

**BY ORDER OF THE COMMANDER  
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION 13-213**

**10 MAY 2013**



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

**AIRFIELD DRIVING PROGRAM**

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This instruction implements AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. This instruction consolidates AFI 13-213, *Airfield Driving*; AFMAN 24-306, Chapter 20, *Manual for the Wheeled Vehicle Operator*; AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, and establishes procedures and standards relating to the operations of motorized vehicles, bicycles, etc. on the Kunsan Air Base airfield. The requirements set forth in this instruction apply to units and personnel assigned, attached or on temporary duty to the 8th Fighter Wing, Kunsan AB, Republic of Korea, including local national, contactor personnel and Republic of Korea Air Force Personnel. This instruction implements guidance provided in AFI 13-213, and directs the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is Title 10, United States Code, Section 8013. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained 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). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. The previous version, 8 FWI 13-202, *Airfield Management*, has had chapters rescinded and incorporated into the 8 FWI 13-204, IAW changes to the AFI13-213 and AFI 13-204. Primary changes include consolidating the Instruction to contain only Airfield Driving related guidance. Additionally, accessory information pertaining to the operations of Airfield Management are now contained in the 8 FWI 13-204. The 8 FWI 13-213 also incorporates Runway Incursion Prevention methods outlined in the USAF/A/3/5 message dated: 062240Z February, 2009. A significant number of editorial and reference corrections were also made.

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## Chapter 1

### SCOPE

**1.1. Airfield Driving Program (ADP) Responsibilities.** This instruction establishes responsibilities and operating procedures for vehicle operations on the Kunsan AB Airfield. Airfield driving is for official use only with maximum attention paid to safety and accident prevention. Drivers will not deviate from procedures or principles set forth in this instruction except in the interest of safety. Airfield safety is paramount. Conscientious and safe driving can prevent most accidents. The requirements of this instruction must be included in the unit's self-inspection program if personnel perform airfield driving duties. A unit self-inspection checklist is included as [Attachment 4](#).

**1.2. ADP Goals.** The goal of the Airfield Driving Program is to maintain a safe flying operations environment. Motor vehicles on the airfield present a clear and definite danger, both to aircraft and ground personnel. Carelessness, haste and disregard for established safety standards are the primary sources of aircraft-vehicle incidents.

**1.3. ADP Standards.** The standards set forth in this instruction apply to all motor vehicles on the airfield as well as unit-owned/operated bicycles. Only properly trained and certified personnel will drive on the Kunsan AB Airfield. All personnel operating a vehicle on the airfield must be knowledgeable of and comply with this instruction. In addition, they must be trained on local driving procedures and possess a valid AF IMT 483, *Certificate of Competency*. All personnel requiring access to the runway, to include the area within 100 feet from the edge of the runway, must have "CMA Access" annotated by Airfield Management on their AF IMT 483 to delineate who has specialized runway access training. The 8th Operations Support Squadron, Airfield Management Operations (8 OSS/OSAM [AMOPS]) must endorse the AF IMT 483 in order for it to be valid. This requirement applies to military and civilian employees assigned to, visiting, contracted or on temporary duty to this base, regardless of the type of vehicle operated (i.e., military, commercial and privately owned).

**1.4. ADP Questions.** This instruction does not address every possible airfield driving scenario. Contact AMOPS to resolve any questions or for any required clarification.

## Chapter 2

### RESPONSIBILITIES

#### 2.1. 8th Fighter Wing Commander (8 FW/CC) shall:

- 2.1.1. Designate personnel and agencies to support the Airfield Driving Program (ADP).
- 2.1.2. Reinstate airfield driving privileges to perform mission essential duties following suspension/revocation of base driving privileges if deemed necessary. Authority shall not be delegated. Forward copy of all reinstatement requests, regardless of decision made, to 8 OSS/OSAM for inclusion into Kunsan AB ADP records.
- 2.1.3. Request an Air Force Runway Safety Action Team (AFRSAT) through the MAJCOM OPR for Airfield Operations (AO) if there are recurring problems with runway incursions. See AFI 13-204, Volume 2, for additional information.
- 2.1.4. Reviews runway incursion incidents and corrective actions taken.
- 2.1.5. Approve publication of this Airfield Driving Instruction (ADI).

#### 2.2. 8th Operations Group Commander (8th OG/CC) or equivalent shall:

- 2.2.1. Review CMAVs and corrective actions taken.
- 2.2.2. Implement and chairs Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions within a six month period. Note: The RIPWG shall convene within 30 days after the second runway incursion.
  - 2.2.2.1. The RIPWG will include OSS/CC, AOF/CC, Airfield Manager (AFM), Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or unit ADPMs, and other organizational leadership as determined locally. RIPWG shall take the following actions:
    - 2.2.2.1.1. Analyze each runway incursion and 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 the reoccurrence of 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 and Air Traffic Control Tower (ATCT) personnel, as applicable.
      - 2.2.2.1.3.3. Limit runway crossings and/or limit crossings 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 increase the size of the Controlled Movement Area (CMA).

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

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

2.2.2.1.3.6.2. Increasing visibility of runway hold position markings by increasing the width of the yellow stripes from six to 12 inches. This option requires coordination with Civil Engineer and Wing Safety. An AF Form 332, Work Order Request must be submitted to make changes to all runway hold positions marking on the airfield.

2.2.2.1.3.6.3. Painting runway hold position signs on pavement prior to the runway hold position markings. (See FAA AC 150/5340-1, *Standards for Airport Markings*). This option requires coordination with Civil Engineer and Wing Safety. An AF Form 332, *Base Civil Engineer Work Request*, must be submitted to make changes to all runway hold positions marking on the airfield.

2.2.2.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. This option requires coordination with Civil Engineer and Wing Safety. An AF Form 332, Work Order Request must be submitted to make changes to all taxiway centerline marking on the airfield.

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

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

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

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

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

2.2.2.2. When held, provide a summary of the RIPWG's analysis and recommendations during the next Airfield Operations Board (AOB).

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

### **2.3. Unit Commanders shall:**

2.3.1. Appoint a primary and alternate unit Airfield Driving Program Manager (ADPM), (normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer) in

writing ([Attachment 2](#)), to manage training and testing requirements of unit personnel who are required to operate a vehicle on the airfield.

2.3.1.1. Ensure a replacement unit ADPM is appointed in writing and trained by the Wing ADPM at least 30 days prior to releasing the current unit ADPM.

2.3.1.2. Unit ADPMs must be a minimum of a 7-Level SSgt or above (or civilian equivalent) unless manning constraints absolutely prohibit; then the most qualified SSgt/5-Level or civilian equivalent available. **Note:** The responsible Group Commander (or equivalent), is delegated authority to waive this requirement. Unit ADPM must be trained and certified to drive on Kunsan AB airfield. Forward a copy of the *ADPM Appointment Letter* to 8 OSS/OSAM seven days prior to training with Wing ADPM

2.3.2. Ensure unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations (e.g. consists of two or more units) should consider having more than one unit ADPM to provide effective program management and quality training, thus reducing the potential for airfield driving violations and runway incursions. Conversely, small organizations (e.g. normally a flight level or smaller) can combine and or consolidate their ADP with a unit.

2.3.3. Appoint unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical driving test as outlined in this AFI. 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](#)) for an example appointment letter.

2.3.4. Certify personnel are qualified to drive on the airfield by signing the *Documentation of Airfield Driver Training and Certification Letter* ([Attachment 5](#)). This authority may be delegated to unit ADPM; delegation must be included in the *ADPM Appointment Letter*. IAW HQ AFFSA message, DTG 062240Z Feb 09, *Runway Controlled Movement Area (CMA) Incursion Prevention Initiative*, Aircraft Maintenance, Civil Engineer and Security Forces Commanders shall increase training emphasis for personnel that require runway or CMA access.

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

2.3.4.2. Ensure unit personnel complete required training and testing requirements outlined in AFI 13-213, *Airfield Driving* and this instruction prior to obtaining an AF IMT 483. Airfield experience (e.g., operating vehicles or aircraft) is not a substitute for training and testing requirements.

2.3.5. Review individual's AF Form 1313, *Driving Record* (located at Security Forces), to determine their qualifications before permitting them to operate a vehicle and or equipment on the airfield.

2.3.6. Limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.

2.3.7. Ensure unit airfield drivers limit their access on or across the runway to *mission essential* duties only.

2.3.8. Endorse requests for vehicle passes/decals.

2.3.9. Suspend/revoke the member's airfield driving authorization and notify 8 OSS/OSAM and unit ADPM in writing upon suspension/revocation of member's base driving privileges. Requests for re-instatement must be processed according to paragraph 2.1.2.

2.3.10. Review and sign Airfield Driving Program Inspection Results. After receiving inspection results commanders have seven days from the date annotated at the top of memorandum return signed copy to 8 OSS/OSAM acknowledging receipt.

2.3.11. Ensure personnel assigned duties that require driving on the airfield in ground crew ensemble are trained and certified on "MOPP4" driving procedures. As necessary appoint personnel to develop "MOPP4" driving curriculum to address Air Force Specialty Code (AFSC) specific duties. The training must be annotated on the back of an AF IMT 483. 8 OSS/OSAM does not provide ground crew ensemble training for airfield drivers due to unique AFSC requirements.

2.3.12. Participate in the RIPWG.

**2.4. Airfield Operations Flight Commander (AOF) or designated representative shall:**

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

2.4.2. Participate in RIPWG.

2.4.3. Review/concur on all Class E CMA violations report submittals received from Wing Safety as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*.

**2.5. 8th Operations Support Squadron, Deputy Airfield Manager (DAFM) or designated representative shall:**

2.5.1. Develop and manage 8 FW ADP IAW AFI 13-213, *Airfield Driving* and this instruction as well as serve as Wing Airfield Driving Program Manager (Wing ADPM).

2.5.2. Develop and maintain the 8 FW ADI. Review ADI and supportive information for currency and accuracy annually; use MFR, log or electronic equivalent to document ADI program reviews.

2.5.3. Provide unit ADPMs a copy of the ADI, as well as training and testing materials to manage unit airfield driving programs. Coordinate the translation of all training and testing materials into Hangul for Korean nationals.

2.5.4. Provide unit ADPMs training on program management. Maintain documentation of ADPM training.

2.5.5. Monitor unit ADPs for compliance and effectiveness.

2.5.5.1. Conduct random spot checks of vehicle operators on the airfield to ensure compliance with airfield driving procedures. At a minimum, a spot check will include a check of the driver's AF IMT 483 for accuracy/currency, the availability/currency of AF Visual Aids (e.g., AFVA 11-240, *Airports Signs and Markings*, AFVA 13-221, *Control*

*Tower Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*), and the availability/currency of the local airfield diagram. Document results of spot checks (unit/office symbol); use MFR, log or electronic equivalent.

2.5.5.2. Report violations detected during spot checks to the AFM, AOF/CC, individual's Unit Commander and ADPM. Report and document results of spot checks (unit/office symbol) in the "status of airfield driving" section of AOB.

2.5.5.3. Monitor radios for proper radio terminology/phraseology and discipline.

2.5.6. Inspect each unit's ADP semi-annually for program integrity and compliance with the ADI. As a minimum, review/inspect items outlined in AFI 13-213, paragraph 2.6.5.3

2.5.7. Provide unit commanders a copy of inspection results. Ensure results are briefed at quarterly Airfield Operations Board (AOB).

2.5.8. Conduct semi-annual meetings with unit ADPMs to provide training, brief runway incursions, CMAVs, trends, etc. Briefing during the base VCO/VCNCO meeting satisfies this requirement.

2.5.9. Brief semi-annual unit inspection results, runway incursions, CMAV events, trends, spot checks, etc. at the quarterly AOB.

2.5.10. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel, email advisories, unit briefings, etc. to educate, inform and update personnel on airfield changes and trends.

2.5.11. Endorse and stamp AF IMT 483 with remarks "*CMA Access*", "*Non-CMA Access*", "*Ramp Only*" as applicable, upon completion of all training and certification requirements. Authority for signing AF IMT 483 shall not be delegated outside 8 OSS/OSAM.

2.5.12. Revoke airfield driving privileges for runway incursions, CMAV events, or other airfield driving infractions. Assign all runway incursions an operational category (Operational Error, Pilot Deviation, or Vehicle/Pedestrian Deviation) on the AF IMT 457/651 if applicable. Highlight any CMAV trends and take corrective actions necessary to prevent future occurrences.

2.5.13. Coordinate with CE, SE, Aircraft Maintenance and the 8 FW Foreign Object Damage (FOD) Manager on the FOD Prevention Program. Ensure "STOP" bars, STOP signs and CHECK FOR FOD signs are located on roads prior to entering airfield areas and vehicular roads that intersect runways, taxiways or aprons.

2.5.14. Report runway incursion and/or CMAV events to 8 FW/SE as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*. Maintain a copy of AF IMTs 651/457, actions taken, results and supporting documentation IAW Air Force Records Disposition Schedule, Table 13-06, Rule 15.00. Ensure that runway incursions are reported to the 8 OG/CC through the chain of command as soon as possible after occurrence.

2.5.15. Coordinate and approve Construction Phasing and Operational Safety Plans for all construction activities occurring on or near the airfield environment. Ensure haul routes, equipment/material staging/storage areas, etc. are included in work contracts. All unit ADPMs will be provided construction information that affects airfield drivers from the Wing ADPM via the Airfield Driving Information File (ADIF).

2.5.16. Ensure unit ADPM provides appropriate training to TDY personnel and non-base assigned contractors based on type, location, time and duration of work. Ensures Temporary Duty (TDY) and contractor personnel possess an AF IMT 483 and are trained to operate a vehicle on the airfield without an escort. **Exception:** Local training/briefing will suffice when TDY and contractor personnel driving route(s) do not permit access on or across the controlled movement area (CMA).

2.5.17. Issue vehicle passes/decals.

2.5.18. Maintain a master record of Kunsan AB authorized drivers and POV passes derived from unit ADPM input.

2.5.19. Maintain a Wing ADPM Continuity Binder or electronic equivalent in the TAB format below IAW AFI 13-213, *Airfield Driving*, 2.6.7.

2.5.20. Maintain a master copy of Air Force mandated Airfield Driving Computer Based Training (CBT) software and provide it to units for training purposes.

2.5.21. Participate in RIPWG.

2.5.22. Provides unit ADPMs a standardized spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, AF IMT 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date.

## **2.6. Airfield Management (AM) shall:**

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

2.6.2. Conduct random spot checks for enforcement and compliance with this ADI in conjunction with periodic airfield checks.

2.6.3. Routinely monitor radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the ATCT or through the monitoring of radio frequencies. Document corrective actions on an AF IMT 3616, *Daily Record of Facility Operation* or electronic equivalent.

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

2.6.5. Impose and publish restricted driving routes as required.

2.6.6. Respond to reported or suspected airfield driving violations. At a minimum, AMOPS personnel will:

2.6.6.1. Escort individual(s) off of the airfield and/or confiscate their AF IMT 483 when in violation of this ADI.

2.6.6.2. Request a statement from those suspected of committing an airfield driving violation.

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

2.6.6.4. Participates in RIPWG.

**2.7. Unit Airfield Driving Program Manager (UADPM) shall:**

2.7.1. Be trained and certified to drive on the airfield.

2.7.2. Be, at a minimum, a 7-Level SSgt or above (or civilian equivalent) unless manning constraints absolutely prevent. If unable to meet this requirement, the most qualified 5-Level SSgt may be appointed.

2.7.3. Be trained by the Wing ADPM on ADP management.

2.7.4. Administer the unit's airfield driver training program IAW AFI 13-213, and this instruction. Maintain an ADP Continuity Binder (or electronic equivalent) in the TAB format IAW AFI 13-213, 2.6.7.

**2.7.5. Identify, document, and track personnel requiring access to the CMA, non-CMA, or those with restricted airfield driving privileges as applicable (e. g. Ramp only, Daylight Hours only, etc).**

2.7.6. Ensure unit personnel complete all required training according to this instruction. Document completion of training on the *Documentation of Airfield Driver Training and Certification Letter (Attachment 5)*. Administer tests to individuals and retain score sheets for record as long as they are assigned to the unit and required to drive on the airfield.

2.7.7. Ensure personnel requiring access to the CMA complete a color vision test/screening with 8th Medical Operations Squadron (8 MDOS).

2.7.7.1. Trainees who fail the color vision test are restricted to daylight driving only and the AF IMT 483 will be annotated with, "*AUTHORIZED DAYLIGHT HOURS ONLY.*" Trainees will be allowed to drive in the CMA, except when conducting their initial training under the direct supervision of their ADPM or the Wing ADPM.

2.7.8. Ensure unit personnel have a valid state/host nation driver's license to operate privately owned, government (may require a Government driver's license) or contractor owned/leased vehicles on the airfield.

2.7.9. Ensure trainee has completed a letter of training (**Attachment 5**) with unit commander or designated representative's signature. Maintain the *Documentation of Airfield Driver Training and Certification letters* for all drivers issued an AF IMT 483 in a central file.

2.7.10. Train unit airfield driver trainers how to conduct and document training.

2.7.11. Ensure designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving tests on unit personnel prior to issuance of an AF IMT 483.

2.7.12. Train TDY/contractor personnel assigned to or sponsored by their unit. Permanently assigned contractors (e.g., grass cutters, pavement repair teams, etc.) must meet the same certification requirements as assigned military/DoD personnel.

2.7.13. Conduct and document annual refresher training. Completion of training shall be documented on the back of the AF IMT 483 and on the *Documentation of Airfield Driver Training and Certification Letter*. At a minimum, this training will include a review of the ADI (training slides), Runway Incursion Prevention Test, and completion of the Airfield Driving CBT, located on ADLS: <https://golearn.csd.disa.mil>.

- 2.7.13.1. Maintain a copy of the most current refresher training certificate, Runway Incursion Prevention Test score, and training completion date on file in the unit.
- 2.7.14. Notify unit commander and 8 OSS/OSAM in writing after revoking an individual's airfield driving privileges. Unit commander and DAFM approval is required prior to reinstatement of airfield driving privileges after a normal suspension period (See Chapter 9). Maintain a roster or documentation of all actions taken for revocations/suspensions in TAB H of the ADP binder.
- 2.7.15. Ensure the unit ADPM replacement is trained at least two weeks prior to the predecessor relinquishing duties. Coordinate with Wing ADPM a minimum of five duty days prior to the desired training date. Maintain documentation of ADPM training.
- 2.7.16. Ensure assigned vehicles under their control are properly equipped with radios capable of transmitting/receiving communication with Air Traffic Control Tower (ATCT) if they will be driven in the CMA.
- 2.7.17. Ensure the trainee is qualified to drive the vehicle(s) they will be operating on the airfield. Trainees should have vehicle(s) they are qualified to drive listed on the back of AF Form 2293, U.S. Air Force Motor Vehicle Operator Identification Card.
- 2.7.18. Maintain current and accurate airfield driving training records, associated forms, and listing of unit personnel authorized to drive on the airfield.
- 2.7.19. Review and update the listing of all unit personnel authorized to drive on the airfield quarterly; forward a copy to the DAFM. Include justification for individuals required to enter or cross the CMA. ADPM must be able to pull associated records and files by individual data.
- 2.7.19.1. As 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, etc.) and date refresher training due.
- 2.7.20. Order AFVA 11-240, *Airport Signs and Markings Signal Decal*; ensure all unit vehicles have the decal displayed. To order AFVA 11-240:
- 2.7.20.1. Go to AF-e-publishing, click on physical products, click on hyperlink: <http://afpubs.hq.af.mil/profile/userlogin.aspx>, click on create e-publishing account, click on create an account, fill in your information, and click on request AF1846 account and press continue.
- 2.7.20.2. After an account is approved, click on order products, click on visual aids, click on AFVA 11-240, add to cart and submit (you can change the quantity).
- 2.7.21. Maintain a current copy of 8 FWI 13-213, *Airfield Driving Program* and AFI 13-213, *Airfield Driving*, as well as all current training and testing materials.
- 2.7.22. Conduct random spot checks for enforcement and compliance with this ADI. Correct all discrepancies noted.
- 2.7.23. Conduct and document a self-inspection of the unit airfield driving program at least annually, using the self-inspection checklist (**Attachment 4**). Forward a copy of the inspection results to the Wing ADPM.

