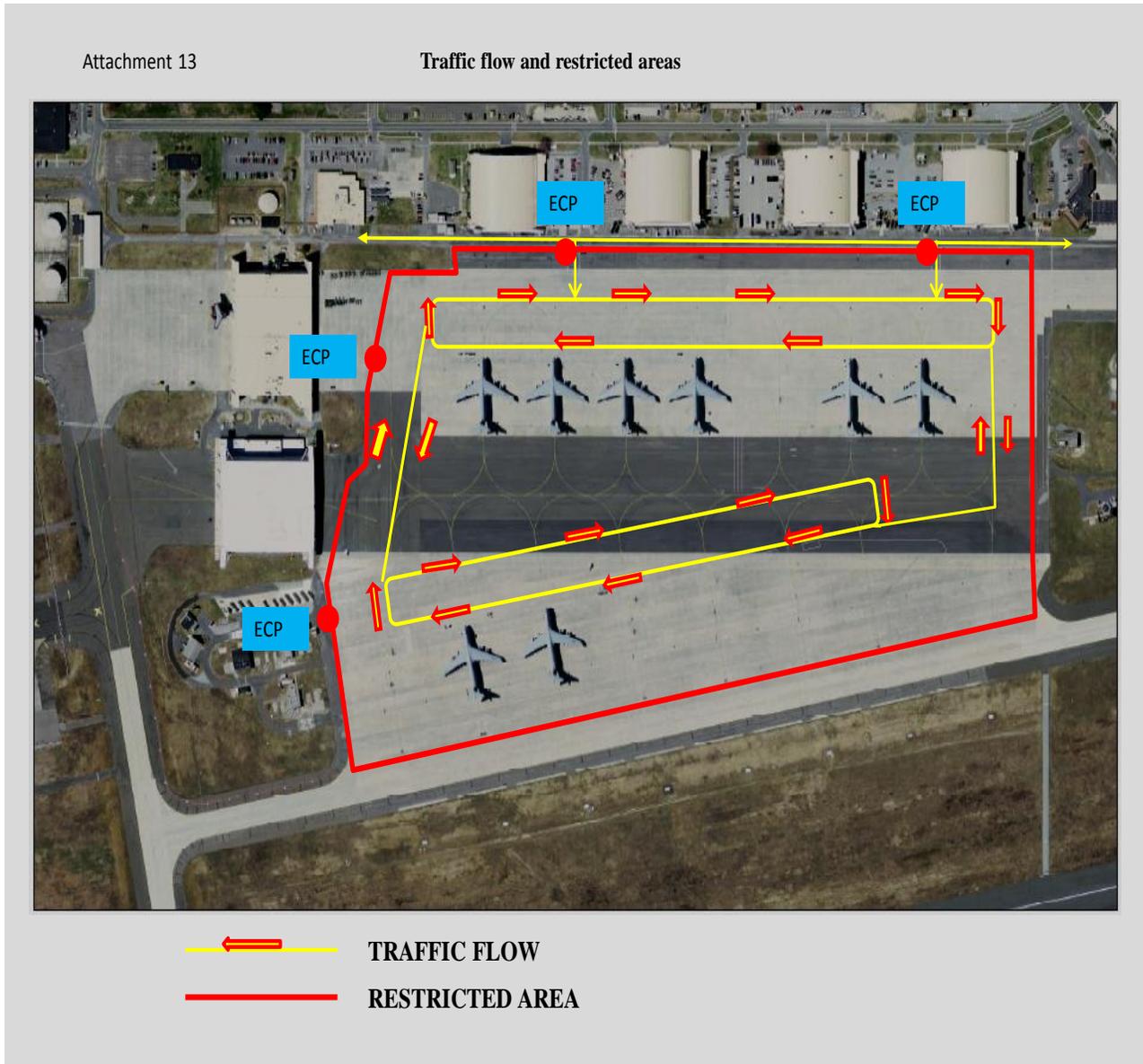
## CORRECTIVE ACTIONS FOR VIOLATIONS

Table A12.1. Corrective Actions for Violations.

