

**BY ORDER OF THE COMMANDER
45 TH SPACE WING**

**45TH SPACE WING INSTRUCTION
13-207, VOLUME 1**



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Space, Missile, Command and Control

**AIRFIELD DRIVING
(PATRICK AIR FORCE BASE)**

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This instruction establishes policies, procedures, and responsibilities for control of vehicle operations on the Patrick Air Force Base (AFB) airfield. It applies to all personnel who must operate government motor vehicles or privately owned vehicles (GMV/POV) on the airfield. This instruction augments Air Force Instruction (AFI) 31-204, *Air Force Motor Vehicle Traffic Supervision*; Air Force Manual (AFMAN) 24-306_IP, *Manual for the Wheeled Vehicle Operator*, Chapter 25; Air Force Office of Safety and Health (AFOSH) Standard 91-100, *Aircraft Flight Line - Ground Operations and Activities*, Chapter 6; AFI 13-213, *Airfield Driving*; AFI 31-101, *Integrated Defense (FOUO)*; and Patrick AFB Instruction (45SWI) 31-1, *Integrated Defense Plan(IDP) (FOUO) (PA)*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include updated information and aligns procedures IAW AFI 13-213, *Airfield Driving*.

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Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

1.1.1. Motor vehicles operating on the airfield are necessary for normal operations and maintenance. However, they present a clear danger to aircraft and ground personnel. Carelessness, haste, and disregard of existing safety standards by ground vehicle operators are inexcusable and are primary sources of aircraft collisions and personnel injury.

NOTE: The term airfield includes runways, all taxiways, aircraft parking ramps/aprons, hot cargo pad, arm/de-arm areas, hangars along Fire Lane Road, and portions of the perimeter road (Patrol Road). The terms airfield, flightline and airport operations area are interchangeable.

1.1.2. The goal of the airfield driving program is to create a safe environment between ground vehicle operators, personnel and aircraft in an airport setting. Vehicle movement must be held to the absolute minimum consistent with mission requirements. All personnel operating a vehicle on Patrick's airfield must be familiar with local airfield driving procedures as outlined in this instruction, and must have a valid AF IMT 483, *Certificate of Competency*, endorsed for airfield driving at Patrick AFB.

1.1.3. The standards set forth in this instruction are to control vehicles and personnel on the airfield. Only trained personnel will be assigned duties which include driving on the airfield. Airfield experience (e.g., operating vehicles or aircraft) is not a substitute for completion of local airfield driving training and testing requirements. Trained personnel must be knowledgeable of all airfield driving rules and comply with this instruction.

1.1.4. All personnel on the airfield are responsible for monitoring vehicle safety, detecting unauthorized vehicles, and immediately reporting driving violations to 45th Operations Support Squadron (45 OSS), Airfield Operations Flight (OSA). The Airfield Manager (AFM) will investigate all violations and report findings to the 45th Operations Support Squadron Commander (45 OSS/CC) with a courtesy copy to the 45th Space Wing Safety Office (45 SW/SEF) (investigations must neither delay notification nor interfere with the safety investigation). Unit commanders, Airfield Driving Program Managers (ADPM), Security Forces (SF), and Airfield Management (AM) have the authority to revoke airfield driving privileges.

Chapter 2

RESPONSIBILITIES

2.1. The 45th Space Wing Commander (45 SW/CC).

- 2.1.1. Designates personnel and agencies to support the Airfield Driving Program (ADP).
- 2.1.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. See AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, Chapter 2 for additional information. Authority must not be delegated. Forward a copy of the reinstatement letter to the Wing ADPM.
- 2.1.3. Approves publication of the Airfield Driving Instruction (ADI).
- 2.1.4. Reviews runway incursion incidents and the corrective actions taken.
- 2.1.5. Requests an AF Runway Safety Action Team (AFRSAT) through MAJCOM OPR for AO if there are recurring problems with runway incursions.

2.2. The 45th Operations Group Commander (45 OG/CC).

- 2.2.1. Reviews Controlled Movement Area Violations (CMAVs) and corrective actions taken.
- 2.2.2. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions in a six month period.

Note: The RIPWG will convene within 30 days after the second runway incursion.

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

- 2.2.2.1.1. Analyze each runway incursion and the corrective actions taken.
- 2.2.2.1.2. Evaluate the airfield driving operating procedures/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed.
- 2.2.2.1.3. Develop strategies to prevent future runway incursions. Examples include but are not limited to:
 - 2.2.2.1.3.1. Increase or improve local training or testing materials.
 - 2.2.2.1.3.2. Implement mandatory briefings to all airfield drivers, aircrew, Air Traffic Control (ATC) personnel (as applicable).
 - 2.2.2.1.3.3. Limit runway crossings and/or limit crossing to certain taxiways/road intersections.
 - 2.2.2.1.3.4. Increase penalty for CMAVs.

2.2.2.1.3.5. Alter the shape and/or expand the size of the Controlled Movement Area (CMA).

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

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

2.2.2.1.3.6.2. Increase visibility of runway hold position markings by increasing the width of the yellow bars from 6 to 12 inches. **Note:** This option requires coordination with Civil Engineer (CES) and Wing Safety (SEF) and a work order request to change is implemented uniformly over the entire airfield.

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

2.2.2.1.3.6.4. Paint Federal Aviation Administration (FAA) enhanced taxiway centerline marking prior to the runway hold position marking. **Note:** This option requires coordination with CES and SEF and a work order request to change is implemented uniformly over the entire airfield.

2.2.2.1.3.6.5. Install runway guard lights (RGL).

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

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

2.2.2.1.3.6.8. Install additional FM radio repeaters for ATC and the base station/ramp net.

2.2.2.1.3.6.9. Install Location Signs.

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

2.2.2.1.3.8. Ensure an airfield waiver is processed and approved when required.

2.2.2.2. Provide a summary of the RIPWG’s analysis and recommendations at the next AOB.

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

2.3. Unit Commanders or Equivalent.

2.3.1. Appoints a primary and alternate unit ADPM in writing to manage training and testing requirements of unit personnel who are required to operate a vehicle on the airfield. **Note:** The Airfield Driving Program Manager normally is the unit Vehicle Control Officer/Vehicle Control Noncommissioned Officer (VCO/VCNCO), but does not have to be. Forward a copy of the appointment letter to the Wing ADPM.

2.3.1.1. Appointed unit ADPMs must be a minimum of SSgt/7-Level or civilian equivalent. **Note:** Group Commanders or equivalents, may waive this requirement due to manning constraints. Forward a copy of the appointment letter to the Wing ADPM.

2.3.1.2. Ensures a replacement unit ADPM is appointed in writing and trained by the Wing ADPM within 30 days prior to releasing the current unit ADPM.

2.3.2. Certifies personnel are qualified to drive on the airfield. Authority may be delegated in writing to unit ADPMs. Forward a copy authority letter to the Wing ADPM.

2.3.3. Ensure unit assigned personnel complete the required training and testing requirements outlined in AFI 13-213, *Airfield Driving Program* and this ADI prior to obtaining an AF IMT 483, *Certificate of Competency* to operate a vehicle on Patrick AFB airfield.

2.3.4. Limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission. **Note:** Annually validate the number of personnel authorized to drive on the airfield to include justification for individuals that require CMA access. Forward results to the Wing ADPM.

2.3.5. Upon suspension or revocation of a unit member's civilian driver's license and/or base driving privileges, suspends their airfield driving authorization and notifies the Wing ADPM and the unit ADPM in writing. Reinstatement requests must be processed according to paragraph [2.1.2](#)

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

2.3.6.1. Large organizations should consider having more than one Unit ADPM to provide effective program management and quality training, thus reducing airfield driving violations and runway incursions.

2.3.6.2. Units with small numbers of airfield drivers may combine or consolidate their ADP with another unit.

2.3.7. Appoints unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical driving test as outlined in AFI 13-213 and this ADI. Trainers must have completed the AF training course. Forward a copy of the appointment letter to the Wing ADPM. **Note:** This letter may be consolidated with the unit ADPM appointment letter. See **Attachment 2, Unit ADPM Appointment Letter** for an example appointment letter.

2.3.8. Reviews individual's AF IMT 1313, *Driving Record* (located at SFS), to determine their qualifications prior to permitting them to operate a vehicle and/or equipment on the airfield.

2.3.9. Ensures unit ADPMs and designated trainers give a practical day and night (as applicable) airfield familiarization training and practical driving test to all new vehicle operators that will be driving on the airfield.

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

2.3.11. Participates in the RIPWG.

2.3.12. Unit Commanders requiring contractor access to flight line areas for performance of work will ensure inclusion into the statement of work the airfield driving training requirements IAW Chapter 3 of this Instruction.

2.4. Wing Airfield Driving Program Manager (Wing ADPM).

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

2.4.2. Develop an ADI to establish the Wing ADP.

2.4.3. The wing may develop a supplement to AFI 13-213. Supplements must be routed through the MAJCOM OPR for AO for technical/functional coordination prior to certification and approval to publish.

2.4.4. Uses **Attachment 3**, *Unit ADPM Training Checklist* to conduct and document training on a unit ADPM.

2.4.5. Provides unit ADPMs a copy of the ADI, training curriculum and testing materials to manage unit ADP.

2.4.6. Conduct an annual review of the ADI and supportive information for currency and accuracy. Documentation of review will be either a Memorandum for Record (MFR), log, or electronic equivalent and be maintained in accordance with Air Force RDS, Table 13-06, Rule 4.00.

2.4.7. Conduct quality control measures to monitor the effectiveness of unit airfield driver training programs. At a minimum, the Wing ADPM will:

2.4.7.1. Monitor ramp net radio for proper terminology/phraseology and discipline.

2.4.7.2. Conduct random spot checks to ensure compliance with the ADI. Spot checks will include the validation of AF IMT 483, current AF Visual Aids (e.g. AFVA 11-240, *Airports Signs and Markings*, AFVA 13-221, *Control Tower Signals*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*), and a current local airfield diagram.

2.4.7.2.1. Report violations detected during spot checks to the AFM, AOF/CC, individual's Unit Commander and ADPM.

2.4.7.2.2. Report and document results of spot checks (unit/office symbol) in the "status of airfield driving" section of AOB.

2.4.7.3. Inspect each unit ADP at least annually (every 12 months) for program integrity and compliance with the ADI utilizing **Attachment 4, *Airfield Driving Inspection Checklist***. Provide inspection results to the unit's commander and brief at the next quarterly AOB.

2.4.8. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, unit briefing, etc. to educate, inform and update personnel on airfield changes and trends (e.g. exercise activities, driving violations, closures, inclement weather conditions, etc).

2.4.9. Maintain a Wing ADPM Continuity Binder in the TAB format below. **Note:** nit program information may be located in a single binder, or electronic equivalent. A DD Form 2861, *Cross-Reference*, may be used in a TAB to identify the location of the items listed below:

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

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

2.4.9.3. TAB C: Annual Program Inspection Results.

2.4.9.4. TAB D: Unit ADPM Training Documentation.

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

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

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

2.4.9.8. TAB H: Airfield Violations/Corrective actions.

2.4.9.9. TAB I: References (e.g. AFMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 25 and AFOSHSTD 91-100, *Aircraft Flight Line-Ground Operations and Activities* Chapter 6., AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc. **Note:** References may be a paper or electronic copy.

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

2.4.10. Conducts semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc.

2.4.10.1. Meeting may be done in-conjunction with the base VCO/VCNO meeting.

2.4.10.2. Use a MFR to document meeting minutes and maintain a copy of the current calendar year in TAB J.

2.4.11. Coordinates on unit lesson plans and tests.

2.4.12. Ensures unit ADPMs provide appropriate training to TDY and Non-base assigned contractors based on type, location, timing and duration of work. See Chapter 6 for additional information.

2.4.13. Provides classroom training as determined locally.

2.4.14. Participates in the RIPWG.

2.4.15. Provides unit ADPM s a standardized spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank , unit, office symbol, AF IMT 483 certificate number, restrictions (e.g. daytime or ramp only) and refresher training due date. **Note:** The DAFM or AFM may delegate a knowledgeable AM representative to conduct unit inspections in their absence.

2.5. Unit Airfield Driving Program Manager (ADPM).

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

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

2.5.3. Ensures unit personnel complete all the required airfield driving training and Certification prior to issuance of AF IMT 483.

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

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

2.5.6. Ensures designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization and practical driving test on personnel prior to issuance of AF IMT 483.

2.5.7. Ensures unit personnel authorized to drive on the CMA have completed all required training and AF IMT 483 is annotated "CMA Access" by AM.

2.5.8. Ensures unit personnel have a valid state or country driver's license to operate privately owned (POV), government (GOV) may also require a GOV driver license or contractor owned/leased vehicles on the airfield.

2.5.9. Ensures unit personnel are qualified to drive the vehicle(s) they operate while on the airfield. This includes any other additional training required to operate vehicles in various field conditions (e.g. blackout or Night Vision Devices (NVD), Mission Oriented Protective Posture (MOPP) gear, etc.).

2.5.10. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. This data may be maintained electronically. **Note:** Update listing of all unit personnel authorized to drive on the airfield quarterly and forward an information copy to the Wing ADPM.

2.5.11. Ensure deploying personnel are fully trained and possess a valid AF IMT 483 for airfield driving.

2.5.12. Schedules personnel that will drive on the CMA for color vision testing according to this ADI.

2.5.13. Conducts and documents annual refresher training on unit airfield drivers. **Note:** Document completion of refresher training on the reverse side of the individual's AF IMT 483. Maintain a copy of the most current refresher training completion date on file in the unit.

2.5.14. Maintains ADP Continuity Binder in the TAB format outlined in paragraph **Note:** Wing ADPM may approve contents from a TAB to be maintained in another location or electronically. Use DD Form 2861 to identify location.

