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**Space, Missile, Command and Control**

**AIRFIELD OPERATIONS INSTRUCTION  
(CCAFS)**

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This instruction includes operational procedures and defines the local flying areas, in-flight, ground traffic control procedures, flightline driving procedures and situations common to all units under and/or supported by Cape Canaveral Air Force Station (CCAFS). Operations not included in this instruction require 45 SW/CC approval.

This instruction implements policy guidance from Air Force Policy Directive 11-2, Aircraft Rules and Procedures; Air Force Policy Directive 13-2, Air Traffic Control, Airspace, and Range Management; Air Force Instruction 10-701, Operations Security (OPSEC); Air Force Instruction 11-202V3, General Flight Rules; Air Force Instruction 13-203, Air Traffic Control; Air Force Instruction 13-204, Functional Management of Airfield Operations; Air Force Instruction 13-213, Airfield Management; AFI 24-301, Vehicle Operations, AFMAN 24-306, Manual for the Wheeled Vehicle Driver, 45 SWI 13-203, Airfield Operations Procedures and AFOSH Standard 91-100, Aircraft Flightline - Ground Operations and Activities. Air Force Visual Aid 13-221, Control Tower Light Signals; Federal Aviation Administration Order 7110.65, Air Traffic Control; Federal Aviation Regulation, Part 91. It applies to all military, civil service, contractor, and vendor personnel required to operate motorized wheeled vehicles within the confines of the CCAFS Flightline.

<b>Chapter 1— GENERAL INFORMATION</b>	<b>8</b>
1.1. RUNWAY (RWY) 13/31 INFORMATION. ....	8
1.2. TAXIWAY WIDTH INFORMATION. ....	8
1.3. RUNWAY SELECTION PROCEDURES. ....	8
1.4. SUSPENSION OF RUNWAY OPERATIONS. ....	8
1.5. CONTROLLED MOVEMENT AREA (CMA). ....	8
1.6. AIRFIELD OPERATING HOURS. ....	8
1.7. PRIOR PERMISSION REQUIRED (PPR). ....	8

1.8. REQUESTS FOR AIRFIELD OPENINGS DURING PUBLISHED CLOSURE PERIODS. .... 9

1.9. FLIGHT PLAN FILING PROCEDURES. .... 9

1.10. INTERSECTION DEPARTURES. .... 9

Table 1.1. Intersection Departures. .... 9

1.11. FLIGHT INFORMATION PUBLICATIONS (FLIPS). .... 9

1.12. WEATHER SERVICES. .... 9

1.13. INERTIAL NAVIGATION SYSTEM. .... 9

1.14. MAINTENANCE ENGINE RUNS. .... 9

1.15. MAINTENANCE ENGINE RUNS DURING AIRFIELD CLOSURE PERIODS. .... 10

1.16. TOWING PROCEDURES. .... 10

1.17. ENGINE STARTS. .... 10

1.18. NAVIGATIONAL AIDS. .... 10

1.19. NOTICES TO AIRMEN (NOTAM). .... 10

1.20. TRANSIENT ALERT (TA) SERVICES. .... 10

1.21. FLIGHTLINE HAT WEAR. .... 10

1.22. AIRFIELD SMOKING POLICY. .... 10

1.23. PHOTOGRAPHY ON THE FLIGHTLINE PROCEDURES. .... 10

1.24. AIRFIELD INSPECTIONS/CHECKS. .... 10

1.25. AIRCRAFT PARKING PLAN AND RESTRICTIONS. .... 10

1.26. AIRFIELD MAINTENANCE VEHICLES. .... 11

1.27. WAIVERS TO AIRFIELD/AIRSPACE CRITERIA. .... 11

1.28. WEATHER DISSEMINATION AND COORDINATION PROCEDURES. .... 11

1.29. RWY SURFACE CONDITION (RSC) VALUES. .... 11

1.30. AIRFIELD ELEVATION. .... 11

1.31. FLEET SERVICE. .... 11

1.32. NOISE COMPLAINTS. .... 11

1.33. AIRFIELD LIGHTING SYSTEMS. .... 11

1.34. PERMANENTLY CLOSED/UNUSABLE PORTIONS OF THE AIRFIELD. .... 11

1.35. AIRCRAFT ARRESTING SYSTEMS. .... 12

1.36. PROCEDURES FOR OPENING AND CLOSING THE RUNWAY. .... 12

1.37. BIRD WATCH CONDITIONS/PROCEDURES/RESTRICTIONS. .... 12

1.38. AIRFIELD QUIET HOUR REQUESTS. .... 12

1.39.	FACILITY OPENING/CLOSING PROCEDURES. ....	13
1.40.	RAMP LIGHTING OPERATING PROCEDURES DURING TURTLE NESTING SEASON. ....	13
1.41.	HEAVY AIRCRAFT JET THRUST AVOIDANCE PROCEDURES. ....	13
1.42.	LATERAL DISTANCE REQUIREMENTS FOR MOBILE OBSTACLES FROM RUNWAY, TAXIWAYS AND APRONS. ....	13
1.43.	SUPERVISOR OF FLYING DUTIES. ....	13
1.44.	MULTIPLE RFC APPROACH REQUIREMENTS. ....	13
<b>Chapter 2— LOCAL AIRSPACE PROCEDURES</b>		<b>14</b>
2.1.	LOCAL FLYING AREA. ....	14
2.2.	CLASS DELTA AIRSPACE. ....	14
2.3.	VFR WEATHER MINIMUMS. ....	14
2.4.	CLASS DELTA SURFACE AREA RESTRICTIONS. ....	14
2.5.	FUNCTIONAL CHECK FLIGHT (FCF) AREAS. ....	14
2.6.	AIRCRAFT PRIORITIES. ....	14
2.7.	AIR TRAFFIC CONTROL AND OTHER FREQUENCIES. ....	14
Table 2.1.	Air Traffic Control and Other Frequencies. ....	15
2.8.	AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS). ....	15
2.9.	VFR TRAFFIC PATTERNS ALTITUDES. ....	15
Table 2.2.	VFR Traffic Patterns Altitudes. ....	15
2.10.	AUTOROTATIONS. ....	15
2.11.	SIMULATED FLAMEOUT (SFO) APPROACHES. ....	15
2.12.	PROTECTION FROM THE 360-DEGREE OVERHEAD PATTERN. ....	15
2.13.	REDUCED SAME RUNWAY SEPARATION. ....	15
2.14.	CIRCLING APPROACHES. ....	16
2.15.	OPPOSITE DIRECTION TRAFFIC PROCEDURES. ....	16
2.16.	VFR LOCAL TRAINING AREA. No local training areas exist. ....	16
2.17.	STANDARD CLIMB-OUT/LOCAL DEPARTURE PROCEDURES. ....	16
<b>Chapter 3— SPECIAL OPERATIONS</b>		<b>17</b>
3.1.	FERRERIA DZ COORDINATION AND OPERATIONAL RESTRICTIONS. ....	17
3.2.	NIGHT VISION DEVICE (NVD) OPERATIONS. ....	17
3.3.	BILL SUTTON DZ COORDINATION AND OPERATIONAL RESTRICTIONS..	17

<b>Chapter 4— SPECIAL PROCEDURES</b>	<b>18</b>
4.1. ATC GAS MASK USAGE. ....	18
4.2. AIRFIELD/AIRSPACE EXERCISES. ....	18
4.3. HOT CARGO SPOTS. ....	18
4.4. HAZARDOUS CARGO. ....	18
4.5. DRAG CHUTE JETTISON. ....	18
4.6. CIVIL AIRCRAFT. ....	18
4.7. DV NOTIFICATION. ....	18
4.8. CONTROLLED AREA ACCESS. ....	18
4.9. SPACE SHUTTLE SUPPORT. ....	19
<b>Chapter 5— EMERGENCIES</b>	<b>20</b>
5.1. GENERAL. ....	20
5.2. PRIMARY CRASH ALERTING SYSTEM (PCAS). ....	20
5.3. TOWER RESPONSIBILITIES: ....	20
5.4. FIRE CONTROL RESPONSIBILITIES: ....	21
5.5. SECONDARY CRASH NET (SCN). ....	21
5.6. BAILOUT AREA. ....	21
5.7. JETTISON AND FUEL DUMPING AREA. ....	21
5.8. HOT BRAKE AREAS. ....	21
5.9. HOT (ARMED) AIRCRAFT, UNSAFE OR HUNG ORDNANCE CONDITIONS. ....	21
5.10. HYDRAZINE EMERGENCIES. ....	21
5.11. EMERGENCY LOCATOR TRANSMITTER (ELT) SIGNALS. ....	21
5.12. TOWER EVACUATION. ....	22
5.13. AIRFIELD MANAGEMENT EVACUATION. ....	22
5.14. HIGH WIND LIMITATIONS. ....	22
5.15. AIR EVAC NOTIFICATIONS. ....	22
5.16. NO FLIGHT PLAN ARRIVALS. ....	22
5.17. EMERGENCY VEHICLE OPERATIONS. ....	23
5.18. RESPONSIBILITIES OF THE ON-SCENE COMMANDER. ....	23
5.19. LOST COMMUNICATIONS. ....	23
<b>Chapter 6— FLIGHTLINE DRIVING PROCEDURES</b>	<b>24</b>
6.1. POLICY. ....	24

6.2.	AUTHORIZATION. ....	24
6.3.	WING COMMANDER RESPONSIBILITIES. ....	24
6.4.	UNIT COMMANDER RESPONSIBILITIES. ....	24
6.5.	AIRFIELD MANAGEMENT RESPONSIBILITIES. ....	24
6.6.	FDPM RESPONSIBILITIES. ....	25
6.7.	SAFETY RESPONSIBILITIES. ....	26
6.8.	CCAFS SECURITY FORCES RESPONSIBILITIES. ....	26
6.9.	HOSPITAL RESPONSIBILITIES. ....	26
6.10.	BASE CONTRACTING/BASE CIVIL ENGINEER RESPONSIBILITIES. ....	26
6.11.	VEHICLE OPERATIONS IN THE CMA. ....	27
6.12.	VEHICLE OPERATIONS ON UNCONTROLLED MOVEMENT AREAS. ....	27
6.13.	SPEED LIMITS. ....	27
6.14.	FM RADIO NET OPERATIONS. ....	28
6.15.	RADIO DISCIPLINE. ....	28
6.16.	AIRFIELD RADIO PHRASEOLOGY ....	28
Table 6.1.	Phraseology. ....	29
6.17.	RUNWAY CROSSING POINTS. ....	29
6.18.	COMMUNICATIONS OUT PROCEDURES. ....	30
6.19.	EMERGENCY REMOVAL OF VEHICLES FROM THE CMA. ....	30
6.20.	CONTROL TOWER SIGNALS. ....	30
Table 6.2.	Light Gun Signals. ....	30
6.21.	VEHICLE CALL SIGNS: ....	30
Table 6.3.	Vehicle Call Signs. ....	31
6.22.	RADIOS. ....	31
6.23.	TAXIING AIRCRAFT. ....	31
6.24.	APPROACHING AIRCRAFT. ....	31
6.25.	PARKED AIRCRAFT. ....	32
6.26.	EMERGENCY OR EXERCISE OPERATIONS. ....	32
6.27.	VEHICLE LIGHTS. ....	32
6.28.	FLIGHTLINE PARKING. ....	32
6.29.	AIRCRAFT REFUELING. ....	33
6.30.	AIRCRAFT TOWING. ....	33

6.31.	AFTER-HOURS VEHICLE OPERATION. ....	33
6.32.	AIRFIELD ENTRY POINTS. ....	33
6.33.	ENFORCEMENT POLICY. ....	33
6.34.	RUNWAY INTRUSIONS. ....	33
6.35.	CMA VIOLATIONS. ....	34
6.36.	FIRST VIOLATION. ....	34
6.37.	SECOND VIOLATION. ....	34
6.38.	CONTROLLED AREA VIOLATION. ....	34
6.39.	OTHER AIRFIELD DRIVING VIOLATIONS. ....	34
6.40.	GENERAL CERTIFICATION. ....	34
6.41.	PREQUISITES FOR PERMANENTLY ASSIGNED PERSONNEL. ....	35
6.42.	TRAINING. ....	35
6.43.	LICENSING. ....	35
6.44.	FDPM TRAINING. ....	36
6.45.	TEMPORARY DUTY (TDY) PERSONNEL. ....	36
6.46.	TEMPORARY CONTRACTOR OR VENDOR PERSONNEL. ....	36
6.47.	PRIVATE OWNED VEHICLES (POV). ....	36
6.48.	TEMPORARY VEHICLE PASS. ....	36
6.49.	GOLF CARTS AND MULES. ....	36
6.50.	FOREIGN OBJECT DAMAGE (FOD) PREVENTION. ....	37
6.51.	FOD CHECK POINTS. ....	37
6.52.	RESTRICTED AREA. ....	37
6.53.	AIRFIELD SIGNS AND MARKINGS. ....	37
6.54.	TOWER OR VEHICLE RADIO PROBLEM AREAS AND VISUAL BLIND SPOTS. ....	38
6.55.	PRECISION APPROACH CRITICAL AREAS. ....	38
<b>Chapter 7— AIRFIELD OPERATIONS BOARD</b>		<b>39</b>
7.1.	General. ....	39
7.2.	AOB Members. ....	39
7.3.	AOB Agenda and Items Requiring Annual/Semiannual Review. ....	39
7.4.	Annual Review Items. ....	40
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>41</b>

<b>45SWI13-205 1 APRIL 2007</b>	<b>7</b>
<b>Attachment 2— LATERAL CLEARANCE ZONES</b>	<b>43</b>
<b>Attachment 3— CLASS DELTA AIRSPACE</b>	<b>44</b>
<b>Attachment 4— RECTANGULAR VFR TRAFFIC PATTERN</b>	<b>45</b>
<b>Attachment 5— 360 DEGREE OVERHEAD TRAFFIC PATTERN</b>	<b>46</b>
<b>Attachment 6— BILL SUTTON/FERRERIA DROP ZONES</b>	<b>47</b>
<b>Attachment 7— HAZARDOUS CARGO LOCATIONS</b>	<b>48</b>
<b>Attachment 8— CONTROLLED MOVEMENT AREA/UNCONTROLLED MOVEMENT AREA</b>	<b>49</b>
<b>Attachment 9— RESTRICTED AREAS</b>	<b>50</b>
<b>Attachment 10— VFR RUNWAY HOLDLINE/HOT BRAKE AREA</b>	<b>51</b>
<b>Attachment 11— SAMPLE CERTIFICATION LETTER</b>	<b>52</b>
<b>Attachment 12— SAMPLE RAMP ONLY CERTIFICATION LETTER</b>	<b>54</b>
<b>Attachment 13— SELF-INSPECTION CHECKLIST</b>	<b>56</b>
<b>Attachment 14— AIRFIELD CHECK RIDE FORM</b>	<b>58</b>
<b>Attachment 15— TDY/TEMPORARY CONTRACTOR PERSONNEL BRIEFING</b>	<b>59</b>
<b>Attachment 16— AIRFIELD VEHICLE ENTRY POINTS</b>	<b>61</b>
<b>Attachment 17— RUNWAY CROSSING POINTS</b>	<b>62</b>

## Chapter 1

### GENERAL INFORMATION

**1.1. RUNWAY (RWY) 13/31 INFORMATION.** RWY 13/31 is 10,000 feet X 200 feet asphalt, with 300 feet X 300 feet turnarounds on each end. It is grooved except for turnarounds.

**1.2. TAXIWAY WIDTH INFORMATION.** Taxiway Alpha is 115 feet wide and Taxiway Bravo is 130 feet wide.

**1.3. RUNWAY SELECTION PROCEDURES.** Control Tower Watch Supervisor determines runway in use IAW FAAO 7110.65. RWY 13 is the calm wind runway. RWY 31 is equipped with an Approach Lighting System. Upon opening the facility or when changing the runway in use, Tower shall notify:

- 1.3.1. Airfield Management.
- 1.3.2. Cape Weather.
- 1.3.3. Orlando Approach (MCO).
- 1.3.4. Cape Control.
- 1.3.5. Cape Support.

**1.4. SUSPENSION OF RUNWAY OPERATIONS.** Runway operations may be suspended and resumed by any competent authority (tower supervisor, OG/CC, AOF/CC, Airfield Manager or designated representative) when the safety of aircraft is in question.

**1.5. CONTROLLED MOVEMENT AREA (CMA).** Tower approval is required for all aircraft and vehicle movement within the CMA. CMA includes the runway, 1000' grass overruns, and area within 100 feet of the runway/overrun edges. For all guidelines concerning flightline driving procedures, refer to [Chapter 6](#). Airfield Management serves as the POC for flightline driving.

**1.6. AIRFIELD OPERATING HOURS.** Airfield operating hours are determined by Prior Permission Required (PPR). The Airfield Manager is normally available Monday through Friday from 0730-1600L.