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

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

2.7.26. Participate in the RIPWG.

**2.8. Unit Airfield Driving Trainers shall:**

2.8.1. Be appointed in writing by Unit Commander or equivalent.

2.8.2. Be trained and certified by their respective unit ADPM and possess a valid AF IMT 483.

2.8.3. Regularly perform duties that involve driving on the airfield.

2.8.4. Remain qualified on tasks they train or certify others on.

2.8.5. Conduct training IAW this instruction and the unit's training program.

**2.9. 8th Security Forces Squadron (8 SFS) shall:**

2.9.1. Monitor airfield vehicle operations for 8 FW Airfield Driving compliance.

2.9.2. Ensure vehicle operators enter the airfield via ECPs while in possession of a current AF IMT 483 and current POV pass (if applicable). Individuals not in possession of required documentation will not be approved to operate vehicles on the airfield.

2.9.3. Support and respond to the airfield, as requested by AMOPS or the Air Traffic Control Tower (ATCT), to assist when severe violations occur on the airfield. Examples of severe violations include runway intrusions, failing to yield the right of way to aircraft, unauthorized vehicles/drivers and reckless driving/speeding.

2.9.4. Issue traffic tickets and citations for infractions, remove all unauthorized vehicles from the area and forward copies of all citations to unit commanders/first sergeants and AMOPS, workload permitting.

2.9.5. Participate in the RIPWG.

2.9.6. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations. SFS will standby on the northernmost corner of the Transient Alert Pad (TA Pad) if the emergency aircraft is landing Runway 18 and the southernmost corner of the TA Pad if the emergency aircraft is landing Runway 36. The north or south entrance to the Contingency Pad(C-Pad) may be utilized as an alternate.

2.9.7. Ensure SFS response vehicle(s) do NOT enter the CMA in the event of an in-flight/ground emergency unless prior approval from the ATCT is received via two-way radio communications.

**2.10. 8th Medical Operations Squadron (8 MDOS) shall:**

2.10.1. Verify an individual's color vision by reviewing medical records or conducting a color vision screening.

2.10.2. Annotate Pass or Fail of color vision in Section II on Documentation of Airfield Drivers Training and Certification Letter. (**Attachment 5**)

2.10.3. Refer personnel to the 51 MDOS at Osan AB when color-vision status cannot be verified by 8 MDOS.

2.10.4. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations. MDOS will standby on the North EOR if the emergency aircraft is landing Runway 36. If the emergency aircraft is landing Runway 18 the MDOS will standby on the TA Pad. For all other emergencies, personnel will standby at a location directed by Fire Department.

2.10.5. Ensure in-flight/ground emergency response vehicle(s) do NOT enter the CMA unless prior approval from the Tower is received via two way radio communications.

**2.11. 8th Fighter Wing Public Affairs (8 FW/PA) shall:**

2.11.1. Inform AMOPS of all tours that will require driving on the airfield within seven days of scheduled tour.

2.11.2. Ensure drivers possess an AF IMT 483 certified by AMOPS.

2.11.3. Comply with 8 FWI 31-101, *Installation Security Instruction*, when taking pictures on or near the airfield.

**2.12. 8th Fighter Wing Safety (8 FW/SE) shall:**

2.12.1. Coordinate with the DAFM and unit ADPMs to ensure a proper ADP and compliance with AFI 91-203, Chapter 24.

2.12.2. Assist AMOPS with CMAV investigations when requested.

2.12.3. Coordinate on airfield driving lesson plans and tests before implementation.

2.12.4. Participate 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*.

2.12.5. Review CMA violations for trends.

2.12.6. Participate in the RIPWG.

**2.13. 8th Operations Support Squadron, Air Traffic Control Tower (8 OSS/OSAT) shall:**

2.13.1. Control all aircraft, vehicle, and approved pedestrian traffic on the CMA by two-way radio communications or, in the event of lost communications, by light gun signals. If use of light gun signals is unsuccessful, contact AM to have vehicle and/or pedestrian traffic escorted off the CMA.

2.13.2. Ensure vehicles operate on the airfield IAW this instruction and air traffic control (ATC) procedures.

2.13.3. Report known CMA violations and problems with vehicle operator radio communications to AMOPs.

2.13.4. Assist AMOPs in identifying and locating unauthorized personnel and vehicles on or near the CMA. Also, report violations of this instruction, especially runway incursions, immediately to AMOPS and AOF/CC.

2.13.5. Notify AMOPS when instrument hold procedures are in effect IAW 8 FWI 13-204, *Airfield Operations*.

2.13.6. Notify AMOPS when improper radio phraseology occurs, resulting in a safety hazard or situational confusion. Provide AMOPS the offending call sign, if known.

2.13.7. Participate in the RIPWG.

**2.14. 8th Civil Engineer Squadron, Construction Management (8 CES/CEPM) shall:**

2.14.1. Ensure all contracts requiring drivers access to the airfield state that all personnel must contact AMOPS 15 days before project start date for training on airfield driving procedures and ensure compliance with this instruction.

2.14.2. Ensure all personnel working within the controlled movement area have at least one person capable of operating a radio and can speak/comprehend English for communications with the Air Traffic Control Tower(ATCT).

**2.15. 8th Logistics Readiness Squadron, Vehicle Management (8 LRS/LGRV) shall:**

2.15.1. Maintain procedures for immediate deployment of mobile maintenance and/or tow vehicle when AMOPS reports a stalled or broken vehicle on the airfield. Immediate priority will be given to removing disabled vehicles from the runway or when a vehicle is impeding aircraft taxi.

**2.16. Airfield Escorts.** Airfield escorts are required for safety or security purposes. Units sponsoring TDY personnel or non-base assigned contractors are responsible for providing training, or an escort that possesses a valid AF IMT 483. All escorts will be trained and certified to drive on the airfield and will monitor all non-certified drivers. The escort is responsible for the actions of any uncertified drivers whether in the same vehicle or lead vehicle until the non-certified member exits the airfield. Escort requirements will be included in contract scope of work. AMOPs' primary responsibilities and assigned manning do not support contractor escort duties.

**2.17. Republic of Korea Air Force (ROKAF).** ROKAF will ensure assigned personnel required to drive on the airfield are trained, certified and licensed IAW local ROKAF requirements provided by 8 FW. ROKAF personnel requesting an airfield driver's license are provided training by their ADPMs. A newcomer's briefing is held once a month at ROKAF building 5071 which provides an airfield orientation to all newly-base assigned ROKAF personnel. 8 FW and ROKAF Airfield Driving Program Managers meet quarterly to ensure both wings are training to similar processes.

## Chapter 3

### TRAINING/TESTING REQUIREMENTS

**3.1. All base assigned** (i. e., military, DoD civilians, contractors, ROKAF, etc.) personnel operating a vehicle on the airfield must be trained on local airfield driving procedures, be licensed and/or certified either to operate a privately-owned, government, or contractor owned or leased vehicle and possess a valid AF IMT 483 endorsed by Kunsan Airfield Management. ROKAF members shall possess the ROKAF equivalent to AF IMT 483. The local briefing/training material is available in the host language, located on the Wing Shared Drive/Kunsan SharePoint. Prior experience working on or near an airfield or aircraft (e.g., aircraft maintenance, aircrew) is not a substitute for completion of airfield driving training and testing requirements outlined in this instruction.

**3.2. Airfield Driver Requirements:** UADPMs or airfield driving trainers are responsible for ensuring trainees complete the following requirements before being issued a certified AF IMT 483:

3.2.1. Read and comprehend this instruction.

3.2.2. Complete the Airfield Driving CBT, located on ADLS. UADPM maintains a copy of the training certificate along with other training documents.

3.2.3. Classroom instruction encompasses completing the Airfield Driving/Orientation Training slides.

3.2.4. Practical day and night (orientation) familiarization ride. Individuals not receiving night orientation and training check rides will have their AF IMT 483s annotated, "*AUTHORIZED DAYLIGHT HOURS ONLY*" and must not be allowed to operate a vehicle on the airfield during hours of darkness or inclement weather. If the individual later requires a nighttime authorization, the unit ADPM will ensure a night orientation is completed and documented. AMOPS will then issue an updated AF IMT 483.

3.2.5. Airfield drivers test (practical). Trainees will drive and be able to identify areas on airfield.

3.2.6. Airfield drivers written test: A minimum passing score of 80%, corrected to 100% is required for test questions. Personnel failing to attain a passing score will receive retraining and re-test. Personnel must wait a minimum of 24 hours before re-testing. Personnel are limited to one test failure when being tested by their unit ADPM. See ADPMs for tests. See **3.4**, for random testing procedures provided by AMOPS.

3.2.7. Conduct a phraseology test, simulating radio contact with the ATCT, for individuals who operate vehicles in the CMA.

3.2.8. Runway Incursion Prevention Test. A minimum passing score of 100% is required for test questions. This test is for individuals who operate vehicles in the CMA.

3.2.9. Airfield Diagram written test. A minimum passing score of 100% is required to pass the airfield diagram test. Personnel failing to attain a passing score will receive retraining and re-test. Personnel must wait a minimum of 24 hours before re-testing. See UADPMs for tests. See **3.4** for random testing procedures provided by AMOPS.

3.2.10. Color vision testing/screening conducted by the 8 MDOS/Flight Medicine (CMA use only). **NOTE:** Individuals that are required to have normal color vision as a part of their AFSC only require verification that they successfully completed a color vision test by a Hospital/Medical Treatment Facility Optometrist or off-base equivalent. See Flight Doctor for records review.

3.2.11. All operators must be trained on the vehicles they will operate on the airfield. Unit ADPM will maintain documentation of the training. **NOTE:** For GOV, operators must obtain a current AF IMT 2293, *US Air Force Motor Vehicle Operator Identification Card*.

**3.3. Documentation.** Complete documentation of Airfield Driver Training and Certification Letter (**Attachment 5**). The memorandum must indicate the type of airfield access required to perform official duties and any other restrictions to be placed upon the driver. See paragraph **4.3.** of this instruction for areas and restrictions.

**3.4. Random Testing Procedures.** To maintain the integrity of the training process, AMOPs shall perform inspections on units semi-annually and as deemed necessary. AMOPs may issue random, on-the-spot Airfield driving tests to any individual that drops off paperwork to AMOPs for processing. Test failures will be sent back to UADPM for further guidance.

3.4.1. The test will be test 1 or test 2 of the following versions: general knowledge, written CMA test, non-CMA test, or airfield diagram test. Testing option will be based on the version that the individual has already taken.

3.4.2. If the individual passes the test, their paperwork will be accepted and processed within 24 hours.

3.4.3. For first time failures, individuals paperwork will be returned to them. Individuals will report back to their respective UADPM. The Wing ADPM will advise the UADPM of training areas to target in the area(s) of concern.

3.4.4. Individuals that fail cannot report to AMOPS earlier than two days after test failure to resubmit their paperwork for processing. Individuals are subject to another on-the-spot test by AMOPS.

3.4.5. For second time failures, individuals will report back to their respective UADPM to re-accomplish all training on Attachment 5.

3.4.6. Pass/Fail results will be tracked by Airfield Management for trend analysis.

**3.5. Annual Refresher Training.** Annual refresher training is due on the first day of the preceding month after the refresher training is due. Training will consist of:

3.5.1. US Military and civilian with access to the Air Force Portal:

3.5.1.1. Review of Kunsan Local Training Brief

3.5.1.2. AFFSA Mandated Runway Incursion Training Brief and Runway Incursion Prevention Test

3.5.1.3. Airfield Driving CBT, located on ADLS

3.5.2. Korean Nationals/Contractors that do not have access the Air Force Portal:

3.5.2.1. Review of Kunsan Local Training Brief in English or Hangul

3.5.2.2. AFFSA Mandated Runway Incursion Training Brief in English or Hangul

3.5.2.3. Airfield Driving Test and local diagram in English or Hangul.

3.5.3. If training is not conducted or annotated on the back of AF IMT 483 airfield driving privileges will be suspended. Unit commanders will be notified of all personnel that have had their driving privileges suspended. Reinstatement can only be accomplished by the WG/CC. **Note:** Personnel that were not able to complete refresher training (e.g. deployed, TDY, etc.) must complete it prior to driving on the airfield.

## Chapter 4

### LICENSING REQUIREMENTS

**4.1. General.** All personnel operating any vehicle on the airfield must possess a certified AF IMT 483. Individuals not meeting requirements of this instruction must have an airfield escort (See Paragraph 2.15.).

**4.2. Base-Assigned Personnel.** Personnel assigned to Kunsan AB must fulfill the requirements of Chapter 3, and **Attachment 5**, prior to receiving the AF IMT 483.

4.2.1. When all training is accomplished, the trainees will hand-carry the completed Airfield Driver Training and Certification Letter (**Attachment 5**), the Airfield Driving CBT certificate, and all test score results to AMOPS, Building 2858. The DAFM or other designated AM representatives will sign AF IMT 483s. Authority for signing AF IMT 483 may not be delegated outside AMOPS.

**4.3. Airfield Licensing Use/Restriction Areas.** Commanders and unit ADPMs will limit access to those areas required for an individual to accomplish their duties.

4.3.1. **CMA Access.** This category grants access to both CMA and non-CMA areas of the airfield. This designation is kept to an absolute minimum (mission-essential duties on or within 100 feet of runway only). Individuals with CMA access will have “CMA Access” annotated on their AF IMT 483. See **Attachment 10**, and **Kunsan AB Airfield Driving Training Slides** for depiction of CMA Areas.

4.3.2. **Non-CMA.** This category grants access to non-CMA areas of the ONLY. See **Attachment 10** and **Kunsan AB Airfield Driving Training Slides** for depiction of non-CMA areas.

**4.4. Temporary Duty (TDY) Military Personnel\Non-base assigned Contractors.** Personnel TDY to Kunsan AB who require access to the airfield must possess an AF IMT 483 and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort.

4.4.1. Airfield driving training shall be accomplished by an authorized ADPM from the sponsoring unit or organization using **Attachment 6**. If there are no sponsoring organizations, the training shall be accomplished by AMOPs. Non-unit sponsored TDY personnel shall contact AMOPs one week in advance to schedule training.

4.4.2. The ADPM who trains TDY personnel will provide an airfield orientation for the affected areas. The TDY personnel will not operate any vehicle outside these affected areas without an airfield escort (See Paragraph 2.4.16.).

4.4.3. If a sponsoring unit ADPM accomplishes the local training/briefing, forward an information copy to the Wing ADPM. The Wing ADPM or designated representative will issue a temporary AF IMT 483 with the restriction “*Ramp Access Only*” or “*Non CMA Only*” and expiration date.

4.4.4. TDY personnel/non-base assigned contractors will not be granted access to the CMA unless they have completed all training and testing requirements outlined in this ADI. The Wing ADPM or designated representative will issue a temporary AF IMT 483 designating “*CMA Access*,” and expiration date. AMOPS will endorse the back of the AF IMT 483.

4.4.5. If TDY personnel do not have a current AF IMT 483, they must complete all training requirements IAW Chapter 3. After completing the training requirements listed in Chapter 3 of this instruction, these individuals will be issued a temporary AF IMT 483 for Kunsan AB.

4.4.6. Use a MFR, log or electronic equivalent to document the name/unit of the individuals that received the briefing/training and issue a temporary AF IMT 483 with the areas the individuals are authorized to drive and expiration date. ADPMs will maintain copies of TDY/contractor airfield driver training letters and current list of drivers. If a sponsoring unit ADPM accomplishes the local training/briefing, forward an information copy to the DAFM.

4.4.7. This instruction and pertinent training materials may be forwarded to an incoming unit, prior to arriving at Kunsan AB to accelerate the training process. The sponsoring unit's ADPM or AMOPS will validate training with a briefing upon arrival to Kunsan AB.

#### **4.5. DoD or Korean Government Service (KGS) Employees.**

4.5.1. DoD and KGS employees shall meet the same training and licensing requirements as other personnel assigned to Kunsan AB.

4.5.2. If these employees are not provided access to GOVs and/or are expected to perform duties on the airfield environment with their POV, they must contact their unit ADPM to obtain a POV pass.

#### **4.6. Commercial Contractors.**

4.6.1. Contractors shall possess a temporary AF IMT 483 and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort. Training shall be scheduled with AMOPS through 8 CES/CEPM no later than 72 hours prior to contract start date. At a minimum, training shall include the following:

- 4.6.1.1. Airfield signs, markings and lighting.
- 4.6.1.2. Speed limits for aircraft parking aprons, taxiways and special purpose vehicles.
- 4.6.1.3. Operating vehicles in the immediate vicinity of aircraft.
- 4.6.1.4. Parking and chocking requirements.
- 4.6.1.5. Lateral distance requirements for mobile obstacles on taxiways and aprons.
- 4.6.1.6. Foreign Object Debris (FOD) Control/Prevention.
- 4.6.1.7. Runway incursion prevention.
- 4.6.1.8. Airfield violations and consequences
- 4.6.1.9. Proper radio terminology and phraseology.
- 4.6.1.10. Airfield layout.
- 4.6.1.11. Reporting an accident or vehicle maintenance problems.

4.6.2. Contractors shall abide by all applicable rules set forth in contractor briefings/training, as well as principles of this instruction.

4.6.3. Contractors shall receive a temporary AF IMT 483 to perform work on the airfield outside of the CMA. For each contract, AMOPS will maintain a list of trained drivers provided by the foreman or engineer through 8 CES/CEPM. The temporary AF IMT 483

will remain valid for the duration of the project only. When work is “seasonally” stopped, all temporary AF IMT 483s must be returned to AMOPS. New temporary AF IMT 483s will be issued when work resumes.

## Chapter 5

### POV AND GOV LEASED PASS AND OTHER VEHICLE REQUIREMENTS

**5.1. Privately Owned Vehicle (POV).** Individuals requesting a POV pass must be trained and possess an AF IMT 483, possess a USFK IMT 134K, *USFK Motor Vehicle Operator's Permit*, or ROK Operator's Permit and understand the provisions of this instruction. POV passes are not authorized for mere convenience. Unit commanders and the AFM are responsible for limiting the number of passes. **IAW AFI 13-213, para, 3.2.10.1**, POVs on the airfield are discouraged and must be restricted to an absolute minimum.

5.1.1. Unit ADPM shall ensure requestors understand the limitation set forth in this chapter prior to completing the POV request memorandum (**Attachment 3**).

5.1.1.1. The letter must state justification and areas requested.

5.1.1.2. The vehicle may only travel to the locations identified on the pass.

5.1.1.3. POV passes are only authorized for the Loops IAW 8 FWI 31-101, *Installation Security Instruction*.

5.1.1.4. POV passes will not be issued for vehicles with deficiencies (non-secured panels, bumpers, etc.) that may pose a debris hazard.

5.1.2. The POV pass is only valid for the vehicle it is registered to. POV passes are not transferable to other POVs. ADPMs are responsible for ensuring the vehicle is properly registered and a current safety inspection was performed. Any driver with a valid AF IMT 483 and USFK IMT 134K may operate a vehicle with a POV pass. Such drivers are responsible for ensuring they are adequately insured while driving such vehicle.

5.1.3. A POV pass will not be transferred to another person directly or by vehicle sale.

5.1.4. The squadron (or higher) commander will endorse letter. Once endorsed by the commander, the individual will hand-deliver the signed letter to AMOPs for processing.

5.1.5. AMOPS will verify the AF IMT 483 and issue a POV pass to the individual for the specified vehicle.

5.1.6. POV passes must be displayed on the front left corner of the vehicle dashboard when the vehicle is operated or parked on the airfield. Passes are a controlled item and must be secured when not displayed for airfield access. If a pass is lost or stolen, report the loss to AMOPs immediately.

5.1.7. POV passes must be validated/re-issued annually. By 5 Dec of each year, all unit ADPMs will construct a list of current POV passes requiring re-issue. Passes will expire at the end of the DROS month of the member of the end of the calendar year, whichever comes first. The list will include personnel/vehicle information and must be signed by the unit commander.

5.1.7.1. UADPM will forward the list to DAFM. New passes of a different color will be issued by 31 Dec and are effective 1 Jan of the following year.

5.1.8. The POV pass must be returned to AMOPS by the unit ADPM for destruction when the individual PCSs no longer requires access to the airfield. Failure to collect and destroy passes after expiration or PCS may result in unit-wide revocation of all POV passes.

5.1.9. POV/GOV leased vehicle and contractor vehicle passes are two different types and therefore will not be the same color. The color of each type of pass will change every year at the discretion of the WADPM.

5.1.10. POV crossings at Taxiway Charlie within the Loop areas shall be kept to a minimum in order to minimize FOD potential and ease snow removal operations.

**5.2. Government Leased Vehicles.** GOVs/GMV's are issued vehicle plates from transportation and do not require POV passes. Rental vehicles contracted for official government use shall have a POV pass when access to the airfield is required. The rules for POV also apply to official rental vehicles.