2.5.15. Trains unit airfield drivers on how to conduct and document training for newly assigned unit airfield drivers. Maintain a copy of training in TAB D of the unit ADP Continuity Binder.

2.5.16. Attend Wing ADPM semi-annual meeting and/or briefing regarding airfield driving.

2.5.17. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this ADI.

2.5.18. Use **Attachment 4**, *Unit Airfield Driver Program Self Inspection Checklist* to conduct and document a self-inspection of the unit's ADP at least annually. Forward a copy of the inspection results to the Wing ADPM.

2.5.19. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit airfield drivers.

2.5.20. Conducts random spot checks for enforcement and compliance with the ADI. At a minimum, a spot check will include validation of AF IMT 483, current AF Visual Aids (AFVA 11-240, AFVA 13-221) and a current airfield diagram. Correct all discrepancies noted.

2.5.21. Provides classroom training.

2.5.22. Maintains current and accurate training and testing materials.

2.5.23. Notifies Unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges.

2.5.24. Participates in the RIPWG.

2.6. Airfield Management (AM).

2.6.1. Serves as the Office of Primary Responsibility (OPR) for the ADP.

2.6.2. Conducts random spot checks for enforcement and compliance with the ADI in conjunction with periodic airfield inspections/checks.

2.6.3. Monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by Air Traffic Control Tower (ATCT) or through monitoring of radio frequencies. Document corrective action in the AF IMT 3616, *Daily Record of Facility Operation*.

2.6.4. The AFM, Wing ADPM or NCOIC, Airfield Management Operations (NAMO) will sign off the airfield driving requirement on pre-deployment checklists ensuring deploying personnel are fully trained and possess a valid AF IMT 483.

2.6.5. Imposes and publishes restricted driving routes as required.

2.6.6. . Responds to reported or suspected airfield driving violations. As a minimum:

2.6.6.1. Escort individual off the airfield.

2.6.6.2. Confiscate individual's AF IM 483.

2.6.6.3. Request statement of events of individual's completing the airfield driving violation.

2.6.6.4. Document and report the incident to the Wing ADPM, AFM and AOF/CC.

2.6.7. Participates in the RIPWG.

2.7. Air Traffic Control Tower (ATCT).

2.7.1. Controls all aircraft, vehicle, and approved pedestrian traffic on the CMA by two-way radio communications or, in the event of lost communications, by light gun signals. If uses of light gun signals are unsuccessful when controlling vehicle or pedestrian traffic, contact AM to have vehicle and/or pedestrian traffic escorted off the CMA.

2.7.2. If two-way radio communication is lost while a vehicle and/or pedestrian is on the runway, raise and lower the intensity of the runway edge lights or turn the edge lights on and off in an attempt to signal personnel to immediately exit the runway and establish communications with tower.

2.7.3. Report known CMA violations and problems with vehicle operator radio communications to AM. Assist AM in identifying and locating unauthorized personnel and vehicles on or near the CMA.

2.7.4. Assist ADPMs by conducting light gun signal tests.

2.7.5. Participates in the RIPWG.

2.8. The 45th Space Wing Safety (45 SW/SEF).

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

2.8.2. Coordinates on lesson plans and test for vehicle operations on the airfield (Reference AFOSHSTD 91-100, Chapter 6).

2.8.3. Participates with the Wing ADPM in investigating airfield driving incidents, HATRs, CMA violations. Provide a copy of all Class E CMA violation report submittals (initial, status, final) to AOF/CC for review/concurrence as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*.

2.8.4. Participates in the RIPWG.

2.8.5. Reviews CMA violations for trends.

2.9. The 45th Security Forces Squadron (45 SFS).

2.9.1. Monitors airfield vehicle operations for ADI compliance.

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

2.9.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and inform AM of violations.

2.9.4. Detains all unauthorized POVs driving on the airfield. **Note:** Unauthorized POVs do not have a POV cone displayed on the roof of the vehicle. Notify AM.

2.9.5. Assist in escorting violators (as needed) to AM and issue appropriate citations for violations.

2.9.6. Provide assistance when requested by AM or ATCT to apprehend violators and remove unauthorized person from the airfield.

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

2.9.8. Participates in the RIPWG.

2.9.9. Coordinates with the Wing ADPM to establish a designated response location in support of in-flight and ground emergencies and or other emergency situations.

2.10. The 45th Medical Group (45 MDG).

2.10.1. Administers color vision screening by reviewing medical records and/or conducting a color vision screening. Individuals must possess normal color vision as determined by the hospital/medical treatment facility Optometrist for CMA access.

2.10.2. Sign and/or stamp color vision screening results on **Attachment 5**, *Documentation of Airfield Driving Training and Certification*.

2.10.3. Coordinates with the Wing ADPM to establish a designated response location in support of in-flight and ground emergencies and or other emergency situations.

2.11. The 45th Civil Engineer Squadron (45 CES).

2.11.1. Inform AM of all pre-construction meetings involving contracts within the airfield environment to include clear zones, lateral clearance area and other areas as defined in Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Design and Criteria*.

2.11.1.1. Review UFC 3-260-01, *Airfield and Heliport Design and Criteria*, prior to the start of any construction projects on the airfield for minimum safety guidelines. Construction projects will require a signed temporary construction waiver prior to the start of work.

2.11.1.2. Ensure airfield driving requirements are established in all Statements of Work (SOWs) for construction projects on or near the vicinity of the airfield.

2.11.1.3. Coordinate site release work dates and work schedules for airfield contractors with the Airfield Manager (AFM).

2.11.1.4. Coordinate driving haul routes to/from construction sites operating on or near the vicinity of the airfield with the AFM. Routes will be approved by the AFM.

2.12. 45th Contracting Squadron (45 CONS).

2.12.1. Ensure all contracts requiring access to the airfield include a statement outlining contractor airfield driver's requirements in accordance with the ADI.

2.12.2. Verify routes to and from the airfield construction sites are approved by AFM, DAFM or designated representative and are included in the contract.

2.12.3. Verify Statement of Work indicates a requirement to complete the airfield driver's training prior to starting work.

2.12.4. Coordinate with the Wing ADPM or designated representative to conduct training for all contractors who will be operating on the airfield. Contractors will be trained IAW **Attachment 7**, *TDY Personnel/Non-Base Assigned Contractors Checklist*.

2.13. Host Unit/Unit Contractor.

2.13.1. Ensure all base assigned (annual) contractors are trained IAW this instruction and receive AF IMT 483, *Certificate of Competency*, endorsed by AM before driving on the airfield. All annual contractors that operate POVs on the airfield must obtain an airfield POV vehicle pass at AM Ops.

2.13.2. Ensure all temporary contractors working on the airfield are escorted by an airfield qualified driver or are trained/briefed on local airfield driving procedures before operating any vehicles or equipment on the airfield. The AFM or DAFM will clarify the level of training required for contractors and coordinate issuance of AF IMT 483, airfield maps and passes. The DAFM will maintain a copy of the training for at least 3 months or through project completion.

2.13.3. Temporary contractors who are required to drive on the airfield require local airfield drivers training and must sign **Attachment 7**, *TDY/Non-Base Assigned Contractors Training Checklist*. Vehicles operating in the CMA must be equipped with a rotating yellow beacon or emergency flashers. Ensure all authorized contractors working within the CMA have at least one person capable of operating a two-way radio for communications with ATCT.

2.13.4. Ensure airfield contractors report to AM Ops to check in/out prior to and after work each day and 24 hours before site release date to confirm availability. AFM will de-conflict with mission operations and mitigate general operational impact.

2.13.5. Ensure project officers, contractors and subcontractors comply with the training certification and procedural requirements of this instruction prior to estimated site release date.

Chapter 3

TRAINING CRITERIA AND TESTING REQUIREMENTS

3.1. Procedures for issuing AF IMT 483:

3.1.1. All assigned personnel operating a vehicle within the Patrick airfield environment must complete all airfield driver's training and testing requirements outlined in this ADI prior to issuance of an AF IMT 483. All drivers must hold an appropriate civilian/military driver's license to operate private/government/contractor-owned or leased vehicle. **Note:** An AFSC or career field training (e.g. aircraft maintenance, aircrew, fire and emergency services, security forces, transportation, etc.) is not a substitute for completion of airfield driving training and testing requirements outlined in this ADI.

3.1.2. Sponsoring agencies (e.g., 45th Civil Engineering (45 CES), etc.) will provide airfield driving certified escorts for uncertified personnel working on the airfield. Personnel acting as escorts must be certified to drive on the airfield.

3.1.3. Train temporary contractor and Temporary Duty (TDY) personnel IAW Chapter 6.

3.1.4. Requirements for Permanent Change of Station (PCS), Permanent Change of Assignment (PCA), retirement, separation and license re-issue are:

3.1.4.1. Personnel who PCS, separate, or retire must turn in their AF IMT 483 to their unit ADPM. ADPM will return **Attachment 5**, *Airfield Driving Training and Certification Record* and **Attachment 6**, *Airfield Driving Qualification Training Checklist* to the individual.

3.1.4.2. When personnel PCA between units on base, the losing ADPM will ensure all Airfield driving records (Attachments 5 and 6, CBT printout, etc.) are transferred to the gaining unit ADPM. The losing ADPM removes the individual from the unit's list of airfield drivers. The gaining ADPM will verify currency of the individual's training and add the individual to the list of qualified unit personnel. **Note:** The AFM, Wing ADPM and other designated AM representatives are the ONLY authorized personnel to sign AF IMT 483.

3.2. Lost Documentation:

3.2.1. Personnel who lose their AF IMT 483 can be reissued a new one by hand carrying the original **Attachment 5**, *Airfield Driving Training and Certification Checklist*, **Attachment 6**, *Airfield Driving Qualification Training Checklist* and a current copy of the AF Airfield Driving CBT certificate to AMOPS. AMOPS will verify training/testing documentation and issue a new AF IMT 483.

3.2.2. Personnel who lose their **Attachment 5**, *Airfield Driving Training and Certification Checklist* and **Attachment 6**, *Airfield Driving Qualification Training Checklist*, and still have a valid AF IMT 483 for Patrick may be recertified to drive on airfield by the unit ADPM. The ADPM will complete new forms with a current copy of the AF Airfield Driving CBT certificate. ADPM will make a statement on the form to indicate it is a replacement for a lost original or refresher and verify all training requirements are current.

3.3. Limited/Restricted Access:

- 3.3.1. Only grant CMA access when mission requirements dictate.
- 3.3.2. Annotate CMA access restrictions on the **Attachment 5, Airfield Driving Training and Certification Checklist** and AF IMT 483.
- 3.3.3. Individuals who fail the color vision test will not be granted CMA access; however they may be issued a **“RAMP ONLY/NO CMA ACCESS”** AF IMT 483 at the discretion of the ADPM or AFM.
- 3.3.4. Individuals requiring a **“RAMP ONLY/NO CMA ACCESS”** AF IMT 483 are exempt from taking the color vision and phraseology test only. All other required training on **Attachment 5, Airfield Driving Training and Certification Checklist** will need to be accomplished.

3.4. Local Training Curriculum:

- 3.4.1. All personnel assigned airfield driving duties must receive all training within 30 calendar days. Training must be conducted IAW this instruction, and as outlined on the **Attachment 5, Airfield Driving Training and Certification Checklist** and **Attachment 6, Airfield Driving Qualification Training Checklist**. At a minimum, train drivers in the following areas:
 - 3.4.1.1. Local Driving Procedures.
 - 3.4.1.2. Airfield Driving CBT.
 - 3.4.1.3. Radio Phraseology.
 - 3.4.1.4. Color Vision Testing.
 - 3.4.1.4.1. Individuals in an AFSC that requires color vision may be exempt from being tested at the hospital/clinic, but the ADPM must provide a current copy of the AF Enlisted Classification Directory entry with **Attachment 5, Airfield Driving Training and Certification Checklist**.
 - 3.4.1.4.2. Military or civilian medical records with previously documented color vision screening results may be used in lieu of performing a new test. The medical group can verify records.
 - 3.4.1.4.3. Individuals that fail to pass the color vision test may be issued a **“ NO CMA ACCESS”** AF IMT 483.
 - 3.4.1.5. General airfield layout (runway, taxiway, apron designations, airfield entry points, access roads, restricted area boundaries and movement area).
 - 3.4.1.6. Airfield markings, lights, and signs.
 - 3.4.1.7. Tower light gun signals.
 - 3.4.1.8. FOD procedures.
 - 3.4.1.9. Traffic flow.
 - 3.4.1.10. Right-of-way priorities.
 - 3.4.1.11. Speed limits.

3.4.1.12. Parking and chocking procedures.

3.4.1.13. Driving within the immediate vicinity of aircraft.

3.4.1.14. Procedures for operating in the CMA, to include runway incursion prevention i.e., CMA boundaries, entering/exiting CMA, radio phraseology, escort procedures and vehicle lighting requirements).

3.4.1.15. Lateral distance requirements for mobile obstacles on taxiways and aprons.

3.4.1.16. Airfield Violations and Consequences.

3.5. Day and Night Orientation Training:

3.5.1. Daytime Orientation. The goal is to familiarize the trainee with the airfield layout (e.g., markings, lighting, signage, restricted areas, entry control points (ECP), CMA, etc.) and to give practical training on operating a vehicle on the airfield (e.g., access points, Foreign Object Debris/Damage (FOD) checks, speed limits, driving around aircraft, aircraft taxi flow, etc.). The duration of the orientation must ensure trainee proficiency on the airfield environment.

3.5.2. Nighttime Orientation. The goal is to familiarize the trainee with the airfield layout with emphasis on how things look different at night or during reduced visibility. Emphasis should focus on understanding airfield markings, lighting, and signage to determine exact location on the airfield. Also use visual references, such as the Control Tower, hangars, etc. The duration of the orientation must ensure trainee proficiency on the airfield environment.