- 1.6.1. Aircraft will not be permitted to arrive or depart from the airfield unless the airfield is open.
- 1.6.2. Ground support crews requesting access to the airfield when the tower is unmanned and the front gate is locked, must contact Cape Support at 853-5211.

**1.7. PRIOR PERMISSION REQUIRED (PPR).** Aircrews must obtain a PPR number from 1 ROPS/DOUS prior to arrival. PPR is required for landing, departing and/or air operations. All PPRs are issued by 1 ROPS/DOUS at 853-5941.

- 1.7.1. PPR's are faxed to the Airfield Manager, SLF, NOTU and 45 OSS/CC. Wing Protocol is notified if a DV is arriving/departing.
- 1.7.2. The Airfield Manager then coordinates ATC support, Fire Department support and any other special handling required with Cape Support.

**1.8. REQUESTS FOR AIRFIELD OPENINGS DURING PUBLISHED CLOSURE PERIODS.** PPR requests during published closure periods requires a minimum 5 day advance notice.

**1.9. FLIGHT PLAN FILING PROCEDURES.**

1.9.1. Airfield Management must have a flight plan on file for all aircraft departures, including hover checks.

1.9.2. Hard copies of flight plans and supporting documents are filed via fax to St Petersburg FSS.

1.9.3. Civilian pilots may file FAA Form 7233-1, Flight Plan in lieu of DD Form 175. If DD Form 175 is used, SSN need not be included.

1.9.4. Aircrews shall file IFR flight plans no more than 24 hours in advance and NLT 30 minutes prior to departure time. DD Form 1801 shall be filed no more than 24 hours in advance and NLT 1 hour prior to departure time.

1.9.5. Flight plans filed for operations within W-497A/B, R-2931, R-2932, R-2933, R-2934, R-2935 and NASA A/B must include the applicable airspace name in the remarks section. Operations in Eastern Range Special Use Airspace shall be pre-coordinated with 1 ROPS/DOUS. Aircraft performing Functional Check Flight (FCF) operations shall annotate "FCF" in the flight plan remarks section.

**1.10. INTERSECTION DEPARTURES.** Departures are authorized from the following intersections:

**Table 1.1. Intersection Departures.**

INTERSECTION	DEPARTURE RUNWAY	LENGTH
Taxiway Alpha	13	9,400'
Taxiway Bravo	13	8,500'

**1.11. FLIGHT INFORMATION PUBLICATIONS (FLIPS).** All requested changes to FLIPS must be made in writing to the Airfield Manager for review. IAW AFI 13-213, Airfield Management is responsible for the ordering and distribution of all FLIP material.

**1.12. WEATHER SERVICES.** Weather observations/forecasts are available 24/7 via DSN 467-8484, COMM 321-853-8484 or by hotline from the flight planning room.

**1.13. INERTIAL NAVIGATION SYSTEM.** Checkpoints are established at four locations:

1.13.1. Parking Spot 1 – Latitude 28 deg 28 39.04N Longitude 80 34 33.36 W

1.13.2. Parking Spot 2 - Latitude 28 deg 28 37.34N Longitude 80 deg 34 29.46W.

1.13.3. Parking Spot 3 - Latitude 28 deg 28 35.29N Longitude 80 deg 34 31.23W.

1.13.4. Parking Spot 4 – Latitude 28 deg 28 30.95N Longitude 80 deg 34 30.60W.

**1.14. MAINTENANCE ENGINE RUNS.**

1.14.1. Multi-engine jet aircraft are authorized to perform engine run-ups on runway areas.

1.14.2. All ground maintenance engine runs shall be coordinated with Airfield Management. Airfield Management shall notify tower of all approved engine runs. Maintenance shall obtain Tower authorization prior to commencing the engine run.

**1.15. MAINTENANCE ENGINE RUNS DURING AIRFIELD CLOSURE PERIODS.** Users shall coordinate engine runs with Command Post. Command Post will coordinate with the Fire Department, and CCAFS Security Forces prior to issuing an approval.

**1.16. TOWING PROCEDURES.** Aircraft tow capabilities are not available. If a requirement exists and a tug is available, tow operators will abide by **Chapter 6** of this instruction. Standard CMA procedures apply (see paragraph **1.4.**).

**1.17. ENGINE STARTS.** All aircraft must obtain Tower authorization prior to starting engines.

**1.18. NAVIGATIONAL AIDS.** CCAFS Skid Strip has visual NAVAIDS only i.e., PAPI and SALS. Instrument procedures are based off of Patrick AFB's TACAN. All CCAFS ATCALs (including the control tower), have auto start generators. Patrick's Preventive Maintenance Inspection (PMI) times are 0730-0930 Wednesdays. Unscheduled PMI's of any CCAFS equipment shall be coordinated at least 24 hours in advance with the Chief Controller and/or Airfield Manager for approval.

**1.19. NOTICES TO AIRMEN (NOTAM).** CCAFS Airfield Management is the NOTAM dispatch facility. CCAFS tower is the NOTAM monitoring facility. CCAFS Airfield Management shall ensure appropriate dissemination of all flight safety information to appropriate flight agencies.

**1.20. TRANSIENT ALERT (TA) SERVICES.** TA services are contracted. Services available are limited. Normal hours of operation are 0730L thru 1600L Monday through Friday. Requests for TA services outside of standard hours need to be precoordinated at least 5 days in advance through 1 ROPS.

**1.21. FLIGHTLINE HAT WEAR.** The flightline is designated as a "No Hat Area."

**1.22. AIRFIELD SMOKING POLICY.** Smoking is prohibited on the flightline, unless in a specifically designated smoking area.

**1.23. PHOTOGRAPHY ON THE FLIGHTLINE PROCEDURES.** Requests for flightline photography must be made through and approved by 45 SW Public Affairs.

**1.24. AIRFIELD INSPECTIONS/CHECKS.** Airfield inspections and checks shall be accomplished IAW AFI 13-213.

**1.25. AIRCRAFT PARKING PLAN AND RESTRICTIONS.**

1.25.1. DV parking is primarily on Spot 1 next to the painted red carpet.

1.25.2. The Skid Strip has four concrete pads designed for large frame aircraft. Aircraft must be parked on the pad to avoid damaging the apron.

1.25.3. When an aircraft is parked on Taxiway Bravo 's concrete pad, a local NOTAM shall be sent closing the Taxiway.

1.25.4. The parking apron is designed to accommodate the length of a C-5 and wingspan of an AN-124. Required wingtip clearance of 50' is ensured on the majority of the ramp but at some locations only 35' could be provided. A MAJCOM waiver is in place for this deviation.

**1.26. AIRFIELD MAINTENANCE VEHICLES.** Airfield sweeping and grass cutting operations are performed by contract personnel. All personnel shall adhere to flight line driving requirements as prescribed in [Chapter 6](#). In the event a sweeper is needed for after-hours or weekend flying, Airfield Management will contact Fire Department to dispatch a sweeper.

**1.27. WAIVERS TO AIRFIELD/AIRSPACE CRITERIA.** All requests for waivers to airspace/airfield criteria planning criteria shall be forwarded through 45 OSS/OSA. Airfield waivers will then be forwarded to 45 CES/CECP for processing. Airspace waivers will be handled through MAJCOM, base authorities or local air traffic authorities, as required. All airfield construction shall be coordinated from project beginning to completion with Airfield Management and 45 SW/SE. Temporary airfield construction waivers must be in place prior to construction start.

**1.28. WEATHER DISSEMINATION AND COORDINATION PROCEDURES.** Weather dissemination and coordination is accomplished IAW 45 SW 15-1. In addition, Tower controllers are certified as limited weather observers. 45 Weather Squadron will update all ATC visibility charts when new reference points are erected and determined by weather to be a suitable reference marker. The FMQ-13 shall serve as the primary source for 2-minute average wind readings and gusts only. Current weather advisories and weather warnings are received via the CCAFS Public Announcement system.

**1.29. RWY SURFACE CONDITION (RSC) VALUES.** Airfield Management determines the RSC.

**1.30. AIRFIELD ELEVATION.** Airfield elevation is 10 feet and height location is from approach end of RWY 31.

**1.31. FLEET SERVICE.** Fleet Service is available for transient aircraft and needs to be coordinated at least 24 hours in advance to arrival.

**1.32. NOISE COMPLAINTS.** Refer all noise complaint calls to 45 SW Public Affairs. No noise abatement areas exist.

**1.33. AIRFIELD LIGHTING SYSTEMS.** Tower operates airfield lighting IAW FAAO 7110.65 and/or AFI 13-203. AFI 13-213 shall be used to determine if an outage necessitates NOTAM action.

1.33.1. RWY 13 is equipped with High Intensity Runway Edge Lights (HIRLS) and a Precision Approach Path Indicator (PAPI) System.

1.33.2. Runway 31 is equipped with HIRLS, PAPI's and a nonstandard short approach lighting system (SALS).

1.33.3. When the control tower is closed, airfield lighting will be turned on for inspections only.

**1.34. PERMANENTLY CLOSED/UNUSABLE PORTIONS OF THE AIRFIELD.** The abandoned launch pad located north of the approach end of RWY 13 is not designated to support aircraft loads and must not be used for aircraft operations.

**1.35. AIRCRAFT ARRESTING SYSTEMS.** There are no permanently installed arresting systems. A location is designated for installation of a mobile aircraft arresting system if required. Location is approx 7650' from the approach end of RWY 13. Area is equipped with 4 flush mounted runway edge lights.

**1.36. PROCEDURES FOR OPENING AND CLOSING THE RUNWAY.** Airfield Management is the only agency authorized to declare the runway open/closed.

**1.37. BIRD WATCH CONDITIONS/PROCEDURES/RESTRICTIONS.**

1.37.1. Resident waterfowl are the greatest hazard to CCAFS flight operations. Gulls and terns are common in all areas and present exceptionally heavy activity on the ramp and runway after rain showers.

1.37.2. Long legged wading birds are most common along the Banana River and on final approach course to runway 13.

1.37.3. Raptors are common in all areas, especially north of the runway.

1.37.4. Pelicans and shorebirds present heavy concentrations along the coast and are extremely hazardous along the final approach course to both runways.

1.37.5. Small species and migratory birds are common in all bushy areas.

1.37.6. Due to limited air traffic flow into CCAFS, there have been few recorded BASH incidents.

1.37.7. Should a bird strike occur, aircrew will complete AF Form 853, Air Force Bird Strike Report. Flight Safety will be notified and form faxed to their office at 4-7139. If bird cannot be identified, remove 2 feathers from the bird and appropriately discard carcass. Secure feathers in zip lock bag for Flight Safety and leave feathers with Airfield Management.

1.37.8. Bird Watch Phases – Phase 1, 1 April-30 September. Phase 2, 1 October-31 March. Highest bird strike potential during Phase 2 due to migratory season. Expect increased activity during phase 2 at dawn/dusk +/- 1 hour.

1.37.9. Bird Watch Conditions:

1.37.9.1. SEVERE – High bird population on or immediately above the active runway or other specific location that represents a high potential for strike. Airfield flying operations will be suspended until the airfield manager disperses the birds and downgrades the condition.

1.37.9.2. MODERATE – Increased bird population in locations which represent an increased potential for strike. This condition requires increased vigilance by all agencies and supervisors and caution by aircrews.

1.37.9.3. LOW – Normal bird activity on and above the airfield with low probability of hazard.

1.37.10. The airfield manager is responsible to declare current bird watch condition and conduct harassment. BASH cannons will be first line of defense.

1.37.11. Grass height will be maintained between 7-14".

**1.38. AIRFIELD QUIET HOUR REQUESTS.** CCAFS quiet hour requests must be coordinated through Airfield Management at least 10 working days prior to the event.

**1.39. FACILITY OPENING/CLOSING PROCEDURES.** The tower and airfield management will open a minimum of thirty minutes prior to aircraft scheduled arrivals/departures or engine start and remain open at least 30 minutes after departure. The opening shift shall perform control tower and airfield opening checklists.

**NOTE:** If the back-up generator is running upon arrival to the facility or when back-up power returns to commercial power, immediately contact Cape Support personnel at 853-5211.

**1.40. RAMP LIGHTING OPERATING PROCEDURES DURING TURTLE NESTING SEASON.**

1.40.1. Ballpark lights should only be turned on between sunset and sunrise during aircraft on/offload operations and for security reasons. Only the minimum number of ballpark lights necessary shall be illuminated.

1.40.2. The two pole lights should only be used during on and off-load operations and during VIP arrivals and departures after sunset. In any case the controller on duty will use the best judgment. These lights should never be left on for illuminating an aircraft for security reasons during turtle nesting season 1 May - 31 October.

**1.41. HEAVY AIRCRAFT JET THRUST AVOIDANCE PROCEDURES.** Tower shall use the following phraseology for heavy jet aircraft: "If able, use minimum power to reduce jet blast to ground personnel."

**1.42. LATERAL DISTANCE REQUIREMENTS FOR MOBILE OBSTACLES FROM RUNWAY, TAXIWAYS AND APRONS.** Fixed or mobile obstacles are considered airfield obstructions if not sited or located correctly on the airfield. The runway lateral clearance distance is 1000' on each side of the runway centerline. Taxiway lateral clearance is 200' each side of the taxiway centerline. Apron lateral clearance is determined by half the wingspan of the largest airframe plus the required wingtip clearance distance. At the Skid Strip this is 169' from the taxiway line to the surrounding grass area. (See [Attachment 2](#))

**1.43. SUPERVISOR OF FLYING DUTIES.** No Supervisor of Flying (SOF) program exists at CCAFS.

**1.44. MULTIPLE RFC APPROACH REQUIREMENTS.** No RFC approaches exist.

## Chapter 2

### LOCAL AIRSPACE PROCEDURES

- 2.1. LOCAL FLYING AREA.** The local flying area is the area within a 25 NM radius of CCAFS.
- 2.2. CLASS DELTA AIRSPACE.** See [Attachment 3](#) for dimensions. CCAFS Class D airspace is activated as needed (when the tower is open). Activation periods are available from the Airfield Manager or Tower Chief Controller.
- 2.3. VFR WEATHER MINIMUMS.** Basic VFR Weather minimums apply (ceiling at or above 1000' AGL and visibility at or above 3 Statue Miles). To open each of the VFR patterns, the airfield must be VFR, the reported ceiling must be at least 500 feet above the pattern altitude and visibility of 3 miles or as deemed appropriate by the control tower watch supervisor/senior controller.
- 2.4. CLASS DELTA SURFACE AREA RESTRICTIONS.** Unless specifically approved or waived by the appropriate authority, unusual/acrobatic maneuvers within CCAFS delegated airspace are not authorized.
- 2.5. FUNCTIONAL CHECK FLIGHT (FCF) AREAS.** Designated jet Functional Check Flight (FCF) area encompasses 5 and 40 DME and 035 and 085 radials of the Patrick TACAN. Designated area for conventional fixed wing and special high altitude helicopter FCF encompasses 5 and 30 DME and 095 deg and 155 deg radials of the Patrick TACAN.
- 2.6. AIRCRAFT PRIORITIES.** The following local aircraft priorities supplement (but do not take precedence over) FAAO 7110.65 and AFJI 11-204.
- 2.6.1. Hazardous Cargo.
  - 2.6.2. Shuttle Support aircraft.
  - 2.6.3. DV aircraft.
  - 2.6.4. Aircraft with controlled departure times.
- 2.7. AIR TRAFFIC CONTROL AND OTHER FREQUENCIES.**

**Table 2.1. Air Traffic Control and Other Frequencies.**

Control Tower	VHF 118.625 VHF 143.15	UHF 239.05
Pilot- to-Metro	NA	UHF 344.6
Cape Contro	VHF 133.8	UHF 264.8
Orlando App/Dep	VHF 134.95 VHF 132.65	UHF 281.425
NASA Tower	VHF 128.55	UHF 284.0
Guard	VHF 121.5	UHF 243.0

**NOTE:** Due to limited frequencies, aircraft receive their clearance, taxi instructions, and departure clearance on the same frequency.

2.7.1. CCAFS has an FM net talk group referred to as the “B Safety Net”. The following agencies are within this talk group:

2.7.1.1. Security.

2.7.1.2. Fire Department.

2.7.1.3. Lockheed Martin.

2.7.2. All agencies must coordinate with Airfield Management prior to entering the airfield. If user does not have the B net on their radio, Airfield Management shall issue one if required.

**2.8. AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS).** No ATIS capability exists. The Control Tower shall issue all pertinent weather and airfield information IAW FAAO 7110.65.

**2.9. VFR TRAFFIC PATTERNS ALTITUDES.** All aircraft will execute left traffic for RWY 31 and a right traffic for RWY 13. See [Attachment 4](#).

**Table 2.2. VFR Traffic Patterns Altitudes.**

Helicopter	600' MSL
Rectangular	1,100' MSL
Overhead	1,600' MSL

**2.10. AUTOROTATIONS.** Autorotations are authorized with ATC approval.

**2.11. SIMULATED FLAMEOUT (SFO) APPROACHES.** SFO approaches are not authorized.

**2.12. PROTECTION FROM THE 360-DEGREE OVERHEAD PATTERN.** Control Tower shall advise departing aircraft to, “Cross departure end at or below 1,100' “ when the overhead pattern is in use.