5.2.1. Rental vehicles contracted for personal use are not authorized airfield access.

**5.3. AAFES/CUBIC Vehicles.** Vehicles displaying the AAFES or CUBIC emblem do not require a POV pass while operating on the airfield. However, a letter must be submitted to AMOPs by the controlling authority listing personnel and vehicles authorized. Individuals driving AAFES or CUBIC vehicles on the airfield will be trained, certified and possess an AF IMT 483 issued from Kunsan AB. AAFES vehicles are not allowed on Taxiway Papa or in the CMA. AAFES taxicabs are prohibited from operating on the airfield.

**5.4. Two Wheeled Motorized Vehicles.** Officially registered motorcycles/mopeds/scooters are authorized access in the Loops only and must comply with the requirements set forth in this instruction, including possession of an AF IMT 483 issued from Kunsan AB. All vehicles must be operated IAW applicable guidelines in AFI 91-203.

**5.5. Bicycles.** Bicycles can be used to travel from the ECP, to squadron buildings or HASs. Bicycle operators will abide by all other provisions of this instruction. A POV pass or AF IMT Form 483 is not required for bicycles, however riders must possess AF IMT 1199A, *USAF Restricted Area Badge*. Unit commanders will ensure bicycle traffic is kept to an absolute minimum and will only be used in an official capacity and not of convenience.

5.5.1. Bicycle riders will also abide by 8 FW/SE standards for reflective vests and ensure equipment is not left in any area which would cause a hazard to flight safety or aircraft.

5.5.2. Bicycle riders shall inspect their bicycle to ensure all items are secured and do not pose a safety or debris risk to personnel or aircraft.

5.5.3. Recreational biking and use of skateboards, roller skates/blades and scooters are prohibited on the airfield.

5.5.4. Bicycle operators will comply with the provisions in AFI 91-203.

**5.6. Golf Carts.** Officially registered golf carts (3 or 4 wheeled) intended for government use are authorized in the Loops only. Operators must comply with all rules of this instruction, to include possession of an AF IMT 483 and AF IMT 1199A issued at Kunsan AB. Operators shall ensure carts are not left in any hazardous areas or pose any hazard to aircraft operations.

**5.7. Four Wheeled Motorized Vehicles.** Officially registered four wheeled all-terrain vehicles (Quads) are authorized on the airfield and must comply with the requirements set forth in this

instruction to include possession of an AF IMT 483 issued from Kunsan AB. Furthermore, operators shall comply with Air Force guidance governing the operation of all-terrain vehicles.

## Chapter 6

### OPERATING PROCEDURES AND STANDARDS

#### 6.1. Airfield Speed Limits.

6.1.1. 5 mph (8 km/h) for all vehicles within 25 feet of an aircraft and/or towing aircraft.

6.1.2. 10 mph (16 km/h) for special purpose vehicles or vehicles within 50 feet of any aircraft. Examples of special purpose vehicles are K-loaders, fuel trucks, forklifts, two vehicles, etc.

6.1.3. 15 mph (24 km/h) for all general purpose vehicles on a taxiway or apron and not within 50 feet of an aircraft.

6.1.4. 30 mph for AMOPS personnel conducting runway condition reading operations on any portion of the airfield.

6.1.5. 25 mph (40 km/h) on Taxiway Papa (15 mph when driving within 200 feet of parking ramps IAW AFI 91-203 and on the runway).

6.1.6. Emergency response vehicles responding to emergencies may exceed the normal speed limits, but will not use excessive speed. Speeds exceeding 35 mph (58 km/h) will only be driven in the most extreme cases of emergency response. Vehicle operators will proceed at a safe speed consistent with traffic and the weather conditions. Vehicles will have headlights, emergency flashers and beacons operating (if equipped). Emergency response in itself is not sole justification for speeding. Critical need to arrive at a destination in a short period of time must be required.

6.1.7. Vehicles responding to “Red Ball” exercises and precautionary landings are not authorized to exceed speed limits.

#### 6.2. Road Rules.

6.2.1. All vehicles, except responding emergency and alert vehicles, will stop before entering the airfield, regardless of entry point, and conduct a FOD check IAW paragraph 7.16 of this instruction.

6.2.2. Vehicles will yield right of way to all taxiing and towed aircraft. Never cut-off or attempt to out-run an aircraft.

6.2.3. Vehicles will never be driven directly in front of or behind a taxiing aircraft or into the path of taxiing or towed aircraft. Only “FOLLOW ME” vehicles may drive directly in front of an aircraft. Vehicles will not drive between an aircraft and a “FOLLOW ME” vehicle. Also, vehicles will never be driven between an aircraft and a marshaler.

6.2.4. Obey the speed limits and technical order requirements for the type of vehicle being driven.

6.2.5. Yield the right of way to all emergency response vehicles. Do not follow these vehicles to their response locations. Never drive a vehicle between an emergency response vehicle and an aircraft.

6.2.6. It is the vehicle operator's responsibility to maintain required distances between the vehicle and aircraft. Required distances are found in paragraph 6.4. of this instruction.

6.2.6.1. It is the vehicle operator's responsibility to ensure a spotter is present while backing towards an aircraft or other objects on the airfield.

6.2.7. When encountering a taxiing fighter aircraft or helicopters, proceed to the far edge of the pavement surface, stop the vehicle and wait for the aircraft to pass.

6.2.8. When encountering taxiing cargo or heavy aircraft, exit the pavement surface at the nearest intersection. If there are no pavement surfaces to exit on, quickly evacuate the pavement in a suitable grass or unpaved area. All vehicles evacuating the airfield to a grass or unimproved surface must complete a FOD check per paragraph 7.11. before re-entering an airfield pavement surface.

6.2.9. Drive on the right side of taxiway surfaces. If possible, stay to the right side of the taxiway lights. AMOPS, 8 FW/SE and the FOD manager are the only vehicles authorized to drive along centerlines.

6.2.10. Driving lanes in the Loops are located between the white line and pavement edge. When an aircraft approaches, turn into an unoccupied HAS location if possible; otherwise, stop the vehicle as close to the pavement edge as possible until aircraft passes. The driving lanes do not provide sufficient wing tip clearance (25 feet) so it may be necessary to exit into the grass; perform a FOD check upon returning to the paved surface.

6.2.11. Do not park and leave a vehicle unattended in the Loop driving lanes.

6.2.12. Do not leave a vehicle unattended on any taxiway, apron, runway or area within critical clearance distances to those areas. See paragraph 6.4. of this instruction for critical clearance distances.

6.2.13. Vehicles crossing Taxiway Charlie and Foxtrot via Avenue "B" will stop, conduct a roll over FOD check, (See paragraph 7.16 for procedures) vehicle body debris check and then check for aircraft or vehicles on the taxiway before proceeding across. Do not proceed if the light is a steady red and/or the bell is sounding. In all cases, yield the right of way to aircraft and vehicles on those taxiways. If you approach the light and the bell or light is not working, notify AMOPS.

6.2.14. Vehicles on Taxiways Charlie and Foxtrot will use caution when crossing Avenue "B", paying particular attention to cross vehicle traffic.

6.2.15. Vehicles will yield the right of way to snow removal equipment. Their path and high speeds are required for effective snow removal operations. No vehicles will drive in their path, between them, or stop within 25 feet of their operational path.

6.2.16. Vehicles traveling in convoy fashion will maintain a single file behind one lead vehicle to the far right of the shoulder or pavement edge. All vehicles will maintain a safe following distance and will not pass unless required for mission accomplishment.

6.2.17. Use alternate access or travel routes whenever possible. These include perimeter road, infield access roads from perimeter road, Avenue "A" and Avenue "B." Limit vehicle traffic crossing the runway to an absolute minimum. When crossing a runway is required during flying operations, the preferred crossing point is the departure end.

### 6.3. Vehicle Rules.

6.3.1. Vehicle movement will be held to the absolute minimum consistent with mission requirements. Use all non-airfield access routes and the perimeter road to the maximum extent possible. Airfield routes are not authorized for convenience or shortcuts.

6.3.2. Vehicle operators will drive with the driver's side toward the aircraft at all times.

6.3.3. No vehicle will be left unattended in any movement area, taxiway, entrance to HAS or parking apron unless absolutely necessary for aircraft servicing or mission accomplishment. The driver will remain in the immediate area should the vehicle need to be moved on short notice.

6.3.4. Unless required for maintenance, vehicles are prohibited from driving or parking immediately to the rear of aircraft. Vehicles performing maintenance at the rear of the aircraft may be parked provided the vehicle does not interfere with taxiing or engine running of aircraft.

6.3.5. All vehicle operators must approach parked aircraft with the operator's side of the vehicle toward the aircraft. Do not point vehicles directly toward an aircraft when parked on the airfield. Vehicles shall be oriented so they cannot roll forward or backwards into an aircraft. Vehicles parked at the side of the aircraft will be located clear of the wing tips and will be clearly visible to personnel in the aircraft cockpit.

6.3.6. Vehicles will not be driven without a spotter within 25 feet of any part of an aircraft. Vehicles will never pass under any part of an aircraft or helicopter blade.

6.3.6.1. If an official task requires driving under an aircraft, follow procedures prescribed by technical orders for that task. Guides or spotters will be posted to ensure minimum clearance is maintained.

6.3.7. Vehicles will not be backed towards an aircraft except as authorized in certain towing, loading, servicing, or refueling operations. These operations will be conducted utilizing a spotter; the spotter is responsible for pre-positioning wheel chocks between vehicle and aircraft.

6.3.8. Vehicle operators performing On-the-Job-Training (OJT) will not operate a vehicle within 50 feet of an aircraft. This restriction does not apply to fire fighting vehicles/equipment, OJT operators towing aircraft, loading or unloading vans or vehicles servicing aircraft.

6.3.8.1. Drivers in OJT status must be accompanied by a qualified instructor.

6.3.9. Motorized vehicles will not be permitted to operate inside aircraft hangars when aircraft are present. **Exception:** Aircraft tow vehicles can operate in hangars for entry or removal of aircraft and as mission required, technical order authorized and according to established commander policy and procedures. Refueling trucks are exempt from this rule during wartime contingencies.

6.3.10. Cellular/mobile phones will not be used at any time while driving on the airfield.

**6.4. Critical Clearance Distances.** Vehicle operators are solely responsible for maintaining proper clearances.

6.4.1. Distances between aircraft and vehicles. All vehicle operators will maintain the following distances from aircraft with engines running, whether parked, stopped or in motion. These distances also apply to equipment and materials. Failure to abide by these requirements may result in revocation of airfield driving authorization.

6.4.1.1. No vehicle will be driven 25 feet in front or 200 feet to the rear of any aircraft with engines either operating or being started. This is to provide a safe distance to avoid jet blast from aircraft. Engine operation may expose personnel to dangers such as burns, high noise levels, jet blast from the exhaust and suction from intakes.

6.4.1.2. Special equipment or cargo loading vehicles may be driven closer to aircraft when necessary to load/off-load if safety spotter and chocks are in place within 10 feet of an aircraft. Refuelers performing hot-pit refueling, maintenance vehicles removing AGE from the vicinity of aircraft, maintenance vehicles responding to aircraft requiring immediate attention to prevent launch delays, and the SOF vehicle during visual inspection of an aircraft are exempted.

6.4.2. There are specific areas on the airfield considered NAVAID critical areas. No objects (vehicles, equipment, material, etc.) may be left in these areas. Objects in the critical areas can interrupt electronic signals between aircraft and NAVAIDS. Interruption of electronic signals can result in aircraft mishaps. This applies to permanent or temporary objects. Any person, agency or unit requiring objects or work in these areas need to contact the AFM prior to proceeding.

6.4.2.1. The critical areas at Kunsan AB are as follows:

6.4.2.2. Within 750 feet of the VORTAC. Objects in this area may interfere with the navigational signals, causing a flight safety issue.

6.4.2.3. The Instrument Landing System (ILS) and Precision Approach Radar (PAR) critical area when the ceiling is 800 feet or less and/or visibility is two miles or less. The ILS/PAR critical area is the area on the runway side of instrument hold signs and markings. (See Attachment 6 for location of critical areas.) Objects in these areas can interfere with aircraft navigational equipment causing a severe flight safety hazard. If you are unsure, contact the ATCT via radio prior to entering an ILS/PAR critical area. The PAR touchdown area is protected by traffic lights on the perimeter road. When the traffic lights on perimeter road are steady red, hold position and wait to proceed until flashing yellow.

6.4.2.3.1. The instrument hold signs and markings at Kunsan AB are located at the south end of Taxiway Papa, the north end of Taxiway Papa, Taxiway Bravo, Taxiway Delta and the Hot Cargo Pad. (See [Attachment 10](#) for location of instrument hold locations.)

6.4.2.3.2. The Precision Obstacle Free Zone (POFZ) is an 800 foot wide by 200 foot long rectangular area centered on the runway centerline, beginning at and extending outward from the threshold, designed to protect aircraft flying precision approaches from ground vehicles and other aircraft when the ceiling is less than 300 feet, or visibility is less than  $\frac{3}{4}$  statute mile (or runway visual range below 4,000 feet).

6.4.3. Lateral Distance Requirements for Mobile Obstacles on the Airfield. No vehicle or equipment may be positioned as to pose an obstruction or hazard to any aircraft.

6.4.3.1. Taxiways. Do not park vehicles less than 200 feet from taxiway centerlines. Do not park on Taxiway Papa in front of EOR shacks. **Exception:** Vehicles and aircraft support equipment are authorized to be parked in the immediate vicinity of HASs, flows and pads provided they do not interfere with aircraft operations. Extreme caution shall be exercised when parking in the vicinity of Taxiway Papa due to operations being conducted by aircraft with large wing spans.

6.4.3.2. Runways. Do not park vehicles less than 1,000 feet from runway centerline.

6.4.3.3. Aprons. Distance requirement varies upon aircraft size. Non-essential vehicles shall not park on or less than 125 feet from apron edge and essential vehicles shall park at least 25 feet outside the wing tip clearance zone of the largest aircraft operating on that apron.

**6.5. Vehicle Malfunctions/Breakdowns.** When experiencing a vehicle malfunction preventing operation under its own power, take the following action:

6.5.1. If the vehicle has two-way radio capability, contact the ATCT on Tower Net or AMOPS via the Ramp Net and 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. State your callsign and location of vehicle.

6.5.2. Leave the vehicle parking lights and emergency flashers on.

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

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

6.5.5. In the event of a disabled vehicle on the CMA, the vehicle operator will immediately notify ATCT and AMOPS by any means possible to coordinate expeditious removal of the disabled vehicle from the CMA.

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

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

6.5.5.3. If the radio is not keyed to either Tower or the Ramp Net, contact your control center or duty section and have them contact AMOPS immediately.

6.5.6. If you do not have a radio, stay with the vehicle and attempt to flag other drivers for assistance.

6.5.7. Activate the vehicle’s four way flashers and raise the hood.

6.5.8. If an aircraft is taxiing toward you, flash your headlights to warn the pilot.

6.5.9. A vehicle cannot remain on a taxiway, apron or within either wing tip or clearance zones indefinitely. If a tow vehicle cannot be dispatched immediately, push the vehicle to a safe location preventing a violation of wing tip clearance criteria.

**6.6. Parking on Airfield Areas.** Operators will comply with vehicle and equipment parking requirements regardless of location on the airfield. Vehicles will never be parked and/or unattended within critical areas listed in paragraph 6.4.2. of this instruction.

6.6.1. All vehicle operators must approach parked aircraft with the operator's side of the vehicle toward the aircraft. Do not point vehicles directly toward an aircraft when parked on the airfield. Vehicles shall be oriented so they cannot roll forward or backwards into an aircraft. For maximum safety, do not park closer than 25 feet in front or 200 feet to the rear of any aircraft when engines are operating or are about to be started. Vehicles parked at the side of the aircraft will be located clear of the wing tips and will be clearly visible to personnel in the aircraft cockpit.

6.6.2. All vehicles will be parked so they will not interfere with taxiing or towed aircraft or potential paths of taxiing or towed aircraft.

6.6.3. Turn ignition off, leave keys in the ignition and position gear lever in 'Reverse' for manual transmissions and 'Park' position for automatic transmissions.

6.6.4. Set the emergency or other internal wheel lock brake. If the emergency brake is inoperable, position chocks in front of and behind the driver's side rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles. Only vehicles actively responding to alerts and emergencies are exempt from this requirement.

6.6.5. Emergency vehicles remaining in operation at the scene of an emergency may park with the engine running but must adhere to parking procedures when the driver's seat is unoccupied.

6.6.6. Apply brakes on all wheeled AGE and maintenance equipment. Chock equipment if not equipped with brakes.

6.6.7. Place AGE-towing vehicles in neutral and leave running while the driver completes hook-up operations. This facilitates movement of the AGE-towing vehicle by hand to align pintle hook and tongue. Drivers must follow parking procedures if not driving off with the AGE equipment immediately following hook-up.

6.6.8. Aircraft-servicing vehicles, which use their engines as auxiliary power sources, may be left unattended with engine running. Use parking procedures when the driver's seat is unoccupied. Applicable equipment includes vehicle-mounted baggage belt conveyors, water tank trucks, truck-mounted air conditioners, fleet-servicing vehicles, high-lift trucks, refuelers, ambulances and staircase trucks.

**6.7. Passengers in Vehicles.**

6.7.1. Passengers will use seat belts at all times.

6.7.2. Passengers will remain seated while the vehicle is in motion and will keep arms and legs within the vehicle body. This also applies to passengers riding in the bed of any vehicle.

6.7.3. Do not ride on any part of a vehicle not intended for carrying passengers. Exception: at Kunsan AB it is permissible to be a passenger in the bed of a pick-up or bongo truck provided all passengers stay off the wheel wells and do not sit against the tailgate.

6.7.4. Close side doors on passenger vans when vehicle is in motion. Open doors may allow personnel, debris or objects to fall from the vehicle. This is a FOD hazard.

## **6.8. Pedestrians Movement.**

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

6.8.2. Walk facing oncoming traffic.

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

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

## **6.9. Restricted Visibility, Night Operations or Inclement Weather.**

6.9.1. Airfield Ramp Conditions.

6.9.2. RAMP CONDITION #1: Normal; visibility 800 feet or more - no action required.

6.9.3. RAMP CONDITION #2: Visibility less than 800 feet but more than 400 feet.

6.9.3.1. Only mission essential GOVs are allowed on the ramps and taxiways.

6.9.3.2. Only mission essential POV traffic authorized in the Loops.

6.9.4. RAMP CONDITION #3: Visibility less than 400 feet – Maximum speed limit on the ramps and taxiways is 5 miles per hour. Only mission essential ROKAF, Security Forces movements, transient alert, SOF, AMOPS and emergency response vehicles will be allowed to operate on the airfield. Maintenance operations in the Loops and CMA must be authorized by Maintenance Operations Control Center (MOCC) and ATCT. Vehicles from all other units must be authorized by the OG/CC, or designated representative.

6.9.5. During hours of darkness or inclement weather, turn on vehicle headlights and emergency warning flashers (directional lights front and rear).

6.9.6. When visibility is less than 300 feet, do not operate refueling and explosive loaded (laden) vehicles unless directed by the 8 FW/CC or 8 MSG/CC.

6.9.7. When visibility is less than 100 feet, do not operate vehicles, except emergency and alert vehicles, on the airfield. Use flashing lights on all vehicles temporarily parked on the aircraft parking ramps during periods of lowered visibility.

6.9.8. When visibility is less than 50 feet, emergency and alert vehicles must use a walking guide equipped with a flashing or luminescent wand for movement. All other vehicle traffic is prohibited.

6.9.9. To avoid affecting aircraft on approach during inclement weather (equal to or less than 800 foot ceiling and 2 miles visibility), hold short of all Instrument Holding Position (INST) Hold Lines (See [Attachment 10](#)) until the ATCT authorizes you to proceed. When in doubt request ATCT permission before proceeding past Instrument Hold Lines.

6.9.10. At night or in inclement weather, the headlights of vehicles on the airfield will be operated on low beam and not be aimed directly at moving aircraft.

6.9.11. When encountering a moving aircraft at night, turn off headlights and leave the parking lights on. Turn headlights back on when the aircraft is out of range.

6.9.12. Vehicles with daytime running lights will stop and park in a safe location, turn off the ignition, set the parking brake and activate emergency flashers.

6.9.13. Four way flashers must remain on at all times when within the airfield environment during inclement weather.

6.9.14. Operators will reduce speeds by 10 miles when visibility is limited.

**6.10. Vehicle Equipment Requirements.** Vehicles utilizing the airfield will have necessary equipment to comply with safety rules. Operators and vehicle control personnel will ensure all equipment remains secure inside the vehicle when not in use. Object and FOD control is paramount.