3.5.3. Practical Airfield Driving Test (i.e. Check Ride). The goal is to certify all training received. Trainee *must* be able to demonstrate correct driving procedures and verbally explain procedures and layout of the airfield. The ADPM, or a qualified trainer, will use Section 7 on the **Attachment 6, Airfield Driving Qualification Training Checklist** to document test completion.

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

3.5.3.1.1. Drive the vehicle during the check-ride.

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

3.5.3.1.3. Identify the location of runways and other CMAs.

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

3.6. Air Force Airfield Driving Computer-Based Training:

3.6.1. The AF Airfield Driving CBT was created to standardize basic airfield driving procedures across the United States Air Force (USAF). The subject material covers driving procedures that apply to any airfield. It is a self-paced, self-study program. Drivers must complete this CBT prior to issue of an AF IMT 483.

3.6.2. The CBT program runs from the ADLS website.

3.6.3. Drivers must score an 80 percent or higher on the CBT test to complete the training.

3.6.4. When a passing score is obtained, individuals must printout the certificate and give to the unit ADPM.

3.6.5. CBT test results are annotated on the **Attachment 5**, *Airfield Driving Training and Certification Checklist* and certificate maintained by ADPM.

3.6.6. Personnel who do not have access to the ADLS will need to review the USAF Airfield Driving ADLS slides.

3.6.6.1. The unit ADPM will maintain a copy of the slides.

3.6.6.2. Drivers will need to take a 30 multiple choice question test. The unit ADPM maintains a copy of the test, which is a controlled item.

3.6.6.3. Drivers must receive a minimum passing score of 80%. If a person fails the exam, they retest the next day.

3.6.6.4. Once a passing score is obtained, the unit ADPM must attach a copy of the scored test with **Attachment 5**, *Airfield Driver Training and Certification Checklist*. All documents are maintained by the unit ADPM.

3.6.6.5. Review slide and retake test as a part of the annual refresher training requirements.

3.7. Local Test Administration:

3.7.1. AMOPS will administer airfield driving exams to unit personnel every Tuesday, Thursday and Saturday at Base Operations (Bldg 820).

3.7.1.1. Hours of testing will be as follows: Tuesdays and Thursdays 0800L-1100L and 1300L-1500L. Saturdays: 0900L-1600L. Testing outside the test hours will need to be coordinated with the Wing ADPM or designated representative.

3.7.1.2. Unit ADPMs will need to call/email the Wing ADPM or designated Airfield Management Ops to schedule personnel to test.

3.7.1.3. Only 4 testers may test at the same time unless workload permits for more.

3.7.2. Airfield driving exams are written and divided into several parts and each part has a minimum score requirement.

3.7.2.1. General Knowledge – **minimum score of 80%**.

3.7.2.2. Airfield diagram/layout – **minimum score of 100%**. Individuals must be able to identify the location of runways, taxiways, aprons, restricted areas, etc., and label them on the airfield diagram/layout test.

3.7.2.3. Communications test – **minimum score of 100%**. Individuals must be able to identify basic communication principles, phonetic alphabet, standard aviation phraseology, and escort phraseology/rules. This portion is only required for drivers operating within the CMA.

3.7.2.4. Runway Incursion Prevention Test – **minimum score of 100%**.

3.7.3. Tests will include information from this instruction and related support materials.

3.7.4. AM operations will document test results on **Attachment 5, Airfield Driver Training and Certification Checklist** (Section II) . Individuals that successfully pass will have AF IMT 483, *Certificate of Competency*, stamped “**CMA/AIRFIELDAUTHORIZED**” or “**RAMP ONLY/ NO CMA ACCESS**”, and endorsed with signature by AM personnel. Drivers must return **Attachment 5, Airfield Driver Training and Certification Checklist** and required paperwork to their unit ADPM for filing.

3.8. Test Failures:

3.8.1. Individuals will receive a failure letter.

3.8.2. For first time failures, they will receive additional training from their unit ADPM. Annotate training on a MFR endorsed by their ADPM. Attach the **Attachment 5, Airfield Driving Training and Certification Checklist**, **Attachment 6, Airfield Driving Qualification Training Checklist**, and the AF Airfield Driving CBT certificate to the MFR. Trainees can be rescheduled for testing upon completion of additional training, but no earlier than **7** calendar days from the failure date.

3.8.3. For second time failures, they will receive additional training from their unit ADPM. Annotate training on a MFR endorsed by their ADPM and unit commander (do not delegate) with justification stating the trainee is safe for airfield operations. Trainees can be rescheduled for testing upon completion of additional training and the commander’s endorsement letter, but no earlier than **14** calendar days from the second failure.

3.8.4. Third time failures will normally **NOT** be granted airfield driving privileges.

3.9. Phraseology:

3.9.1. Vehicle operators must contact the ATCT controller each and every time they. Request permission to proceed onto or when leaving the CMA. When requesting permission to proceed onto a CMA, vehicle operators must advise the controller of three things: **WHO** they are, **WHERE** they are, and **WHAT** their intentions are. Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received. Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists. VHF/UHF transmissions are reserved for the primary use of aircraft and ATCT personnel.

3.9.2. The ADPM (or qualified trainer) will conduct standard radio phraseology training to ensure trainee is proficient IAW the references listed below. Annotate completion on the **Attachment 6, Airfield Driving Qualification Training Checklist**.

3.9.3. AMOPS will conduct a written and verbal phraseology test. The test will ensure trainee is familiar with proper communications procedures while operating a vehicle on the airfield.

3.9.4. Standard Radio Phraseology. Proper use of the phonetic alphabet, procedures for Making requests, CMA procedures, monitoring requirements and approved call signs **Attachment 8, Patrick Approved Vehicle Callsigns** to be used when communicating with ATCT. See **Table 3.1** for standard radio phraseology definitions.

Table 3.1. Common Use Phrases.

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

3.9.5. **Do not** use the words "CLEAR," "CLEARED" or "CLEARANCE" when in radio communications with the Control Tower. These words are reserved for Air Traffic Control (ATC)/pilot takeoff and landing approval only. **Exception:** Vehicle operators may reply - Loud and Clear in response to an ATCT request for radio transmission quality or clarity only.

3.9.6. Observe proper radio discipline at all times. Ensure transmissions are brief, clearly spoken, and include only information pertinent to the situation. When inside the CMA, operator will monitor all radio communications. Repeat instructions received verbatim to validate the approval/disapproval instruction. This is especially important concerning hold short instructions and clearances. Do not proceed to the CMA prior to reading back instructions.

3.9.7. If in doubt, ask for a repeat of the transmission. Drivers that exit their vehicles in the CMA will carry a hand-held radio at all times.

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

Table 3.2. Sample Runway Crossing Phraseology.

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

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

Table 3.3. Sample Read Back Instructions.

VEHICLE OPERATOR:	<i>“AIRFIELD ONE UNDERSTANDS APPROVED TO CROSS (runway) AT (point/intersection). WILL REPORT WHEN OFF”.</i> <i>or</i> <i>“AIRFIELD ONE HOLDING SHORT (at location)”.</i>
VEHICLE OPERATOR:	<i>“PATRICK TOWER, AIRIFELD ONE CROSSING COMPLETE, OFF (runway) AT (location).”</i>
ATCT:	<i>“AIRFIELD ONE, ROGER”.</i>

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

Table 3.4. Sample Hold Short Instructions.

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

3.9.8.3. Use the International Civil Aviation Organization (ICAO) pronunciation of an individual letter and/or number included in a transmission (see [Table 3.2](#)). For instance; Taxiway B is “Taxiway Bravo,” and Runway 20 is “Runway Two-Zero.”

Table 3.5. ICAO Pronunciation Chart.

A	ALPHA	N	NOVEMBER	0	ZERO
B	BRAVO	O	OSCAR	1	ONE
C	CHARLIE	P	PAPA	2	TWO
D	DELTA	Q	QUEBEC	3	THREE
E	ECHO	R	ROMEO	4	FOUR
F	FOX-TROT	S	SIERRA	5	FIVE
G	GOLF	T	TANGO	6	SIX
H	HOTEL	U	UNIFORM	7	SEVEN
I	INDIA	V	VICTOR	8	EIGHT
J	JULIET	W	WHISKEY	9	NINER
K	KILO	X	X-RAY		
L	LIMA	Y	YANKEE		
M	MIKE	Z	ZULU		

3.10. Refresher Training:

3.10.1. All permanently assigned airfield drivers will complete annual refresher training and annotate their AF IMT 483.

3.10.2. The minimum annual refresher training requirement is completion of the AF Airfield Driving CBT, review Patrick AFB ADI, review of Airfield Driver’s Training slides, and a Runway Incursion Prevention test (minimum score 100%).

3.10.3. Complete annual refresher training within one-year of the initial certification date, or within 1-year of last refresher training date on file.

3.10.3.1. Overdue training will result in suspension of airfield driving privileges.

3.10.3.2. Suspension of airfield driving privileges require completion of initial training requirements on a new **Attachment 5**, *Airfield Driving Training and Certification Checklist*. An exception to this policy may be requested, in writing, from the individual's unit commander, for those who experienced circumstances beyond their control.

3.10.3.3. Individuals deployed and/or TDY will complete refresher training prior to driving on the airfield.

3.10.4. The ADPM will update the unit listing and maintain annual refresher results until completion of the next annual refresher training.

Chapter 4

OPERATING PROCEDURES AND STANDARDS

4.1. Operating Procedures and Standards:

4.1.1. Do not use the airfield for convenience. Do not use the airfield as a shortcut when there are accessible roads off the airfield.

4.1.2. Restrict runway crossings to mission essential operations only. No vehicle will cross the runway when Rescue Road/South Patrick can be used. Rescue Road/South Patrick is designated as the primary means for traffic to gain access to facilities on the north and south side of the runway.

4.1.3. Do not use the airfield for recreational use (e.g., walking or running, etc.).

4.1.4. Vehicles operating on the airfield will have an airfield diagram and **AFVA 11-240, USAF Airport Signs and Markings**, in the vehicle at all times. Vehicles operating within the CMA will also have an **AFVA 13-222, Runway/Controlled Movement Area (CMA) Procedures**, in the vehicle at all times. Units may order decals via AF Portal e-publishing website. 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 and flipped down for ready reference.

4.1.5. Aircraft have the right-of-way. Vehicles will never overtake or pass a taxiing/towed aircraft.

4.1.6. With the exception of a Transient Alert "Follow Me" vehicle, do not drive a vehicle into the path of a taxiing aircraft. Do not drive a vehicle between a "Follow Me" vehicle and an aircraft, a marshaller and an aircraft, or a fire truck and an aircraft when the fire truck has its emergency lights on.

4.1.7. See **Attachment 13, Detailed Airfield Map** for the location of visual blind spots that ATCT cannot see. Vehicles in these areas will use increased vigilance in these areas to remain clear of taxiing/towing aircraft.

4.1.8. Do not drive vehicles within 50-feet of fueling/defueling operations unless specifically authorized by a directive. Do not drive or tow vehicle/equipment over fuel pit lids located on parking aprons.

4.1.9. Do not smoke on aircraft parking ramps, taxiways, runways, or airfield access roads. Smoking may be permitted in designated areas near buildings and hangars on the flightline.

4.2. Escort Procedures:

4.2.1. All personnel operating on the airfield environment must receive training, a briefing, or be escorted prior to entering the airfield. Base assigned military, DoD, and permanent (annual) contractors must complete the Airfield Driving CBT, be licensed or certified to operate a private/government/contractor owned vehicle and have AF IMT 483, *Certificate of Competency*, endorsed for driving on Patrick AFB.

4.2.2. Airfield management does not provide escorts for personnel requiring access to the airfield. If escorts are required, the agency sponsoring the individual or event is required to provide qualified escorts. The owning agency must maintain positive control of all contractors working on or near the airfield at all times.

4.2.3. Personnel acting as escorts must be authorized and certified to drive on the airfield and be fully aware of associated responsibilities. Escorts must brief all drivers on route, speed, and procedures.

4.2.4. The number of vehicles being escorted must be limited to the minimum required to accomplish the mission. Vehicles must maintain close intervals when crossing or operating in the CMA. The escort will be in the lead and is responsible for all communications with ATCT personnel.

4.3. Airfield Diagram:

4.3.1. The Wing ADPM will provide an airfield diagram ([Attachment 10](#)) to all ADPMs for airfield familiarization training. Airfield diagram training shall include the following items:

- 4.3.1.1. The CMA for vehicles/pedestrians as defined in this instruction.
- 4.3.1.2. The location and description of Visual Flight Rules (VFR) holding position markings.
- 4.3.1.3. Airfield access points.
- 4.3.1.4. Restricted Area boundaries/ECPs.
- 4.3.1.5. The Controlled Area boundary.
- 4.3.1.6. Vehicle traffic lanes and traffic flow.
- 4.3.1.7. Critical area boundaries for precision navigational aids.
- 4.3.1.8. A legend to illustrate symbols used.

4.4. CMA Access:

4.4.1. The CMA encompasses active runways, overruns, the area within 100 feet laterally from the edge of the runway and any other areas designated in the base ADI.

- 4.4.1.1. Access to the CMA is limited to mission essential operations only.

Note: When crossing a runway is required during flying operations, the preferred crossing point will be the departure end.

- 4.4.1.2. Patrick AFB CMA includes the following:
 - 4.4.1.2.1. Runways 02/20 and 11/29.
 - 4.4.1.2.2. Runway Overruns.
 - 4.4.1.2.3. Taxiways Bravo (south of Runway 11/29), Charlie (west of taxiway Bravo) and Golf.
 - 4.4.1.2.4. All areas within 100 feet of the overruns, runways and taxiways (within the CMA) including the infield areas between Runway 02/20 and Taxiway Bravo (south of Runway 11/29).