**2.13. REDUCED SAME RUNWAY SEPARATION.** Not authorized--no reduced runway separation criteria exists.

**2.14. CIRCLING APPROACHES.** Aircraft conducting circling approaches shall circle south for a right base to RWY 13 or a left base to RWY 31. Circling north of the airport is not authorized.

**2.15. OPPOSITE DIRECTION TRAFFIC PROCEDURES.** Simultaneous opposite direction IFR arrival/ departure operations are not authorized. Opposite direction IFR departures are authorized if approved by Orlando Departure Control.

2.15.1. IFR Arrival versus a VFR Departure. The Opposite direction VFR departure must be airborne and turned to ensure conflict resolution prior to the IFR arrival beginning the circling maneuver for the TACAN A Approach. Not authorized for visual or contact approaches.

2.15.2. IFR Departure versus VFR arrival or VFR Departure versus VFR Arrival. Aircraft in the VFR pattern will be held at downwind or restricted from turning base until the opposite direction IFR/VFR departure is airborne and turned to ensure conflict resolution or a preceding opposite direction VFR arrival aircraft has landed. Opposite direction straight-in VFR approaches are not authorized when an IFR or VFR departure is involved.

**2.16. VFR LOCAL TRAINING AREA.** No local training areas exist.

**2.17. STANDARD CLIMB-OUT/LOCAL DEPARTURE PROCEDURES.** Cape Tower shall instruct IFR departures to track runway heading and maintain 5000' or filed altitude if lower. Diverse departures are authorized (see FLIP for restrictions).

## Chapter 3

### SPECIAL OPERATIONS

**3.1. FERRERIA DZ COORDINATION AND OPERATIONAL RESTRICTIONS.** Drop Zone use is restricted to 920 RQW operations only, unless authorized by 45 OG/CC. Other users contact 45 SW/XP DSN 854-2646/5648 for information concerning support at Cape Canaveral Air Force Station. PPR also required see IFR Supplement for details. No other aircraft activity is permitted within CCAFS Class D airspace when operations are ongoing.

3.1.1. Airfield Management Responsibilities:

3.1.1.1. Publish NOTAM with details concerning the operation.

3.1.1.2. Upon completion of operations, conduct an airfield FOD check.

3.1.2. Tower responsibilities: If notified of a missing bundle/parachute at termination of operations, Tower shall advise Airfield Management.

3.1.3. Drop Zone Control Officer (DZCO) Ground Party Responsibilities:

3.1.3.1. Shall check in with Airfield Management and Air Traffic Control for handheld radio issue and to coordinate any non-standard frequency requirements. The DZCO shall utilize standardized CMA procedures outlined in [Chapter 6](#).

3.1.3.2. The DZCO ground party shall ensure non-participating personnel and equipment are clear of the DZ prior to operations. DZCO shall notify the Tower of any problems with the DZ and upon completion of the event, shall ensure all participants, associated item, bundles/parachutes are removed from the DZ.

3.1.3.3. DZCO shall notify the Tower of any parachute related equipment not recovered after air-drop operations.

3.1.4. Aircrew responsibilities:

3.1.4.1. Advise Tower and DZCO 10 minutes and again at 5 minutes prior to “time on target.”

3.1.4.2. Make racetracks to the East if weather/operating conditions permit. Aircrew flying operations and altitudes will be IAW current DZ survey. Racetrack altitude will not be lower than 2000’ MSL when over land and not lower than 500’ MSL when over water.

**3.2. NIGHT VISION DEVICE (NVD) OPERATIONS.** All aircraft NVD operations require a current Letter of Agreement (LOA) or Memorandum of Understanding (MOU) between the 45 SW and the unit’s parent wing. See the Airfield Manager or Chief, Control Tower Operations for specific details.

**3.3. BILL SUTTON DZ COORDINATION AND OPERATIONAL RESTRICTIONS.** Bill Sutton DZ is located 14 NM E/SE of the CCAFS. 1 ROPS will contact the Airfield Manager when the airspace is active. See [Attachment 6](#).

## Chapter 4

### SPECIAL PROCEDURES

- 4.1. ATC GAS MASK USAGE.** Tower controllers are not equipped with gas masks.
- 4.2. AIRFIELD/AIRSPACE EXERCISES.** All exercises taking place on the airfield or Tower designated airspace must be coordinated with the 45 OSS/OSA 48 hours prior to exercise.
- 4.3. HOT CARGO SPOTS.** There are two designated parking locations for hazardous cargo, limited to only Pegasus and Trident missiles and not transient movement of munitions.
- 4.3.1. The Pegasus parks on parking spot 2 on the apron with a 1,685' radius for 75,000 lbs of class A or B explosives. The radius increases to 2,115' for 125,000 lbs of class A or B explosives.
- 4.3.2. The Trident parks on the runway with a 3,150' radius for class 1.1 explosives.
- 4.4. HAZARDOUS CARGO.** See [Attachment 7](#) for parking locations. Airfield Management shall send applicable NOTAMs.
- 4.5. DRAG CHUTE JETTISON.** To the maximum extent possible, drag chutes shall be jettisoned clear of the runway on a hard surface. If a drag chute is jettisoned on the runway, tower shall suspend operations and notify Airfield Management.
- 4.6. CIVIL AIRCRAFT.** Operations must be IAW AFI 10-1002 and coordinated with 1 ROPS prior to arrival.
- 4.7. DV NOTIFICATION.** Airfield Management will notify required agencies of incoming DV's upon receipt of a PPR request.
- 4.7.1. Work load permitting, tower will relay inbound DV information as requested by AMOPS. Note: Relay of information regarding aircraft carrying DV's by ATC is secondary to providing air traffic control services. Controllers will relay this information provided it does not interfere with primary ATC responsibilities.
- 4.7.2. Electronic Marquee sign verbiage will be coordinated with Protocol for incoming/outgoing DV's. Information will be relayed to Patrick AMOPS to input for electronic sign display.
- 4.8. CONTROLLED AREA ACCESS.** To gain access to the airfield all pedestrian and vehicular traffic must use the phone at the front gate to request access. See [Attachment 9](#).
- 4.8.1. Personnel requesting access must state name and nature of business.
- 4.8.2. When RESTRICTED operations are in progress, contact the guard at the gatehouse ECP for entry.
- 4.8.3. If there is no answer when using the access phone, use the regular (black) Phone at the ECP and contact Cape Support, 853-5211, for assistance.

**4.9. SPACE SHUTTLE SUPPORT.** Approximately 80 airfields worldwide serve as potential landing sites for the space shuttle. The CCAFS is one of those sites, providing an immediate alternate landing location in the vicinity of Kennedy Space Center.

4.9.1. Prior to a scheduled mission USNORTHCOM will coordinate on the launch window and recovery window. From 10 days prior to the projected launch window until the shuttle returns, USNORTHCOM needs to know any airfield status changes of the runway to include Patrick AFB TACAN.

4.9.2. The tower will be manned L-180 minutes.

4.9.3. The airfield is also used as an overflow parking location to support NASA aircraft supporting the shuttle mission.

## Chapter 5

### EMERGENCIES

**5.1. GENERAL.** Emergencies have priority over normal airfield operations. When an emergency is in progress, non-emergency related radio conversation will be kept to a minimum. Non-emergency taxiing aircraft will exercise caution and yield to all emergency response vehicles. After an aircraft emergency lands, the Control Tower Watch Supervisor will suspend operations. Aircraft arriving due to a medical emergency on board do not require operations to be suspended. Airfield Management will make resumption of runway operations its first priority and may solicit any flightline certified vehicle operators for FOD check assistance. Prompt notifications are essential to ensure activation of CCEMP and/or 45 SW OPlan 91-204V1, as required.

**5.2. PRIMARY CRASH ALERTING SYSTEM (PCAS).** The controller on duty will activate the primary crash net and pass all pertinent information to CCAFS agencies as soon as possible. The JBOSC Duty Office and Joint Communications Command Center (JCCC) (fire/security) are on the PCAS. The crash net will be reactivated to forward updated information as it becomes available. Exercise inputs may be passed over the crash phone. If the PCAS is out of service, Tower shall contact all agencies individually. Daily operational checks are accomplished on days when aircraft operations are scheduled or when deemed necessary. The PCAS will be activated for any of the following conditions:

- 5.2.1. All In-Flight/Ground emergencies.
- 5.2.2. Aircraft mishap/Accident (on and off base).
- 5.2.3. Disaster notification (actual, potential), i.e. Broken Arrow.
- 5.2.4. Aircraft with "Hot Brakes".
- 5.2.5. Suspected or confirmed Hijacked aircraft.
- 5.2.6. Aircraft bomb threats.
- 5.2.7. Unauthorized landings.
- 5.2.8. Control Tower evacuation.
- 5.2.9. Jettison of external stores (land or water).
- 5.2.10. Hydrazine emergencies (EPU activation, leaking).
- 5.2.11. Emergency Locator Beacon activation.
- 5.2.12. Control Tower Watch Supervisor deems it necessary in the interest of safety.

### **5.3. TOWER RESPONSIBILITIES:**

- 5.3.1. Activate PCAS.
- 5.3.2. Monitor B Safety Net after PCAS activation and advise, "TOWER IS ON THE CRASH NET."
- 5.3.3. Broadcast "TOWER IS OFF B SAFETY NET" when all vehicles have departed the airfield controlled area.

5.3.4. Advise responding emergency vehicles when the emergency aircraft will be the next to land.

#### **5.4. FIRE CONTROL RESPONSIBILITIES:**

5.4.1. Acknowledge all Tower requests for emergency status.

5.4.2. Advise Tower immediately of emergency termination. (Only the senior fire department supervisor or the on-scene commander can terminate a declared emergency.).

5.4.3. Advise tower when "B" net monitoring can be discontinued.

**5.5. SECONDARY CRASH NET (SCN).** The Cape does not have a SCN. The JBOSC Duty Office notifies the Det 1 45 MSG/CC (Cape Commander) and Patrick Command Post of all emergency information relayed over the PCAS.

**5.6. BAILOUT AREA.** Time permitting, the designated bailout area is Patrick TACAN 090 degree radial heading of 090 at 0.5 DME at 2,000 foot minimum altitude. If an aircrew will perform bail out the control tower operator will plot the aircraft coordinates on the base crash grid map and pass over the primary crash net.

**5.7. JETTISON AND FUEL DUMPING AREA.** Time permitting, the designated jettison area is Patrick TACAN 090 radial, heading of 090 at approximately 5 DME. If aircraft is not TACAN equipped, Orlando approach shall provide radar vectors. Do not perform fuel dumping operations under 5,000 feet AGL if conditions permit.

**5.8. HOT BRAKE AREAS.** Designated hot brake areas are on Taxiway Alpha and Taxiway Bravo. See [Attachment 10](#).

**5.9. HOT (ARMED) AIRCRAFT, UNSAFE OR HUNG ORDNANCE CONDITIONS.** Optimum is for aircraft to land at Patrick AFB. If the aircraft will come to the Cape, aircraft will land RWY 13 and taxi to 2000 foot remaining marker and stop facing the water.

**NOTE:** Use of straight-in approaches shall be used to the maximum extent possible to avoid overflight of populated areas.

**5.10. HYDRAZINE EMERGENCIES.** Optimum is for aircraft to land at Patrick AFB. If the aircraft will land at the Cape, aircraft will land RWY 13 and taxi to 2000 foot remaining marker and stop facing the water.

#### **5.11. EMERGENCY LOCATOR TRANSMITTER (ELT) SIGNALS.**

5.11.1. Tower shall:

5.11.1.1. Notify Airfield Management and Orlando approach of ELT and the ELT frequency.

5.11.1.2. Request assistance from airborne aircraft in locating the source of the ELT.

5.11.1.3. Activate the PCAS only if it has been determined that the ELT is from a mishap aircraft.

5.11.1.4. Inform Airfield Management and Orlando approach when the ELT is terminated or the source is located.

5.11.2. Airfield Management shall advise 920 RQW Life Support Sections to help locate the source of the signal. During airfield closure periods, Command Post shall serve as the focal point for detection efforts.

**5.12. TOWER EVACUATION.** There is no designated alternate Tower facility operating location. Evacuation location is Building 50211.

5.12.1. Prior to evacuation, time permitting, Tower shall:

5.12.1.1. Notify Orlando Approach and Cape Control.

5.12.1.2. Announce evacuation over all available frequencies. "Cape Tower is being evacuated. Contact Cape Control on frequency 133.8 or 264.8 for instructions; the airfield is uncontrolled UFN".

5.12.1.3. Activate PCAS "Cape Tower is being evacuated".

5.12.2. Airfield Management shall contact Patrick Airfield Management to issue NOTAM suspending flying operations.

5.12.3. No personnel shall return to the facility until the senior fire officer declares the area safe to return.

5.12.4. Tower shall accomplish all appropriate checklists prior to resumption of operations and then contact Patrick Airfield Management to rescind the NOTAM.

**5.13. AIRFIELD MANAGEMENT EVACUATION.** In the event of Airfield Management building evacuation, the evacuation location is Bld 1704, Room 1202.

**5.14. HIGH WIND LIMITATIONS.** Tower personnel shall evacuate when the wind velocity is sustained or gusting at 50 knots or more.

**5.15. AIR EVAC NOTIFICATIONS.** Parking spot is Spot 1. Airfield Management shall notify the following agencies of air evac status as well as any ETA changes of 15 minutes or more:

5.15.1. Tower.

5.15.2. Transient Alert.

5.15.3. The 45 MDG.

5.15.4. Fire Department.

**5.16. NO FLIGHT PLAN ARRIVALS.** Aircraft sometimes arrive without any prior coordination/notification. These arrivals present an inherent force protection risk and shall generate a security response.

5.16.1. The Tower will:

5.16.1.1. Activate the PCAS.

5.16.1.2. Instruct aircraft to proceed to Taxiway Bravo and shut down engines unless otherwise directed by security forces.

5.16.1.3. Upon CCAFS Security Forces request, instruct aircrew to deplane along with passengers.

5.16.1.4. Be vigilant for unusual actions by aircrews that may indicate a hijack/unlawful actions.

5.16.2. CCAFS Security Forces shall upon aircraft engine shutdown, verify authenticity of aircrew/passengers.

5.16.3. Fire Department shall:

5.16.3.1. Using available fire trucks and vehicles, block potential taxi route of aircraft to parking ramp. (Other non-essential vehicles will be utilized to replace fire apparatus as soon as it is safe to do so.)

5.16.3.2. Upon CCAFS Security Forces authentication of aircrew and on-scene commander concurrence, advise tower of emergency termination.

**5.17. EMERGENCY VEHICLE OPERATIONS.** Emergency response vehicles when responding to an actual emergency, can exceed normal flightline speeds but not to the point that they themselves become a hazard. Vehicles need to use appropriate lights and sirens when responding to an emergency. Vehicles cannot assume right of way to aircraft and will yield if necessary.

**5.18. RESPONSIBILITIES OF THE ON-SCENE COMMANDER.** The on-scene commander is normally the Senior Fire Official, and will be in complete control at the scene of all mishaps until such time as relieved by the wing designated on-scene commander.

**5.19. LOST COMMUNICATIONS.** No local procedures exist (no flying units are locally based). ATC can expect pilots to utilize standard procedures IAW FAA and DoD directives (FAR 91.185, AIM, DoD Flight Information Handbook).

## Chapter 6

### FLIGHTLINE DRIVING PROCEDURES

**6.1. POLICY.** Motor vehicles operating on the flightline are necessary for normal operations and maintenance. Carelessness and disregard of safety rules by flightline drivers cannot be allowed since these are the primary cause of aircraft-vehicle collisions. Upon suspension/revocation of base driving privileges, the 45 MSG/CC can authorize re-instatement of flightline driving privileges to perform critical mission essential duties.

**6.2. AUTHORIZATION.** Motor vehicle traffic on the flightline is restricted to Government Owned Vehicles (GOV) on official business. Airfield Management can authorize vender or contractor vehicles as needed to support the airfield mission.

**6.3. WING COMMANDER RESPONSIBILITIES.** Designates agencies to support the Flightline Driving Program.

**6.4. UNIT COMMANDER RESPONSIBILITIES.** Appoint a primary and alternate unit Flightline Driving Program Manager FDPM in writing (normally the Vehicle Control Officer VCO or Vehicle Control Noncommissioned Officer VCNCO) to conduct training for all their personnel where duties require operating a vehicle on the flightline. Forward a copy of the appointment letter to CCAFS Airfield Manager.

6.4.1. Certify personnel are qualified to drive on the flightline. (refer to [Attachment 12](#)) (Local form letter may be used as long as it includes all information listed on [Attachment 12](#).) Authority may be delegated in writing to individual unit Flightline Driving Program Managers.