Violation	Immediate Minimum Action	Corrective Action
Any action that endangers an airborne aircraft, aircraft intending flight, or a taxiing aircraft.	AF IMT 483, <i>Certificate of Competency</i> , will be confiscated for 30 days.  UADPM and Unit Commander will be notified.	Documented remedial training with special emphasis on the area of violation.  Individual meeting with AAFM and UADPM .
Entering tower controlled portion of CMA without tower approval (runway and/or taxiways).	Vehicle will be apprehended.  AF IMT 483, <i>Certificate of Competency</i> will be confiscated for 30 days.  UADPM and unit commander notified.	Documented remedial training with special emphasis on the area of violation.  Meeting with WADPM and 439 OSS/CC.
Driving faster than 439AWI13-213 specified speed limits on the airfield.	AF IMT 483, <i>Certificate of Competency</i> will be confiscated for 15 days.  UADPM and unit commander notified.	Documented remedial training with special emphasis on the area of violation.  Individual meeting with WADPM and UADPM
Driving within 439AWI13-213 specified distances of parked, towed or taxiing aircraft.	AF IMT 483, <i>Certificate of Competency</i> will be confiscated for 15 days.	Documented remedial training with special emphasis on the area of violation.  Meeting with WADPM and 439 OSS/CC.
Not performing FOD inspections as specified in 439AWI13-213	AF IMT 483, <i>Certificate of Competency</i> will be confiscated for 15 days.	Documented remedial training with special emphasis on area of violation. Individual meeting with WADPM and UADPM
Any action that is reckless or violates military and civilian driving laws.	AF IMT 483, <i>Certificate of Competency</i> will be confiscated for 30 days.	Documented remedial training with special emphasis on area of violation.  Individual meeting UADPM.
<b>Note:</b> Upon the suspension or revocation of base driving privileges, only the installation or Mission Support Group Commander may authorize reinstatement of airfield driving privileges to perform critical mission essential duties.		