Note: Closed runways and overruns are considered part of the CMA. For special events and as appropriate, AM may authorize controlled movements areas to be temporarily uncontrolled.

4.4.2. No vehicle/person may enter the CMA without specific approval from ATCT.

4.4.2.1. ATCT has authority over all traffic entering the CMA, and will issue specific instructions to control movement of aircraft, vehicles, equipment or personnel.

4.4.2.2. Establish radio contact with ATCT before gaining access to crossing or working in the CMA. Once the ATCT approves access, maintain radio contact while in the CMA. Always monitor appropriate radio frequency while on the airfield. **Note:** ATCT will not issue or use unconditional instructions (blanket approval) when authorizing vehicles to enter the runway.

4.4.2.3. Vehicle drivers and/or pedestrians operating on the CMA must use a distinct call sign (e.g., Airfield 1, Chief 1, Sweeper 1, TA 1, etc.) coordinated by the Wing ADPM to avoid duplicating, confusing, or different agencies using similar names (e.g. Airfield 1, Airfield Lighting, Airfield Sweeper, etc.). **Note:** Do not use a call sign that is also a part of ATC phraseology such as —Taxi 1. (See **Attachment 8**, *Patrick Approved Vehicle Callsign*).

4.4.2.4. For standardization, AM personnel will use the radio call signs listed below.

4.4.2.4.1. Airfield Manager (Airfield – 1).

4.4.2.4.2. Deputy/Assistant Airfield Manager (Airfield – 2).

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

4.4.2.4.4. Vehicles operating within the CMA will have an AFVA 13-222 (**Figure 4.1**), AFVA 11-240 (**Figure 4.2.**), and a local airfield map in the vehicle at all times. 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 and flipped down for ready reference.

Figure 4.1. AFVA 13-222, Runway/Controlled Movement Area Procedures.

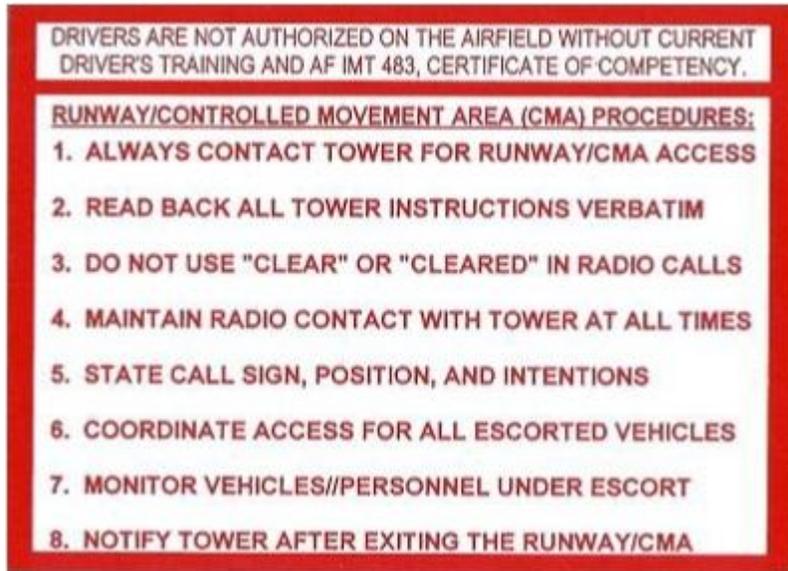
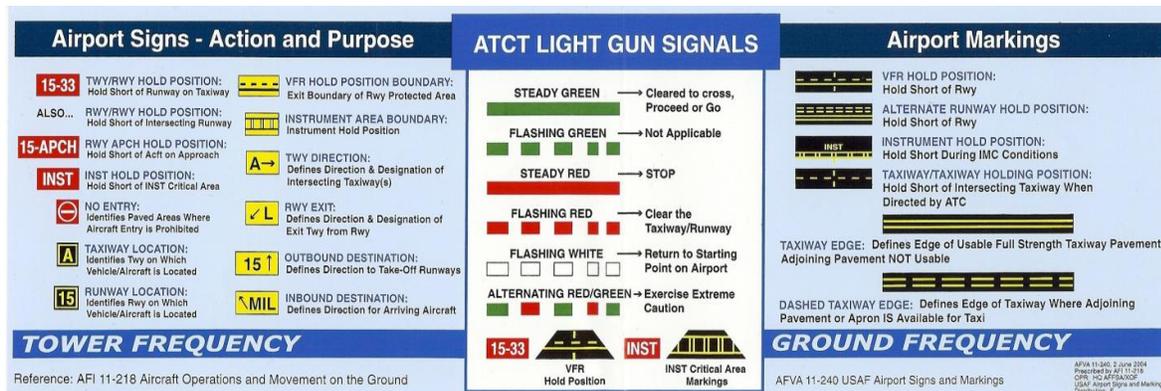


Figure 4.2. AFVA 11-240, USAF Airport Signs and Markings.



Note: APDM’s may order AFVA 11-240 on e-Publishing website <http://www/epublishing.af.mil>.

4.4.2.5. Vehicles will use a Light Emitting Diode (LED)/rotating beacon or emergency warning flashers while operating in the CMA.

4.4.2.6. Vehicles operating in the CMA on a daily basis should have a permanent radio mounted in the vehicle to communicate with the ATCT. Use a handheld radio only as a backup or when communication is required outside the vehicle. **Note:** Conduct an operational test of the radio before entering the airfield.

4.4.2.7. Words that authorize access to CMA are “PROCEED” and “CROSS.” The word “HOLD” indicates disapproval of an operator’s request. Drivers will *never use* “CLEAR.” The proper term for leaving the CMA is “OUT OF” and “OFF” for exiting the runway (See Table 3.2-3.5 for examples).

4.4.2.8. The ATCT is normally manned Sunday-Sunday 0800L-0000L. The airfield and ATCT does on certain occasions stay open after published hours so it is imperative that drivers attempt to contact ATCT on the radio prior to proceeding on any portion of the CMA.

4.4.2.9. During the times the ATCT and AM is closed, 45 SW/CP is the monitoring agency for the CMA.

4.4.2.9.1. Agencies that need to be on the airfield during airfield closure times will have to pre-coordinate with AM. AM will notify 45 SW/CP of what agency will be utilizing the airfield during closed hours.

4.4.2.9.2. Agencies will advise 45 SW/CP when entering and exiting the runway.

4.4.2.9.3. The 45 SW/CP will notify AM who is on the airfield when AM opens. **Note:** 45 SW/CP is only a monitoring agency only and does not provide positive control of vehicles on the airfield/runway.

4.4.2.10. When the airfield opens the ATCT will broadcast that the field is open and all vehicles operating on or near the CMA contact tower.

4.5. Disabled Vehicles/Radio Failure:

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

4.5.1.1. Switch the vehicle parking lights or emergency flashers on.

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

4.5.2. Operators of other radio-equipped vehicles (e.g., security forces, civil engineering, transportation, etc.) shall make every effort to assist the disabled vehicle off the airfield, especially if the vehicle is located on parking aprons, taxiways or runway.

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

4.5.4. In the event of a disabled vehicle on the CMA, vehicle operator will immediately notify ATCT and AM by any means, to coordinate its removal.

4.5.4.1. When radio communications cannot be established between vehicle operators in the CMA and ATCT, operators will monitor ATCT for light gun signals while immediately exiting the CMA.

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

4.5.4.3. All vehicle operators/pedestrians must exit the runway immediately. Contact ATCT or AM immediately and advise off the runway and include any pertinent information that might affect safe runway operations. If not able to communicate with

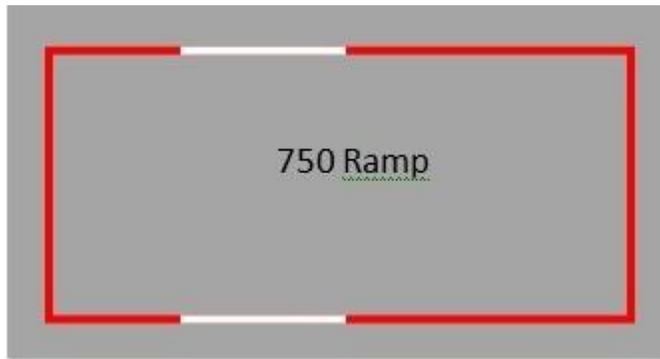
ATCT or AM via radio, use other means of communication such as a cellular phone (when available). Report incident to AM immediately.

4.5.5. Vehicle operator will ensure the disabled vehicle is not left unattended in the CMA.

4.6. Restricted Areas and Entry Control Points:

4.6.1. Restricted areas are identified by a red line. The 750 Ramp is a restricted area. This area is accessible by two ECPs. The ECPs are identified at white rectangles. Restricted area access is IAW the local installation defense plan (IDP). **Note:** You must have a restricted area badge (RAB) with the appropriate authorization (or be under escort) to enter the restricted area.

Figure 4.3. Restricted Area and ECP.



4.6.2. Controlled Areas are identified by AFVA 31-204, *Controlled Area Signs*, posted on controlled area boundaries, and at personnel entry points. These signs/markings mirror the airfield boundaries.

4.6.3. The designation “Controlled Area” carries the same legal and moral restrictions as a physical barrier.

4.7. Vehicle Parking and Chocking:

4.7.1. Parked Vehicles. Vehicles parked and left unattended on the airfield will:

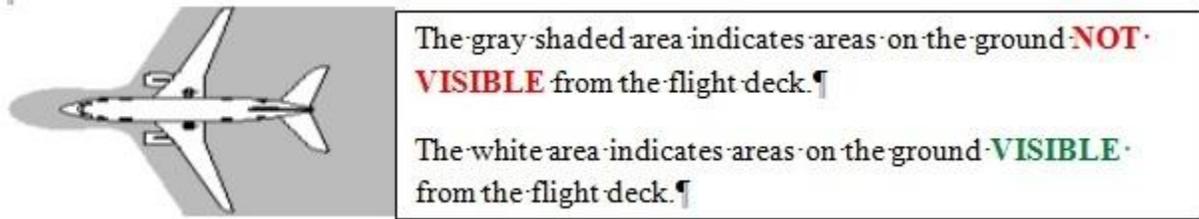
4.7.1.1. Turn the ignition off. Keys will remain in the ignition when vehicles are parked in an aircraft movement area.

4.7.1.2. Be in the reverse position for standard transmission, in the park position for Automatic transmission, or in the neutral position for diesel standard transmission.

4.7.1.3. Set the emergency brake.

4.7.1.4. Be parked with the driver’s side towards the aircraft and not pointed towards an aircraft. Park vehicles at the sides of an aircraft located clear of the wingtips and is visible from the cockpit.

4.7.1.5. Pilots have a limited field of view from the cockpit. Do not assume they can see you. The driver’s side of the vehicle must be visible by the pilot and vice versa.

Figure 4.4. Aircraft/Pilot Blind Spots.

4.7.1.6. Do not park vehicles within 25 feet of aircraft, except as authorized for operations such as loading or unloading, servicing or towing.

4.7.1.7. Do not park vehicles closer than 25 feet in front and 200 feet (300 feet for large aircraft) to the rear of aircraft when engines are being started or operating.

4.7.1.8. Do not park vehicles within an Instrument Landing System (ILS) critical area.

4.7.1.9. Do not park vehicles in front of a hangar.

4.7.2. Use chocks for all vehicles and wheeled equipment that do not have integral braking systems, when parked within 25 feet of any aircraft or operating within in 10 feet of an aircraft, will have one rear wheel chocked fore and aft. **Note:** If a vehicle becomes disabled on the airfield, driver will contact AM (494-2222) as soon as possible.

4.8. Airfield Obstructions:

4.8.1. Vehicles, Aerospace Ground Equipment (AGE), materials handling equipment (MHE), etc., are categorized as mobile obstructions. Do not park vehicles or store equipment in an area violating aircraft clearance requirements.

4.8.2. Taxiway Clear Zone: 200 feet either side of a taxiway centerline.

4.8.3. Stage equipment on aircraft parking spots no earlier than 3 hours prior to arrival, or 3 hours after departure. Vehicles and equipment will remain behind white wing tip clearance lines.

4.8.4. Remove vehicles and equipment not directly supporting aircraft operations from airfield.

4.9. Vehicle Speed Limits:

4.9.1. The speed limit of **25 miles per hour (MPH)** applies to general purpose vehicles operating on airfield taxiways and runways.

4.9.2. The speed limit of **15 MPH** applies to:

4.9.2.1. General purpose vehicles operating on or within 200 feet of parking ramps/aprons, including golf carts (See 4.24. for more information on golf carts).

4.9.2.2. Vehicles towing one piece of AGE (compressors, ground power units, oxygen carts and similar equipment).

4.9.3. The speed limit of **10 MPH** applies to:

4.9.3.1. Special-purpose vehicles (SPV) (e.g., tugs, forklifts, refueling vehicles, K-loaders).

4.9.3.2. Vehicles operating with night vision devices (NVD) or during blackout conditions.

4.9.3.3. Vehicles towing one maintenance stand.

4.9.4. The speed limit of **5 MPH** applies to:

4.9.4.1. Vehicles operating within 25 feet of an aircraft.

4.9.4.2. Vehicles operating within 50 feet of a facility (hangar, building, etc.).

4.9.4.3. Vehicles towing an aircraft.

4.9.4.4. Vehicles towing two or more maintenance stands at a time.

4.9.4.5. Vehicles operating in vehicle parking areas.

4.9.5. Vehicles responding to aircraft maintenance problems; i.e., "Red Balls," are **NOT** authorized to exceed these speed limits IAW AFOSH Standard 91-100.