6.10.1. Emergency vehicles will be lit and or marked IAW T.O. 36-1-191.

6.10.2. Vehicles will be equipped with a tool for removing debris from tires during FOD checks.

6.10.3. Vehicles will be equipped with a working flashlight for FOD checks between sunset and sunrise.

6.10.4. Vehicles utilized on any portion of the CMA will be equipped with a two-way radio. The radio must have the Tower Net programmed for communicating with the ATCT. Vehicles that routinely operate in the CMA should be equipped with a hard mounted radio.

6.10.5. Airfield vehicles will have a FOD can secured inside the vehicle or in the bed of the vehicle (pickup trucks).

6.10.6. Vehicles operating in the CMA must be equipped with and use rotating beacon/strobe lights. **Exception:** When primary emergency response vehicle is out of service, emergency flashers are required on secondary vehicle.

6.10.7. Attach AFVA 11-240, *USAF Airport Signs and Markings* to the dashboard or the driver's side sun visor. All airfield vehicle operators must know and comply with all airfield signs, markings and control tower signals. (refer to paragraph 2.4.14. for ordering procedure)

**6.11. Towing Aircraft and Equipment.**

6.11.1. Towing speed is 5 mph for all aircraft.

6.11.2. The maximum towing speed for AGE, such as compressors, ground power units, oxygen carts and similar equipment is 10 mph. Do not use general-purpose vehicles to tow these types of equipment unless properly equipped with hitches specifically designed for heavy duty towing.

6.11.3. Large pieces of AGE, when towed in tandem, will not block the driver's vision of the last item being towed.

6.11.4. Do not tow beyond VFR or Instrument Hold Lines, or within 100 feet of an active runway if there are no hold lines, unless previously cleared by the ATCT.

6.11.5. Do not tow an aircraft within 25 feet of obstructions without wing walkers monitoring the clearance between the aircraft and the obstruction.

6.11.6. IAW AFI 11-218, *Aircraft Operations and Movement on the Ground*, this restriction can be waived by the MAJCOM/DO.

## **6.12. Explosive Laden Vehicles.**

6.12.1. Military vehicles carrying explosives will display appropriate signs on both sides.

6.12.2. Headlights and a flashing light on top of the cab or emergency flashers will be on when the vehicle is loaded.

6.12.3. These vehicles will not exceed 10 mph and will have right of way over all other traffic except moving aircraft and vehicles responding to an emergency.

6.12.4. Vehicle operators will signal by horn and by alternating high and low beams when passing stopped vehicles and when approaching vehicles obstructing their route.

6.12.5. Vehicles in convoy will maintain the proper separation distance for the quantity and type of explosives carried.

6.12.6. Drivers will not normally dismount from explosive-laden vehicles.

6.12.7. If dismount becomes necessary, the vehicle will be parked IAW paragraph 6.6. of this instruction.

## **6.13. Traction Devices.**

6.13.1. Tire chains may not be used on airfield pavements unless approved by the AFM/DAFM.

6.13.2. Vehicles equipped with studded tires are not permitted to operate on the airfield.

## **6.14. Tracked Vehicles.**

6.14.1. Tracked vehicles are those that are or resemble tanks, including 8 SFS personnel movers.

6.14.2. Tracked vehicles are not authorized on airfield pavement areas including airfield access roads and Avenue "B" crossing. Tracked vehicles damage the pavement surface and may reduce the service life of those pavements. Tracked vehicles may be authorized to cross airfield pavements with AFM approval if the metal track connectors (and any other metal surfaces that contact the pavement) are securely covered with rubber caps.

6.14.3. Tracked vehicles are allowed in grass or unpaved surfaces. They are NOT allowed within the NAVAID critical areas. The NAVAID critical areas include the Glide Slope Critical Area, Touchdown Critical Area, and the Localizer Critical Area, and Primary Obstacle Free Zone. ([Attachment 10](#))

6.14.4. Tracked vehicles will not be turned on airfield pavements or paved access roads. This may result in damage to those pavements.

6.14.5. Tracked vehicle operators are required to conduct FOD inspections IAW paragraph 7.16.

**6.15. Grass Mowers and Heavy Equipment.** This applies to any equipment used to cut grass, performing construction or digging operations in the vicinity of the airfield located within 100 feet of the runway and/or within 200 feet of a taxiway and/or near parking aprons.

6.15.1. Operators will be qualified to communicate via radio with the ATCT and possess an AF IMT 483. Individual mower operators may be exempt from contact from the ATCT only when controlled by a mower supervisor in contact with the ATCT; in these instances, the mower supervisor must have direct communication with mower operators.

6.15.2. Operators will relay the location and duration to AMOPS prior to beginning any mowing operations and notify AMOPS when mowing operations are terminated.

6.15.3. Operators will notify AMOPS via radio prior to crossing any taxiway pavements.

6.15.4. Mowers and heavy equipment are not allowed to cross the runway. They must use the perimeter road for access to opposite sides of the runway.

6.15.5. Operators will conduct a FOD check (IAW paragraph 7.16.) of the equipment prior to entering the airfield, after operations cease and before traversing a taxiway pavement to exit the airfield. Use access roads to the perimeter road for airfield entry and exit to the maximum extent possible. When airfield pavements must be used, the shortest and most direct route will be utilized.

**6.16. Perimeter Road.** The perimeter road is not part of the CMA, but traffic may be controlled at selected intersections. Whenever the perimeter road is blocked, drivers will obey the instructions of the guard posted.

6.16.1. The north and south end of perimeter road adjacent to the overruns may be blocked in the interest of flight safety. This is most likely to occur during periods of inclement weather or low visibility. Never drive around a perimeter road barricade for any reason.

6.16.2. Perimeter road may be blocked at areas adjacent to the Hot Cargo Pad during hazardous cargo loading and unloading.

6.16.3. Perimeter road may be closed if an aircraft accident/incident occurs on or near the airfield.

6.16.4. Vehicles must not stop on perimeter road within the overrun area nor erect any object from the ground or vehicle in this area. These locations have low flying aircraft approaching directly over them.

6.16.5. Personnel are authorized to walk and jog along the perimeter road. Personnel will remain alert for aircraft at taxiway intersections and responding emergency vehicles. The perimeter road and the adjacent running track is a high-noise area during flying operations. The perimeter road directly abeam the north overrun may be a high jet blast velocity area, especially during heavy aircraft departures.

6.16.6. Vehicle operators will utilize perimeter road to the maximum extent possible.

**6.17. Emergency Response Vehicle Policy.**

6.17.1. Airfield Management, Fire Department, Ambulance, and Security Forces Emergency response vehicles responding to emergencies may exceed the normal speed limits, and will only use excessive speed when required based off the nature of the situation. Vehicle

operators will proceed at a safe speed consistent with traffic and the weather conditions. Vehicles will have headlights, emergency flashers and beacons operating (if equipped). Emergency response in itself is not the sole justification for speeding. Critical need to arrive at a destination in a short period of time must be required. All drivers must remain safety conscious and alert for other vehicles and aircraft.

6.17.2. Emergency vehicle operators will utilize rotating beacons and headlights during response.

6.17.3. Emergency vehicle operators may not exceed speed limits after an emergency is terminated unless proceeding directly to another emergency.

6.17.4. Emergency vehicles are not exempt from gaining CMA access authorization from the ATCT.

6.17.5. Multiple responding vehicles need to have a lead vehicle contact ATCT for authorization. The lead will pass the number of responding vehicles. The lead will also report to the ATCT when the corresponding vehicles are off the runway. Use the following phraseology as an example to ask for permission to proceed on the runway with additional vehicles: "Chief1 plus (two, three, etc.) located on Taxiway Alpha, request permission to proceed onto Runway 18/36."

6.17.6. Access to the runway is only granted for the duration of emergency response.

6.17.7. Responding vehicles not part of the original response must request additional approval from the ATCT for runway access. They must also report themselves off the runway.

6.17.8. Emergency vehicle operators that respond to an emergency from an unapproved surface must report the fact to AMOPS as soon as practical. A FOD check will be required when the emergency is terminated.

**6.18. Aircraft Support Equipment Rules.** This includes all AGE, ground support equipment and fire bottles. Equipment inside HASs or flows is exempt from these requirements.

6.18.1. Equipment must be placed IAW the distance criteria stated in paragraph 6.4.3 of this instruction.

6.18.2. Ground Support Equipment. Ground support equipment may be pre-staged no earlier than three hours prior to the arrival of an aircraft. Remove equipment as soon as possible after use, but no later than three hours after use. Failure to remove equipment may result in confiscation; release may only be approved by the OSS/CC.

**6.19. Smoking areas on the airfield.** Smoking is prohibited in aircraft maintenance facilities, aircraft movement areas, weapons storage and maintenance areas except where designated by the installation fire chief in coordination with the functional manager and/or supervisor.

**6.20. Vehicle Traffic Over In-Ground Fuel Pit Covers.** Kunsan AB does not have in-ground fuel pits. Pantographs are located in Juvat Flows and Wolf Pack Flows. Vehicle operators should remain aware of their locations. Any collisions may cause severe damage and fuel spill.

### **6.21. Night Vision Devices.**

6.21.1. Vehicle operations on the CMA should be kept to a minimum during NVD operations. To the maximum extent possible, unit ADPMs will be notified in advance of take-off and landing NVD operations in a reduced airfield lighting configuration via the ADIF. This is to prevent aircraft mission delays and reduce the possibility of runway incursions during reduced airfield lighting configurations.

6.21.2. Any operational requests not listed in this operating instruction will be published in a LOP with the requested unit.

6.21.3. If vehicle operations are required, vehicles will use parking lights while in transit and turn off all lights when stopped.

6.21.4. Wing ADPM will notify UADPM with all scheduled NVD operations.

### **6.22. Incident Reporting Requirements.**

6.22.1. All vehicle operators/pedestrians will report all vehicle incidents in the immediate area of any active aircraft movement area to AMOPS immediately, whether in CMA or Non-CMA.

6.22.2. Contact ATCT via callsign “Kunsan Ground” or AMOPS via RAMP Net by using the call sign “AMOPS.” Use proper phraseology as shown in ([Attachment 12](#)). If not able to communicate with ATCT or AMOPS via radio, use other means of communication such as a cell phone (when available) or a runner. Cell phones will not be used when the vehicle is in motion.

6.22.3. Include as much information as possible. At a minimum include:

6.22.3.1. Incident location.

6.22.3.2. Number personnel involved.

6.22.3.3. Number of aircraft involved.

6.22.3.4. Injuries.

6.22.3.5. Cause of incident.

## Chapter 7

### OPERATIONAL HAZARDS

**7.1. Runway.** The runway is the most critical of all airfield pavements. Vehicle operators will exercise extreme caution when operating on or near the runway.

7.1.1. The ATCT is the approving authority for all movement on the runway, including aircraft, vehicles and pedestrians. All operators will contact the ATCT via the Tower Net to gain authorization to enter the runway, overruns, grass or any area within 100 feet of the runway. Also, vehicles are required to gain authorization from ATCT during inclement weather to enter NAVAID critical areas. Unconditional instructions (Blanket Authorizations) are not authorized for runway or any controlled movement area.

7.1.1.1. Operators will notify ATCT when they exit the runway and when they request additional authorization to re-enter the runway after exiting. This applies to all operators of all types of vehicles or equipment to include emergency responders.

7.1.2. Any vehicle operator instructed by the ATCT or AMOPS to exit the runway, will comply immediately by safely expediting their exit off the runway and then report their position to the ATCT. Operators forced to exit the runway may contact the ATCT to re-enter the runway after pending operations are completed.

7.1.3. Any operator told to hold short of the runway (remain behind the VFR Hold Line or INST Hold Line when applicable) will do so regardless of their perceived need to enter the runway.

7.1.4. Vehicle traffic control devices are located along perimeter road. These lights are designed to alert drivers of the activation of a NAVAID Critical Area to prevent interference with electronic aircraft navigation signals based on weather. When observing a steady red light, do not proceed into area until lights have returned to flashing yellow.

7.1.5. Runway edge lights are white and located within 10 feet of the runway edge to provide a visual reference of the useable surface to pilots during reduced visibility operations.

### 7.2. Taxiway Papa

7.2.1. Taxiway Papa is a high traffic surface.

7.2.2. There is sufficient clearance for fighter and small cargo aircraft to pass vehicles if the vehicles are positioned on the shoulder edge. Vehicles will engage the brake and leave wheels aimed directly forward when aircraft are taxiing past their position.

7.2.3. There is insufficient clearance for vehicles to remain on the shoulder for any large or wide-body aircraft (B-737, C-17, C-5, etc.). In these instances, vehicles will find the nearest paved exit. If a safe exit appears impractical, follow the rules and principles in paragraph 7.12., Avoiding Aircraft.

**7.3. Taxiways.** Taxiways generally have a high volume of aircraft traffic.

7.3.1. VFR Hold Lines ([Attachment 10](#)) are positioned where taxiways intersect with the runway. Vehicles may never enter the runway or proceed within 100 feet of the runway edge

without prior approval from the ATCT. Always remain behind VFR Hold Lines unless prior approval is given by ATCT.

7.3.2. Operators will remain out of the intended path of aircraft entering or exiting the runway, including the arming and disarming areas on Taxiways Alpha and Echo.

7.3.3. Taxiway lights are blue and are located within 10 feet of taxiway edges to provide a visual reference to pilots during reduced visibility operations.

**7.4. Loops.** The Loops contain revetments, Flow-Through Shelters (FTS) and HASs. Whether taxied or towed, aircraft may exit from any of these facilities at any time. Vehicle operators must exercise caution in these areas. There are two main segments: North and South Loop.

7.4.1. All vehicles will drive to the right side of the taxiway, within the driving lane and as close to the outer edge as possible without driving off the pavement.

7.4.2. Vehicles will travel directly adjacent to their destination, stop to ensure the way is clear of aircraft and vehicles and perform a 90-degree turn to exit the driving lanes toward their destination.

7.4.3. The Loop taxiways are very narrow and do not allow proper wing tip clearance between F-16s and vehicles in the driving lanes. Vehicles in the driving lanes will turn into an unoccupied HAS when possible if approached by an aircraft. All vehicles will come to a full stop and engage the parking brake. Vehicles will remain stopped until all aircraft have passed and path of intended travel is clear.

**7.5. “PANTON,” “JUVAT” and “WOLF PACK” Flows.** Flow aprons are also used for hot pit refueling. Fuel and fire trucks may be parked near or within the aircraft parking area. Vehicles should not park near these trucks unless required for mission accomplishment.

7.5.1. When driving to the rear of flow aprons, maintain a safe distance and do not park directly behind any aircraft. Jet blast may occur.

7.5.2. When driving in front of flow aprons, pay particular attention to aircraft taxiing out. These areas are mainly in use when TDY aircraft are stationed at Kunsan AB.

**7.6. Aprons.** Aprons are used to park, load, unload and to service aircraft.

7.6.1. Reduce speeds when driving near parked aircraft. All vehicles will remain out of the loading and unloading zones of aircraft, except for vehicles and equipment used in such operations.

7.6.2. Remain watchful for equipment and personnel operating in these areas.

7.6.3. Watch for aircraft entering and exiting the apron areas.

**7.7. Avenue “B”.** Avenue “B” traverses Taxiways Charlie and Foxtrot.

7.7.1. Avenue “B” intersection of Taxiways Charlie and Foxtrot is controlled by warning signs, lights and bells. When aircraft are not present on either Taxiways Charlie or Foxtrot the red light status is ‘flashing’.

7.7.2. All vehicle operators shall stop prior to crossing the taxiway and perform a tire FOD check; prior to proceeding across the taxiway, perform a visual inspection for aircraft/vehicle ops.

7.7.3. All aircraft and vehicles traveling on Taxiway Charlie and Foxtrot have the right of way over Avenue "B" traffic.

7.7.4. The speed limit across the taxiways, including the paved road between the taxiways, is 15 mph and 5 mph when ice or snow is present.

7.7.5. When the bell is sounding or there is a steady red light, no traffic may cross either taxiway whether or not they see aircraft or vehicles. If a failure of either system is observed, immediately contact AMOPS.

7.7.6. The absence of either the bell or steady red light does not eliminate the need to stop and ensure the way is clear and safe.

7.7.7. The Fire Department (8 CES/CEF) utilizes Avenue "B" and Taxiway Foxtrot to respond to emergencies. All vehicles will remain alert for fire response trucks. When response vehicles are observed, pull to the side of the road and yield right of way.

7.7.8. During snowfall, stop and yield for snow removal equipment. They travel at high speeds to clear snow and have priority over other vehicle traffic.

**7.8. Avenue "A".** Avenue "A" leads to perimeter road by crossing Taxiway Papa at the north end.

7.8.1. All vehicles will stop and perform a FOD check prior to crossing at this intersection.

7.8.2. Vehicles will yield to all aircraft before proceeding.

7.8.3. Vehicles will not travel toward the KAL gate unless they have official business in that area.

7.8.4. Vehicles traveling at night on Avenue "A" adjacent to Taxiway Papa will not use high beam headlights nor aim their headlights toward aircraft.

7.8.5. Vehicle traffic control devices have been installed around the airfield to protect NAVAID Critical Areas. When aircraft are about to land in inclement weather, the lights are turned on to prevent vehicle interference with electronic aircraft navigation signals. They can also act as wing tip clearance lights along Avenue "A" when aircraft taxi on Taxiway Papa. When the lights turn red and/or the bell is ringing, all vehicles are required to stop and shall not proceed until the light changes back to flashing yellow.

**7.9. End of Runway (EOR) Areas.** End of runway crews must comply with wing tip clearance criteria and remain aware of vehicles and equipment located on Taxiways Alpha and Echo in the EOR areas.

7.9.1. EOR crew vehicles will not be left unattended on the taxiway or shoulder.

7.9.2. EOR equipment will be promptly removed from active areas when flying operations terminate. Staging of equipment may occur three hours before planned use and left no longer than three hours after use. Equipment shall be stored away from the airfield area over-night or during non-operations periods.

**7.10. Control Tower or Vehicle Radio Problems and Visual Blind Spots.**

7.10.1. Some drivers may experience radio problems on the airfield, such as reduced transmit or receive capabilities. This could be due to radio blind spots. Maneuver the vehicle

to another location and retry the transmission. ATCT will use a light gun (See 8.4) as a backup system for communicating with aircraft or ground vehicles if their radio stops working. When a vehicle operator experiences a radio failure on a runway or taxiway, they must vacate the runway or taxiway as quickly and safely as possible and contact the ATCT or AMOPS by other means, such as a cellular telephone to advise of the situation. If this is not practical, the driver will immediately vacate the runway, then turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun. If a partial transmission is received from the ATCT, ask for the instructions again. Do not proceed on the runway if the ATCT transmissions are incomplete or unreadable.

7.10.1.1. The known radio blind spots are Taxiway Echo, the north portion of the Transient Pad and the Gunsan City Airport terminal area.

7.10.1.2. If transmissions are broken, too weak or otherwise unclear, the ATCT will not allow any vehicles into the CMA. If these problems are experienced, obtain a different radio and perform a radio check with AMOPS or the ATCT.

7.10.2. There are also areas on the airfield where the ATCT is unable to see aircraft and vehicle traffic, these are commonly known as visual blind spots.

7.10.2.1. The known visual blind spots are the Tree Area, ROKAF alert apron, Transient Pad, Wolf Pack Flows, C-Pad, the North and South Loops, the "JUVAT" Pad and Taxiway Hotel.

7.10.2.2. The ATCT does not normally provide aircraft position advisories to ground vehicles in these areas. They may make a general announcement by vehicle type, location and direction if they observe a dangerous situation. All personnel should remain alert to the Ramp Net frequency and react appropriately to general calls.

**7.11. Traveling From an Unimproved to Airfield Pavement Surface.** Any vehicle leaving a paved surface must adhere to the following rules before re-entering a paved surface. This includes the runway, taxiways, arresting system, perimeter road and airfield lighting access roads.

7.11.1. Vehicles will proceed from the unimproved surface and stop as soon as all four wheels are on the pavement area.

7.11.2. Once returning the vehicle to a hard surface, complete a roll over FOD check by visually checking the tires, body, frame and undercarriage for debris. Remove all debris from these surfaces and secure the FOD within a designated container. Reference 7.16.1. for roll over FOD check procedures.