6.4.2. All base assigned personnel who operate a vehicle on the flightline must complete all training and testing requirements. Flightline experience is not a substitute for completion of flightline driving training and testing requirement.

6.4.3. Limit the number of personnel authorized to drive on the flightline to the absolute minimum necessary to accomplish the mission. If access to the runway is not required limit driver to ramp certification only. See [Attachment 13](#).

6.4.4. Upon suspension/revocation of the unit's member's base driving privileges, suspend/revoke the member's flightline driving authorization and notify the unit FDPM and CCAFS Airfield Manager in writing.

6.4.5. Screen, carefully select, and designate in writing to CCAFS Airfield Manager names of FDPM authorized to administer the unit's flightline drivers training program. Appoint replacement more than 30 days prior to relinquishing unit duty.

6.4.6. Ensure certified personnel are trained and qualified to safely drive on the flightline.

**6.5. AIRFIELD MANAGEMENT RESPONSIBILITIES.** Airfield Management is the OPR for the Cape Canaveral AFS Flightline Driving Program. Airfield Management will provide any other necessary assistance as appropriate in developing unit training programs.

- 6.5.1. Airfield Manager will develop a local flightline driver's familiarization program IAW AFI 13-213 and provide it to all unit FDPM's. Review familiarization program to include directive for currency and accuracy at least annually. Maintain documentation of review of unit programs for at least 1 year and incorporate review results in Airfield Operations Board Minutes.
- 6.5.2. Train applicable unit FDPM's and replacements on flightline driving requirements.
- 6.5.3. Provide the unit FDPM a flightline training package that includes a base flightline driving instruction and a training plan.
- 6.5.4. Ensure quality control of local training and procedures include but not limited to:
  - 6.5.4.1. Reviewing each unit's program at least annually.
  - 6.5.4.2. Reviewing certification documentation of flightline driving training.
  - 6.5.4.3. Administering written flightline tests.
  - 6.5.4.4. Conducting spot checks of drivers on the flightline.
  - 6.5.4.5. Monitoring radio nets for violations of flightline driving procedures.
- 6.5.5. Endorse and stamp AF Form 483, Authorized Flightline CCAFS Canaveral AFS, after all certification requirements have been met .
- 6.5.6. Respond to all runway intrusions and movement area violations. All incidents and corrective actions will be documented and briefed at the quarterly Airfield Operations Board (AOB).
- 6.5.7. Develop TDY personnel and contractor training.

**6.6. FDPM RESPONSIBILITIES.** All of following will be accomplished to administer the unit's flightline drivers familiarization training program:

- 6.6.1. Be trained and certified to drive on the flightline.
- 6.6.2. Designated in writing as FDPM by the squadron commander or equivalent. (see paragraph 1.3.1.2.).
- 6.6.3. Ensure all individuals trained for flightline driving are in possession of a valid state driver's license and a government drivers license when required for special purpose vehicles.
- 6.6.4. Maintain a master listing of personnel who are authorized to drive on the flightline and training certification form or letter for each driver. Review and update the listing of authorized drivers at least quarterly, and forward a copy to the Airfield Manager (45 OSS/OSA).
- 6.6.5. Develop and use lesson plans for classroom training. Tailor training to the unit's flightline driving responsibilities.
- 6.6.6. Conduct a self-inspection of the unit's flightline driving program annually during March (see [Attachment 13](#) for checklist). Units are encouraged to add items peculiar to their organization to these checklists.
- 6.6.7. Conduct and document annual refresher training for all flightline qualified personnel. As a minimum, training will include the Flightline Driving CBT, Lesson 2, Flightline Driving and NVD procedures, if NVD qualified. Refresher training will be documented on each individual's AF Form 483 or maintained on file with the unit FDPM. **DO NOT LAMINATE THE BACK OF AF FORM 483's.**

6.6.8. Administers the unit flightline driving training program according to Chapter 4 of AFI 13-213 and this instruction. Provides control tower light gun signal recognition training and classroom training, practical flightline driving procedures for day (night as required), a flightline driving test (check ride) and a flightline driving test (written). See [Attachment 15](#).

6.6.9. Individuals not receiving night orientation/training checks rides will have their AF Form 483s restricted (“Authorized Daylight Hours Only”). If the individual later requires a nighttime authorization, the unit FDPM will ensure training is provided (night orientation) and documented. The Airfield Manager will update the AF Form 483 as required.

6.6.10. Notify Unit Commander and Airfield Manager in writing after revoking an individual’s flightline driving privileges.

6.6.11. Schedules training for replacement FDPM with the Airfield Manager at least 30 days prior to relinquishing unit duties.

6.6.12. Schedules personnel for color vision testing according to the local directive.

**6.7. SAFETY RESPONSIBILITIES.** Assist the Airfield Manager in accident investigations, trend analysis, and developing violation prevention and correction measures.

**6.8. CCAFS SECURITY FORCES RESPONSIBILITIES.**

6.8.1. The CCAFS Security Forces will monitor flightline vehicle operations for compliance with this instruction.

6.8.2. Will stop vehicles and apprehend personnel or issue citations, as appropriate, when vehicles are seen violating flight line procedures. CCAFS Security Forces will contact Airfield Management with the details.

6.8.3. Will respond to flightline driving violations as requested by Airfield Management.

**6.9. HOSPITAL RESPONSIBILITIES.** The hospital will conduct color vision testing for flightline driving applicants.

6.9.1. If the individual cannot distinguish between red, green, white, yellow and blue “limited access” to the flightline will be approved. Access will not be permitted within the CMA.

6.9.2. AFSC’s that have a mandatory requirement for normal color vision (entry & retention) in their Air Force Speciality Code (AFSC) are exempt from color vision testing provided previous test results indicate the member can distinguish red, green, white, yellow and blue. Individual must provide official documentation of test results from wing or base medical facility when submitting a request for a driving permit.

**6.10. BASE CONTRACTING/BASE CIVIL ENGINEER RESPONSIBILITIES.** Project managers will ensure:

6.10.1. The Airfield Manager is a member of all preconstruction meetings for airfield projects to discuss any flightline driving issues.

6.10.2. Airfield Management is contacted at least 1 week in advance of any construction to schedule training for personnel. The training will include safety, airfield orientation, access routes, and FOD control.

6.10.3. The list of vehicles requiring access is provided to Airfield Management so flightline passes can be accomplished.

6.10.4. Personnel engaged in construction or repair work on the flightline will take precautions to prevent FOD hazards their work may create (see [Attachment 15](#)).

6.10.5. Make arrangements to have a certified flightline driver escort provided for personnel who have not been certified or trained by Airfield Management, and require access to the airfield. Airfield Management cannot provide escorts on a regular basis.

**6.11. VEHICLE OPERATIONS IN THE CMA.** (For dimensions, see [Attachment 8](#) and paragraph [1.4](#).) For special events and as appropriate, Airfield Management may authorize CMA areas to be temporary uncontrolled. During special military operations the airfield will be closed to all non-participants. (All base agencies are notified via email of all Cape missions).

6.11.1. To operate a vehicle in the CMA drivers must be certified to drive on the flightline and have the AF Form 483 on their person or be escorted.

6.11.2. Two-way radio communication with the Control Tower must be established and Control Tower clearance obtained prior to proceeding onto a controlled movement area. At all times while on controlled movement areas the appropriate radio will be monitored. Additionally, vehicles operating on the runway or overruns will have rotating lights turned on. If not beacon equipped, headlights and flashers will be turned on. **NOTE:** Hospital ambulances will run emergency lights during actual emergencies. During training all ambulances will run headlights and flashers.

6.11.3. Vehicles and personnel requiring access to the movement area, and not radio equipped, must have a manned, radio equipped vehicle escort them to monitor the appropriate radio and relay Control Tower instructions.

**6.12. VEHICLE OPERATIONS ON UNCONTROLLED MOVEMENT AREAS.** The uncontrolled movement areas are taxiways "Alpha," "Bravo," and the Skid Strip parking apron. Drivers in these areas must be flightline certified and their AF Form 483 on hand unless authorized by airfield management. Two way radio communication with the Control Tower is not required. Vehicle operators should proceed with caution when entering and operating vehicles within these areas.

**6.13. SPEED LIMITS.**

6.13.1. General purpose vehicles - 15 miles per hour (MPH).

6.13.2. Special purpose vehicles - 10 MPH.

6.13.3. ALL VEHICLES in close proximity (25 feet) to aircraft - 5 MPH.

6.13.4. Vehicle speeds during blackout conditions - 10 MPH.

**NOTE:** No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing conditions of traffic, road, and weather. Emergency vehicles will not automatically assume the right of way.

**6.14. FM RADIO NET OPERATIONS.** Control Tower will control vehicular traffic on the airfield with the tower net or “B” net.

**6.15. RADIO DISCIPLINE.** Due to the variety of frequencies monitored by the Control Tower (see paragraph 6.16.), it is imperative that all individuals use proper and concise terminology. The Control Tower has ultimate authority over all traffic entering the controlled movement area and will issue, by radio or directional light gun signals, specific instructions which approve or disapprove the movement of vehicles, equipment, and personnel on the movement area.

**6.16. AIRFIELD RADIO PHRASEOLOGY :** ALL FLIGHTLINE OPERATORS MUST HAVE A CLEAR UNDERSTANDING OF COMMUNICATION TECHNIQUES PRIOR TO BEING AUTHORIZED ACCESS TO THE CONTROLLED MOVEMENT AREA. FDPM’s/Trainers will evaluate drivers on the proper use of radios. The following definitions and examples will be used when communicating with the Control Tower.

6.16.1. Definition of Terminology.

6.16.1.1. ACKNOWLEDGE - Let me know that you understand my message.

6.16.1.2. AFFIRMATIVE – Yes.

6.16.1.3. HOLD - Stop your vehicle, maintain your present position.

6.16.1.4. I SAY AGAIN - The message will be repeated.

6.16.1.5. NEGATIVE - No, permission not granted; or that is not correct.

6.16.1.6. OVER - My transmission is ended, I expect a response.

6.16.1.7. ROGER - I have received all of your last transmission.

6.16.1.8. SAY AGAIN - Please repeat your last transmission.

6.16.1.9. STANDBY - The controller is busy with a higher priority item and cannot answer you. If the delay is lengthy, the caller should re-establish contact.

6.16.1.10. PROCEED - The “action word” allowing access to controlled movement area.

**NOTE:** Usage of non-standard terminology such as "cleared," or nonessential communications is prohibited due to the possible misinterpretation by other individuals operating on the airfield frequencies. All radio communication while operating on any frequency utilized to control aircraft or ground movement on the flightline will be kept to an absolute minimum.

6.16.2. The following phraseology will be used when requesting access across or onto a movement area:

**Table 6.1. Phraseology.**

<b>PROCEDURES</b>	<b>PHRASEOLOGY (EXAMPLE)</b>
Driver: State whom you are calling and who are you (Use this radio call to initiate all radio communications )	"Tower, Ops Mobile"
Control Tower response	"Ops Mobile, Tower"
Driver: State who you are, location, and request	"Ops Mobile on taxiway Alpha, request permission on runway 13"
Control Tower response	"Ops Mobile, PROCEED on runway 13 and Report-Off"
Driver: Read back Control Tower's instructions	"Tower,Ops Mobile, PROCEEDING on runway 13 and will report off"
Driver: When out of movement area Report-Off (across the hold short line on the other side)	"Tower, Ops Mobile Off runway 13"
Control Tower acknowledgment	"Roger Ops Mobile"

### 6.16.3. Keys Points.

6.16.3.1. The words “clear” or “clearance” or any form thereof shall not be used over the radio by flightline drivers. This may be misunderstood by other vehicles or aircraft as permission to perform an action.

6.16.3.2. Key words in Control Tower’s transmission are PROCEED and HOLD (see paragraph 6.8.1.1.).

6.16.3.3. Always repeat tower’s directions when operating on or near a controlled movement area to confirm that their message was received and understood correctly.

6.16.3.4. Notify Control Tower when leaving the runway by stating, “Tower your callsign off runway”.

6.16.3.5. If tower’s radio transmission is garbled or unreadable DO NOT, REPEAT, DO NOT PROCEED ON THE CONTROLLED MOVEMENT AREA. Hold your position and ask Control Tower to repeat their last transmission.

6.16.3.6. After obtaining the Control Tower permission to proceed on a controlled movement area, visually determine that the way is clear before entering the area.

**6.17. RUNWAY CROSSING POINTS.** The Skid Strip has no taxiways/ramps or facilities on the south side of the runway that would require runway crossing. See [Attachment 17](#) for diagram.

**6.18. COMMUNICATIONS OUT PROCEDURES.** In the event of loss of radio contact with the Control Tower, exit active runways and controlled movement areas until you have re-established radio communications with the Control Tower. Permission must be obtained from the Control Tower before re-entry.

**6.19. EMERGENCY REMOVAL OF VEHICLES FROM THE CMA.** Tower will use the following methods to recall vehicles if normal communications can not be used:

- 6.19.1. Continuously cycle the intensity of runway edge lights.
- 6.19.2. Issue a flashing red light gun signal.
- 6.19.3. Broadcast simultaneously over all frequencies for all personnel and equipment to exit the runway/controlled movement area.

**6.20. CONTROL TOWER SIGNALS.** All vehicles that operate on the flightline will have AFVA 11-240, AIRPORT SIGNS & MARKINGS signal decal.

- 6.20.1. The decal may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.
- 6.20.2. All flightline vehicle operators will know and comply with all airfield signs, markings and control tower signals.
- 6.20.3. Flightline drivers will be alert for and obey light gun signals from the Control Tower.
- 6.20.4. Light gun signals will be posted in plain view in all vehicles routinely using the flightline. The Control Tower light gun signals are as follows:

**Table 6.2. Light Gun Signals.**

COLOR AND TYPE	MEANING
Steady Green Light	Clear to cross, proceed, or go
Steady Red Light	Stop. (Vehicle will not be moved)
Flashing Red Light	Clear active runway or taxiway immediately
Alternating Red and Green Light	General warning. Exercise extreme caution
Flashing White Light	Return to starting point on airdrome

**NOTE:** Only with prior coordination with Airfield Management and the Control Tower will a vehicle be allowed to cross a movement area using the light gun signal from Control Tower without direct radio contact with the Control Tower.

**6.21. VEHICLE CALL SIGNS:** All vehicles operating a radio on the flightline will be assigned call signs. All call signs will consist of a code word and may have a numerical suffix. The following call signs are assigned:

**Table 6.3. Vehicle Call Signs.**

45 SW/CC	Rocket 1
45 SW/CV	Rocket 2
AOF/CC	Ops 1
Airfield Management	Ops Mobile
Aerospace Ground Equipment	Kilo
Air Freight	Freight
JBOSC	Mower Sweeper Airfield Lighting
Crew Transport	Crew Van
Disaster Preparedness	Mobile Command Post
Explosives Ordnance Disposal	EOD
Fire Department	Chief, Crash, Rescue, Engine, Scat, Tanker Tech
Hospital	Medic
Munitions Supervisor/Expediter	Gator
Munitions Transporter Vehicles	Ammo
POL Section	Refueling
Safety	Safety Mobile
CCAFS Security Forces	Security
Weather/NAVAIDS Maintenance	METNAV
Transient Alert	Alert
Land Mobile Radio (LMR) users	Specify Call Signs with Control Tower prior to ops

**6.22. RADIOS.** Each unit required to operate vehicles on the flightline are responsible for providing their assigned drivers ramp net capable radios. Airfield Management may issue hand-held radios for special activities. A descriptive call sign will be assigned, for example, "Photo," and inform Control Tower of the call sign and activity planned.

**6.23. TAXIING AIRCRAFT.** All vehicles will give way to taxiing aircraft. When being over taken or passing going the opposite direction, move to an area of at least 25 feet from the wing tip, and at least 50 feet from large frame aircraft (i.e. C-5, AN-124, C-17). Bring the vehicle to a complete stop and give the taxiing aircrew the thumbs up signal to indicate taxi clearance. (Do not leave paved surface unless it is an emergency.) No vehicle will pass between an taxiing aircraft and its "Follow Me" vehicle.

**6.24. APPROACHING AIRCRAFT.** All vehicles will approach a parked aircraft with the driver's side of the vehicle toward the aircraft. The approach will always be made from the side and front of an aircraft. Except for servicing operations, no vehicle will stand, park, or be driven closer than 25 feet to the front

and side of an aircraft, nor less than 200 feet from the rear of an aircraft whose engines are running or about to be started, except as prescribed in the applicable aircraft handbook.

**6.25. PARKED AIRCRAFT.** Motorized vehicles will not pass under any part of an aircraft. Vehicles will not be backed or parked in the immediate vicinity (25 feet to front -- 200 feet to rear) of any aircraft, except as authorized for operations such as loading or unloading, servicing, or towing. A spotter will be posted when a vehicle is backed towards an aircraft. Prepositioned wheel chocks and a guide will be used prevent the vehicle from backing into the aircraft.