4.9.6. Exceptions to speed limits include:

4.9.6.1. Emergency response vehicles, which include AM, SFS, Fire Department, Crash Recovery, and Hospital (Ambulance), may exceed speed limits only when responding to an emergency with emergency lights in operation. Safety and caution are of the utmost importance when responding to an emergency. **Note:** Do not assume emergency vehicles have the right of-way.

4.9.6.2. Transient alert vehicles positioning for a "Follow Me" operation.

4.9.6.3. AM personnel in the performance of official duties (i.e., runway condition readings are conducted between 20 and 30 MPH, responding to a runway operations suspension situation, etc.).

4.9.6.4. Bird control teams during wildlife dispersal operations.

4.9.6.5. Anytime ATCT directs a driver to "expedite," or directs a vehicle action with the term "immediately." Once vehicle is clear of aircraft operations, resume normal/approved speed limits.

4.9.6.6. There is no speed limit on the runway; however, do not operate a vehicle at a speed in excess of what is deemed reasonable and prudent for existing conditions.

4.10. Jet Blast:

4.10.1. Personnel on the airfield will use caution when driving behind aircraft or parked aircraft with engines running.

4.10.2. When engines are running or are about to be started, remain at least 25 feet to the front or 200 feet to the rear of any aircraft. (**Note:** When operating near large aircraft, such as C-5, C17, B747, KC-10, etc., use extreme caution due to jet engine blast (recommended distance is 500 feet).

4.11. Operating a Vehicle in the Immediate Vicinity of an Aircraft:

4.11.1. Vehicles operated near an aircraft will remain well clear of the aircraft and visible from the cockpit.

4.11.1.1. Vehicles driven forwards or backwards toward an aircraft and/or vehicles driven within 10 feet of a parked aircraft being serviced loaded/off-loaded requires a spotter. Pre-positioned wheel chocks must be placed between the aircraft and the approaching vehicle to keep vehicles from striking the aircraft. Post guides as a required safety measure. Keep chocks in position until vehicles leave from within the 10 foot safety distance requirement.

4.11.1.2. **Do not** drive a vehicle within 50 feet of fueling or de-fueling operations unless specifically authorized by a directive. Do not drive over in-ground fuel pit covers.

4.11.1.3. Vehicles will **never** pass under any part of an aircraft.

4.11.1.4. Vehicles must approach aircraft with the driver's side of the vehicle toward the aircraft.

4.11.1.5. Unless prevented by aircraft servicing procedures, traffic flow on the aircraft parking ramp shall be parallel to the noses of the parked aircraft with the driver's side toward the nearest aircraft. Do not drive diagonally across the parking ramp, but at 90-degree angle to the vehicle lanes.

4.12. Driving Procedures for Taxiways:

4.12.1. The centerline areas of the taxiway are reserved as safety lanes and kept clear of vehicles and equipment.

4.12.2. Driving between taxiway lights is prohibited.

Note: Under normal circumstances, the only vehicles authorized to operate on the centerline of a taxiway include, but are not limited to, Airfield Management vehicles, Flight Safety vehicles, airfield sweepers and vehicles towing aircraft.

4.13. Vehicle/Aircraft Right-of-Way Procedures:

4.13.1. When approaching or being approached by taxiing aircraft, exit taxiway or move from aircraft path at next paved surface (time permitting) until the aircraft is well clear of your vehicle. If it is necessary to drive off the paved surface, the operator is responsible for checking the vehicle tires for FOD material and ensuring all tires and paved surface are clear of FOD. Accomplish this check immediately upon returning to the paved surface.

4.13.2. Do not drive on taxiway shoulders unless yielding to taxiing aircraft or aircraft in towing.

4.13.3. Do not cross in front of an aircraft when an approaching aircraft is within 500 feet of your position, or until the aircraft has passed your position by at least 200 feet (small/medium frame aircraft) or 500 feet (large frame aircraft).

4.13.4. Vehicles will not cross in front of an aircraft on hold unless signaled to do so by the pilot or instructed by the ATCT via radio. Vehicle operators will **never** proceed between aircraft and personnel marshalling aircraft.

4.14. Towing Operations:

4.14.1. Prior to towing operations, operators will contact the ATCT for approval.

4.14.2. Towing speeds are outlined in paragraph 4.9.

4.15. Emergency Vehicle Operations:

4.15.1. Vehicle operators will immediately yield the right-of-way to emergency fire/crash vehicles with rotating emergency lights in operation. Remain clear of runway or taxiway access points until the emergency is terminated.

4.15.2. Each emergency response vehicles are required to request permission into the CMA via ATCT. It must **not** be assumed that CMA access is allowed without specific permission from ATCT. (**Note:** The Fire Chief (Chief 1, Chief 2, etc.) is allowed to request permission into the CMA for additional crash vehicles).

4.15.3. Emergency vehicles shall use rotating beacons, or emergency flashers when responding.

4.15.4. Follow-on/support response agencies are required to standby until called forward by the Fire Chief or Incident Commander. **Note:** Security Forces vehicles **WILL NOT** enter the runway/CMA during or after Aircraft In-flight Emergencies unless requested by the Airfield Manager, Fire Chief, or Incident Commander.

4.15.5. ATCT may allow aircraft and vehicle operations on the airfield that does not interfere with the emergency response.

4.16. Aerospace Ground Equipment Operations:

4.16.1. Remove AGE equipment, electrical carts, forklifts, tow bars, fire extinguishers, maintenance stands, portable lighting and similar equipment (when not in use) from the aircraft parking area and store in appropriate areas IAW Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design*. Designated AGE/support equipment storage is established within a reasonable distance near every ramp. **Note:** Specifically identified equipment may be placed in authorized locations, provided they are marked with standardized markings to ensure proper placement). Waivers are required, prior to placement of these equipment items.

4.16.2. Do not place equipment earlier than 3 hours prior to aircraft arrival, and no longer than 3 hours after aircraft departure IAW UFC 3-260-01. However, equipment should be removed as soon as it is no longer required.

4.16.3. At the end of aircraft parking rows, maintain AGE and support equipment within the equipment lines to ensure at least 10 feet of wingtip clearance for taxiing aircraft.

4.17. Restricted Visibility, Night Operations and Lighting Warnings:

4.17.1. In order to preserve aircrew night vision, during periods of darkness or reduced visibility, Do not direct headlights towards the cockpit of an aircraft. Use parking lights to identify vehicle positions. Vehicles will stop out of the way of approaching aircraft and turn off headlamps, turn on emergency flashers or parking lights on until the aircraft has cleared the area.

4.17.2. Vehicles parked on the airfield during hours of darkness or reduced visibility will use emergency flashers (hazard lights). *Exception:* Specialized equipment (i.e., bomb loaders) not equipped with emergency warning flashers will be equipped with reflective markings during hours of darkness and inclement weather.

4.17.3. Top-mounted rotating emergency lights must be in operation for vehicles routinely operating in the CMA. Emergency vehicles not operating in the CMA may be equipped with dash or grill mounted emergency lights. When emergency lighting devices are not available, use emergency flashers (hazard lights) when operating in the CMA.

4.17.4. Golf carts/electric cars not equipped with parking lights are exempt from turning headlights off. However, golf carts/electric car operators should position their vehicles to prevent headlights from shining towards moving aircraft.

4.17.5. Airfield speed limit is 10 MPH when visibility is 300 meters (900 feet) or less.

4.17.6. Airfield speed limit is 5 MPH when visibility is 100 meters (300 feet) or less, and do not operate refueling and explosive laden vehicles unless directed by 45 SW/CC.

4.17.7. When weather reports "zero visibility" or visibility is 33 meters (100 feet) or less, the only vehicles allowed to operate on the airfield are emergency response or alert vehicles.

4.17.8. When visibility is less than 16 meters (50 feet), a walking guide equipped with a luminescent or flashing wand to signal the vehicle will lead emergency response and alert vehicles operating on the airfield.

4.17.9. When (Phase II) **lightning within 5 NM of Patrick** is declared by the 45th Weather Squadron, cease all outdoor activity.

4.17.9.1. All personnel on the airfield, including contractors, will take immediate shelter inside a building or in a vehicle.

4.17.9.2. No personnel will be outside walking around the airfield until the lightning warning has been terminated.

4.17.9.3. Passengers may disembark aircraft directly to a passenger vehicle parked 25 ft from the aircraft or directly into the air passenger terminal if the aircraft is parked at the 820 Ramp. Baggage and other cargo items will not be moved until the lightning warning has been terminated.

4.17.10. NVDs are prohibited from being used without prior coordination with the Airfield Operations Flight Commander (AOF) or AFM.

4.18. Daytime Running Lights (DRL):

4.18.1. Vehicles equipped with daytime running lights will not shine headlights directly towards aircraft during darkness/reduced visibility operations. Reposition vehicle until the aircraft is out of range.

4.18.2. If not possible, operators will immediately turn off the ignition, set the brake and turn on emergency flashers to identify position. Headlights will remain off until the aircraft is out of range.

4.19. Control Tower Light Gun Signals:

4.19.1. Vehicle operators will be familiar/comply with airfield signs, markings and Control Tower light gun signals.

4.19.2. All vehicle operators will know and comply with the following signals:

4.19.2.1. Steady Green Light: Cleared to cross, proceed or go.

4.19.2.2. Steady Red Light: STOP.

4.19.2.3. Flashing Red Light: Clear the Taxiway/Runway.

4.19.2.4. Flashing White Light: Return to Starting Point on Airfield.

4.19.2.5. Alternating Red and Green Light: General warning. Exercise extreme caution.

4.20. Description and Location of Runway/Taxiway Lighting, Markings and Signs:

4.20.1. **Runway Markings.** Solid white lines running the length of the runway identifies runway edge. Dashed white lines running down the middle of the runway indicates runway centerline. White numbers at the ends of each runway indicates runway designation.

Figure 4.5. Runway Markings.



4.20.2. **Runway Lights.** White and amber lights are located on the edges of runways.

Figure 4.6. Runway Lights. These high intensity lights run the length of runway and identify the runway edge.



4.20.3. Visual Flight Rules Hold Position Markings:

4.20.3.1. VFR hold positions are located at least 100 feet from the edge of runways on all taxiways leading to the runway.

4.20.3.2. The markings consist of four parallel yellow stripes perpendicular to the axis of taxiway centerline, extending across the taxiway, including the shoulders ([Figure 4.7](#)). The two stripes closest to the runway are dashed lines and the other two are solid lines. These lines mark the CMA boundary.

4.20.3.3. Vehicles will not cross runway hold positions or proceed onto the runway without obtaining permission from ATCT.

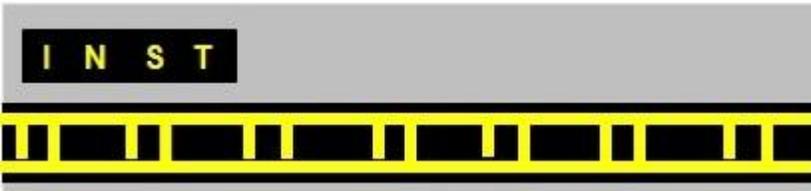
Figure 4.7. VFR Hold Position Markings.**4.20.4. Instrument Hold Line Markings:**

4.20.4.1. Instrument hold lines are located on Taxiway Mike and Zulu.

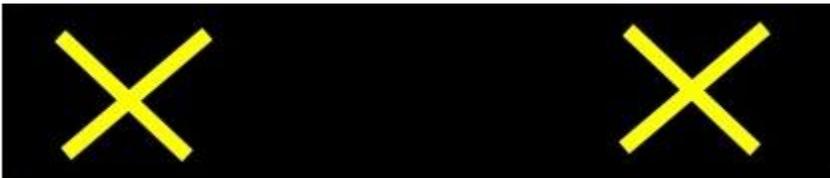
4.20.4.2. These markings consist of two solid yellow lines extending across the width of the taxiway, connected by pairs of solid yellow lines. See [Figure 4.8](#)

4.20.4.3. Instrument hold lines will be used utilized during IFR condition or when the weather ceiling and/or visibility are less than 800' ceiling/2 statute miles visibility.

4.20.4.4. When the Instrument hold signs are illuminated, all vehicles must hold short of the Instrument Hole Line and contact ATCT for approval to proceed.

Figure 4.8. Instrument Hold Line.**4.20.5. Closed Pavement Markings:**

4.20.5.1. Airfield pavements previously used for aircraft operations that are currently closed to aircraft traffic are marked with a yellow 30-foot long capital X.

Figure 4.9. Closed Pavement Markings.**4.20.6. Helipad Marking:**

4.20.6.1. Two helipads are located on Taxiway Charlie west of Taxiway Bravo and Taxiway Golf.

4.20.6.2. Helipad markings are white perimeter boundary marking with a capital H in the center to identify a pad intended for helicopter operations.

Figure 4.10. Helipad Marking.**4.20.7. Intermediate Hold Lines:**

4.20.7.1. Intermediate hold lines are located at Taxiway Charlie, Delta and Echo to Prevent vehicles from entering the CMA.

4.20.7.2. Intermediate hold lines are marked with yellow dashed line with sold black back ground.

4.20.7.3. Must contact ATCT prior to entering area.

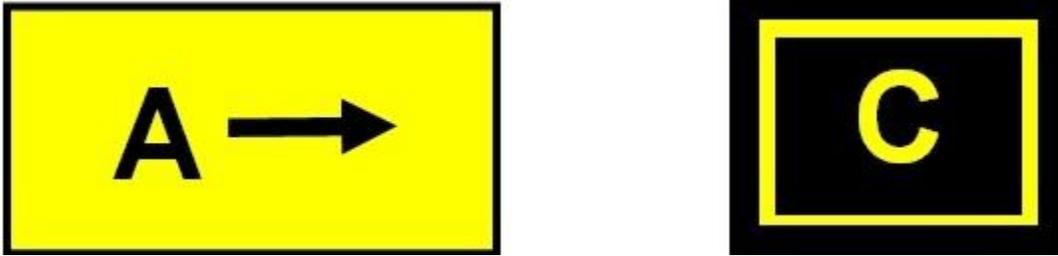
Figure 4.11. Intermediate Hold Line.