**7.12. Avoiding Aircraft.** Vehicle operators will follow this guidance in order to prevent interfering with aircraft operations and causing an incident or mishap. It is the operator's responsibility to maintain sufficient clearance and to prevent operational interference with aircraft.

7.12.1. When an aircraft is approaching and there is not sufficient clearance, locate the nearest paved exit, proceed directly toward it and wait for the aircraft to pass. If you cannot locate a paved area, quickly identify a safe non-paved area for exit. Remain away from ditches and marshy areas.

### 7.13. Spotter Requirements.

7.13.1. The tow vehicle operator is responsible to tow an aircraft within 25 feet of any obstacle or obstruction, including but not limited to vehicles and equipment. Vehicles and equipment are hereafter referred to as vehicle.

7.13.2. When vehicle operators find themselves in a location where they will be within 25 feet of a taxiing aircraft and they cannot safely exit the vehicle from the area, they must post themselves between the vehicle and aircraft to act as a spotter in a location the pilot can easily observe from the cockpit.

7.13.3. The vehicle operator will carefully watch the clearance between the far outer edge of the wing tip and the vehicle to ensure the wing will not strike the vehicle.

7.13.4. If sufficient clearance exists, the vehicle operator will waive the pilot through the area, observing clearance until the aircraft is completely past the vehicle.

7.13.5. Aircraft should not taxi closer than 10 feet to any vehicle. If less than 10 feet, the vehicle operator must use the emergency stop hand signal IAW AFI 11-218, and as depicted in figure 7.1, to stop the pilot from taxiing through. In this case, the vehicle operator must find a way to remove the vehicle from the area before the aircraft may proceed.

**Figure 7.1. Emergency Stop Hand Signal**



### 7.14. Airfield Facilities Protection.

7.14.1. The vehicle operators must pay attention to their position relative to all airfield lights. Lights are designed to break when hit, thus limiting damage to aircraft. Airfield lights damaged by vehicles must be reported to AMOPS immediately. Check the vehicle tires and pick up any loose debris before departing the area.

7.14.2. During the winter season (November to March) fiberglass orange and white “snow poles” are placed on light housings. The poles are anchored to the light housing with the rubber tip removed to prevent it from being a FOD hazard. If the poles are damaged or run-over, pick up the debris and report it to AMOPS as soon as possible.

7.14.3. Vehicles that hit equipment or buildings on the airfield must remain in place and contact AMOPS immediately. AMOPS and 8 SFS personnel will respond to the location.

7.14.4. Any operator witnessing damage to pavement or coming across damaged pavement, large amounts of hydraulic fluid, oil or corrosive agent spills on pavement areas should report the location to AMOPS as soon as possible.

#### **7.15. Combat and Exercise CONOPS.**

7.15.1. Personnel required to drive on the airfield in MOPP4 must be trained on proper procedures and have an AF IMT 483 with Mission Oriented Protective Posture (MOPP) MOPP4 certification.

7.15.2. Drivers will reduce speed and use extreme caution when driving in MOPP4.

7.15.3. When feasible, two people will be present in the vehicle to aid with situational awareness.

7.15.4. Drivers will use caution when driving in MOPP4.

7.15.5. When practical two people will be in the vehicle to aid alertness during MOPP4 driving.

7.15.6. Personnel required to drive in MOPP4 must receive additional training to include a practical driving orientation in MOPP4.

7.15.7. The orientation training must occur during periods of zero or low aircraft traffic. Training must be conducted by UADPM and or section Emergency Evaluation Team (EET) Leader. A certified trainer must be in the passenger seat at all times.

7.15.8. After the trainee is deemed competent to drive in MOPP4, the UADPM will make MOPP4 annotations on the back of the trainee's AF Form 483.

#### **7.16. Foreign Object Damage (FOD) Control/Prevention.** Vehicles are major sources of foreign objects on the airfield. All personnel have a responsibility to control/remove FOD from the airfield.

7.16.1. Prior to entering the airfield and at all FOD checkpoints, complete a rollover FOD check by visually checking the tires, body, frame and undercarriage for debris. To properly complete a roll over FOD check, stop, place in park (automatic); or set emergency/parking brake and place in neutral (manual); and accomplish check. IAW AFMAN 24-306 *Manual for Wheeled Operators*, pg 25-3, para 3: When the driver's seat is vacated, turn off the ignition, set the brakes, and place the gear lever in reverse gear. Use park if the vehicle has automatic transmission. Return to vehicle, roll forward as to allow the uninspected tread to be visible for inspection and repeat procedure. **EXCEPTION:** C-300 and R-11 Refuelers, constant shut-down and restart will cause engine damage.

7.16.2. Ensure onboard equipment is properly stowed and secured. Check for loose items on the vehicle floorboards, seats or dash for items that can easily fall out if the door is open while on the airfield.

7.16.3. Obey FOD checkpoint signs at designated airfield access points ([Attachment 11](#)).

7.16.4. During winter, ice and snow chunks must be removed from the wheel wells, bumpers and vehicle body before entering the airfield.

7.16.5. Operate vehicle on hard/paved surfaces to the maximum extent possible. If operating on unpaved surface, check and remove FOD immediately upon returning to paved surfaces.

7.16.6. The airfield is a designated no hat area. **Exception:** Cold weather gear is authorized by AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

7.16.7. Operators will perform a FOD check after utilizing an airfield access road before the vehicle is again driven on any taxiway, apron or runway.

7.16.8. Operators will perform a FOD check after driving in any airfield median or in-field area. All personnel will notify AMOPS prior to driving in any in-field area.

**7.17. Airfield Vehicle Restrictions.** At times, vehicle restrictions may be imposed due to construction, operations, emergencies or other mission need.

7.17.1. All personnel will abide by airfield vehicle restrictions. Alternate routes will be identified to support restrictions.

7.17.2. AMOPS notifies airfield users of restrictions via email and by publishing local Notices to Airmen (NOTAM). All personnel may check Kunsan Local NOTAMs at <https://www.notams.jcs.mil>. Insert "RKJK" in the retrieval box and click 'View NOTAMs'. When the report appears, 'L' and a number will precede all Local NOTAM's.

7.17.3. A "ramp freeze" is initiated when a portion of the airfield must be sterilized or to stop all vehicle traffic for safety and/or emergency purposes. When a "ramp freeze" is in effect, operators may have to exit the primary effected area, remain a set distance from the primary effected area as directed by AMOPS or designated agency, exit critical airfield areas or temporarily stop their vehicles and remain at their current location until the freeze is terminated.

7.17.4. "Ramp freezes" may be coordinated through the Secondary Crash Net, telephone or email.

7.17.5. "Ramp freezes" do not apply to emergency response vehicles or other vehicles directly supporting the cause of a "ramp freeze." Vehicles not directly involved in response will abide by any established cordons.

**7.18. Alternate Landing Surface (ALS).**

7.18.1. Taxiway Charlie is designated as an ALS. The ALS serves as a contingency runway for launch and recovery of aircraft. The ALS is activated when deemed necessary by wing leadership.

7.18.2. The ALS is protected via a system of vehicle traffic lights located at taxiway/access roads adjoining Taxiway Charlie; exceptions are pedestrian sidewalks and the access road leading to the east hammerhead of Taxiway Charlie. Supplemental control measures are provided via members of the 8 SFS or augmentees. ALS vehicle traffic lights appear as a "steady" red light when the ALS is activated; when inactive, lights are "flashing" yellow.

7.18.3. Taxiway Charlie is designated a CMA when the ALS is activated. Access to the ALS is granted via the ATCT or through posted members of the 8 SFS when granted authority to do so by the ATCT.

## Chapter 8

### RUNWAY AND CONTROLLED MOVEMENT AREA

**8.1. Controlled Movement Area (CMA).** The CMA consists of the runway, overruns and any area within 100 feet of the runway and overruns (excluding perimeter road). This also includes NAVAID critical areas identified by Instrument Hold Lines and protection lighting on perimeter road during instrument procedures. All ground traffic (vehicles and pedestrians) within 100 feet of the runway and overruns or within the ILS critical areas to include access roads must initiate and maintain direct two-way radio contact with the ATCT. Contact the ATCT on the Tower or Crash Nets. When the Alternate Landing Surface (ALS) is activated, Taxiway Charlie becomes a CMA.

8.1.1. In the event of a radio failure, exit the CMA immediately via the shortest route that does not enter/cross the runway. Watch for light gun signals from the ATCT while exiting. Notify the ATCT via landline immediately after you exit the CMA. Refer to paragraph 8.4. of this instruction, for more information regarding light gun signals.

8.1.2. All vehicles operating within any CMA must have a designated call sign IAW AFI 13-213 and 8 FWI 33-102, *Assignment of Local Call Signs, and Support of Non-Radio and Communications Out Procedures (NRP/COP)*. Refer to attachment 14 for call signs. This list serves to prevent duplicate call signs and provides a reference for airfield support and control agencies.

8.1.3. Vehicles will stop at the VFR Hold Line markings and contact ATCT for permission to enter the CMA. VFR Hold Line markings are at least 100 feet from the runway edges.

8.1.4. When approaching the runway in the grassy areas, stop at least 100 or more feet from the runway edge and contact the ATCT and obtain approval before proceeding. Once approved to proceed, perform a FOD check before entering the runway surface.

8.1.5. Turn on headlights and beacon/strobe lights. **Exception:** Emergency flashers for secondary vehicles. See 6.10.6.

8.1.6. Vehicles will not enter the CMA unless absolutely necessary. Contact ATCT for authorization. The overruns may be used to exit the CMA, but the operator must call the ATCT when off the overruns.

8.1.7. POVs, golf carts and bicycles are prohibited from operating within the CMA.

8.1.8. Tow-vehicles are authorized to recover disabled aircraft within the CMA after gaining approval from ATCT.

8.1.9. The only runway crossing point for Runway 18/36 is Taxiway Alpha.

### 8.2. Airfield Signs and Markings.

8.2.1. There are two types of airfield signs, mandatory and informational.

8.2.1.1. Mandatory signs, such as an Instrument or VFR Hold Line, must be followed. These signs are recognizable by their white inscription on a red background ([Attachment 9](#)).

8.2.1.2. Informational signs indicate a specific location or destination, and/or provide useful information, such as taxiway or ramp designations. Informational signs have black inscription on a yellow background or the inverse of this color scheme ([Attachment 9](#)).

8.2.2. There are two airfield markings that complement mandatory signs.

8.2.2.1. VFR Hold Line. This marking consists of two solid six-inch wide yellow lines and two dashed six-inch wide yellow lines running across each taxiway at least 100 feet from the runway edge ([Attachment 8](#)). The dashed lines are on the runway side of the taxiway.

8.2.2.2. Instrument Hold Line. This marking is comprised of two solid yellow parallel lines with double vertical yellow stripes spaced two feet apart with INST painted on the runway side of the line. These markings prevent aircraft and vehicles from interfering with signals transmitted to inbound aircraft from the Instrument Landing System (ILS) during periods of poor weather ([Attachment 8](#)).

8.2.2.2.1. During inclement weather, i.e., thunderstorms, fog, snow showers, etc., vehicles must **STOP** behind the Instrument Hold Line and request permission to enter the ILS critical area. The Instrument Hold Lines are in effect at Kunsan AB when the ceiling is 800 feet or visibility is less than two miles. See [Attachment 10](#) for locations of Instrument Hold Lines. If unsure of weather conditions or instrument hold procedures, contact the ATCT before proceeding into these areas.

**8.3. Radio Phraseology.** Using proper radio phraseology mitigates misunderstandings between vehicle operators and the ATCT.

8.3.1. Vehicle operators are required to **READ BACK ALL** ATCT instructions verbatim when operating in or requesting to operate within or near the CMA. Reading back instructions indicates to the ATCT that you understood their instructions and will comply with them. When in doubt, ask the ATCT to repeat their instructions.

8.3.2. Never use the words “clear” or “cleared” when in radio communication with the ATCT. These words are reserved for communications between the ATCT and aircraft.

8.3.3. Example of Airfield 3 requesting permission to enter the CMA or runway from Taxiway Alpha:

8.3.3.1. Airfield 3: “Kunsan Ground, Airfield 3, request permission to enter Runway 36 from Taxiway Alpha.”

8.3.3.2. ATCT: “Airfield 3, Kunsan Ground, proceed on Runway 36 from Taxiway Alpha, report when off.”

8.3.3.3. Airfield 3: “Kunsan Ground, Airfield 3 proceeding on Runway 36 from Taxiway Alpha, will report when off.”

8.3.3.4. Advising the ATCT when you are no longer on the runway after exiting on Taxiway Echo:

8.3.4. 1 Airfield 3: “Kunsan Ground, Airfield 3 is off Runway 36 at Taxiway Echo.”

**8.4. Control Tower Light Gun Signals.** The ATCT controls all traffic (personnel, aircraft and vehicles) operating in the CMA. In addition to, or in place of radio instructions, ATCT may use light gun signals. As in radio instructions, obey all light gun signals immediately.

8.4.1. The following light signals are designed to control airfield vehicle traffic.

8.4.1.1. Steady Green Light: “Cleared to cross”, “Proceed”, “Go”.

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

8.4.1.3. Flashing Red Light: “Clear active taxiway/runway”.

8.4.1.4. Flashing White Light: “Return to starting point”.

8.4.1.5. Red and Green Light: “General warning. Exercise extreme caution.” During alerts and emergency conditions all non-essential personnel will withdraw to their work control center until the emergency is terminated. AMOPS will notify contractors within the emergency cordon area to withdraw to work centers or Base Operations until the emergency is terminated.

8.4.2. The ATCT may raise and lower the intensity of the runway lights as an emergency exit signal. The ATCT may turn the taxiway lights on and off to remove vehicles from the taxiways when vehicles fail to acknowledge them by radio or response to light gun signals.

8.4.3. All vehicles that operate on the airfield will have AFVA 11-240, *AIRPORT SIGNS AND MARKINGS* signal decal (available for order at e-publishing website). The decal may be permanently affixed in plain view of the driver on the dashboard or clipped to the inside of the sun visor on the driver’s side of the vehicle so it can be flipped down for ready reference.

## Chapter 9

### REPORTING, ENFORCEMENT AND VIOLATIONS

**9.1. Authority.** Unit commanders, the Airfield Operations Flight Commander, unit ADPMs and AMOPS personnel have authority to revoke airfield driving privileges. Individuals who violate the requirements in this instruction may lose their airfield driving privileges and may be subject to administrative or disciplinary action.

**9.2. Violations and Reporting.** All violations must be reported to AMOPS. They will in-turn notify the DAFM and the AOF/CC. Once notified, the violation will be reported to 8th Fighter Wing Safety (8 FW/SE). The DAFM will notify the violator's ADPM and unit commander. Violations shall be briefed during the corresponding AOB. Unit Commander, Unit ADPM and AMOPS must be notified immediately of any CMAV event. AMOPS will notify MAJCOM OPR for AO within 24 hours of a CMAV/HATR incident.

9.2.1. When notified of a airfield driving violation, AMOPS will respond and escort the violator to Airfield Management Operations located in building 2858.

9.2.2. 8 SFS will respond and provide escort, as requested.

9.2.3. If the violation is reported after the fact, the violator will report with their supervisor to building 2858 as soon as requested.

9.2.4. A CMA/Runway Incursion Violation report will be completed by AMOPS and the violator.

9.2.5. The violator will be released to their ADPM, duty supervisor, first sergeant, unit commander or construction management (for contractors).

9.2.6. The AOF/CC, Wing Safety, and Wing ADPM will work as a team to assign an operational category to all runway incursion incidents. The appropriate category – operational error, pilot deviation, or vehicle/pedestrian – will be included on an AF Form 457 along with the description of the incident.

**9.3. Runway Incursions and Controlled Movement Violation (CMAV) Events.** A CMAV event is an airfield violation caused by aircraft, vehicles, or pedestrians entering the CMA without specific ATCT approval. A CMAV includes runway incursions.

9.3.1. A runway incursion is a CMAV event that involves the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. CMAV events are further classified into three operational categories: operational error, pilot deviation, or vehicle/pedestrian deviation. AOF/CC will work with FW/SE to assign all runway incursions an operational category and document on the AF IMT 457. Additionally, runway incursions that had an adverse impact on flight operations require completion of AF IMT 651. AOF/CC will complete the AF IMT 651 and forward the completed copy to 8 FW/SE. For all runway incursion, the individual's AF IMT 483 must be surrendered to AMOPS personnel and airfield driving privileges must be revoked until an investigation and retraining/certification is complete.

9.3.2. CMAV events must be briefed at the AOB.

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

9.3.4. Highlight any trends (e.g. annual/biannual chart showing upward or downward rate as applicable).

#### 9.4. Consequences.

9.4.1. Consequences for airfield driving violations may vary based on the nature or circumstances of the violation. The DAFM or AFM has final authority to determine actions other than those mandated below. The AFM or designated representatives are responsible for taking immediate actions to correct the problem or applying interim control measures.

9.4.2. If found at fault, the individual's driving privileges will be revoked for a minimum of 30 days. After the 30-day period, they must be retrained by their unit ADPM. Retraining will include all requirements listed in Chapter 4 of this instruction. A letter of reinstatement from the unit commander must accompany the training paperwork to AMOPS.

9.4.3. Runway incursions and other violations that did not impact aircraft operations require completion of an AF IMT 457.

9.4.3.1. ATCT or any other individual or agency who witnessed the violation will complete and submit the AF IMT 457 to AMOPS for corrective action.

9.4.3.2. Violators will have their AF IMT 483 and POV pass (if applicable) revoked for up to 30 days, at the discretion of the DAFM or AFM. As a minimum, AF IMT 483 and POV pass will be revoked for a period of 10 days. (See paragraph 9.5., *Revocation Periods*).

9.4.3.3. Regardless of the revocation period, the violator must be retrained by their unit ADPM. Retraining will include all requirements listed in Chapter 4 of this instruction. A letter of reinstatement from the unit commander must accompany the training paperwork to AMOPS.

9.4.3.4. Host wing commanders may reinstate airfield driving privileges before suspension period ends to perform mission essential duties following suspension/revocation of base driving privileges. Authority may not be delegated.

9.4.3.5. The Wing ADPM and Wing Safety must inspect the unit ADP of personnel that commit a runway incursion as 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.

9.4.3.6. UADM requesting to reinstate personnel and or airfield driving programs that have been suspended, see **Attachment 15**, *Airfield Driver/Airfield Driving Program Reinstatement MFR*.

9.4.4. AMOPS must be notified when 8 SFS personnel apprehend an airfield driver who inadvertently crosses into any restricted areas.

**9.5. Revocation Periods.** The actual revocation period will be determined by AM after considering the severity and circumstances surrounding the violation. In conjunction with the member losing their AF Form 483 the member will also forfeit their POV pass (if applicable). Standard violation periods:

9.5.1. First violation: 10 to 30-day suspension of privileges.

9.5.2. Second violation: Six-month suspension of privileges.

9.5.3. Third violation: Permanent suspension of privileges.

9.5.4. If an individual commits a violation while using a POV Pass, the individual's POV pass will be confiscated at the discretion of the Airfield Manager or according to the timeframes outlined in 9.4.2.2, AF Form 483 suspension periods.

9.5.5. Individuals must re-accomplish all training for reissuance of an AF IMT 483 after a suspension. Unit Commanders will sign the reinstatement MFR and forward a copy to the Wing ADPM prior to testing at AM Op.