**6.26. EMERGENCY OR EXERCISE OPERATIONS.** During an aircraft accident or incident, emergency or exercise situation, all vehicles not directly involved with the situation will immediately leave the flightline and ramp areas. Vehicles will stop and yield the right-of-way to emergency vehicles.

6.26.1. Personnel and vehicle recall procedures. When personnel and vehicles are recalled from the CMA, they will withdraw to a safe distance from the runway (at least 100 feet from the runway edge). If radio contact is lost, tower will flash the runway lights on and off. Personnel should look at the tower for light gun instruction.

**6.27. VEHICLE LIGHTS.** Drivers will not approach the front of a moving aircraft, to include towing operations at night. If this is not possible, position the vehicle in a location that is well clear of the aircraft's intended taxi route, with headlights turned off until the aircraft has passed, so that the aircrew will not be blinded or their night vision impaired. Parking lights will be left on to show the position of the vehicle. When vehicles are operating on the Skid Strip apron, emergency warning flashers (directional lights front and rear) are not required when ramp lights are on.

**NOTE:** Operators of vehicles that are equipped with Vehicle Daytime Running Lights (DRL) must exercise extreme caution while operating vehicles during the hours of darkness. Vehicles will park in a safe location with ignition off, parking brake set, and emergency flashers on.

**6.28. FLIGHTLINE PARKING.** (In Other Than Designated Parking Areas). When parking any wheeled equipment or vehicle on the flightline during the hours of darkness or inclement weather and leaving the driver's seat unattended, the following applies:

- 6.28.1. Vehicle will not be pointed towards a parked aircraft.
- 6.28.2. Engine will be turned off.
- 6.28.3. Select reverse (standard shift) or park (automatic shift).
- 6.28.4. Hand brake or parking brake will be set.
- 6.28.5. Chocks will be used to secure all vehicles and wheeled equipment that do not have an integral braking system.
- 6.28.6. All motor vehicles will activate emergency flashers when parked on the flightline during the hours of darkness or inclement weather.
- 6.28.7. Vehicles will be left unlocked with keys in the ignition.
- 6.28.8. Equipment will be located to ensure required 50' wingtip clearance for large frame aircraft and 25' wingtip clearance for smaller aircraft.

**NOTE:** Emergency or aircraft servicing vehicles may be left unattended with engines running (for required power equipment), but the operator must select park for automatic transmissions or neutral for standard transmissions, set hand brake, and chock the rear wheels.

**6.29. AIRCRAFT REFUELING.** Fuel trucks will:

- 6.29.1. Not be parked closer than 20 feet to the aircraft fuel intake or air vents, nor within 10 feet of any part of the aircraft.
- 6.29.2. Not be driven under or parked under any part of an aircraft.
- 6.29.3. Leave the vehicle door slightly ajar while servicing aircraft in case of an emergency and the vehicle must be moved quickly.
- 6.29.4. All other vehicles will not operate or park a vehicle within 50 feet of any fuel spill or any refueling operation (see T.O. 00-25-172, paragraph 4--4-10A).

**6.30. AIRCRAFT TOWING.** The tow vehicle will be driven by an authorized and qualified driver. There will be a qualified person in the aircraft cockpit to provide braking during all towing operations of fixed wing aircraft. Aircraft will not be towed at more than 5 miles per hour. Wing walkers will be used during towing operations, when required. Towing without aircraft power, i.e., "chock walks," will only be done as a last resort and can only be approved by the Flightline Production Supervisor (see AFOSH STD 127-100 chapter 6 and AFMAN 24-306).

**6.31. AFTER-HOURS VEHICLE OPERATION.** When the airfield is closed the following procedures will be complied with:

- 6.31.1. Vehicles operating during this period will contact Cape Support, 853-5211 for access.
- 6.31.2. Vehicles will not proceed on the runway when after-hour operations are being conducted.
- 6.31.3. Vehicles can cross runways, when the airfield is closed, under the following conditions:
  - 6.31.3.1. There are no after-hour aircraft operations being conducted.
  - 6.31.3.2. Visually clear the runway and adjoining airspace in both directions before proceeding.
  - 6.31.3.3. Vehicles will contact Cape Support, 853-5211 to report off the airfield.

**6.32. AIRFIELD ENTRY POINTS.** The airfield entry points are at the end of Skid Strip Road, and at the Skid Strip parking apron. Vehicles will not access the airfield via control tower road or the mid field access road without prior permission. (see [Attachment 16](#)).

**6.33. ENFORCEMENT POLICY.** FLIGHTLINE DRIVING SAFETY IS PARAMOUNT AND VIOLATIONS WILL NOT BE TOLERATED. Unit Commanders, FDPM's and the Airfield Manager have the authority to revoke flightline driving privileges. If any of the three revoke flightline driving privileges the remaining two authorities will be notified. The Airfield Manager is the governing authority concerning flightline driving violations. The following policy is used only as a guideline and is not intended to cover all violations.

**6.34. RUNWAY INTRUSIONS.** A runway intrusion is a serious airfield safety violation where a vehicle or person enters a runway or overrun without specific Control Tower approval. If a runway intrusion

occurs or is suspected personnel identifying the incident will notify the Airfield Manager or Cape Security Forces immediately.

6.34.1. For runway intrusions that had an adverse impact on flight operations (arrivals, departures, etc.) an **AF Form 651**, *Hazardous Air Traffic Report*, must be submitted to Wing Safety.

**6.35. CMA VIOLATIONS.** Control tower will record CMA violations in its daily events log. Violations will be reported IAW **AFI 91-202**, *The Air Force Mishap Prevention Program*. In all cases, Wing Safety will be notified.

6.35.1. For CMA violations that did not impact aircraft operations, the **AF Form 457**, *USAF Hazard Report*, will be used and reported to the Airfield Manager to take immediate action to correct the problem or apply interim control measures. Report the incident to the Wing Safety Office by AF Form 457, by telephone or in person. (See **AFI 91-202**, *US Air Force Mishap Prevention Program* and **AFMAN 91-223** *Aviation Safety Investigations and Reports*).

6.35.2. All CMA violations, including HATRs, regardless of impact on flight safety, must be documented in AOB minutes. Units must provide specific information (Who, what, when, where and how) for trend analysis. Maintain a record of all runway intrusions, actions taken, and results for the current and previous calendar year.

**6.36. FIRST VIOLATION.** Airfield Management will revoke the individual's flightline drivers license (AF Form 483) for a minimum of 7 days and notify the driver's unit commander and FDPM. The individual must be retrained and recertified to regain flightline driving privileges. The individual's unit commander must send a letter to the Airfield Manager stating completion of retraining prior to retesting. Depending upon the seriousness of the violation the individual's flightline driving privileges may not be reinstated.

**6.37. SECOND VIOLATION.** A second runway intrusion in most cases will result in permanent loss of flightline driving privileges.

**6.38. CONTROLLED AREA VIOLATION.** The outer confines of the airfield marked by signs is considered a security controlled area. CCAFS Security Forces will be immediately notified when any unauthorized person or vehicle are found in the controlled areas. Unauthorized access will be considered a security violation and reported to and handled by CCAFS Security Forces.

**6.39. OTHER AIRFIELD DRIVING VIOLATIONS.**

6.39.1. Violations without incident will result in refresher training with emphasis on areas concerning the violation. Subsequent violations will result in loss of flightline drivers license and recertification.

6.39.2. Other violations involving an incident will result in loss of flightline driving privileges until recertified.

**6.40. GENERAL CERTIFICATION.** Personnel are authorized to operate vehicles on the airfield when:

6.40.1. Unit Commander, or FDPM has determined the individual has a valid need to drive on the flightline.

6.40.2. Individual meets the prerequisites.

6.40.3. Individual was successfully trained and tested in airfield flightline driving procedures.

6.40.4. Individual has completed the flightline driving CBT.

**6.41. PREREQUISITES FOR PERMANENTLY ASSIGNED PERSONNEL.** Screening of personnel for flightline certification will be accomplished by the unit commander through the FDPM or other designated individuals. The following requirements apply when determining if an individual needs to be flightline certified.

6.41.1. Only personnel requiring frequent and continuing airfield access should apply for flightline certification.

6.41.2. The individual's on- and off-duty behavior must reflect an acceptable level of maturity and responsibility.

6.41.3. Individuals must be in possession of a valid state driver's license, no driving violations that currently prevent the person from driving on base, and military license if required for the vehicles that they will be tasked to drive on the flightline.

6.41.4. All applicants must pass color vision testing administered by the hospital. Exceptions:

6.41.4.1. Individuals who are not able to pass the hospital color vision testing can still be flightline certified if they can distinguish between red and green colors. Trainers/FDPM's will use a practical color vision test to verify this ability. The practical color vision test will include the person responding to light gun signals from the Control Tower. The individual must correctly identify each red and green light gun signal from the Control Tower to pass the practical test.

6.41.4.2. Personnel who are required to be color coherent for entry into their career field are exempt from color vision testing.

**6.42. TRAINING.** If all of the prerequisites are met, as a minimum the FDPM will ensure:

6.42.1. The individual completes a comprehensive unit flightline training course.

6.42.2. All individuals will read and understand this instruction. (45 SWI 13-205).

6.42.3. Training is conducted on unique operations and situations i.e. Operating a vehicle while using NVD's, driver and assistant driver responsibilities if operating with NVD's, NVD-related accident reporting procedures, and NVD instructor qualification requirements.

6.42.4. A day and night orientation, and check ride on the flightline is completed. If the driver only requires to drive during daylight hours a nighttime orientation is not required and license will be over-stamped "limited daytime use only". See [Attachment 14](#) for check ride checklist.

6.42.5. The flightline driving review test is completed. (optional).

**6.43. LICENSING.** Once all training has been successfully completed take the following actions.

6.43.1. The individual will bring a completed certification letter ([Attachment 11](#)) signed by the unit commander certifying flightline driver training, Airfield Check Ride Form ([Attachment 14](#)), and a completed AF Form 483 to Building 50211 (Airfield Manager) on Wednesdays at 1000. Airfield Man-

agement will administer a flightline driving written test. Minimum passing score is 80 percent. Testing and certification sessions may be canceled without prior notice during emergencies and exercises.

6.43.2. Upon successful completion of the test the Airfield Manager will endorse the certification letter and the AF Form 483 with flightline driving authorized on it.

6.43.3. If an individual fails the test, the Airfield Manager will brief the individual to contact the FDPM for retraining.

6.43.4. The certification letter will be returned to the FDPM.

6.43.5. Annotate Night Vision Device (NVD) Qualified on the 483, if applicable.

**6.44. FDPM TRAINING.** All newly appointed FDPM's and flightline administrators must contact Airfield Management within 30 days of appointment for program administration training and flightline qualification training (unless already qualified). NOTE: The commander may appoint an individual to administer the flightline driving program in addition to, or in lieu of, the FDPM. Only the individuals responsible for implementing the program and training are required to be flightline driving qualified. Program administration training for FDPM/Flightline Program Administrators will be conducted on the first Wednesday of each month immediately after the flightline certification session.

**6.45. TEMPORARY DUTY (TDY) PERSONNEL.** Personnel temporarily assigned to CCAFS Canaveral AFS and who have a requirement to drive on the flightline may be granted permission to drive on the airfield. The following criteria must be met.

6.45.1. Individual must possess a current AF Form 483, stamped for flightline driving at their permanent duty base for full flightline driving privileges at CCAFS Canaveral AFS. NOTE: Personnel that are not flightline certified at their home station will be placed in the same category as temporary contractors or vendor personnel (see paragraph [6.46.](#)).

6.45.2. Personnel will be briefed by host unit FDPM on local airfield layout and procedures emphasizing FOD control, speed limits, and runway intrusions. See [Attachment 16](#).

**6.46. TEMPORARY CONTRACTOR OR VENDOR PERSONNEL.** Temporary contractor and vendor personnel must have a valid state driver's license in their possession. The Airfield Manager will give an in-depth briefing and establish an exact route to and from their work areas. They may then be granted temporary flightline driving privileges (see [Attachment 15](#)).

**6.47. PRIVATE OWNED VEHICLES (POV).** POV's will not operate on the flightline. Rental vehicles used for official government business are considered GOVs.

**6.48. TEMPORARY VEHICLE PASS.** Temporary passes are issued by 45 OSS/OSA for 30 days or less. Permits will be displayed on the dashboard in the lower left corner.

**6.49. GOLF CARTS AND MULES.** Golf carts and mules will be used on the airfield for official business only. Golf carts and mules are considered government vehicles and all procedures and qualifications for vehicles and drivers outlined in this instruction applies.

6.49.1. Motorcycles, mopeds, scooters, bicycles, tricycles that are personally owned will not be permitted for use on the airfield.

**6.50. FOREIGN OBJECT DAMAGE (FOD) PREVENTION.** Vehicles on the flightline are a major source of foreign objects that damage aircraft tires and are ingested into jet engines with disastrous results. In order to help prevent FOD, the following precautions will be taken by all personnel on the flightline.

**6.51. FOD CHECK POINTS.** Vehicle operators will inspect vehicles and remove any potential FOD material prior to entering the flightline and upon leaving construction areas with loose debris on the pavement. FOD checkpoints at the Skid Strip are marked with signs.

6.51.1. Pick up potential FOD material on the flightline. Contact Airfield Management if a sweeper is needed.

6.51.2. Vehicles will be operated on hard surfaces to the maximum extent possible. Check the tires and undercarriage of vehicles returning from non-paved surfaces and remove rocks and other material which could create a FOD hazard.

6.51.3. Close truck tailgates and tool compartments prior to entering the flightline.

6.51.4. Report violations of FOD procedures to Airfield Management for appropriate action.

**6.52. RESTRICTED AREA.** The installation commander has established 4 separate restricted areas on the Skid Strip parking apron for priority resources. Only when an aircraft is parked within the area is the area considered restricted.

6.52.1. The restricted area boundary is marked with a 6" wide red painted line on all sides. Warning signs are posted every 100 feet along the boundary when the area is active. Entry to the restricted area will be tailored to the operation and determined by the aircraft commander or the CCAFS mission operations controller.

6.52.2. Security Entry control points (ECPs) will be determined by aircraft security standards or operational requirements as determined by the CCAFS mission operations controller. Violations will be reported to and handled by CCAFS Security Forces. See [Attachment 9](#).

**6.53. AIRFIELD SIGNS AND MARKINGS.** The taxiways are marked with a 6" yellow reflective painted line painted down the center that is used to lead aircraft from the runway to the parking apron. One hundred feet from the runway edge the taxiway line is interrupted and intersected by a Visual Flight Rule (VFR) holdline. See [Attachment 10](#).

6.53.1. To travel past the VFR holdline toward the runway you must be in radio contact with the Control Tower. The VFR holdline is a double yellow solid line with a double yellow broken line extending perpendicular to the taxiway line from grass to grass. The marking on the ground also corresponds to the runway signage.

6.53.2. Taxiways are designated by letters. Both taxiways have taxiway designation signs posted. They have a yellow letter designated on the sign with a black background.

6.53.3. Runways are designated by numbers. Compass heading determines how runways are numbered. Signage with numbers corresponds to each appropriate end of the runway.

6.53.4. The runway edge has a 3' wide white stripe called an edge marking. If you cross the VFR holdline and white runway edge stripe without radio contact with the Tower or permission you will be considered a runway intrusion and lose your flightline driving privileges.

**6.54. TOWER OR VEHICLE RADIO PROBLEM AREAS AND VISUAL BLIND SPOTS.** There are no radio or visual blind spots.

**6.55. PRECISION APPROACH CRITICAL AREAS.** No critical areas exist due to lack of navigational aids.

## Chapter 7

### AIRFIELD OPERATIONS BOARD

**7.1. General.** The AOB is a comprehensive forum for discussing and resolving airfield/flight safety issues and convenes quarterly IAW AFI 13-204. 45 OSS/OSA is the AOB OPR. The single forum comprises Patrick AFB, CCAFS, and Ascension AAF AOBs. The 45 OG/CC chairs the AOB. 45 OSS/OSA produces the minutes for Patrick and the Cape. Det 2 produces the minutes for Ascension.

#### **7.2. AOB Members.**

- 7.2.1. The 45 OG/CC.
- 7.2.2. The 920 RQW/CC.
- 7.2.3. The 301 RQS/CC.
- 7.2.4. The 39 RGS/CC.
- 7.2.5. The Aero Club.
- 7.2.6. The NASA Flight Operations.
- 7.2.7. The 45 SW/SEF.
- 7.2.8. The 45 OSS/CC.
- 7.2.9. The 45 OSS/OSA.
- 7.2.10. The 45 OSS/OSAB.
- 7.2.11. The 45 OSS/OSAT.
- 7.2.12. The 45 OG/OGV.
- 7.2.13. The DOS.
- 7.2.14. The 45 WS/CC.
- 7.2.15. The MCO.
- 7.2.16. The 45 CES/CEC.
- 7.2.17. The 45 SCS/SCB.
- 7.2.18. The 45 SCS/SCA.
- 7.2.19. The Det 2 Representatives.
- 7.2.20. The 45 SW Airspace Manager, 1 ROPS/DOUS.
- 7.2.21. The Det 1, 45 MSG.
- 7.2.22. The Support Contractor ATC Representative.