4.20.8. **Mandatory Signs.** Red signs with white legends indicate mandatory holding positions for runways or ILS critical area boundaries ([Figure 4.12](#)). Vehicle operators will not proceed beyond these signs without approval from ATCT.

4.20.9. **Taxiway Guidance and Informational Signs.** Yellow signs with black legends indicate direction, destination, runway exit, or other information ([Figure 4.13](#)). There are also signs with black backgrounds and yellow letters to indicate the taxiway designation for the taxiway you are currently on (taxiway location signs).

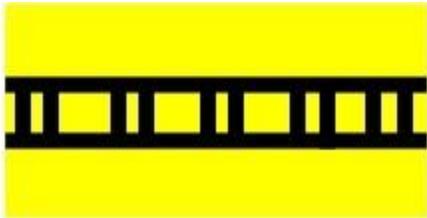
Figure 4.12. Mandatory Sign.

Figure 4.13. Informational Sign and Taxiway Designation Sign.



4.20.10. **ILS Critical Area Boundary Sign.** Yellow background with a black inscription with a graphic depicting the ILS pavement holding position marking (**Figure 4.14**). Signs are located on Taxiway Mike and Zulu.

Figure 4.14. ILS Critical Area Boundary Sign.



4.20.11. **Taxiway and Apron Markings.** Solid double yellow lines denote the edge of **Taxiways or aprons (aircraft and tow crews may not cross these lines)**. **Single solid yellow lines** denote taxiway/taxilane centerlines.

Figure 4.15. Taxiway Markings.



4.20.12. **Taxiway Lights.** Blue lights are used to identify taxiway edges. Double blue lights, spaced five feet apart and positioned on the runway edge, indicate an intersection with a taxiway.

Figure 4.16. Taxiway Lights.

4.20.13. **South Patrick Dr and Rescue Road Traffic Lights.** In addition to taxiways, portions of South Patrick Dr and Rescue Road fall in the approach and departure areas of the airfield. Traffic lights have been placed near those areas to protect vehicle traffic. When ATCT activates the red lights, vehicles will stop at marked locations until the light returns to green. Do not move in between the lights when flashing.

Figure 4.17. South Patrick / Rescue Road Traffic Lights.

4.21. Air Traffic Control Tower and/or Vehicle Radio and Visual Blind Spots:

4.21.1. Airfield operators must be aware of visual blind spots. These are areas where the Control Tower does not have a clear field of view. (See [Attachment 13](#), *Detailed Airfield Map*)

4.21.2. ATCT visual blind spots include Runway 29 east of Taxiway Alpha, the east portion of the 820 Ramp, Runway 29 overrun, the south west corner of the 750 Ramp, and between hangers 750 and 751.

4.21.3. The radio blind spots include the south hammerhead of taxiway Bravo and between Hangers 750 and 751.

4.21.4. Use caution when operating vehicles in these areas.

4.21.5. Runway crossing is restricted in visual blind spot locations.

4.22. Foreign Object Debris/Damage (FOD) Prevention and Control:

4.22.1. Prior to entering the airfield, check all vehicles for FOD by completing the following:

4.22.1.1. Inspect vehicle tires (pull forward to check the portion of tire in contact with pavement to complete a thorough rollover check). Remove foreign materials (e.g., rocks, gravel, etc.) as applicable.

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

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

4.22.2. Remove FOD from the vehicle undercarriage, tires, wheel wells and truck beds.

4.22.3. Vehicle operators must make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (e.g., dirt or grass). If driving on unimproved surfaces is required, conduct a FOD check upon exit of these areas or returning to paved surfaces.

4.22.4. Vehicle operators encountering FOD on the airfield will stop and collect it. Report large amounts of debris to AMOPS.

4.22.5. Do not wear or carry hats on the airfield; however, hard hats may be worn by contractors when inside a designated construction zone.

4.22.6. See AFI 21-101, Chapter 14 and AFMAN 24-306, Chapter 20 for additional Information.

Figure 4.18. FOD Check Point Sign.



4.23. Lateral Distance Requirements for Mobile Obstacles on Runways, Taxiways and Aprons:

4.23.1. Runway lateral distance requirements. Keep free of obstacles the area within 1,000 feet of either side of the centerline of the runways. Do not leave vehicles and other equipment unattended within 1,000 feet of a runway centerline.

4.23.2. Taxiway lateral distance requirements. Keep free of obstacles the area within 200 feet either side of taxiway centerlines. Do not leave vehicles and other equipment unattended within 200 feet of any taxiway centerline.

4.23.3. Apron lateral distance requirements. Use care to preserve wingtip clearance for aircraft on apron taxilanes. Operate and store vehicles and equipment IAW paragraph 4.7. Ensure equipment and vehicles are stored along the edge of the apron/ramp behind the wingtip clearance markings, or within the designated holding areas, to satisfy wingtip and security requirements.

4.24. Precision Obstacle Free Zone (POFZ)/Obstacle Clearance Surface (OCS).

4.24.1. ATCT must protect the POFZ and OCS IAW FAAO JO 7110.65 (See **Attachment 12, Precision Obstacle Free Zone Map**).

4.24.2. Ground Control must not authorize any aircraft or vehicles/personnel to enter the POFZ when an aircraft on an ILS approach is within 2 miles of the runway threshold and the reported ceiling is below 300 feet or visibility is less than 3/4 SM. **Note:** Protects aircraft executing a missed approach.

4.25. Procedures and/or Restrictions for Operating Motorcycles, Mopeds/Scooters, Bicycles, Tricycles and other Vehicles:

4.25.1. Personal motorcycles, mopeds and scooters are not authorized on the airfield.

4.25.2. Bicycles and tricycles are not authorized on the airfield. If the mission needs to dictate otherwise, the requesting unit will coordinate with AM.

4.25.2.1. If approved, bicycles and tricycles will have reflective tape and/or reflectors during hours of low visibility.

4.25.2.2. If bicycles are used, riders will wear a helmet strapped onto their head. When parking the bicycle, the helmet will be securely strapped onto the vehicle.

4.25.3. Bicycle use for recreation is prohibited on the airfield.

4.25.4. Golf carts are permitted on airfield but not on the runway. Golf carts do not require a privately-owned vehicle pass. Carts must have markings identifying ownership of the cart (e.g., squadron or company logo). Only qualified airfield drivers can drive carts. Equip golf carts being used at night or during periods of low visibility, with headlights and taillights visible from 200 ft, 30 minutes before sunset to 30 minutes after sunrise.

4.25.5. All terrain vehicles (ATV)/utility terrain vehicles (UTV) are authorized for official operations; however, riders will be properly trained/certified on the vehicle. Additionally, operators will be qualified airfield drivers, wear required individual protective equipment, and comply with provisions in this instruction.

4.26. Vehicle Traffic Control Devices. As discussed in para. 4.20.11. South Patrick Dr and Rescue Road Traffic Lights are utilized to control traffic near the approach and departure ends of the runway. Operators will also adhere to signs/markings identifying the CMA.

4.27. Procedures to Use Rescue Road, and/or Other Airfield Routes:

4.27.1. It is prohibited to use the airfield for convenience.

4.27.2. Runway crossings are restricted to mission essential operations only.

4.27.3. Rescue Road/South Patrick Drive is designated as the primary means for traffic to gain access to facilities on the north and south side of the runway.

4.27.4. Vehicles will not cross the runway when Rescue Road/South Patrick Drive can be used.

4.27.5. Drivers must follow posted speed limits.

4.28. Smoking Areas. The airfield, defined as “all areas supporting aircraft operations to include: operations facilities, runways, taxiways, parking aprons, hangar access aprons and all grounds identified by controlled area signs” is designated a “no-smoking area” unless otherwise posted.

4.29. Use of Cellular Phones on the Airfield:

4.29.1. Do not use cell phones while driving on the airfield.

4.29.2. Cell phones should not be used during aircraft servicing within the following distances listed, unless otherwise specified in the appropriate Technical Order (TO) or guidance for the particular operation being conducted. Do not use cell phones:

4.29.2.1. Within 50 feet of pressurized aircraft fuel or oxygen servicing components.

4.29.2.2. Within 10 feet of any aircraft fuel vent outlet.

4.30. Pedestrian Movement:

4.30.1. At a minimum, pedestrians on the airfield must adhere to the following procedures:

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

4.30.1.2. Walk facing oncoming traffic.

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

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

Chapter 5

REPORTING, ENFORCEMENT AND VIOLATIONS, CONSEQUENCES

5.1. Revoking and Reissuing AF IMT 483:

5.1.1. Remove anyone violating the provisions of this instruction from the airfield and/or detain by 45 SFS or AM personnel as appropriate.

5.1.2. Unit commanders, ADPMs, AM and SFS have the authority to revoke/suspend airfield driving privileges of anyone who fails or refuses to comply with procedures established in this instruction. Notify Wing ADPM when revoking/suspending driving privileges.

5.1.3. Reissuing AF IMT 483 will personnel to re-accomplish all training over again.

5.2. Runway Incursion:

5.2.1. A runway incursion is a CMA event that involves the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for landing and take-off of aircraft.

5.2.2. Procedures for these violations are outlined in paragraph [5.4](#)

5.3. Controlled Movement Area Violations:

5.3.1. A CMA violation is an airfield violation caused by aircraft, vehicles or pedestrians entering the CMA without specific ATCT approval.

5.3.2. Personnel must establish two-way radio contact with ATCT and receive approval from ATCT before entering the CMA. Radio contact with ATCT must be maintained while in the CMA.

5.3.3. Include CMA violations, regardless of impact on operations, in the AOB and documented in the minutes.

5.3.4. Violations of airfield driving procedures will, at minimum, require unit ADPM to brief the violator on correct procedures before being allowed to operate a vehicle on the airfield again.

5.4. Violations and Consequences:

5.4.1. Classify major violations as those that may cause death, serious injury, damage to property, or severe mission impairment.

5.4.1.1. The first major violation will result in suspension of an individual's AF IMT 483 for a minimum of 30 days.

5.4.1.2. For the second major violation, suspend an individual's airfield driving privileges for one (1) year.

5.4.1.3. After the third major violation, permanently bar violator from driving on the airfield.

5.4.2. Major violations include, but are not limited to:

5.4.2.1. Entering the CMA or runway without approval from ATCT.

5.4.2.1.1. Runway incursions and CMAVs are the most serious violations.

5.4.2.1.1.1. For all runway incursions/CMAVs, the Airfield Operations Flight (AOF) will submit either an AF IMT 457 or AF IMT 651 (based on the impact to aircraft operations) to 45 SW/SE within 24 hours of the incident.

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

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

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

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

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

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

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

5.4.2.3. For an actual or suspected runway incursion, the individual's AF IMT 483 must be surrendered to AM and airfield driving privileges temporarily suspended until an investigation and retraining is completed.

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

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

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

5.4.2.3.4. The Wing ADPM is responsible for taking immediate actions to correct and identified systematic problems and ensuring interim control measures are applied until permanent corrections are made.

- 5.4.2.3.5. The Wing ADPM and Wing Safety must inspect the unit ADP of personnel that commit a runway incursion as a part of the investigation. Emphasis will be placed on how the unit trained the individual and their compliance with the ADI. The results will be reported to the Unit Commander.
- 5.4.2.4. Escort vehicle operators involved in runway incursions to AM to determine identity, reason for the incursion/CMAV, submit a detailed statement (What, When, Where, How, type vehicle/aircraft involved and actions taken to prevent a reoccurrence), and to surrender their AF IMT 483. Forward the letter detailing the violation to the violator's Unit Commander, ADPM and any other agency deemed necessary by Wing ADPM.
- 5.4.2.5. Assign runway incursions/CMAVs an operational category (operational error, pilot deviation or vehicle/pedestrian) and tracked for trend analysis.
 - 5.4.2.5.1. Failure to obey Control Tower instructions.
 - 5.4.2.5.2. Failure to yield right-of-way to taxiing or towed aircraft.
 - 5.4.2.5.3. Failure to yield right-of-way to emergency response vehicles.
 - 5.4.2.5.4. Failure to report a disabled vehicle in the CMA to either the ATCT or AM.
 - 5.4.2.5.5. Excessive speed that endangers an aircraft.
 - 5.4.2.5.6. Operating a vehicle on the airfield without required training, certification, or under a suspended AF IMT 483/civilian's driver's license and endangers an aircraft.
- 5.4.3. Minor or less severe violations still warrant the attention of AM.
 - 5.4.3.1. First minor violation-suspend airfield driving privileges for a minimum of 7 days.
 - 5.4.3.2. Second minor violations-suspend driving privileges for a minimum of 14 days.
 - 5.4.3.3. Third minor violations will be up to the AFM and/or Wing ADPM.
- 5.4.4. Minor violations include, but are not limited to:
 - 5.4.4.1. Failure to remove FOD from airfield.
 - 5.4.4.2. Driving a POV on airfield without a pass.
 - 5.4.4.3. Failure to report a disabled vehicle on the airfield to AM.
 - 5.4.4.4. Failure to obtain annual refresher training prior to initial certification date.
 - 5.4.4.5. AM will evaluate violations not mentioned above on a case-by-case basis to determine appropriate action.
- 5.4.5. For CMAVs or runway incursions, AFM or DAFM is responsible for taking immediate action to correct the problem or apply interim control measures (as necessary).
- 5.4.6. Wing ADPM shall maintain a copy of all AF IMT 651/457, actions taken, results and supporting documentation IAW RDS. (AFI 91-204, *Safety Investigations and Reports*, and AFMAN 91-223, *Aviation Safety Investigations and Reports*. A copy of the final runway incursion AFSAS report may be obtained from Wing Safety and/or MAJCOM OPR for AO.