JOHN W. PEARSE, Colonel, USAF  
Commander

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

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- AFI 33-360, *Publications and Forms Management*, 18 May 2006
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- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012
- AFI 91-202, *The US Air Force Mishap Program*, 1 August 1998
- AFMAN 91-223, *Aviation Safety Investigations and Reports*, IC 1, 9 August 2006
- AFI 48-123, *Medical Examinations and Standards*, IC1, 1 June 2010
- 8 FWI 13-204, *Airfield Operations*, 13 Jun 2012
- 8 FWI 31-101, *Installation Security Instruction*, 20 Sep 2010
- 8 FWI 33-102, *Assignment of Local Call Signs, and Support of Non-Radio and Communications Out Procedures (NRP/COP)*, 23 Feb 2012
- Air Force Enlisted Classification Directory (AFECD), 1 August 2009
- Air Force Officer Classification Directory (AFOCD), 31 October 2009
- AFVA 11-240, *Airports Signs and Markings*, 1 Dec 2011
- AFVA 13-221, *Control Tower Light Signals*, 1 Nov 2001
- AFVA 13-222, *Runway/Controlled Movement Area Procedures*, 30 Jul 2009
- Federal Aviation Administration (FAA) Advisory Circulars (AC) and Joint Orders (JO).**
- FAA Advisory Circular 150/5340-1K, *Standards for Airport Markings*, 3 September 2010
- FAA Joint Order 7110.65, *Air Traffic Control*, 11 February 2010

#### *Adopted Forms*

AF Form 1313, *Driving Record*

AF Form 332, *Base Civil Engineer Work Request*  
AF IMT 3616, *Daily Record of Facility Operation*  
AF IMT 457, *USAF Hazard Report*  
AF IMT 483, *Certificate of Competency*  
AF IMT 651, *Hazardous Air Traffic Report*  
AF IMT 847, *Recommendation for Change of Publication*  
AF IMT 1199A, *USAF Restricted Area Badge*.  
AF IMT 2293, *US Air Force Motor Vehicle Operator Identification Card*  
USFK IMT 134K, *USFK Motor Vehicle Operator's Permit*

### ***Abbreviation and Acronyms***

**AAFES**—Army & Air Force Exchange Service  
**AB**—Air Base  
**ADI**—Airfield Driving Instruction  
**ADIF**—Airfield Driving Information File  
**ADP**—Airfield Driving Program  
**ADPM**—Airfield Driving Program Manager  
**AFFSA**—Air Force Flight Safety Agency  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFM**—Airfield Manager  
**AFRSAT**—AF Runway Safety Action Team  
**AFSC**—Air Force Specialty Code  
**AGE**—Air Ground Equipment  
**ALS**—Alternate Landing Surface  
**AM**—Airfield Management  
**AMOPS**—Airfield Management Operations Supervisor  
**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  
**DAFM**—Deputy Airfield Manager  
**DOD**—Department of Defense  
**ECP**—Entry Control Points  
**EOR**—End of Runway  
**FAA**—Federal Aviation Administration  
**FOD**—Foreign Object Damage  
**FTS**—Flow-Through Shelters  
**GM**—Guidance Memorandum  
**HAS**—Harden Aircraft Shelter  
**HATR**—Hazardous Air Traffic Report  
**IC**—Interim Change  
**ILS**—Instrument Landing System  
**INST**—Instrument  
**IR**—Infrared  
**IAW**—In Accordance With  
**MAJCOM**—Major Command  
**MFR**—Memorandum for Record  
**MOPP**—Mission Oriented Protective Posture  
**NAVAID**—Navigational Aid System  
**NCOIC**—Non-commissioned Officer in Charge  
**NVD**—Night Vision Device  
**OG**—Operations Group  
**OJT**—On-the-Job-Training  
**OPR**—Office of Primary Responsibility  
**PAR**—Precision Approach Radar  
**POFZ**—Precision Obstacle Free Zone VORTAC—Very High Frequency Omni-directional Range  
**POV**—Privately Owned Vehicle  
**RIPWG**—Runway Incursion Prevention Working Group

**RGL**—Runway Guard Light

**ROKAF**—Republic of Korea Air Force

**RWY**—Runway

**SF**—Security Forces

**SOF**—Supervisor of Flying

**TA**—Transient Alert

**TDY**—Temporary Duty

**UADPM**—Unit Airfield Driving Program Manager

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer

**VFR**—Visual Flight Rule

**WADPM**—Wing Airfield Driving Program Manager

### *Terms*

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

**Advise Intentions**—Tell me what you plan to do.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Government Owned Vehicles (GOVs)**—Vehicles that are owned or leased by the US government.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Proceed**—Authorization to begin/continue on approved routes.

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

**Read Back**—Repeat my message back to me.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Attachment 2

## AIRFIELD DRIVING PROGRAM MANGER APPOINTMENT LETTER

## Figure A2.1. Airfield Driving Program Manger Appointment Letter

MEMORANDUM FOR 8 OSS/OSAM

FROM: (SQUADRON/OFFICE SYMBOL)

SUBJECT: Appointment of Unit ADPMs and Trainers

1. The following individuals have been appointed as unit Airfield Driving Program Managers (primary/alternate) and trainers. Individuals have received training IAW AFI 13-213 and the 8 FWI 13-213, *Airfield Driving Program*. Both ADPM and Alternate ADPM have the authority to certify personnel qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for unit assigned and TDY personnel.

| NAME/Email   | OFFICE SYM | DP       | 483#_____ |
|--|------------|----------|-----------|
| PRIMARY:   |            |          |           |
| MSgt Ann B. Smith<br>Email: Ann.Smith@blank.af.mil | OSAA       | XXX-XXXX | BLK#####  |

|  |      |          |          |
|--|------|----------|----------|
| ALTERNATE:                                       |      |          |          |
| TSgt John E. Doe<br>Email: John.Doe@blank.af.mil | OSAA | XXX-XXXX | BLK##### |

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

| NAME/Email  | OFFICE SYM | DP       | 483 #_____ |
|---|------------|----------|------------|
| TSgt Jane C. Davis<br>Email: Jane.Davis@blank.af.mil        | OSAA       | XXX-XXXX | BLK#####   |
| SSgt Michael Johnson<br>Email: Michael.Johnson@blank.af.mil | OSAA       | XXX-XXXX | BLK#####   |

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

XXX X. XXXX, Rank, USAF  
Commander

Attachment 3

**DOCUMENTATION OF AIRFIELD DRIVING PROGRAM MANAGEMENT TRAINING**

**Figure A3.1. Documentation Of Airfield Driving Program Management Training**

MEMORANDUM FOR AIRFIELD DRIVING PROGRAM MANAGER

FROM: 8 OSS/OSAM

SUBJECT: Documentation of Airfield Driving Program Management Training

1. The following individual has been trained on airfield driving program management requirements:

1.1. Individual: Rank/Name: \_\_\_\_\_ Unit/ Ofc Sym: \_\_\_\_\_

Duty Phone: \_\_\_\_\_ DEROS: \_\_\_\_\_

1.2. Authorized Area(s): CMA ACCESS / NON-CMA ACCESS 483 Number:

2. The above individual has been trained on the following items:

| Training Item   | Date | Wing ADPM | Trainee |
|---|------|-----------|---------|
| a. Unit ADPM duties and responsibilities  |      |           |         |
| b. Appointment of unit trainers   |      |           |         |
| c. Runway Incursion Prevention  |      |           |         |
| d. Governing Directives (e.g., AFJMAN 24-306, Chapter 25 and AFI 91-203, Air Force Consolidated Occupational Safety Instruction, Chapter 24., AFI 21-101, etc.) |      |           |         |
| e. Testing requirements, to include security/compromise   |      |           |         |
| f. Color vision testing/ See AFI 48-123 Medical Examination Standards   |      |           |         |
| g. Airfield Drivers Training requirements.  |      |           |         |
| h. Unit ADPM Continuity Binder  |      |           |         |
| i. Refresher training   |      |           |         |
| j. Vehicle Passes (Privately Owned/Government Leased)   |      |           |         |
| k. Controlled Movement (CMA) procedures and training  |      |           |         |
| l. Reporting, Enforcement and Violation Consequences  |      |           |         |
| m. TDY personnel/Non-based assigned contractors briefings and training requirements.  |      |           |         |
| n. Escort procedures.   |      |           |         |
| o. Procedures for issuing revoking and reissuing and AFI IMT 483, <i>Certificate of Competency</i> .  |      |           |         |
| p. Participate with the Unit ADPM on an actual training session and practical check ride.   |      |           |         |

|  |  |  |  |
|--|--|--|--|
| q. Provided copy of the ADI, training and testing materials to manage unit airfield driving program. |  |  |  |
|--|--|--|--|

3. This letter shall be retained by the unit ADPM and DAFM until individual is reassigned.

I have received and completed all of the above training requirements and will comply with *8FW 13-213 Airfield Driving Instruction*.

XXXXXX, XXXX, Rank, USAF  
Unit Airfield Driving Program Manager

1st Ind, 8 OSS/OSAM  
Approved/Disapproved.

XXXXXX, XXXX, Rank, USAF  
Wing ADPM

## Attachment 4

## UNIT ADPM SELF-INSPECTION CHECKLIST

Figure A4.1. Unit ADPM Self-Inspection Checklist

| <b>UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST</b>  |                               |           |                           |
|--|-------------------------------|-----------|---------------------------|
| <b>SECTION I – GENERAL INFORMATION</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>  |                               |           |                           |
| Unit   | Office Symbol or Company Name | Date:     |                           |
| <b>SECTION II – INSPECTION ITEMS</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>  |                               |           |                           |
|  | <b>Yes</b>                    | <b>No</b> | <b>Not<br/>Applicable</b> |
| <b>1. Unit Commander.</b>  |                               |           |                           |
| 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?   |                               |           |                           |
| <b>2. Unit Airfield Driving Program (ADPM) Manager.</b>  |                               |           |                           |
| 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?  |                               |           |                           |

|  |  |  |  |
|--|--|--|--|
| <p>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)?</p>   |  |  |  |
| <p>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?</p>  |  |  |  |
| <p>2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?</p>   |  |  |  |
| <p>2.7. Are the training and testing materials current and accurate?</p>   |  |  |  |
| <p><b>3. TDY personnel/Non base assigned Contractors.</b></p>  |  |  |  |
| <p>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.</p> |  |  |  |
| <p>3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?</p>  |  |  |  |
| <p><b>4. Training.</b></p>   |  |  |  |
| <p>4.1. Are potential airfield drivers receiving classroom training by the ADPM (<i>as determined locally</i>)?</p>  |  |  |  |
| <p>4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?</p>  |  |  |  |
| <p>4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?</p>   |  |  |  |
| <p>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?</p>  |  |  |  |
| <p>4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?</p>   |  |  |  |
| <p>4.6. Are drivers receiving annual refresher training within the established time lines?</p>   |  |  |  |
| <p>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?</p>  |  |  |  |

|   |                                     |            |       |
|---|-------------------------------------|------------|-------|
| 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.) |                                     |            |       |
| <b>5. Miscellaneous.</b>  |                                     |            |       |
| 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 (IR) Red Lights/Roof-mounted rotating beacons?  |                                     |            |       |
| 5.4. Is a current airfield diagram in unit assigned vehicles?   |                                     |            |       |
| <b>SECTION III – COMMENTS/NOTES</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>  |                                     |            |       |
|   |                                     |            |       |
| <b>SECTION IV – CERTIFICATION</b> <i>(Completed by the Unit ADPM and Wing ADPM)</i>   |                                     |            |       |
| <b>UNIT ADPM</b>  |                                     |            |       |
| Name (Last, First, MI):   | Rank, Civilian Grade or equivalent: | Signature: | Date: |
| <b>WING ADPM</b>  |                                     |            |       |
| Name (Last, First, MI):   | Rank, Civilian Grade or equivalent: | Signature: | Date: |

Attachment 5

**DOCUMENTATION OF AIRFIELD DRIVING TRAINING AND CERTIFICATION**

**Figure A5.1. Documentation of Airfield Driving Training and Certification**

MEMORANDUM FOR 8 OSS/OSAM

FROM: (Unit Commander or Airfield Driving Program Manager, if so designated in writing)

SUBJECT: **Documentation of Airfield Driving Training and Certification**

1. The below individual has completed all training and certification requirements outlined in AFI 13-213, *Airfield Management* and 8 FWI 13-213, *Airfield Driving Program* governing airfield driving certification. Request 8 OSS/OSAM issue and endorse AF IMT 483, *Certificate of Competency*, granting Kunsan AB airfield driving privileges.

2. Airfield Driver's Information:

Name: (Last, First, MI)

Rank:

DEROS:

Unit/Company:

Duty Phone:

Civilian Driver License: (Issuing Authority/Number/Expiration Date)

Restrictions: \_\_\_\_\_ (e.g., Corrective Lenses, etc.)

USAF Motor Vehicle Operator Identification Card: (Vehicles Qualified To Operate)

Restrictions: \_\_\_\_\_ (e.g., Corrective Lenses, etc.)

Airfield Operating Restrictions: **DAYLIGHT HOURS ONLY**    **NONE**    **Other**

Airfield Operating Location:    **CMA**    **NON-CMA**    **RAMP ONLY**    **LOOPS**

3. The above individual has been certified on the following items:

| TRAINING ITEM  | DATE  | TRAINER | TRAINEE |
|--|-------|---------|---------|
| Color Vision (CMA Only)(AFSC:_____)  | _____ | _____   | _____   |
| <b>Normal Vision    Color Blind/Deficient</b><br>(Completed by Hospital/ Flight Medicine Only) | _____ | _____   | _____   |
| Airfield Driving CBT (Score:    )  | _____ | _____   | _____   |
| AFFSA Runway/CMA Incursion Prevention  | _____ | _____   | _____   |

Briefing & Test

|   |       |       |       |
|---|-------|-------|-------|
| 8FW Specific, Airfield Driver Training<br>(Training Slides and 8FWI 13-213) | _____ | _____ | _____ |
| Day---Airfield Orientation/Training Practical                               | _____ | _____ | _____ |
| Night---Airfield Orientation/Training Practical                             | _____ | _____ | _____ |
| Airfield Driver Test (Written)(Score: )                                     | _____ | _____ | _____ |
| Airfield Driver Test (Practical)  | _____ | _____ | _____ |
| Phraseology Test (CMA Only)(Score: )  | _____ | _____ | _____ |
| Local Airfield Diagram/Layout Test(Score: )                                 | _____ | _____ | _____ |
| Annual Refresher  | _____ | _____ | _____ |

4. I certify that the trainee has received all required qualification training requirements and annotated above .

\_\_\_\_\_/Date\_\_\_\_\_

XXXXXXXX X. XXXXXX, Rank, USAF  
Authorized Airfield Training Instructor

5. I have received and completed all of the above training requirements and will comply with 8FWI *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).

\_\_\_\_\_/Date\_\_\_\_\_

XXXXXXXX X. XXXXXX, Rank, USAF  
Trainee

6. I certify that the above trainee has successfully completed all training requirements to operate a vehicle at 8FWI *Airfield Driving Instruction* (ADI). Check all applicable restrictions and or special access.

\_\_\_\_\_/Date\_\_\_\_\_

XXXXXXXX X. XXXXXX, Rank, USAF  
Unit Commander or UADPM

1st Ind, 8 OSS/OSAM

MEMORANDUM FOR (Unit Commander or Airfield Driving Program Manager)

Approved/Disapproved. Remarks:

AF IMT 483, *Certificate of Competency* #: \_\_\_\_\_

\_\_\_\_\_/Date\_\_\_\_\_

XXXXXXXX X. XXXXXX, Rank, USAF  
Wing ADPM or designated representative

## Attachment 6

**DOCUMENTATION OF AIRFIELD DRIVER TRAINING AND TDY/CONTRACTOR PERSONNEL**

**Figure A6.1. Documentation of Airfield Driver Training and TDY/Contractor Personnel**

MEMORANDUM FOR 8 OSS/OSAM

FROM: (Unit Commander Office Symbol)

SUBJECT: Documentation of Airfield Driver Training for TDY/Contractor Personnel Operating Outside the Controlled Movement Area

1. The following individual(s) have fulfilled training requirements outlined in 8 FWI 13-213, *Airfield Driving Instruction*, relating to operating a vehicle on the Kunsan AB airfield outside the controlled movement area:

Name:

Unit/Company:

Call Sign:

Airfield Work Site(s):

Previous Base/AF IMT 483 #:

Point of Contact or Project Officer / Phone #:

Project and Work Site Supervisor / Phone #:

List of Authorized Vehicles (Registration or License Plate #)

DEROS:

Restrictions: **RAMP ONLY DAYLIGHT HOURS CMA NON CMA Other:**\_\_\_\_\_

2. Training associated with operating outside the controlled movement area included, but was not limited to the following:

- Difference between mandatory/informational sign
- Types of airfield markings and lighting systems
- Speed limits for general/special purpose vehicles on aircraft parking aprons, taxiways
- Operating vehicles in the immediate vicinity of aircraft
- Parking and chocking requirements
- Lateral distance requirements for mobile obstacles on taxiways and aprons
- FOD control/prevention
- Runway incursion prevention
- Airfield Violations and Consequences
- Proper radio terminology and phraseology
- Airfield layout
- Restricted areas and entry control points(ECP)
- Control Movement Area boundaries
- Free Zones
- Practical Airfield familiarization training (routes to and from designated work area)

- Night Driving/Reduced visibility/inclement weather
- Reporting and accident or vehicle maintenance problems

3. I have received and completed all of the training requirements and will comply with 8FWI 13-213, *Airfield Driving Instruction*. 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).

\_\_\_\_\_/Date\_\_\_\_\_  
XXXX, XXXX, Rank, USAF  
Trainee

4. I certify that the above individuals has completed all local training requirements outlined in 8FWI 13-213 *Airfield Driving Instruction (ADI)*.

\_\_\_\_\_/Date\_\_\_\_\_  
XXXXX, XXX, Rank, USAF  
Unit Airfield Driving Program Manager

5. Questions regarding airfield driver training shall be direct to Airfield Management Operations at DSN 782-4422 or commercial 010-8700-4422.

\_\_\_\_\_/Date\_\_\_\_\_  
XXXXXX, XXXXX, Rank, USAF  
Wing ADPM or designated representative

## Attachment 7

**REQUEST ISSUANCE OF AIRFIELD PASSES/DECALS FOR POV/GOVERNMENT  
LEASED VEHICLES****Figure A7.1. Request Issuance of Airfield Passes/Decals for POV/Government Leased  
Vehicles**

MEMORANDUM FOR 8 OSS/OSAM

FROM: (SQUADRON/OFFICE SYMBOL)

SUBJECT: Issuance of Airfield Decals for Privately Owned (POV) Request

1. Request the following individual receive an Airfield decal.
  - a. Rank/Name of Owner/Operator (Print Last,First, MI):
  - b. Organization/Office/Duty Phone:
  - c. DEROS:
  - d. Vehicle Description (Year, Make/Model and Color):
  - e. Designated Area/Route of Travel:
  - f. Justification:
  - g. Licenses
    - (1) Vehicle Plate Number:
    - (2) Civilian license (Korean or US, if included state):
    - (3) USFK (off base) license:
    - (4) Government Vehicle license:
    - (5) Flightline license (AF Form 483 number):
  - h. Safety Briefing (Provide Briefer & Date):
2. The requester will return the decal to 8 OSS/OSAM before reassignment, separation, sale of vehicle or when decal is no longer required.

XXXXX,XXXX, Rank, USAF  
Duty Title

1st Ind, Squadron/Office Symbol, Issuance of Airfield Decals for Privately Owned Vehicle (POV)

8 OSS/OSAM

MEMORANDUM FOR (Unit Commander)

Training has been accomplished. Recommend approval if issuance of Airfield Decal for privately owned vehicle request:

XXXXXX X. XXXX, Rank, USAF  
Unit Airfield Driving Program Manager

2d Ind, (Unit Commander)

MEMORANDUM FOR 8 OSS/OSAM

Approved/Disapproved

XXXXXX, XXXX, Rank, USAF  
Commander

## Attachment 8

### RUNWAY HOLD LINE MARKINGS

**Figure A8.1. Runway Hold Line Markings**

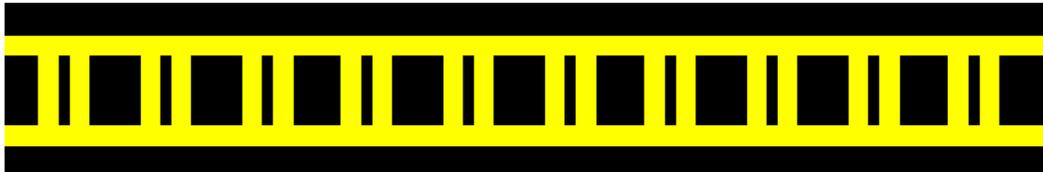
#### Runway (VFR) Hold Line Marking

2 solid yellow and 2 broken yellow lines 100 feet from edge of runway. Vehicles and aircraft must have permission from tower to enter the runway side of this line.



#### ILS Hold Line Marking

2 solid yellow lines spaced two feet apart connected by pairs of solid lines spaced 10 feet apart. Aircraft and vehicles must have permission from tower to cross into the runway side of this marking.



**Attachment 9****TAXIWAY GUIDANCE SIGNS (MANDATORY AND INFORMATIVE)**

**A9.1.** Mandatory signs are provided when an instruction must be followed. A mandatory sign has white inscription on a red background.

**Figure A9.1. Runway Hold Sign**



**A9.2.** A runway sign informs operators they are at an intersection with a runway. It also tells which direction to turn to get to the approach end of each runway. Here, Runway 36 is to your left and Runway 18 is to your right. It is mandatory to stop and receive approval from ATCT before crossing the hold line associated with this sign and request authority from the tower to enter the runway.