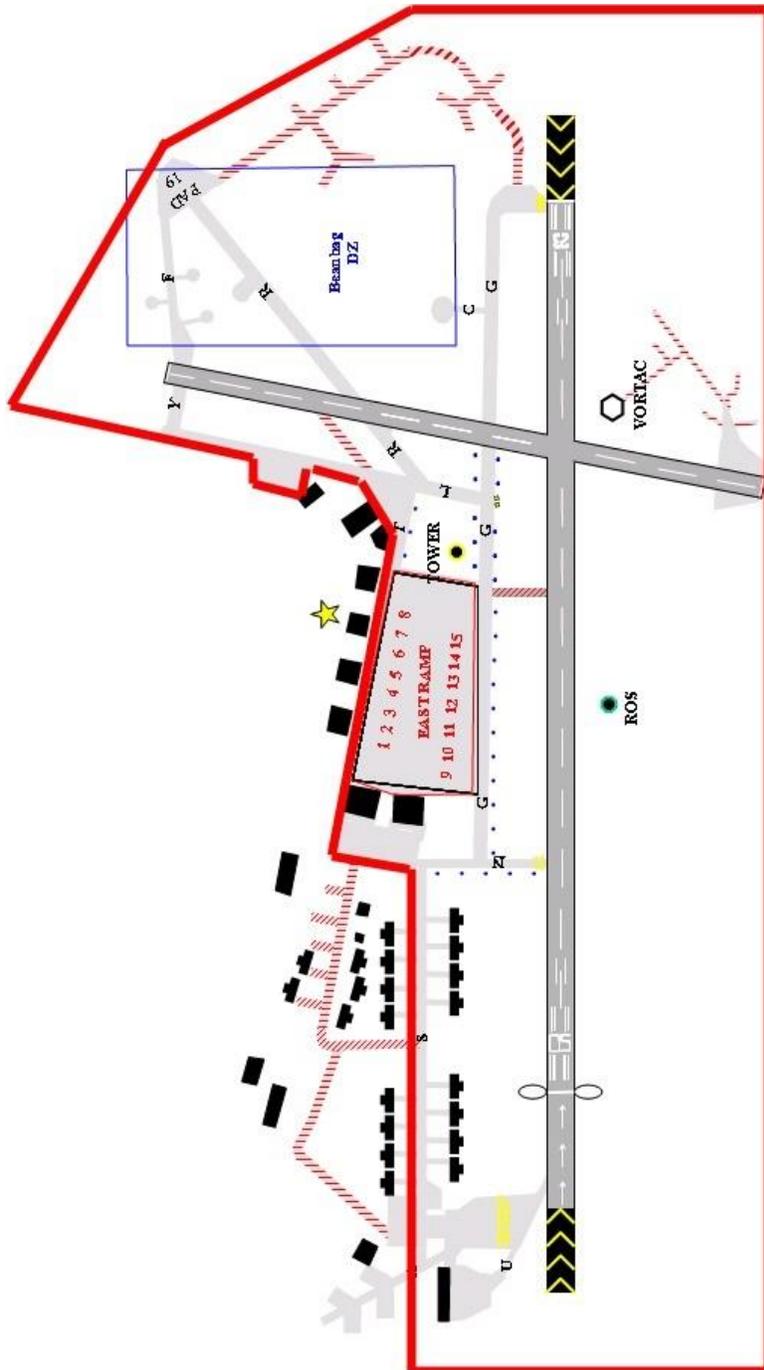
Attachment 13  
VEHICLE TRAFFIC FLO

Figure A13.1. Vehicle Traffic Flo.



Attachment 14  
AIRFIELD DIAGRAM #3

Figure A14.1. Airfield Diagram #3.



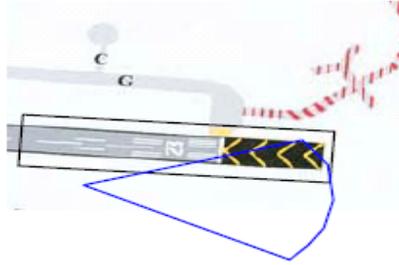
**Note:** The area highlighted in red indicates any vehicles operating in this area must have a valid AF IMT 483, *Certificate of Competency*.

## Attachment 15

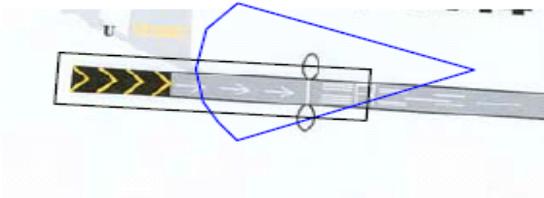
## ILS PRECISION APPROACH CRITICAL AREAS

Figure A15.1. ILS Precision Approach Critical Areas.

## ILS PRECISION APPROACH CRITICAL AREAS



**Localizer Critical Area.** This rectangular area extends from the localizer transmitting antenna 2,000 feet toward the approach end of the runway and 150 feet on each side of the runway centerline. It includes a 50-foot extension behind the localizer antenna.



**Glide Slope Critical Area.** This is a fan-shaped area that extends from the glideslope antenna 1,300 feet toward the approach end of the runway or to the end of the runway, whichever is greater. It covers an area 30 degrees each side of a line drawn through the glideslope antenna and parallel to the runway centerline.

**Attachment 16****AIRFIELD DRIVING PROGRAM CONTINUITY BINDER DIRECTIONS**

**A16.1.** Maintain an Airfield Driving Program Continuity Binder in the TAB format below.

**Note:** When approved by the AAFM, contents from a TAB may be maintained in another location or electronically. Use the DD Form 2861, *Cross-Reference*, to identify location.

A16.1.1. TAB A: UADPM appointment letter.

A16.1.2. TAB B: ADI

A16.1.3. TAB C: Annual Program Inspection Results.

A16.1.4. TAB D: Unit Airfield Drivers Training Documentation.

A16.1.5. TAB E: Current list of unit assigned airfield drivers.

A16.1.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Test/Answer Key.

A16.1.7. TAB G: Unit airfield driving safety requirements as applicable.

A16.1.8. TAB H: Airfield Violations/Corrective actions.

A16.1.9. TAB I: References (Example: AFJMAN 24-306, Chapter 20 and AFI 91-203, Chapter 24, AFI 21-101, etc.) and other miscellaneous information. **Note:** References may be a paper or electronic copy.

A16.1.10. TAB J: Miscellaneous Information.

## Attachment 17

## TAXIWAY GUIDANCE AND INFORMATION SIGNS

Figure A17.1. Taxiway Guidance and Information Signs.