5.4.7. Other airfield driving incidents/violations (e.g. speeding, expired or no POV pass, etc.). At a minimum, AM will obtain the following information:

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

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

5.4.7.3. All information will be given to the Wing ADPM who will determine the course of action. Unit ADPM will be notified of incident.

Chapter 6

TEMPORARY DUTY (TDY) AND NON-BASE ASSIGNED CONTRACT PERSONNEL

6.1. TDY Personnel:

6.1.1. TDY personnel possessing a valid AF IMT 483 from home duty station will receive a local training brief from AM.

6.1.2. AMOPS will administer the TDY/Contractor local training brief using the Patrick Airfield Driving slides provided by the Wing ADPM. Upon completion of the local briefing, TDY personnel and AM will complete a **Attachment 7**, *TDY Personnel/Non-Base Assigned Contractors Training Checklist*.

6.1.3. TDY personnel who do not possess an AF IMT 483 (other services, foreign military, etc.) will receive the TDY/Contractor local training briefing using the Patrick Airfield Driving slides prior to being issued an AF IMT 483 for PAFB. AF IMT 483 will only be valid for the length of the TDY. **Note: Do not** grant TDY/Non-Base assigned contractors access to the CMA unless all training and testing requirements outlined in AFI 13-213 and Patrick AFB ADI are completed.

6.1.4. Upon completion of the local briefing, TDY/Contractor personnel and AM will complete a **Attachment 7**, *TDY Personnel/Non-Base Assigned Contractors Training Checklist* to document the training.

6.1.5. AM will retain the original **Attachment 7**, *TDY Personnel/Non-Base Assigned Contractors Training Checklist* and issue the individual(s) a temporary AF IMT 483 as needed.

6.1.6. The Wing ADPM will maintain a copy of the **Attachment 7**, *TDY Personnel/Non-Base Assigned Contractors Training Checklist* IAW AFI 13-213.

6.1.7. With proper coordination, AM may conduct training via mass briefings or in multiple training sessions.

6.1.8. TDY units will minimize the number of airfield drivers to the absolute minimum required to perform the mission.

6.1.9. TDY units authorized to use rental cars will need to obtain a POV pass through AMOPS.

6.2. Non-Base Assigned Contractor Personnel:

6.2.1. Non-base assigned contractors will receive a tailored briefing based on the location they are working and routes to and from the work site. Upon completion of the tailored briefing, AM will complete and retain the original **Attachment 7**, *TDY Personnel/Non-Base Assigned Contractors Training Checklist*.

6.2.2. Driving within the CMA will require a qualified escort unless the contractor possesses a valid AF IMT 483. Personnel acting as escorts must be authorized and certified to drive on the airfield. The host unit's ADPM will ensure all escorts are aware of their responsibilities. **Note:** Do not grant non-base assigned contractors access to the CMA until all training and testing requirements outlined in AFI 13-213 and this ADI are completed.

6.2.3. Contractor vehicles operating in the CMA must be equipped with rotating beacon lights and/or emergency flashers and have two-way radio contact with the ATCT. Restricted routes and CMA access is approved by the AFM.

6.2.4. Prior to beginning work on the airfield, contractors must report to AMOPS with the host unit representative. AM will conduct the required briefing using the TDY/Contractor Airfield Driving slides and will issue the contractor a temporary AF IMT 483, as needed, for length of airfield project. Document the local training briefing on **Attachment 7, TDY Personnel/Non-Base Assigned Contractors Training Checklist**. Airfield POV passes are issued on a case-by case basis to contractors that have a temporary AF IMT 483.

6.2.5. It is the primary contractor's responsibility to ensure subcontractors are trained and receive an AF IMT 483 and POV Pass, or are escorted by a qualified contractor.

6.2.6. Qualified contractors will meet delivery vehicles at a location off the airfield and escort vehicles to and from the construction site using approved routes. Coordinate and Approve hauling operations through AM prior to the operation.

6.2.7. Contractor drivers will comply with provisions of this instruction and driving conditions negotiated at pre-construction meetings, or as stipulated in a Temporary Construction Waiver safety plan. Contractor vehicle operators who violate established provisions can be banned from operating motor vehicles or equipment on the airfield. Replacement driver(s) is the contractor's responsibility.

6.3. Sponsoring Unit ADPM (UADPM):

6.3.1. Sponsoring UADPM will be responsible for all training/briefing for TDY personnel and non-base assigned contractors if driving route(s) do not permit access on or across the CMA. UADPM will follow all the procedures in Chapter 6.

6.3.2. If a sponsoring UADPM accomplishes the local training/briefing, forward an information copy to the Wing ADPM. The Wing ADPM or designated representative will issue a temporary AF IMT 483 with the restriction **"RAMP ONLY/NO CMA ACCESS"** and expiration date.

Chapter 7

PRIVATELY OWNED VEHICLE (POV) AND GOVERNMENT LEASED VEHICLE (GLV) PASSES

7.1. GOV Leased Vehicles:

7.1.1. GOV and GLV leased vehicles are permitted on the airfield. GOV leased vehicles are only authorized when marked with government or organizational decals. Any vehicle not marked with an organizational decal, government plate or some other type of government marking shall be considered a POV.

7.2. POV Pass Requests:

7.2.1. POVs on the airfield shall be restricted to an absolute minimum necessary to accomplish the mission.

7.2.2. Unit commanders or contract sponsors will initiate written requests for AM to issue POV passes for unit personnel required to drive a POV on the airfield (**Attachment 9, POV Pass/Cone Request Letter**).

7.2.2.1. Host unit is responsible for submitting POV pass requests for contractor vehicles.

7.2.2.2. Personnel must be qualified to drive on the airfield (possess an AF IMT 483) before a pass is requested. Do not issue a pass to individuals not in possession of a valid AF IMT 483.

7.3. POV Passes and Cones.

7.3.1. Request for a vehicle pass/decal must be endorsed by the individual's Unit Commander or Company/Contractor representative. At a minimum, the MFR or local form/electronic equivalent will contain the following information: (**Attachment 9, POV Pass/Cone Request Letter**).

7.3.1.1. Owner/User.

7.3.1.2. Organization.

7.3.1.3. Duty Phone.

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

7.3.1.5. Pass/Permit number.

7.3.1.6. Area of Operation(s)/location.

7.3.1.7. Justification.

7.3.1.8. Effective period/dates.

7.3.2. Passes are colored-coded. Display the pass on the left side (driver's side) of the dashboard Visible when the vehicle is on the airfield.

7.3.3. POV cones are colored-coded in conjunction with the pass. Approved POV cone will be placed on the **ROOF** of the vehicle so it is clearly visible while on the airfield.

- 7.3.4. Passes/cones changes colors yearly.
- 7.3.5. Remove and secure POV passes and POV cones from the vehicle when leaving the airfield.
- 7.3.6. Passes and cones are non-transferable and only valid for the vehicle of issue.
- 7.3.7. Use the POV cone for official business only—not for personal use.
- 7.3.8. Types of POV passes:
- 7.3.8.1. “P” (Permanent) Grants access to the airfield for permanently assigned personnel; however, each pass expire on 31 December of the year issued regardless of when the pass was issued.
 - 7.3.8.1.1. Vehicle passes/decals must be validated at least annually.
 - 7.3.8.1.2. Annual passes/cones will need to be revalidated a week before 31 December of the year.
 - 7.3.8.2. “T” (Temporary) Grants access to specified areas of the airfield for short periods of time.
 - 7.3.8.2.1. Temporary passes/cones will expire upon completion of work or at the expiration date, whichever is sooner. Replacement cost for lost cones is \$20.00. DD Form 1131 *Cash Collection Voucher* will be used for reimbursement.
 - 7.3.8.2.2. Temporary passes/cone can be issued to rental vehicles for official business.
- 7.3.9. Units are not authorized to grant permission for contractors/vendors to use the airfield for squadron deliveries.
- 7.3.10. Return POV cones to AM for accountability when they are no longer needed due to permanent change of station, reassignment, separation, or sale/disposal of vehicle.
- 7.3.11. The AFM, Wing ADPM or designated AM representatives are responsible for issuing vehicle passes/decals. **Note:** Authority must not be delegated outside of AM.
- 7.3.12. The Wing ADPM will maintain vehicle passes/decals supportive information in accordance with Air Force RDS, Table 13-01, Rule 01.00.

Chapter 8

QUALITY CONTROL

8.1. Spot Checks.

8.1.1. Airfield Management personnel shall conduct random spot checks for unauthorized operators, vehicles, unsafe practices and possession of AF IMTs 483 by drivers operating on the airfield. Airfield Management personnel will also monitor radios and report inappropriate terminology/use to DAFM for further action. Results of spot checks and trends will be briefed at the quarterly AOB. **NOTE:** All airfield management personnel have the authority to conduct random spot checks to ensure personnel driving on the airfield are in compliance with established directives.

8.2. Unit ADPM Inspections. Each unit's ADP will be inspected at least annually (every 12 months).

8.2.1. Inspections will focus on program integrity and compliance with this instruction.

8.2.2. Inspections will be conducted utilizing the unit self-inspection/surveillance guide (**Attachment 4, Unit Airfield Driver Program Self-Inspection**).

8.2.3. As a minimum, the following items will be inspected:

8.2.3.1. Currency of each units ADPM and trainer appointment letters.

8.2.3.2. Availability and currency of the ADI, prescribed forms and other associated publications.

8.2.3.3. List and number of unit assigned airfield drivers.

8.2.3.4. Currency of training and testing materials.

8.2.3.5. Training documentation of unit assigned airfield drivers.

8.2.3.6. Completion of refresher training.

8.2.4. Program inspection results will be provided to the respective unit commander and briefed at the AOB.

8.2.5. The Wing ADPM will conduct semi-annual meetings with unit ADPMs to provide additional / recurring training, brief runway incursions, CMAVs, trends, airfield construction projects, etc. Unit program managers are encouraged to provide feedback on their programs and ways to improve processes to the Wing ADPM.

ANTHONY J. COTTON, Brig Gen, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*, 7 August 2007

AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*, 1 September 2010

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFMAN 24-306, *Manual for Wheeled Vehicle Driver*, 1 July 2009

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AFMAN 33-363, *Management of Records*, 1 March 2008

AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, 1 May 1998

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AFMAN 91-223, *Aviation Safety Investigations and Reports*, IC 1, 9 August 2006

AFI 48-123, *Medical Examinations and Standards*, IC1, 1 June 2010

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FAA Joint Order 7110.65, *Air Traffic Control*, 11 February 2010

Adopted Forms

AF IMT 457, *USAF Hazard Report*, 1 August 2002

AF IMT 483, *Certificate of Competency*, 1 August 2002

AF IMT 651, *Hazardous Air Traffic Report (HATR)*, 28 May 2002

AF IMT 3616, *Daily Record of Facility Operation*, 31 March 2003

Abbreviations and Acronyms

ADI—Airfield Driving Instruction

ADP—Airfield Driving Program

ADPM—Airfield Driving Program Manager

AF—Air Force

AFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFMAN—Air Force Manual
AFM—Airfield Manager
AFRSAT—AF Runway Safety Action Team
AFSC—Air Force Specialty Code
AM—Airfield Management
AO—Airfield Operations
AOB—Airfield Operations Board
AOF/CC—Airfield Operations Flight Commander
AOI—Airfield Operations Instruction
ATC—Air Traffic Control
ATCT—Air Traffic Control Tower
CBT—Computer Based Training
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
COP—Community of Practice
DOD—Department of Defense
FAA—Federal Aviation Administration
FOD—Foreign Object Damage
GM—Guidance Memorandum
HATR—Hazardous Air Traffic Report
IC—Interim Change
ILS—Instrument Landing System
INST—Instrument
IR—Infrared Red
MAJCOM—Major Command
MFR—Memorandum for Record
MOPP—Mission Oriented Protective Posture
OG—Operations Group
OPR—Office of Primary Responsibility
NVD—Night Vision Device
POFZ—Precision Obstacle Free Zone
POV—Privately Owned Vehicle

RIPWG—Runway Incursion Prevention Working Group

RGL—Runway Guard Light

RWY—Runway

SF—Security Forces

TDY—Temporary Duty

VCNCO—Vehicle Control Noncommissioned Officer

VCO—Vehicle Control Officer

VFR—Visual Flight Rule

Terms

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

Advise Intentions—Tell me what you plan to do.

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

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

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

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

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

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

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

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

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

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

Airfield Operations Flight Commander (AOF/CC)—Responsible for the overall operation/services provided by the airfield operations flight in support of the wing flying mission and in compliance with USAF and FAA guidelines.

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

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

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

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

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

Cross—Proceed from one side of the runway to the other in a straight line at a normal rate of speed. ANY DEVIATION REQUIRES ATCT APPROVAL. Expedite if requested by ATCT. There are two specific approved crossing point- use them. **Note:** Per FAAO JO 7110.65, vehicles must receive a clearance for each runway their route crosses. A vehicle must have crossed a previous runway before another runway crossing clearance may be issued.

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

Foreign Object Damage (FOD)—Any damage to an aircraft, engine, aircraft system, component, tire, munitions, or support equipment caused by a foreign object(s) which may or may not degrade the required safety and/or operational characteristics of the aforementioned items. **Government Owned Vehicles (GOVs)**—Vehicles that are owned or leased by the US government.

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

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

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

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

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

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

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

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

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

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

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

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

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

Precision Obstacle Free Zone—An 800 foot wide by 200 foot long area centered on the runway centerline adjacent to the threshold designed to protect aircraft flying precision approaches from ground vehicles and other aircraft when ceiling is less than 250 feet or visibility is less than 3/4 statute mile (or runway visual range below 4,000 feet.)