**Figure A9.2. Instrument Hold Sign**



**A9.3.** An instrument hold sign informs operators they are at an intersection with a navigational aid critical area. Operators must have permission from the tower to cross into that area when instrument hold procedures are in effect. Instrument hold procedures are in effect when the reported ceiling (cloud height) is less than 800 feet and/or the visibility is less than 2 miles. This sign is associated with an Instrument Hold Line, and is mandatory. Failure to abide by instrument hold procedures can affect the navigational integrity of aircraft on approach to the runway, and causes a flight safety hazard.

**A9.4.** All non-mandatory signs are classified as informative signs. They are used as necessary to indicate a specific location, or destination on an aircraft movement area, or to provide other useful information. The sign has either black inscription on a yellow background or vice versa.

**Figure A9.3. Informative Signs (Optional)**

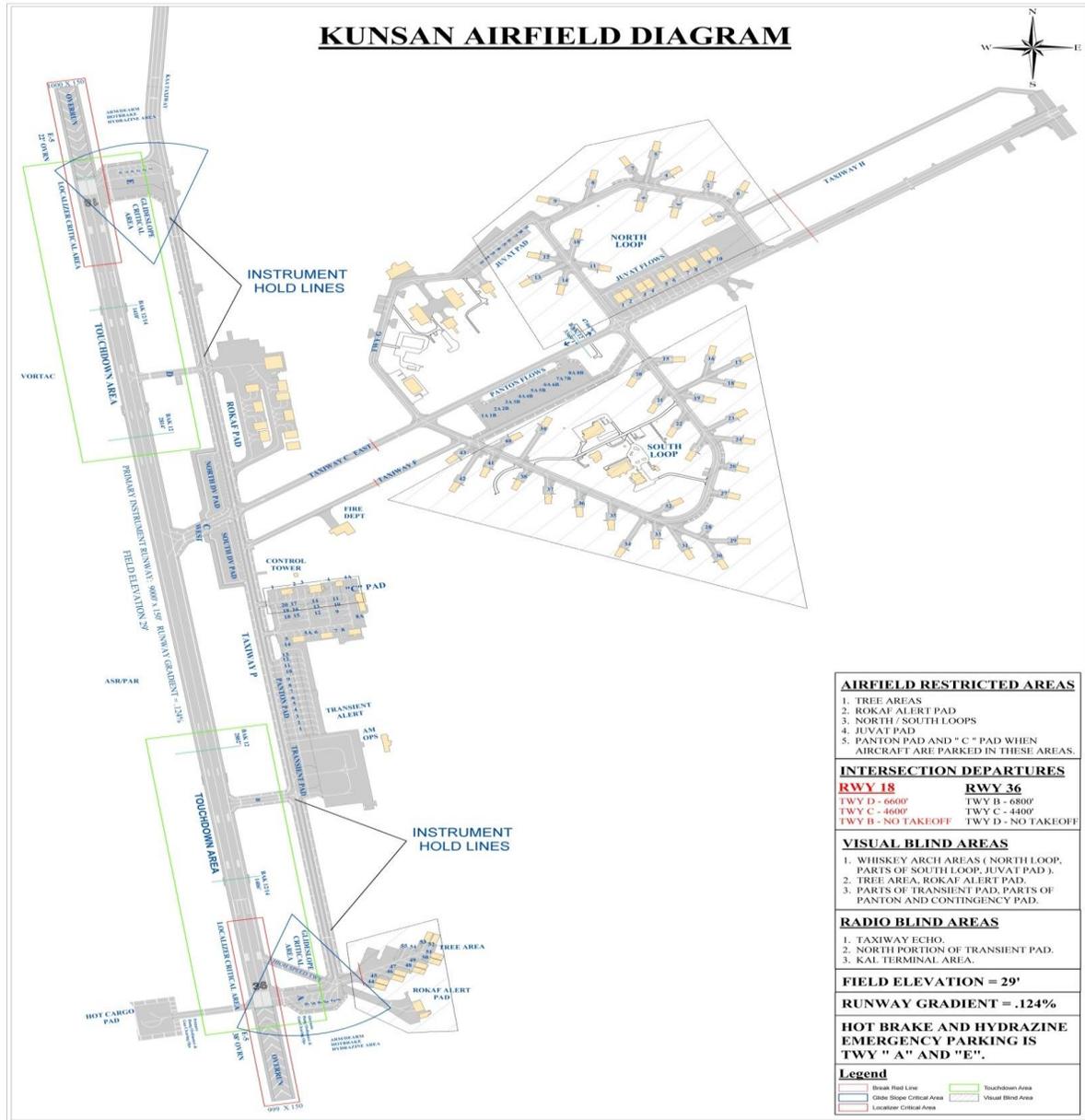


**A9.5.** A directional sign informs operators of the direction for other pavements or facilities. This sign indicates traveling the direction of the arrow will take you to Taxiway Echo. These signs can reference any area of the airfield, including aircraft parking aprons. These signs are designed to aid operators to know where they are and/or where they are going.

**A9.6.** A location sign is placed at intersections of a taxiway and runway. This sign reminds operators what taxiway they are traveling when exiting the runway. The sign in Figure A9.1 is telling operators they are currently on Taxiway Papa and that Taxiway Echo is to the right. This assists in knowing where you are for travel and in communicating with the ATCT.

Attachment 10  
AIRFIELD DIAGRAM

Figure A10.1. Airfield Diagram



Attachment 11

CONTROLLED MOVEMENT AREA AND VFR/INST HOLD LINES

Figure A11.1. Controlled Movement Area and VFR/INST Hold Lines

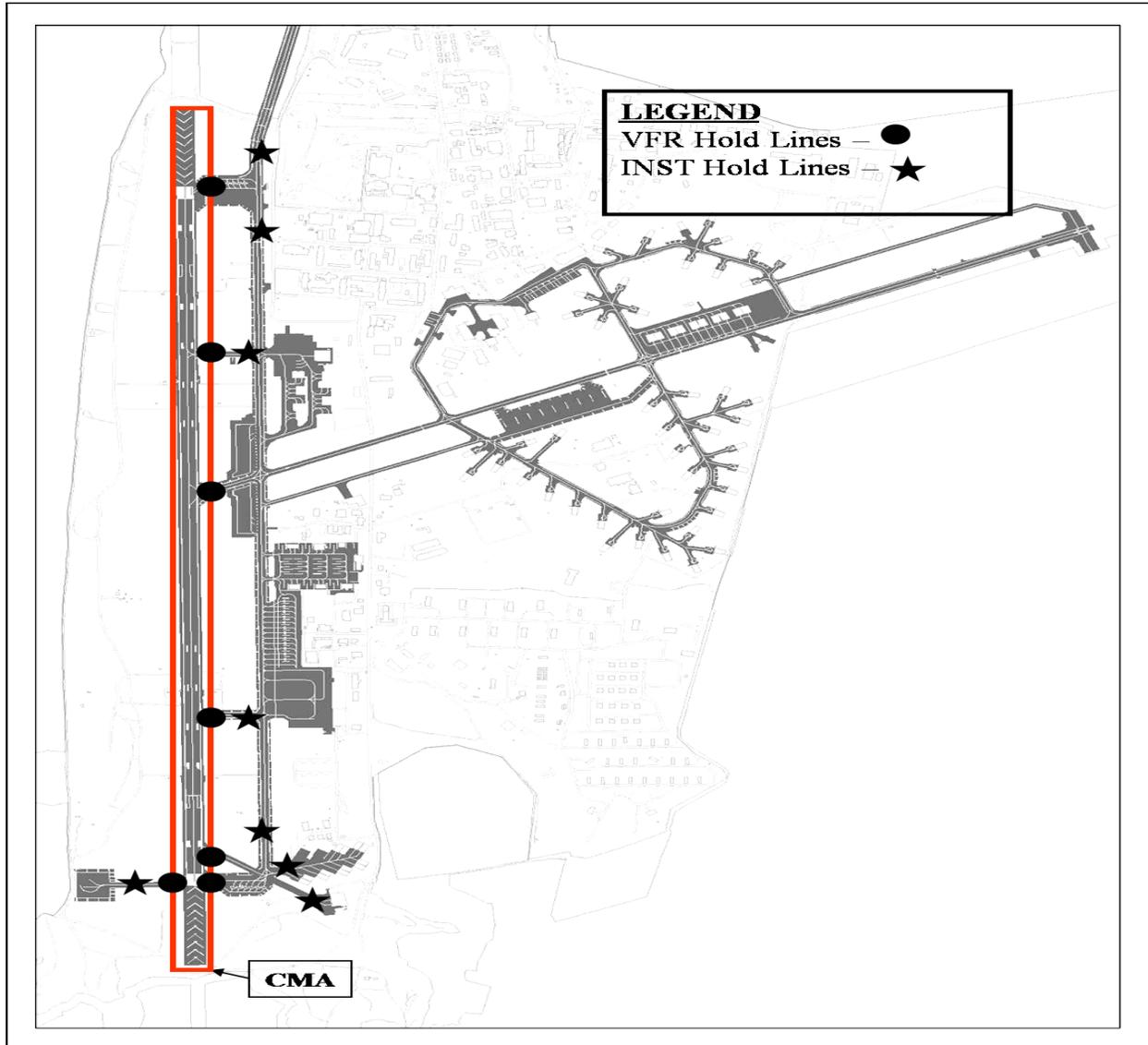


Figure A11.2. Restricted Area Locations

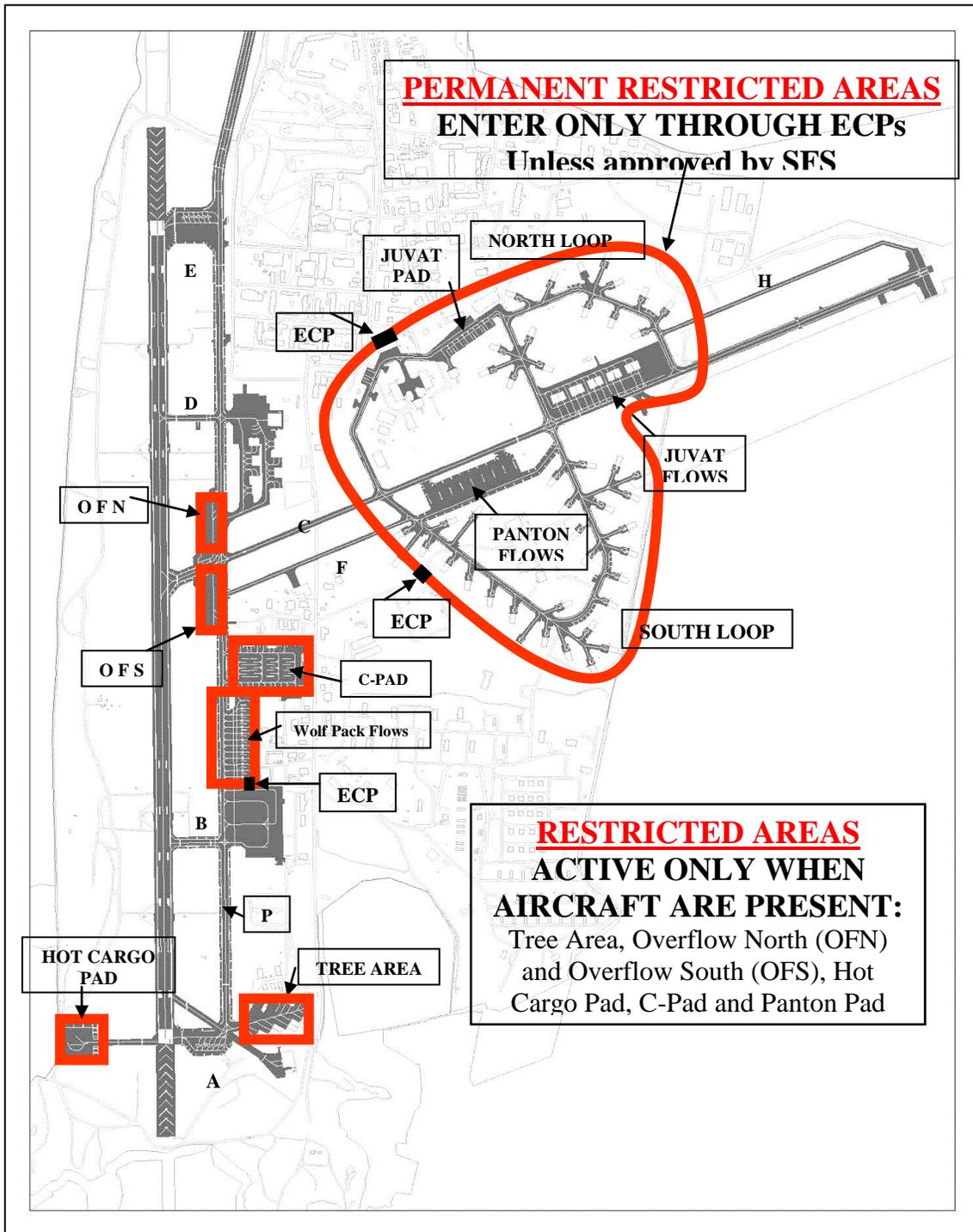


Figure A11.3. Critical Area Boundaries

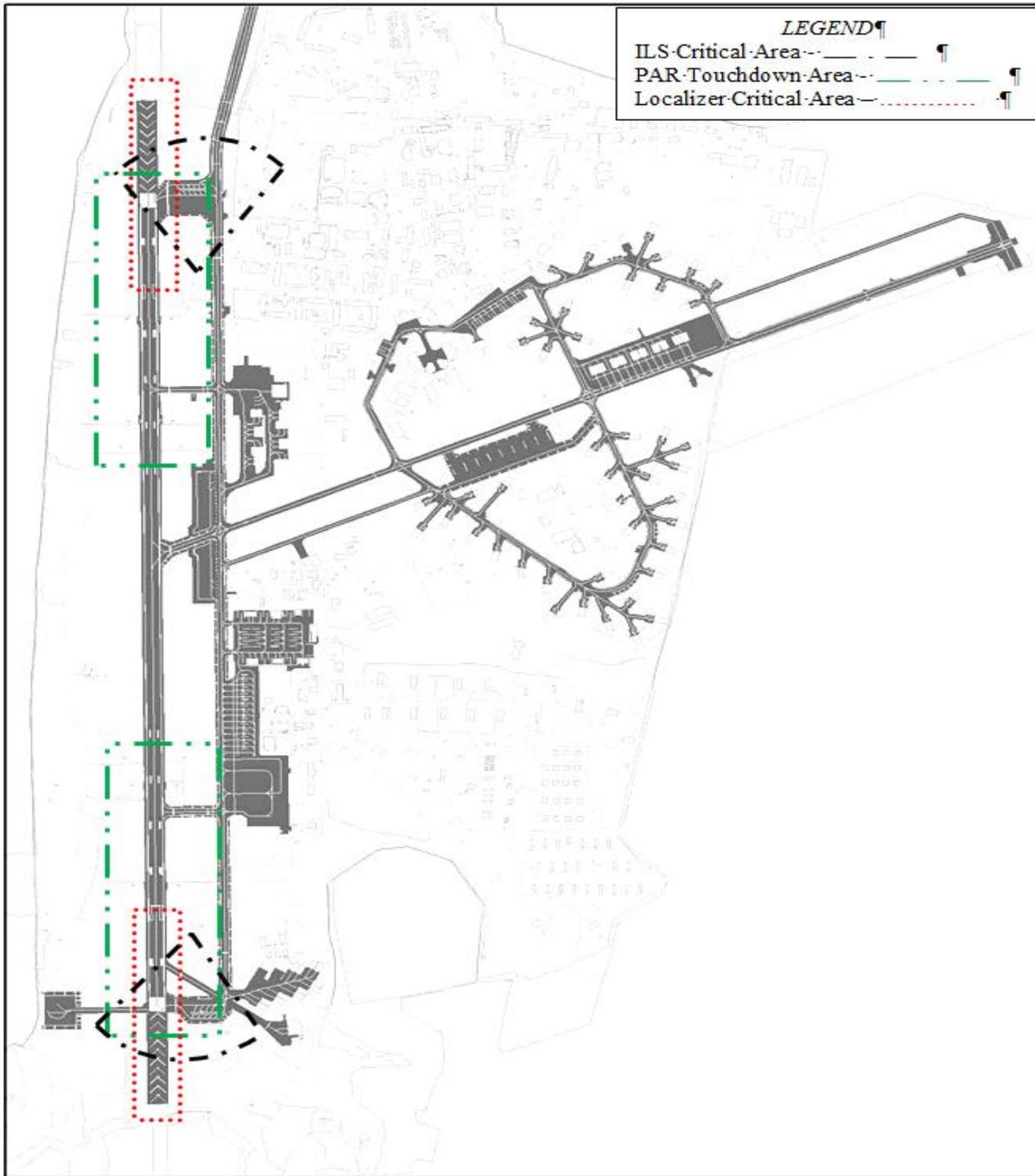
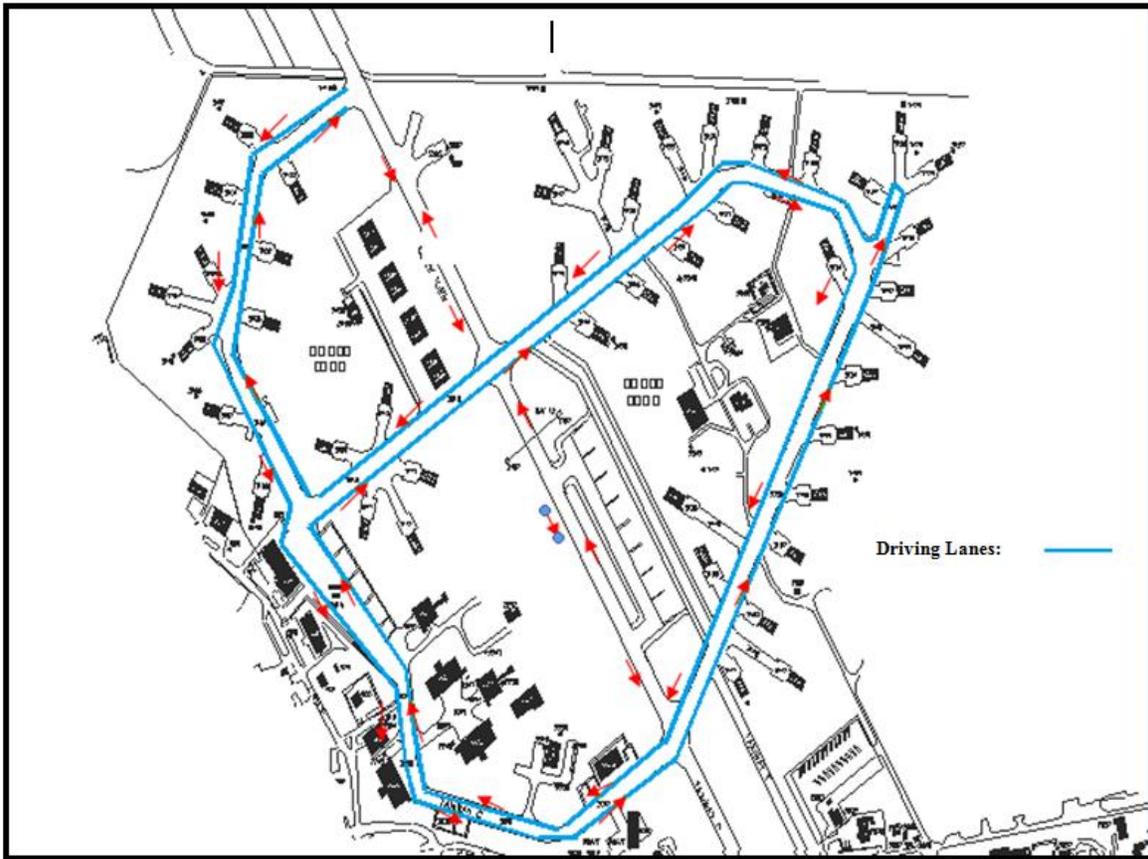