**7.3. AOB Agenda and Items Requiring Annual/Semiannual Review.** The following items are annual review items and will review in the month indicated:

- 7.3.1. Airspace Issues (March).

- 7.3.2. ATC/Flying Procedures (March).
- 7.3.3. Letters of Procedure (Jun).
- 7.3.4. Terminal Instrument Procedures Review (Jun).
- 7.3.5. Airfield Waiver Package (Sep).
- 7.3.6. Aircraft Parking Plan (Sep).

**7.4. Annual Review Items.** The following required items will be reviewed annually or quarterly, as required, and tracked in the AOB minutes: ATC and Flying Procedures (January/April/July/October), Letters of Agreement (July), Facility Operating Instructions (July), Operations Letters (July), Operations Plans (July), Obstruction Waivers (August), Terminal Instrument Procedures/Airspace (September), Local Aircraft Priority (October) and NOTAM Circuit/AMIS Reliability (October).

SUSAN J. HELMS, Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

**AOB**—Airfield Operations Board  
**AGL**—Above Ground Level  
**ATC**—Air Traffic Control  
**ATIS**—Automatic Terminal Information Service  
**ATSEP**—Air Traffic System Evaluation Program  
**BASH**—Bird/Aircraft Strike Hazard  
**CP**—Command Post  
**CMA**—Controlled Movement Area  
**DME**—Distance Measuring Equipment  
**DoD**—Department of Defense  
**DZ**—Drop Zone  
**DZCO**—Drop Zone Control Officer  
**DV**—Distinguished Visitor  
**ELT**—Emergency Locator Transmitter  
**EOD**—Explosive Ordnance Disposal  
**ETA**—Estimated Time of Arrival  
**ETD**—Estimated Time of Departures  
**FAA**—Federal Aviation Administration  
**FCF**—Functional Check Flight  
**FLIP**—Flight Information Publications  
**FOD**—Foreign Object Debris  
**HATR**—Hazardous Air Traffic Report  
**HIRL**—High Intensity Runway Lights  
**IFE**—In-flight Emergency  
**IFR**—Instrument Flight Rules  
**INS**—Inertial Navigation System  
**MCO**—Orlando Approach Control  
**MSL**—Mean Seal Level  
**NAS**—National Airspace System

**NAVAID**—Navigational Aid

**NVD**—Night Vision Device

**NORDO**—No Radio

**NOTAM**—Notice To Airmen

**OTS**—Out of Service

**PCAS**—Primary Crash Alerting System

**PPR**—Prior Permission Required

**RSC**—Runway Surface Condition

**RWY**—Runway

**SCN**—Secondary Crash Network

**SFO**—Simulated Flameout

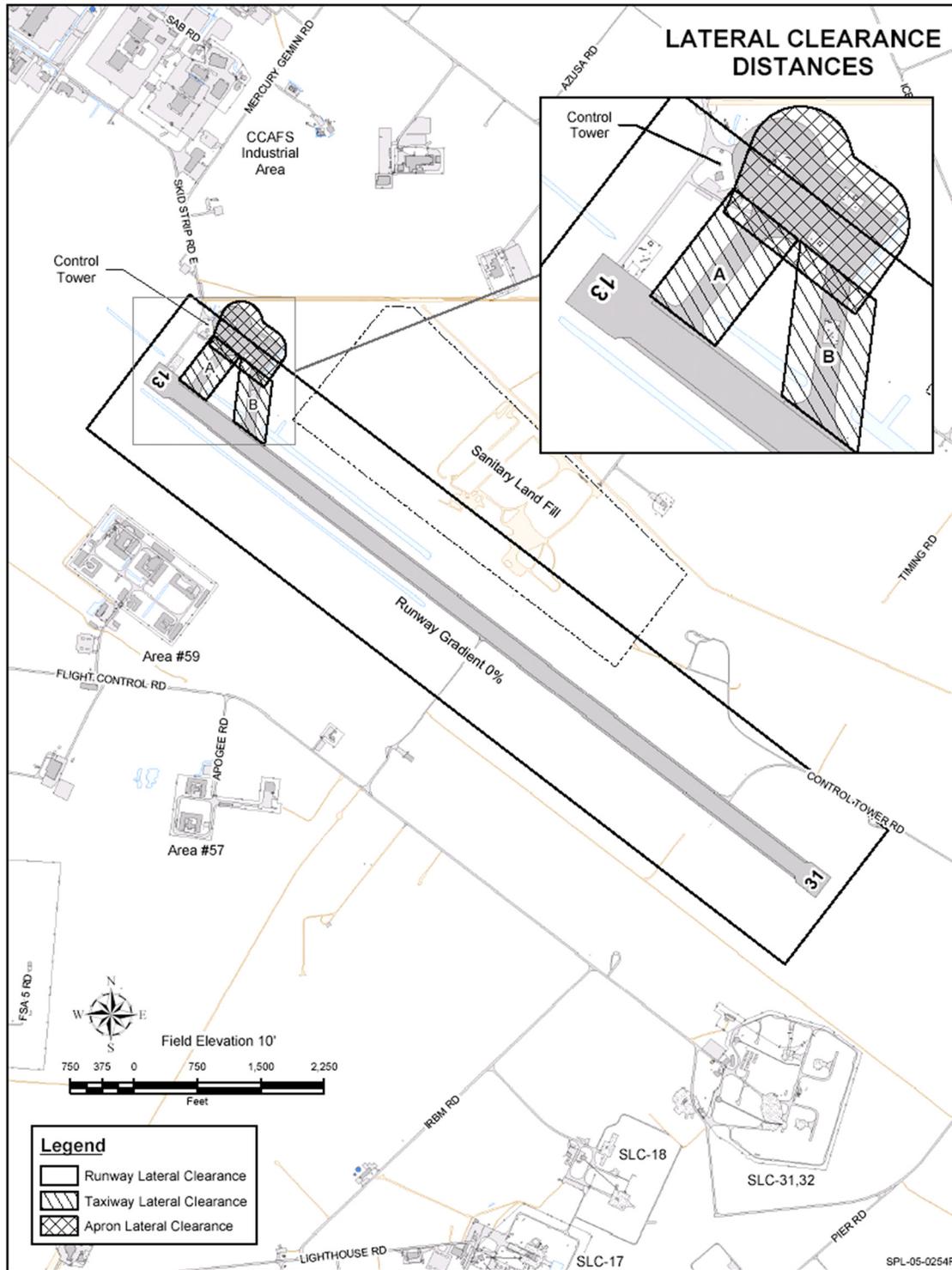
**TOT**—Time Over Target

**VFR**—Visual Flight Rules

Attachment 2

LATERAL CLEARANCE ZONES

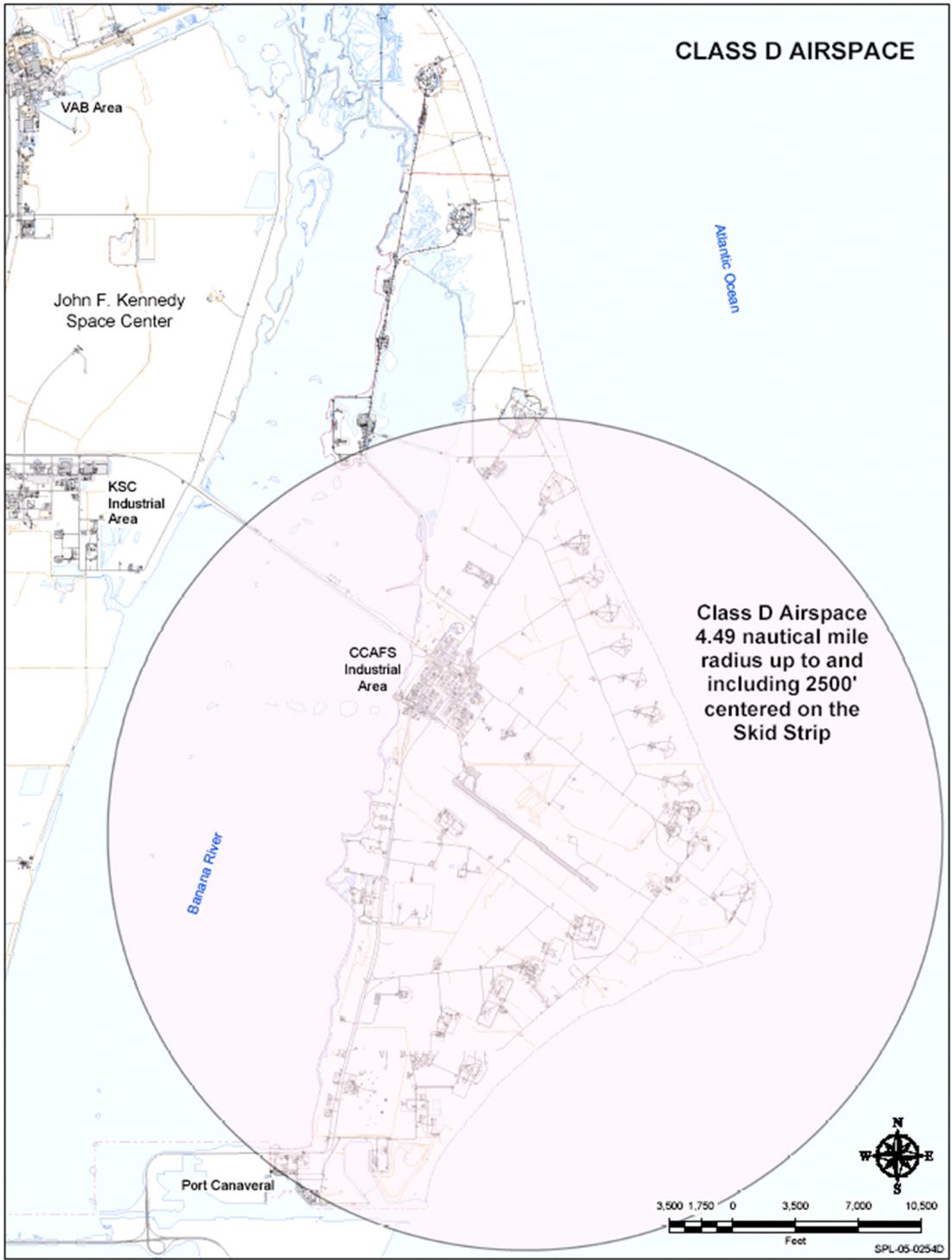
Figure A2.1. Lateral Clearance Zones.



Attachment 3

CLASS DELTA AIRSPACE

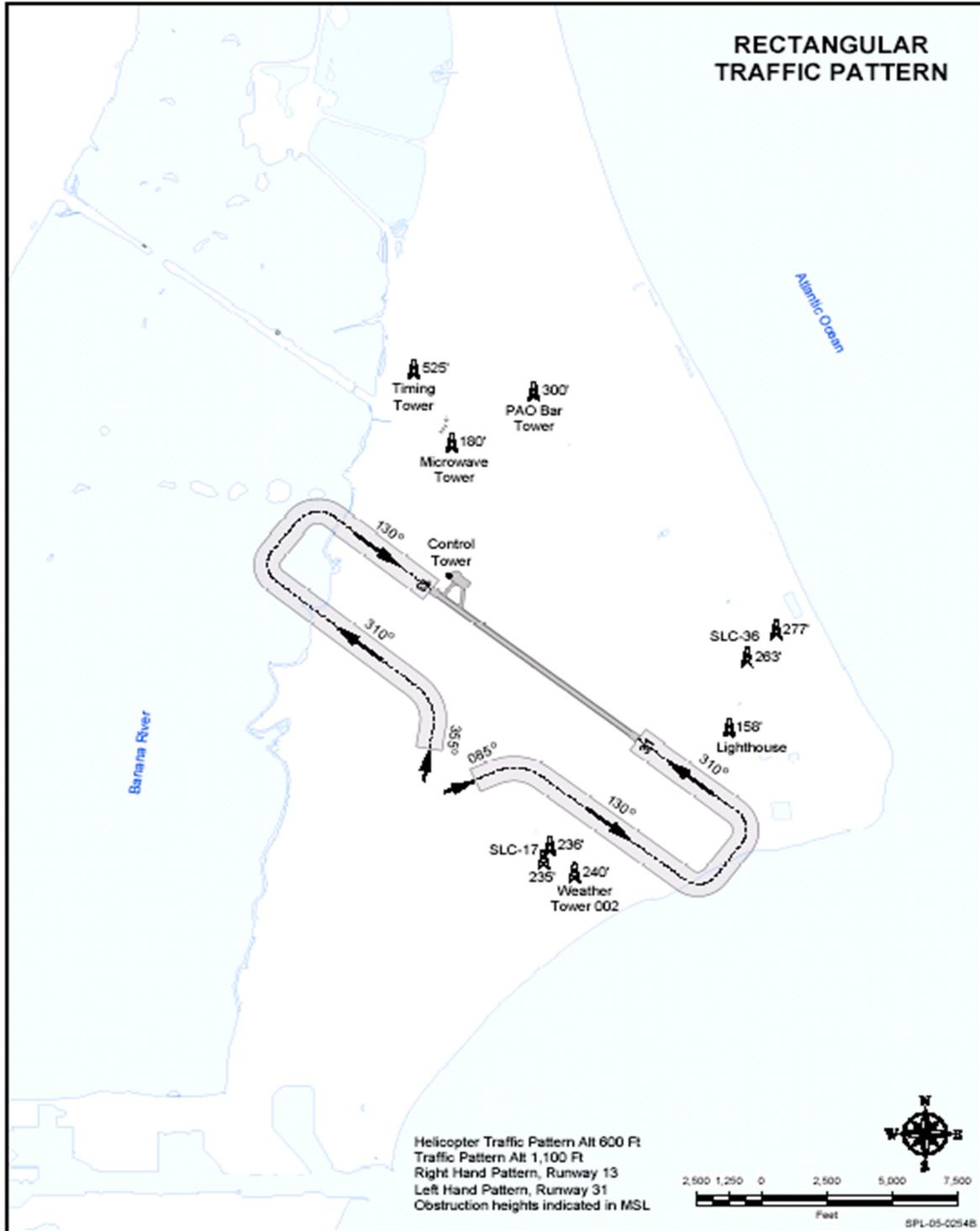
Figure A3.1. Class Delta Airspace.



Attachment 4

RECTANGULAR VFR TRAFFIC PATTERN

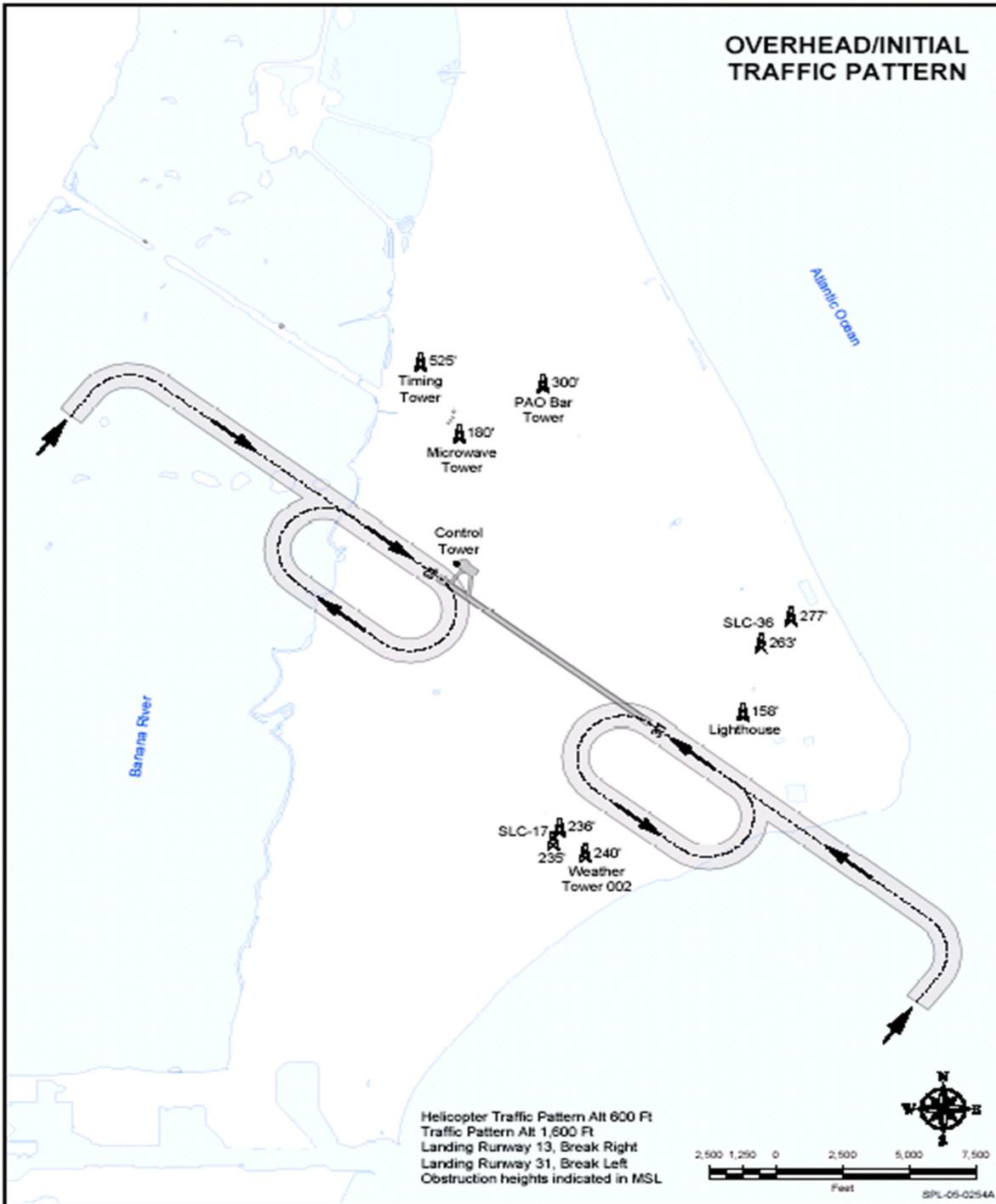
Figure A4.1. Rectangular VFR Traffic Pattern.