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

Proceed—Authorization to begin/continue on approved routes.

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

Read Back—Repeat my message back to me.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Without Delay—With a sense of urgency, proceed with approved instructions in a rapid manner.

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

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

Attachment 2

UNIT AIRFIELD DRIVING PROGRAM MANAGER APPOINTMENT LETTER

XX XXX XX

MEMORANDUM FOR 45 OSS/OSAB

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit Airfield Driving Program Managers (ADPMs)

1. The following individuals are appointed Unit Airfield Driving Program Managers (primary/alternate). Individuals have received training IAW AFI 13-213 and Patrick AFB Driving Instruction. Both ADPM and Alt. ADPM are delegated the authority to certify personnel who are qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for the unit assigned and TDY personnel.

<u>RANK/NAME/EMAIL</u>	<u>OFFICE SYMBOL</u>	<u>DUTY PHONE</u>
PRIMARY:		
TSgt Jane M.Doe Email: jane.doe@patrick.af.mil	XXXX	494-XXXX
_____	483# _____	
Primary ADPM Signature		
ALTERNATE:		
SSgt John M. Doe Email: john.doe@patrick.af.mil	XXXX	494-XXXX
_____	483# _____	
Alternate ADPM Signature		

2. This memorandum supersedes all previous letters, same subject.

XXXX X. XXXXX Rank, USAF
Commander

TRAINERS APPOINTMENT LETTER

XX XXX

XX

MEMORANDUM FOR 45 OSS/OSAB

FROM: (Unit Airfield Driving Program Manager)

SUBJECT: Appointment of Airfield Driving Trainers

1. The following individuals are appointed Airfield Driving Trainers. Individuals have received training IAW AFI 13-213 and Patrick AFB Driving Instruction. Trainers are delegated the authority to train personnel to drive on the airfield and will ensure all required training is completed by the trainer and trainee prior to the Unit Airfield Driving Program Manager (ADPM) (Primary or alternate) certification.

<u>RANK/NAME/EMAIL</u>	<u>OFFICE SYMBOL</u>	<u>DUTY PHONE</u>
TSgt Jane M.Doe Email: jane.doe@patrick.af.mil Initials: _____ Trainer's Signature: _____483#_____	XXXX	494-XXXX
SSgt John M. Doe Email: john.doe@patrick.af.mil Initials: _____ Trainer's Signature: _____483#_____	XXXX	494-XXXX

2. This memorandum supersedes all previous letters, same subject.

***** Note: May appoint more than two trainers*****

XXXX X. XXXXX Rank, USAF
(SQ) Unit ADPM

Attachment 3

UNIT ADPM TRAINING CHECKLIST

Table A3.1. Unit ADPM Training Checklist.

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

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

Attachment 4

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST PATRICK AFB

Table A4.1. Unit Airfield Driver Program Self Inspection Checklist Patrick AFB.

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST			
SECTION I – GENERAL INFORMATION <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
Unit	Office Symbol or Company Name	Date:	
SECTION II – INSPECTION ITEMS <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
	Yes	No	Not Applicable
1. Unit Commander.			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?			
1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?			
1.5. Is the unit commander notified when individuals commit a violation?			
1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?			
1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
2. Unit Airfield Driving Program (ADPM) Manager.			
2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			
2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?			

2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and date refresher training is due)?			
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
3. TDY personnel/Non base assigned Contractors.			
3.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.			
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
4. Training.			
4.1. Are potential airfield drivers receiving classroom training by the ADPM?			
4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?			
4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?			
4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?			
4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			
4.6. Are drivers receiving annual refresher training within the established time lines?			

4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?			
4.8. Are trainees administered a General Knowledge Test?			
4.9. Are trainees administered a Runway Incursion Prevention Test?			
4.10. Are trainees administered a Communication Test to individuals requiring CMA access?			
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio "read back" requirement? (A random interview of unit vehicle operators may be conducted.)			
5. Miscellaneous.			
5.1. Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit's Airfield Driving Program?			
5.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
SECTION III – COMMENTS/NOTES <i>(Completed by the Wing ADPM or Unit ADPM)</i>			

SECTION IV – CERTIFICATION <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
UNIT ADPM			
Name (Last, First, MI):	Rank/ Civilian Grade:	Signature:	Date:
WING ADPM			
Name (Last, First, MI):	Rank/ Civilian Grade:	Signature:	Date:

Attachment 5

**AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION
CHECKLIST PATRICK AFB**

Table A5.1. Airfield Driving Training Documentation and Certification Checklist Patrick AFB.

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

SECTION III – Color Vision Test for CMA drivers only. <i>(Completed by Hospital/Medical Treatment Facility Optometry For)</i>			
Check applicable. <ul style="list-style-type: none"> • Normal Color Vision. • AFSC Exempt: _____ • Color Blind/Deficient. 			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION IV – TRAINER CERTIFICATION <i>(Completed by Authorized Airfield Driving Training Instructor)</i>			
I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
SECTION V – TRAINEE ACKNOWLEDGEMENT <i>(Completed by Trainee)</i>			
I have received and completed all of the above training requirements and will comply with Patrick AFB Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
SECTION VI – UNIT CERTIFICATION <i>(Completed by Unit Commander or Unit ADPM)</i>			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle at Patrick AFB. Check all applicable restrictions and or special access. <input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other (<i>Specify</i>)			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION VII – AIRFIELD DRIVING AUTHORIZATION <i>(Completed by the Wing ADPM or designated representative)</i>			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF IMT483 CERTIFICATE #	
Name (Last, First, MI):	Grade:	Signature:	Date:

Attachment 6

**AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)
PATRICK**

Table A6.1. Airfield Driving Qualification Training Checklist (Curriculum) Patrick AFB.

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM)</i>				
Name (Last, First, MI)	Rank/ Civilian Grade	Unit/Office Symbol or Company Name	Duty Phone	
Section II – TRAINING ITEMS <i>(Trainees must complete all training)</i>				
	Date Completed	Trainee’s Initials	Trainer’s Initials	Not Available (N/A)
1. Definitions and terms. Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.				
1.1. Runway				
1.2. Controlled Movement Area (CMA)				
1.3. Controlled Movement Area Violation (CMAV)				
1.4. Runway Incursion				
1.5. Taxiway				
1.6. Ramp/Apron				
1.7. Foreign Object Damage (FOD) control/prevention				
1.8. Overrun				
1.10. Light Gun				
1.11. Jet Blast				
1.12. Vehicle Service Road				
1.13. Hot Cargo Area				
1.14. Arm/De-Arm Area				
1.16. ILS Critical Area				
1.17. Mandatory Sign				
1.18. Informational Sign				
1.19. Emergency Response Vehicle				
1.20. Circle of Safety				
1.21. Restricted Area				
1.22. Entry Control Point				
1.23. Fixed/Mobile Obstacle				
1.24. Airfield Management				
1.25. Air Traffic Control Tower (ATCT)				

2. Vehicle operator requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.				
2.1. Use of vehicle lighting (e.g. Daytime Running, Rotating/IR beacons, hazard/emergency flashers).				
2.2. Procedures for reporting an accident or vehicle maintenance problems.				
2.3. Vehicle parking and chocking requirements.				
2.4. Use of Rescue Rd/S. Patrick Dr.roadways.				
2.5. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.				
2.6. Speed limits for vehicles operating on an apron/ramp and taxiway.				
2.7. Requirements for operating a vehicle within the immediate vicinity of aircraft.				
2.8. Procedures for reporting and removing FOD.				
2.9. Restricted visibility and/or night driving.				
2.10. Procedures for operating of bicycles, tricycles, etc. on the airfield.				
2.11. Use of traction control devices as applicable.				
2.12. Emergency Response Vehicle requirements.				
2.13. Vehicle Escort/Convoy Driving procedures as applicable.				
3. Aircraft Operations. Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.				
3.1. Right of Way.				
3.2. Taxiing.				
3.3. Jet Blast safety requirements.				
4. Practical Day and Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.				
5. Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following airfield lighting.				
5.1.1. Runway.				
5.1.1.1. Edge Lights.				
5.1.1.2. Approach Lights.				
5.1.2. Taxiway.				
5.1.2.1. Edge Lights.				

5.1.2.2. Centerline Lights.				
5.1.2.3. Guard Lights (as applicable).				
5.2. Familiarize trainee with the following airfield signage:				
5.2.1. Runway Hold Sign.				
5.2.2. Taxiway Location Sign.				
5.2.3. ILS Critical Area Sign.				
5.2.4. Direction Sign.				
5.2.5. Distance Remaining Sign.				
5.3. Familiarize trainee with the following airfield markings:				
5.3.1. Runway.				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. VFR Hold Line.				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas.				
5.3.5. Non-Movement Area Boundary Marking as applicable.				
5.3.6. Non Standard Airfield Markings as applicable.				
5.3.7. Aircraft Arresting Gear Marking as applicable.				
5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.6. Familiarize trainee with the location of Free Zones as applicable.				
5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques.				
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.				
5.9. Familiarize trainee with the location and use of traffic control devices.				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.				

5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Hot Spots as required locally.				
5.16. Identify Smoking Areas as applicable.				
6. Communications. Training Outcome(s): Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications.				
6.2. Procedural Words and Phrases.				
6.3. Aviation Phonetic Alphabet.				
6.4. Aviation Terminology.				
6.5. Procedures for Contacting the ATCT.				
6.6. Light Gun Signals (Description of ATCT Light Gun signals).				
6.7. ATCT and or vehicle blind spots.				
7. Other.				
7.1. Review ADI.				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. Note: Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. Note: Required for all personnel that require assess on or across the runway.				
SECTION III – TRAINING CERTIFICATION (Completed by the Trainee, Unit ADPM and Wing ADPM)				
TRAINEE				
I have received and completed all of the above training requirements and will comply with Patrick AFB Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).				
Name (Last, First, MI):	Rank/Civilian Grade:	Signature:	Date:	

UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in Patrick AFB Airfield Driving Instruction (ADI). Check all applicable restrictions.			
<ul style="list-style-type: none"> • Ramp only • Daylight Hours only • Other (<i>Specify</i>) 			
Name (Last, First, MI):	Rank/Civilian Grade :	Signature:	Date:
WING ADPM or designated representative (<i>as required</i>)			
Name (Last, First, MI):	Rank/Civilian Grade:	Signature:	Date:

Attachment 7

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

Table A7.1. TDY Personnel/Non-Base Assigned Contractors Training Checklist.

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Trainee)</i>			
Name: _____ Rank/Civilian Grade: _____			
Unit/Office Symbol or Company Name: _____			
Duty Phone: _____ Contact number: _____			
TDY/Contract Dates: _____			
SECTION II – QUALIFICATION TRAINING <i>(Completed by Trainee and Trainer)</i>			
	Date Completed	Trainer's Initials	Trainee's Initials
1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational local signs.			
2. Explain the different types of airfield markings (e.g. runway, taxiway, apron/ramp). Provide examples of local markings.			
3. Explain the different types of airfield lighting systems (e.g. runway, taxiway, apron/ramp). Provide examples of airfield lighting.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramp and taxiways.			
5. Identify the procedures for vehicle operating in the immediate vicinity of assigned and transient (if applicable) aircraft.			
6. Explain the requirements for parking and chocking vehicles and ground support equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures on the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			
13. Identify restricted areas and entry control points.			
14. Identify Controlled Movement Area boundaries.			

Attachment 8

PATRICK APPROVED VEHICLE CALLSIGNS

Table A8.1. Patrick Approved Vehicle Callsigns.

UNIT	CALLSIGN	POSITION
45 OSS	Tower/Ground	ATCT- (Air Traffic Control Tower)
45 OSS	Airfield Ops-1	AOF – (Airfield Operations Flight Commander
45 OSS	Airfield Ops	AM- (Airfield Management Operations)
45 OSS	Airfield -1	AFM- (Airfield Manager)
45 OSS	Airfield – 2	Deputy, Airfield Manager
45 OSS	Airfield – 3, 4, 5, etc.	NAMO- (NCOIC, AM Ops), NAMT – (NCOIC AM Training), AMOPS
45 CEF	Airfield Lighting	Exterior Electric
45 SCS	Airfield Systems	Airfield Systems
EG&G	Alert 1, 2	Transient Alert Personnel
45 SEF	Bash-1	BASH Team
45 CES	Chief 1, 2	Fire Department Chief and Deputy Chief
45 CES	Crash 4,5, 6	Fire Department Emergency Response/Crash
45 SCS	Met Nav-1	ATCALs Maintenance
45 CES	Mower 1, 2	Airfield Mowers/Grass Cutters
45 CES	Power Pro-1,2,3,4	Power Production
45 CES	Sweeper- 1, 2	Airfield Sweeper
45 SEF	Flight Safety-1	Flight Safety

Attachment 9

POV PASS/CONE REQUEST LETTER

MEMORANDUM FOR 45 OSS/OSAB

FROM: Unit CC or Company/Contractor Representative: _____

SUBJECT: POV Pass Request

1. Request issue of a Temporary/Permanent (Circle One) POV pass for the following individuals:

Name (Rank is applicable)						
Unit Name/Company:					Phone:	
Prime Contractor's Name					Date(s) Requested	
Make	Model	Color	Year	State	License #	IMT 483#
Detailed Justification:						

2. If you have any questions contact _____ at phone number: _____

 Unit Commander or Company Contractor Rep.
 Airfield Management Use Only

 Pass Number

CMA Access _____ YES _____ NO

Attachment 10

PATRICK AFB AIRFIELD DIAGRAM/CONTROLLED MOVEMENT AREA

Figure A10.1. Patrick AFB Airfield Diagram/Controlled Movement Area.