Yellow sign with black legend, indicating direction, destination, runway exit, clear of a boundary, or other information



TAXIWAY LOCATION SIGN

Yellow legend and border on black background, indicating the surface on which the aircraft is operating.

## MANDATORY SIGNS



NO ENTRY SIGN

Mandatory signs provide instruction that must be followed. They denote an entrance to a runway or critical area, or other situation such as a no-entry location. At controlled airfields aircraft and vehicles are required to hold unless cleared by air traffic control.

**Attachment 18****AIRFIELD LIGHTING (TAXIWAYS AND RUNWAY)**

**A18.1. Runway Edge Light.** The runway edge lights emit white light, except in the caution zone, which is the last 2,000 feet of runway. In the caution zone, yellow lights are substituted for white lights; they emit yellow light in the direction facing the instrument approach threshold and white light in the opposite direction.

**Figure A18.1. Runway Edge Light.**



**A18.2. Taxiway Edge Light.** The taxiway edge lights emit blue light, and edge reflectors reflect blue.

**Figure A18.2. Taxiway Edge Light.**



**A18.3. Taxiway End Lights.** Where a taxiway ends at a crossing taxiway, two yellow lights are placed at the end of the crossing taxiway.

**Figure A18.3. Taxiway end Lights.**



## Attachment 19

### AIRFIELD MARKINGS

#### A19.1. RUNWAY CENTERLINE MARKINGS.

A19.1.1. **Purpose.** The runway centerline marking identifies the physical center of the runway and provides alignment guidance during takeoff and landing operations.

A19.1.2. **Location.** A runway centerline marking is located along the centerline of the runway between the runway designation markings.

A19.1.3. **Color.** Runway centerline markings are white.

#### A19.2. RUNWAY SIDE STRIPE MARKING.

A19.2.1. **Purpose.** Runway side stripes provide a visual contrast between the runway and the surrounding terrain and delineate the width of the paved area that is intended to be used as a runway.

A19.2.2. **Location.** Runway side stripes are part of the usable runway, are located on the runway and consist of continuous stripes located along each side. The maximum distance between the outer edges of the stripes is 200 feet (60m).

A19.2.3. **Color.** Runway side stripe markings are white.

#### A19.3. TAXIWAY CENTERLINE MARKINGS.

A19.3.1. **Purpose.** Taxiway centerline markings provide a visual cue to permit taxiing/driving along a designated path.

A19.3.2. **Location.** On a straight section of a taxiway, taxiway centerline markings are provided along the centerline of the designated taxiway. On a taxiway curve, the markings continue from the straight portion of the taxiway at a constant distance from the outside edge of the taxiway.

A19.3.3. **Color.** Taxiway centerline markings are yellow.

**Figure A19.1. Taxiway Centerline Markings.**



#### A19.4. TAXIWAY EDGE MARKING.

A19.4.1. **Purpose.** Taxiway edge markings are used to delineate the edge of the taxiway. (double yellow)

A19.4.2. **Location.** Taxiway edge markings are located on the taxiway at its defined edge, and are part of the usable taxiway pavement.

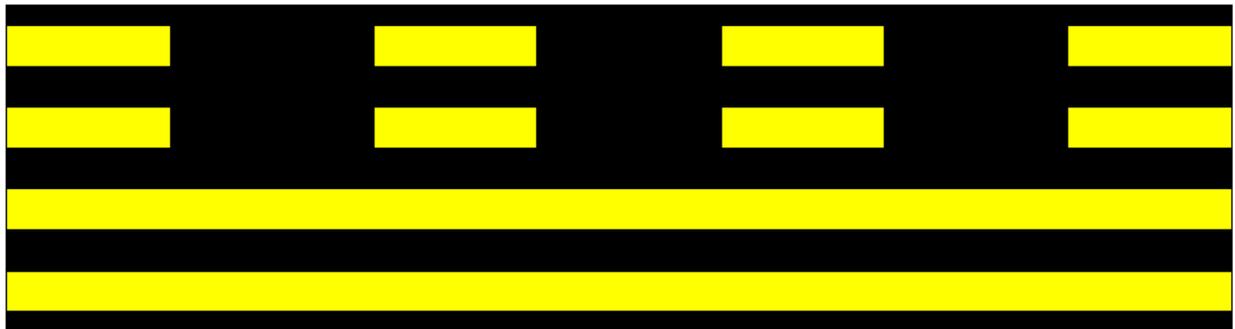
A19.4.3. **Color.** Taxiway edge markings are yellow.