Attachment 5

360 DEGREE OVERHEAD TRAFFIC PATTERN

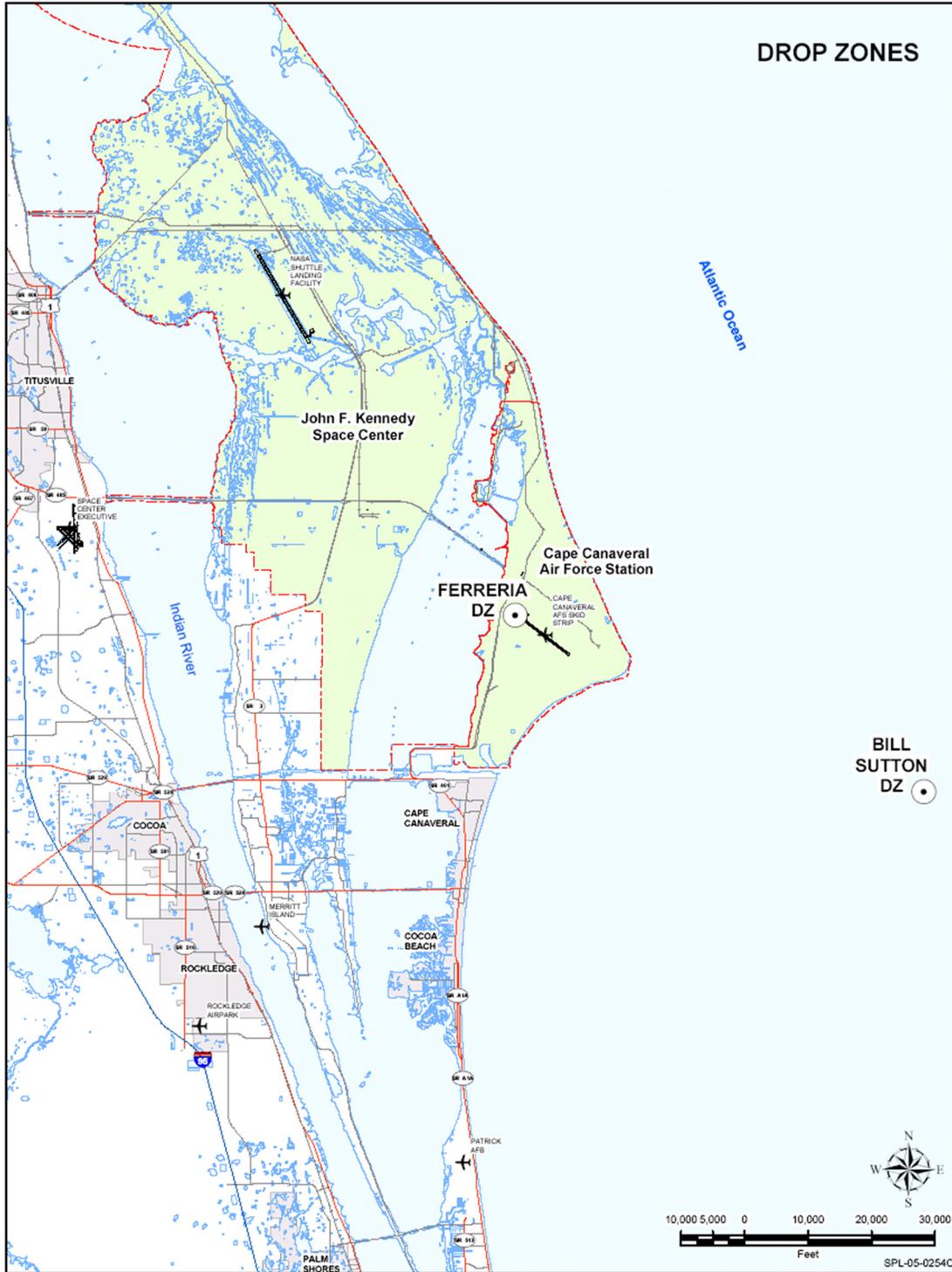
Figure A5.1. 360 Degree Overhead Traffic Pattern.



Attachment 6

BILL SUTTON/FERRERIA DROP ZONES

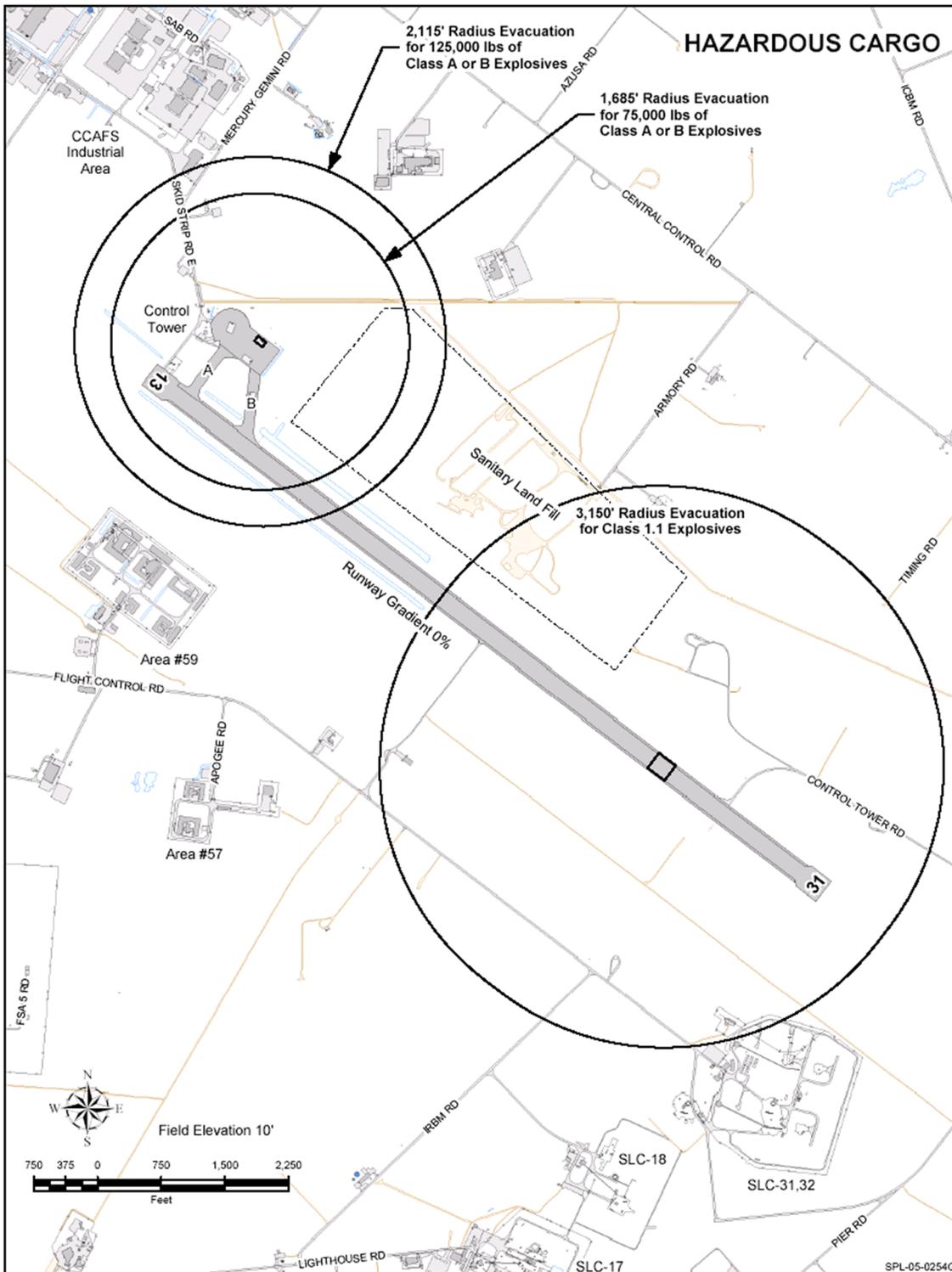
Figure A6.1. Bill Sutton/Ferreria Drop Zones.



Attachment 7

HAZARDOUS CARGO LOCATIONS

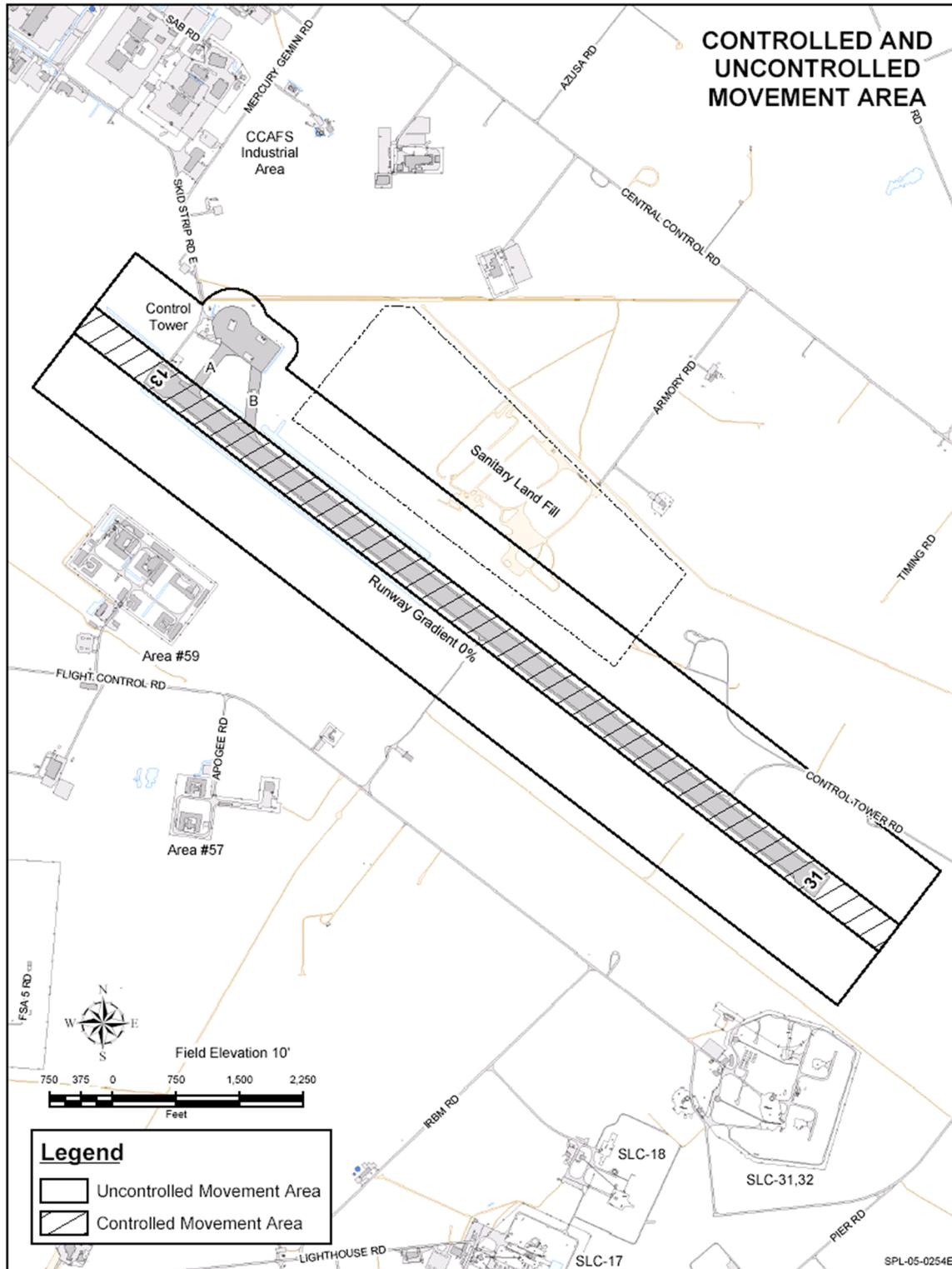
Figure A7.1. Hazardous Cargo Locations.



Attachment 8

CONTROLLED MOVEMENT AREA/UNCONTROLLED MOVEMENT AREA

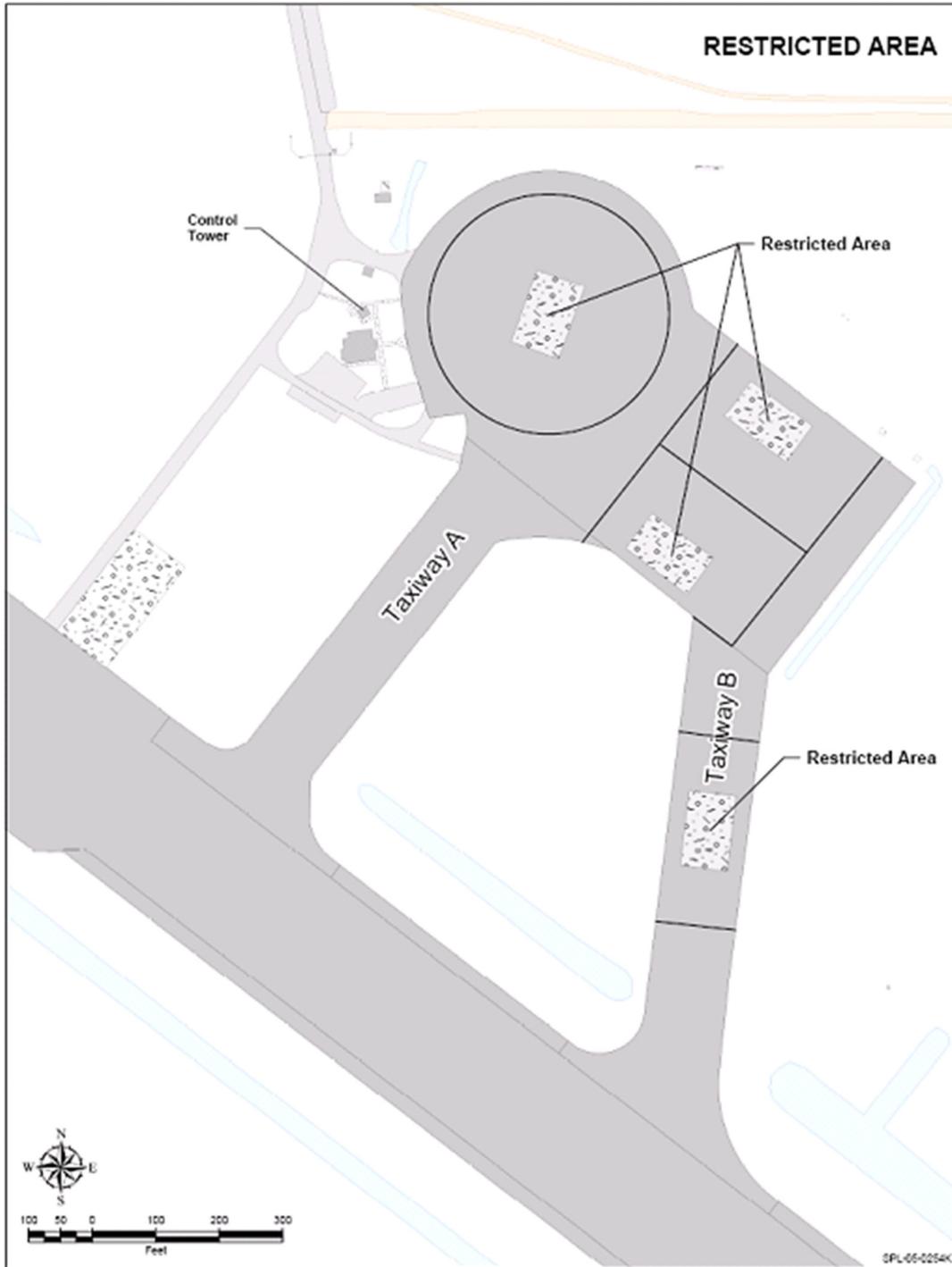
Figure A8.1. Controlled Movement Area/Uncontrolled Movement Area.