**Figure A19.2. Taxiway Edge Marking.****A19.5. RUNWAY HOLDING POSITION MARKINGS ON TAXIWAYS.**

A19.5.1. **Purpose.** Runway holding position markings identify the location on a taxiway where a pilot/vehicle operator is to stop when he/she does not have clearance to proceed onto the runway from ATCT.

A19.5.2. **Location.** The runway holding position markings are to be located on all taxiways that intersect runways 15/33 and 05/23.

A19.5.3. **Color.** Holding position markings on taxiways are yellow, and will be outlined in black on light colored pavements.

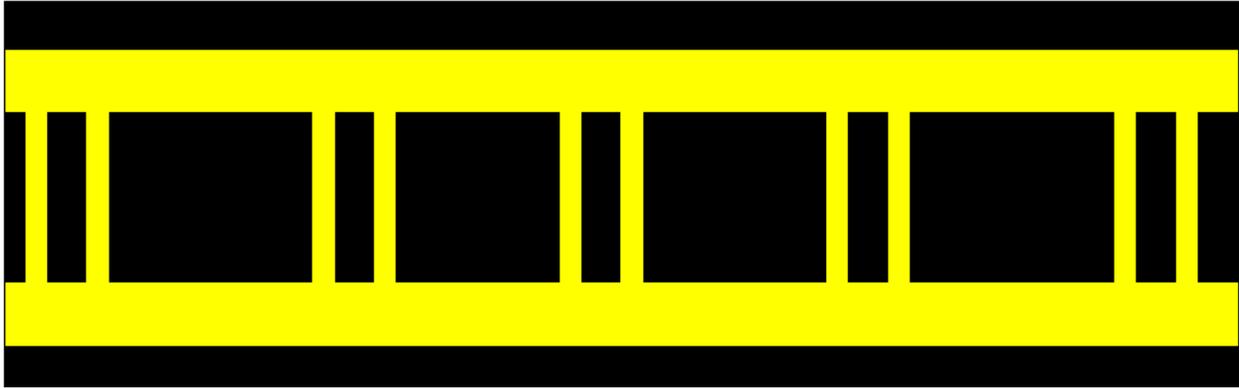
**Figure A19.3. Runway Holding Position Markings On Taxiways.****A19.6. HOLDING POSITION MARKINGS FOR ILS.**

A19.6.1. **Purpose.** The ILS critical area holding position marking identifies the location on a taxiway where an aircraft/vehicle is to stop when it does not have clearance to enter the ILS critical area from ATCT, when Instrument Flight Rules apply.

A19.6.2. **Location.** The ILS critical area holding position marking is located on the taxiway/PAD at the perimeter of the ILS critical area.

A19.6.3. **Color.** The ILS critical area holding position markings on taxiways are yellow, and will be outlined in black.

Figure A19.4. Holding Position Markings for ILS.



## Attachment 20

## TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

Table A20.1. TDY Personnel/Non-Base Assigned Contractors Training Checklist.

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORSTRAINING CHECKLIST			
<b>SECTION I – TRAINEE INFORMATION</b> <i>Completed by Unit Airfield Driving Program Manager (UADPM) or Wing Airfield Driving Program Manager (WADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING</b> <i>(Completed by the Trainee, UADPM or designated Trainer)</i>			
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>
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 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 CMA 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** (*Completed by Trainee, UADPM or WADPM*)

**TRAINEE**

I have received and completed all of the above training requirements and will comply with *Local Base ADI*. I am aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the ATCT.

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

**UADPM**

I certify that the above individual has completed all local training requirements outlined in *State Local Base ADI*. Check all applicable restrictions.

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

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WADPM or Designated Representative (<i>as required</i>)</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 21

AIRFIELD DIAGRAM #4

Figure A21.1. Airfield Diagram #4.