Attachment 9

RESTRICTED AREAS

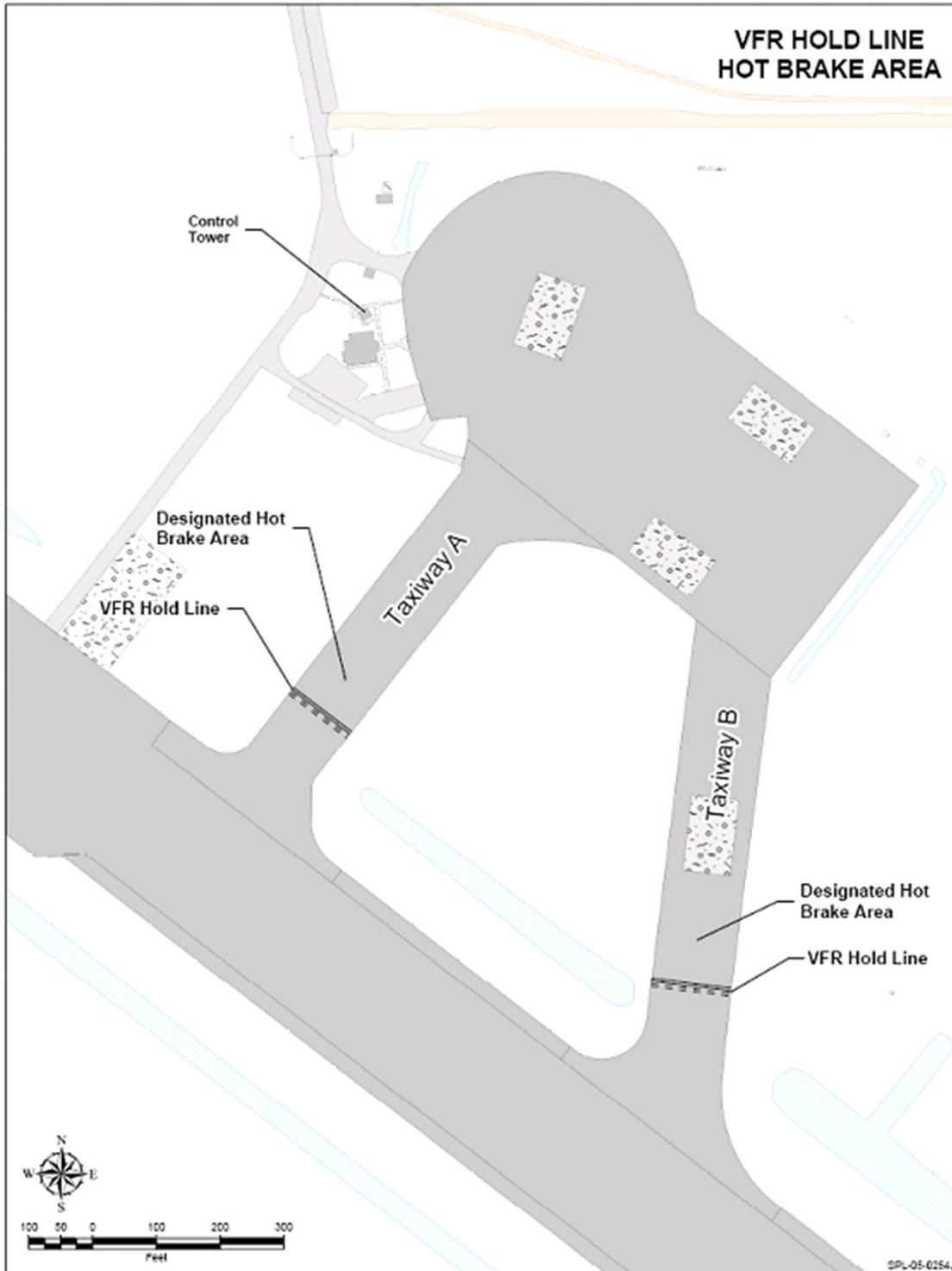
Figure A9.1. Restricted Areas.



Attachment 10

VFR RUNWAY HOLDLINE/HOT BRAKE AREA

Figure A10.1. VFR Runway Holdline/Hot Brake Area.



**Attachment 11**

**SAMPLE CERTIFICATION LETTER  
DOCUMENTATION OF FLIGHTLINE DRIVER TRAINING AND CERTIFICATION**

MEMORANDUM FOR (45 OSS/OSA)

(DATE)

FROM: (YOUR UNIT)

SUBJECT: Documentation of Flightline Driver Training and Certification

1. Request the following individual be granted Flightline Driving privileges only:

Name/Rank:

Unit:

Duty Phone:

Civilian License: Yes/No

Restrictions:

2. The above individual has been certified on these items:

Flightline Driver Training and Cetification.

TRAINING ITEM	DATE	TRAINER	TRAINEE
---------------	------	---------	---------

COLOR Vision Test

Flightline Drivers

Training (Classroom)

Day Flightline

Orientation/Training

Night Flightline

Orientation Training

Flightline Drivers CBT

Flightline Drivers Test

3. This letter will be retained by the FDPM until individual is reassigned.

Unit Commander/Signature Block

1<sup>st</sup> Ind, (45 OSS/OSA)

MEMORANDUM FOR (Your Unit)

Approve/Dissapprove Flightline Driving Authorization

Airfield Manager

**Attachment 12**

**SAMPLE RAMP ONLY CERTIFICATION LETTER  
DOCUMENTATION OF RAMP DRIVER TRAINING AND CERTIFICATION**

MEMMORANDUM FOR (45 OSS/OSA)

(DATE)

FROM: (Your Unit)

SUBJECT: Documentation of Ramp Only Driver Training and Certification

1. Request the following individual be granted Flightline driving privileges:

Name/Rank:	Civilian License: Yes/No
Unit:	Restrictions
Duty Phone:	

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

TRAINING ITEM	DATE	TRAINER	TRAINEE
Color Vision Test	_____	_____	_____
Ramp Drivers Training (Classroom)	_____	_____	_____
Day Ramp Orientation/Training (Practical)	_____	_____	_____
Night Ramp Orientation/Training (Practical)	_____	_____	_____
Ramp Drivers Test (Practical)	_____	_____	_____
Ramp Drivers Test (Written)	_____	_____	_____
Specify Ramp	_____	_____	_____

3. This letter will be retained by the FDPM until individual is reassigned.

---

Unit Commander/Signature Block

1st Ind, (45 OSS/OSA)

MEMORANDUM FOR (Your Unit)

Approve/Disapprove Flightline Driving Authorization

---

Airfield Manager

**Attachment 13****SELF-INSPECTION CHECKLIST**

**A13.1.** Are FDPM's and trainers appointed by the commander? Additionally, are trainers flightline certified?

**A13.2.** Does the flightline drivers training folder/file include the following:

- A13.2.1. Letter of appointment signed by the commander?
- A13.2.2. Current directives?
- A13.2.3. The 45 SWI 13-205, Airfield Operations Procedures (CCAFS)?
- A13.2.4. Flightline drivers training lesson plan?
- A13.2.5. Current list of certified flightline drivers?
- A13.2.6. Flightline driver's waivers?
- A13.2.7. List of runway intrusions?
- A13.2.8. Certification letters?
- A13.2.9. Self-inspection results?

**A13.3.** Do FDPM's ensure certification form letters are correctly documented?

- A13.3.1. Valid state driver's license?
- A13.3.2. Color vision deficiencies evaluated by the hospital?
- A13.3.3. Flightline driver's check ride completed?
- A13.3.4. Signed by the commander?

**A13.4.** Do FDPM's ensure the flightline orientation and check ride include?

- A13.4.1. Controlled and uncontrolled movement area?
- A13.4.2. Location of entry points?
- A13.4.3. Flightline speed limits?
- A13.4.4. Vehicle parking and chocking?
- A13.4.5. Control tower light gun signal recognition?
- A13.4.6. Vehicle and radio procedures for operating on or crossing a runway?
- A13.4.7. Local restrictions?
- A13.4.8. Operations in vicinity of aircraft?
- A13.4.9. FOD control and prevention?
- A13.4.10. Unique operations and situations?
- A13.4.11. Night and inclement weather driving conditions?

A13.4.12. Unique unit requirements, i.e. training for driving while using NVD's?

**A13.5.** Do FDPM's annotate 1 year refresher training on the AF Form 483 or maintain training on file?

**A13.6.** Are safety flashes and hot topics disseminated?

Attachment 14

AIRFIELD CHECK RIDE FORM

Figure A14.1. Airfield Check Ride Form/

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGE#
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA AIRFIELD CHECK RIDE		OPR 45 OSS	DATE	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph)</i>	GO		NG
	<p>Locates and knows procedures concerning the following:</p> <ol style="list-style-type: none"> <li>1. Taxiways</li> <li>2. Runways</li> <li>3. VFR/IFR Holdlines</li> <li>4. Controlled Movement Areas</li> <li>5. Uncontrolled Movement Areas</li> </ol> <p>Radio Usage:</p> <ol style="list-style-type: none"> <li>1. Uses Proper Phraseology</li> <li>2. Does not "STEP" on radio transmissions of flight line drivers</li> <li>3. Acknowledges all information and repeats instructions</li> <li>4. Does not use the words "CLEAR" and "GO AHEAD" on the radio</li> <li>5. Follows Control Tower's Instructions</li> <li>6. Completes Radio Crossing</li> </ol> <p>Other:</p> <ol style="list-style-type: none"> <li>1. Yields Right of way to Aircraft</li> <li>2. Adheres to Speed Limits</li> <li>3. Understands Airfield Signs</li> </ol> <p>Remarks list: Trainings conducted on unique operations.</p> <p>Driver: _____ Coordinator: _____</p>			

Attachment 15

TDY/TEMPORARY CONTRACTOR PERSONNEL BRIEFING

Figure A15.1. TDY/Temporary Contractor Personnel Briefing.

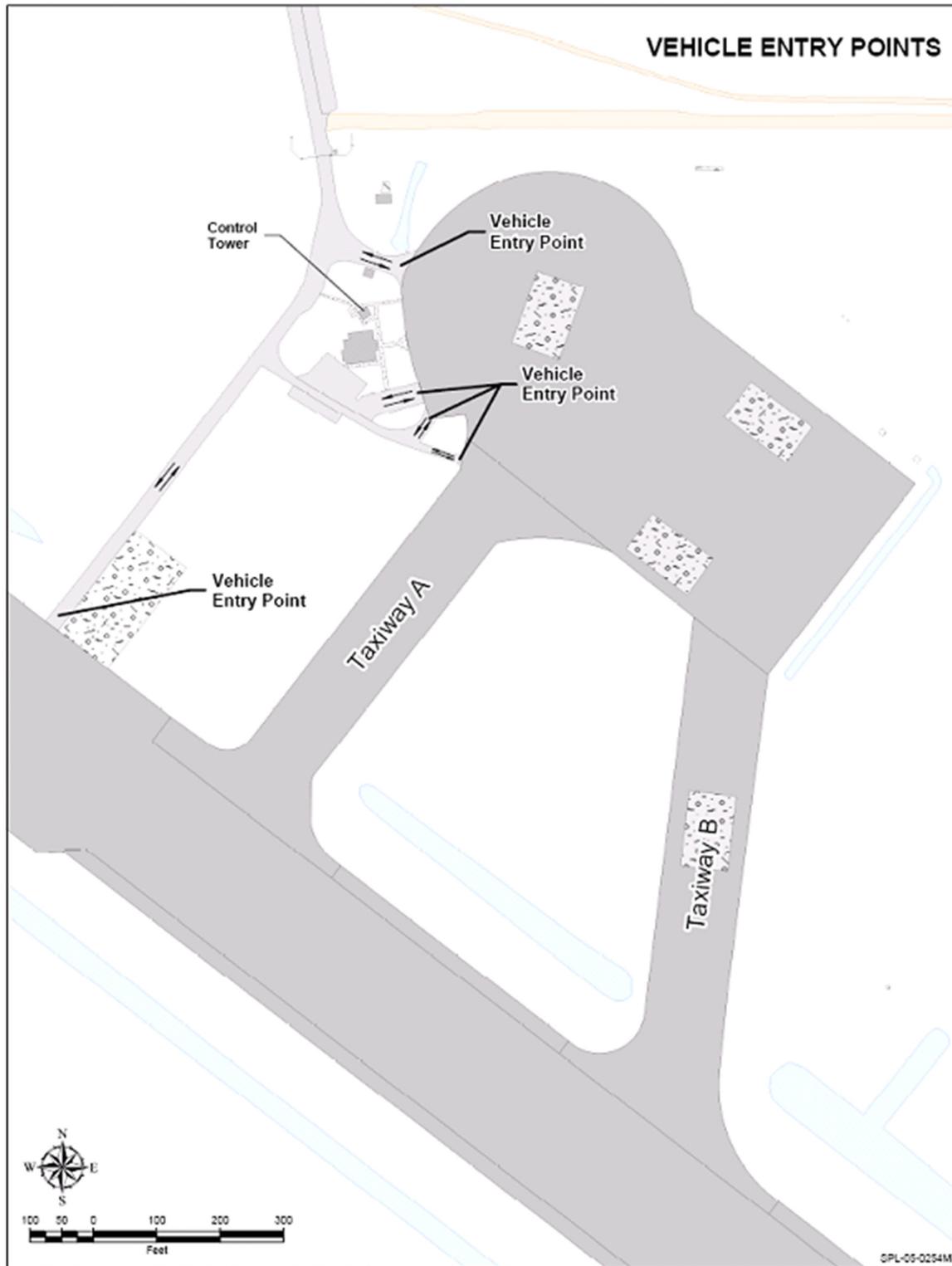
ALL PURPOSE CHECKLIST		PAGE 1	OF 2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
TDY/TEMPORARY CONTRACTOR PERSONNEL BRIEFING		45 OSS		
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>			
1.	Safety main priority: - Individual on the ground - Aircraft airborne and subsequent operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Uncontrolled Movement Areas are: - Taxiways: "Alpha", "Bravo" and the parking ramp. Drivers in these areas must be flightline certified and have their AF Form 483 on hand unless authorized by the airfield manager.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Controlled Movement Area is the runway and 100' from the edge of the runway. Direct radio contact with the control tower is mandatory within this area. (VFR holdlines are located 100' from the edge of the runway.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Runway VFR holdlines/signs. Do not pass without radio contact and permission from the tower. VFR Holdlines       =====	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yellow double line with a double dashed line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Aircraft Safe Distance: 100 feet to the front, 200 feet to the rear. AIRCRAFT ALWAYS HAVE RIGHT OF WAY. If there is a conflict, drive slowly off the shoulder onto the grass, let the aircraft pass, pull back on the shoulder, check tires for Foreign Object Debris (FOD), and proceed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Radio Use. Minimum communications only. State who you want to talk to, who you are (callsign), location, and what you want to do. If all else fails use plain English.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	If you become lost. Stop, use of the radio. If no radio, face the tower and flash your lights. Someone will come to get you.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Injury. Dial 911 if you have a phone. If you have a radio, contact the Airfield Services Office and help will be sent to you.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Aircraft Accident. In the event of an aircraft accident on the airfield, all personnel should safely stop and secure their equipment and materials and report to the Airfield Services Office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Work Site. A maximum of one day's worth of materials at the actual site. The remainder of materials must be maintained in an approved storage area. Exceptions must be approved by the airfield manager. At all times materials must be kept secure to prevent FOD. At the end of the work day, clean-up must be sufficient to ensure no FOD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	The project supervisor or designated representative will report to the Airfield Services Office prior to the start of each work day and after work is done for the day. Planned activities at the work site and progress will be briefed. A list of deliveries for the day and the company name will be provided when applicable. A radio will be issued and returned at the end of the day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Airfield Services will inspect the job site during the airfield inspection. If significant problems are found, the job supervisor will be contacted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	All vehicles excluding one time deliveries, will carry a copy of this brief, an airfield map, and have a POV pass displayed in the window. These are available at the Airfield Services Office. A copy of insurance paperwork and a valid drivers license are required when getting a POV pass.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Attachment 16

AIRFIELD VEHICLE ENTRY POINTS

Figure A16.1. Airfield Vehicle Entry Points.



Attachment 17

RUNWAY CROSSING POINTS

Figure A17.1. Runway Crossing Points.