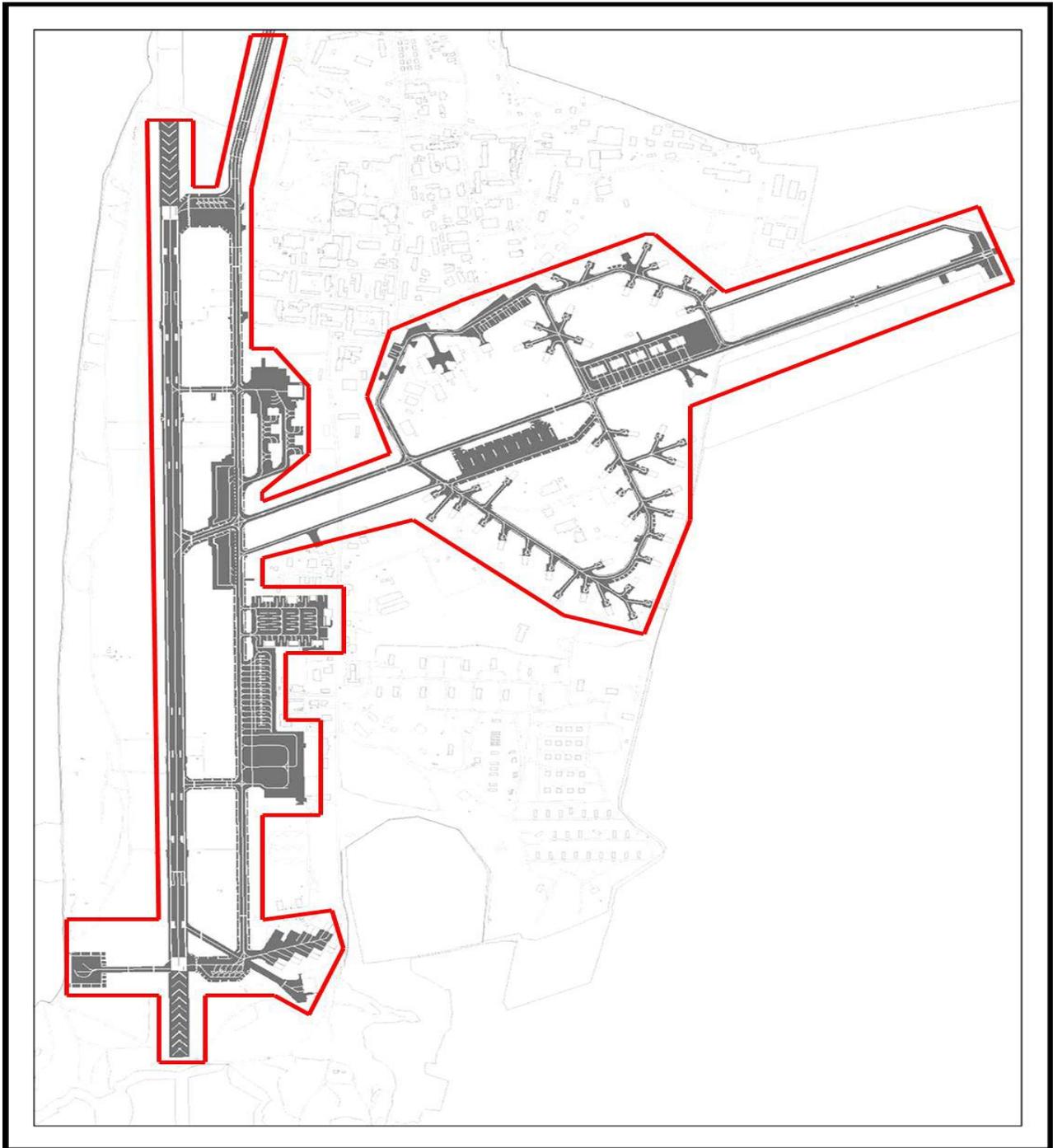
Figure A11.4. Vehicle Traffic Lanes and Traffic Flow



↑ = Directional Vehicle Traffic Flow

**VEHICLES MUST DRIVE TO THE EXTREME RIGHT, BETWEEN THE PAVEMENT EDGE AND WHITE LINE, UNLESS TOWING AN AIRCRAFT OR OTHERWISE EXEMPTED BY THIS INSTRUCTION. WHEN EXITING DRIVING LANES, PERFORM A 90 DEGREE ANGLE TURN TO ENSURE THE MOST DIRECT ROUTE TO DESTINATION.**

Figure A11.5. Controlled Area Boundaries



## Attachment 12

## PHRASEOLOGY TRAINING/RADIO TECHNIQUES

**A12.1. Responsibility.** It is up to every individual talking on the radio to ensure transmissions are accomplished in a professional manner. Slang, CB jargon and incorrect radio procedures can compromise safety. One of the most important items in radio communications is for you to speak in a manner that ensures others understand what you have said.

**A12.2. Radio Operations.** Before depressing the transmission button to talk, first think of what you will say. Radio transmissions should be clear and concise. Ensure someone else is not already talking on the frequency or waiting for a response.

**A12.3. Phonetic Alphabet.** The phonetic alphabet was developed to avoid misunderstanding of communications. Because letters such as “B,” “C,” “D,” and “E” all have similar sounds, they can easily be mistaken for one another, especially during radio transmissions. The following is the phonetic alphabet:

Table A12.1. Phonetic Alphabet

|             |              |             |
|-------------|--------------|-------------|
| “A” Alpha   | “J” Juliet   | “S” Sierra  |
| “B” Bravo   | “K” Kilo     | “T” Tango   |
| “C” Charlie | “L” Lima     | “U” Uniform |
| “D” Delta   | “M” Mike     | “V” Victor  |
| “E” Echo    | “N” November | “W” Whiskey |
| “F” Foxtrot | “O” Oscar    | “X” X-ray   |
| “G” Golf    | “P” Papa     | “Y” Yankee  |
| “H” Hotel   | “Q” Quebec   | “Z” Zulu    |
| “I” India   | “R” Romeo    |             |

**A12.4. Radio Phraseology.** Certain phrases are used in command and control and airfield operations. Ensure you know the following to better understand what tower is telling you. These phrases will also be used when communicating with the ATCT.

Table A12.2. Radio Phraseology

|   |
|---|
| Say again = Repeat  |
| Speak Slower = Slow down rate of speech                             |
| Standby = Wait  |
| Words Twice = Repeat every word again (twice)                       |
| Affirmative = Yes, or it’s true                                     |
| Correction = Made a mistake and will repeat the correct information |
| Go Ahead = Proceed with message                                     |
| How Do You Hear Me? = Readability                                   |
| Negative = No   |
| Out = Transmission has ended, response not necessary                |
| Over = Transmission has ended, response is expected                 |
| Roger = Acknowledged  |
| Wilco = Understood message and will comply with instructions        |

**A12.5. Examples of Use.**

A12.5.1. When requesting approval from the ATCT, ensure you state the name of the agency you are calling, followed by your call sign. State your location and your request. Wait until the called agency acknowledges your transmission before proceeding. Always repeat the called agency's instruction verbatim, to ensure they were received properly.

A12.5.2. If you receive instructions from the ATCT and do not understand it, ask the individual to "say again" and wait for the repeated message to make sure you understand.

A12.5.3. If you are having a difficult time because the individual is talking too fast, ask the individual to "speak slower" and the individual will repeat the previous transmission more slowly.

A12.5.4. The use of the word "over" indicates your transmission is complete and you expect a response. On subsequent contact, the called agency name and word "over" may be omitted if the message requires an obvious reply and there is no danger of misunderstanding.

A12.5.5. When the ATCT issues time-critical instructions such as "Exit runway immediately", you may acknowledge by saying "Wilco", "Affirmative", or "Roger" as appropriate, preceded by your call sign. You will respond immediately to time-critical requests, which may include the word "expedite".

**A12.6. Radio Techniques.**

A12.6.1. Listen before transmitting. If someone else is talking, the keying of another transmitter will be ineffective and will probably override/block out the other receiver causing the other vehicle operator to repeat his or her call.

A12.6.2. Think before keying the transmitter. You must know exactly what you need to say before you say it.

A12.6.3. The microphone should be very close to your lips and, after pressing the —microphone button, a slight pause may be necessary to be sure, the first word is transmitted clearly. Speak in a normal, conversational tone.

A12.6.4. When releasing the microphone button, wait a few seconds before calling again. The controller may be looking for you on the airfield, transmitting on a different frequency, or scanning the runway to enable your request.

A12.6.5. Be alert to the sounds or the lack of sounds in the receiver. Check your volume, recheck your frequency, and make sure that your microphone is not stuck in the transmit position. Frequency blockage can, and has, occurred for extended periods due to unintentional transmitter operation. This type of interference is commonly referred to as a —stuck mike, and controllers may refer to it in this manner when attempting to correct the problem.

A12.6.6. Be sure that you are within the performance range of your radio equipment and the ground station equipment. Refer to the airfield diagram to determine possible radio blind spots.

A12.6.7. Use caution when using a vehicle mounted/handheld radio and operating a vehicle at the same time. When possible, only use the radio when the vehicle is safely parked.

**Attachment 13**

**AIRFIELD DRIVING RESTRICTIONS**

**A13.1. Areas.** Driving restrictions may be issued for the following areas:

A13.1.1. Non-CMA Access.

A13.1.2. Loops

A13.1.3. Aprons

**A13.2. Vehicle Type.** Driving restrictions may be issued for vehicle types:

A13.2.1. Car or Sedan only.

A13.2.2. Golf Cart only.

A13.2.3. Bicycle only.

A13.2.4. Jammer only; used to identify users of non-vehicular regulated equipment driven for specialized purposes.

**A13.3. Classifications.** Issue driving restrictions for personal classifications:

A13.3.1. Corrective Lenses (i.e., glasses, contacts, etc.).

A13.3.2. Color Blind; disallows entry to the controlled movement area.

A13.3.3. Authorized Daylight Hours Only.

## Attachment 14

## CALL SIGN LISTING

**A14.1. Direct questions to the Wing Airfield Driving Program Manager, at 782-4422. CAUTION:** An assigned call sign is not an automatic entitlement to drive on the airfield. All personnel must be trained, certified and possess a valid Kunsan AF IMT 483 before airfield access is authorized. Note: Notify the DAFM in writing of all call sign changes.

Figure A14.1. Call Sign Listing

| <u>USER</u>      | <u>TITLE</u>               | <u>CALL SIGN</u>   | <u>NET</u>  |
|------------------|----------------------------|--------------------|-------------|
| <b>8 FW/CC</b>   | <b>COMMANDER, 8 FW</b>     | <b>WOLF</b>        | <b>CMDR</b> |
| 8 FW/CV          | Vice Commander, 8FW        | Wolf-2             | CMDR        |
| 8 FW/SE          | Chief of Safety, 8 FW      | Safety-1           | CMDR        |
| 8 FW/SEF         | Flight Safety, 8FW         | Flt-Safety         | CMDR        |
| 8 FW/SEG         | Ground Safety, 8FW         | Ground-Safety      | CMDR        |
| 8 FW/SEW         | Weapons Safety, 8 FW       | Weapons-Safety     | CMDR        |
| 8 OG/CC          | Cmdr, Ops Group            | Viper              | CMDR        |
| 8 OG/CD          | Deputy Cmdr, 8 Ops Group   | Viper-2            | CMDR        |
| 8 OG/SOF         | Supervisor of Flying, 8 OG | Viper-SOF          | CMDR        |
| <b>8 OSS/CC</b>  | <b>COMMANDER, 8 OSS</b>    | <b>WIZARD-LEAD</b> | <b>CMDR</b> |
| 8 OSS/DO         | Ops Officer, 8 OSS         | Wizard-2           | CMDR        |
| 8 OSS/OSA        | Afld Ops Flt Commander     | OPS-1              | RAMP        |
| 8 OSS/OSA        | Afld Ops Flt Dir of Ops    | OPS-2              | RAMP        |
| 8 OSS/OSAM       | Afld Manager               | Airfield-1         | RAMP        |
| 8 OSS/OSAM       | Dep Afld Manager           | Airfield-2         | RAMP        |
| 8 OSS/OSAM       | NCOIC, Afld Mgt Ops        | Airfield-3         | RAMP        |
| 8 OSS/OSAM       | Afld Mgt Ops-Mobile        | Airfield-4         | RAMP        |
| <b>35 FS/CC</b>  | <b>Commander, 35 FS</b>    | <b>PANTON-Lead</b> | <b>35FS</b> |
| 35 FS/DO         | Ops Officer, 35 FS         | PANTON-2           | 35FS        |
| 35 FS/           | Super                      | PANTON-Chief       | 35FS        |
| 35 FS/           | Ops Desk                   | PANTON-Ops         | 35FS        |
| 35 FS/           | Ops Runner                 | PANTON-Ramp-Rat    | 35FS        |
| <b>80 FS/CC</b>  | <b>Commander, 80 FS</b>    | <b>JUVAT-Lead</b>  | <b>80FS</b> |
| 80 FS/DO         | Ops Officer, 80 FS         | JUVAT-2            | 80FS        |
| 80 FS/           | Super                      | JUVAT-Chief        | 80FS        |
| 80 FS/           | Ops Desk                   | JUVAT-Ops          | 80FS        |
| 80 FS/           | Ops Runner                 | JUVAT-Ramp         | 80FS        |
| <b>8 AMXS/CC</b> | <b>COMMANDER, 8 AMXS</b>   | <b>COBRA</b>       | <b>MOC</b>  |
| 8 AMXS/MXA       | Dep Cmdr, 8 AMXS           | Cobra-2            | MOC         |
| 8 AMXS/MXA       | Chief, 8 AMXS              | Cobra-Chief        | MOC         |
| 8 AMXS/CCF       | First Sergeant, AMXS       | Cobra-Shirt        | MOC         |

|                     |                               |               |      |
|---------------------|-------------------------------|---------------|------|
| 8 AMXS/MXAA         | 35 AMU OIC                    | Blue-Boss     | 35FS |
|                     | 35 AMU MX Superintendent      | Blue -Chief   | 35FS |
|                     | 35 AMU Assist AMU OIC         | Blue-Lead     | 35FS |
|                     | 35 AMU Asst MX Superintendent | Blue-Senior   | 35FS |
|                     | 35 AMU Pro Super              | Blue-Super    | 35FS |
|                     | 35 AMU Contingency Pro Super  | Blue-Shadow   | 35FS |
|                     | 35 AMU Lead Pro Super         | Blue-Shadow   | 35FS |
|                     | 35 AMU Support/Supply         | Blue-COSO     | 35FS |
|                     | 35 AMU Support/Tools          | Blue-Support  | 35FS |
|                     | 35 AMU A Flt Expeditor        | Blue-1        | 35FS |
|                     | 35 AMU B Flt Expeditor        | Blue-2        | 35FS |
|                     | 35 AMU Spec Flt Expeditor     | Blue-3        | 35FS |
|                     | 35 AMU Weapons Expeditor      | Blue-4        | 35FS |
|                     | 35 AMU Weapons Expeditor      | Blue-5        | 35FS |
|                     | 35 AMU Eng/E&E Expeditor      | Blue-6        | 35FS |
|                     | 35 AMU AGE Driver             | Blue-AGE      | 35FS |
|                     | 35 AMU Dispatch/General       | Blue-Dispatch | 35FS |
|                     | 35 AMU Debrief                | Blue-Debrief  | 35FS |
|                     | 35 AMU Spare Call Signs       | Blue-7-11     | 35FS |
|                     | 35 AMU Cell Bosses            | Blue Cell-X   | 35FS |
| 35 AMU Shelter Team | Blue Shelter                  | 35FS          |      |
| 8 AMXS/MXAB         | 80 AMU OIC                    | Gold-Boss     | 80FS |
|                     | 80 AMU MX Superintendent      | Gold-Chief    | 80FS |
|                     | 80 AMU Assist AMU OIC         | Gold-Lead     | 80FS |
|                     | 80 AMU Asst MX Superintendent | Gold-Senior   | 80FS |
|                     | 80 AMU Pro Super              | Gold Super    | 80FS |
|                     | 80 AMU Conting Pro Super      | Gold-Shadow   | 80FS |
|                     | 80 AMU Lead Pro Super         | Gold-Shadow   | 80FS |
|                     | 80 AMU Support/Supply         | Gold-COSO     | 80FS |
|                     | 80 AMU Support/Tools          | Gold-Support  | 80FS |
|                     | 80 AMU A Flt Expeditor        | Gold-1        | 80FS |
|                     | 80 AMU B Flt Expeditor        | Gold-2        | 80FS |
|                     | 80 AMU Spec Flt Expeditor     | Gold-3        | 80FS |
|                     | 80 AMU Weapons Expeditor      | Gold-4        | 80FS |
|                     | 80 AMU Weapons Expeditor      | Gold-5        | 80FS |
|                     | 80 AMU Eng/E&E Expeditor      | Gold-6        | 80FS |
|                     | 80 AMU AGE Driver             | Gold-AGE      | 80FS |
|                     | 80 AMU Dispatch/General       | Gold-Dispatch | 80FS |
|                     | 80 AMU Debrief                | Gold-Debrief  | 80FS |
|                     | 80 AMU Spare Call Signs       | Gold-7-11     | 80FS |
|                     | 80 AMU Cell Bosses            | Gold-Cell-X   | 80FS |
| 80 AMU Shelter Team | Gold-Shelter                  | 80FS          |      |

|                  |                                   |                 |             |
|------------------|-----------------------------------|-----------------|-------------|
| <b>8 MXG/CC</b>  | <b>COMMANDER, 8 MXG</b>           | <b>Phoenix</b>  | <b>MOC</b>  |
| 8 MXG/CD         | Dep Cmdr, 8 MXG                   | Phoenix-2       | MOC         |
| 8 MXG/CCC        | Chief, 8 MXG                      | Phoenix-Chief   | MOC         |
| 8 MXG/CCE        | Ops Runner                        | GOZER           | MOC         |
| <b>8 AMXS/CC</b> | <b>COMMANDER, AMXS</b>            | <b>COBRA</b>    | <b>MOC</b>  |
| 8 AMXS/MXA       | Dep Cmdr, AMXS                    | Cobra-1         | MOC         |
| 8 AMXS/MXA080    | Chief, AMXS                       | Cobra-Chief     | MOC         |
| 8 AMXS/CCF       | First Sergeant, AMXS              | Cobra-Shirt     | MOC         |
| <b>8 MXG/CC</b>  | <b>COMMANDER, 8 MXG</b>           | <b>Phoenix</b>  | <b>MOC</b>  |
| 8 MXG/CD         | Dep Cmdr, 8 MXG                   | Phoenix-2       | MOC         |
| 8 MXG/CCC        | Chief, 8 MXG                      | Phoenix-Chief   | MOC         |
| 8 MXG/CCE        | Ops Runner                        | GOZER           | MOC         |
| <b>8 MXS/CC</b>  | <b>COMMANDER, 8 MXS</b>           | <b>DRAGON</b>   | <b>MX</b>   |
| 8 MXS/MXMC       | Cmdr, Accessories Flt             | Accessories     | MX-LEAD     |
| 8 MXS/MXMG       | Chief, Aero Gnd Equip Flt         | AGE-Super       | MX          |
| 8 MXS/           | Transient Alert (TA)-Base         | Recovery-Base   | RAMP        |
| 8 MXS/           | TA – Follow Me                    | Transient 1 & 2 | RAMP        |
| 8 MXS/           | TA – Crash                        | Recovery 1 & 2  | RAMP        |
| <b>8 SFS/CC</b>  | <b>COMMANDER, 8 SFS SQ</b>        | <b>SHERIFF</b>  | <b>SFS</b>  |
| 8 SFS/CD         | Deputy Commander, 8 SFS           | Sheriff-2       | SFS         |
| <b>8 CS/CC</b>   | <b>COMMANDER, 8 CS</b>            | <b>COMM-1</b>   | <b>COMM</b> |
| 8 CS/SCOA        | ATCALs                            | ATCALs-1        | COMM        |
| 8 CS/SCOAR       | Radar Systems                     | Radar-1         | COMM        |
| 8 CS/SCOAR       | Radar Systems                     | Radar-2         | COMM        |
| 8 CS/SCOAA       | Airfield Systems                  | Systems-1       | COMM        |
| 8 CS/SCOAA       | Airfield Systems                  | Systems-2       | COMM        |
| 8 CS/SCOAA       | Airfield Systems                  | Systems-3       | COMM        |
| 8 CS/SCOAT       | Radio Frequency Transmissions     | Radio-1         | COMM        |
| 8 CS/SCOST       | Wireless Comm/PWCS                | LMR-1           | COMM        |
| <b>8 MSG/CC</b>  | <b>COMMANDER, 8 MSG</b>           | <b>FALCON</b>   | <b>ALL</b>  |
| 8 MSG/CD         | Dep Cmdr, 8 MSG                   | Falcon-2        | ALL         |
| <b>8 CES/CC</b>  | <b>COMMANDER, 8 CES</b>           | <b>DEVIL-1</b>  | <b>CE</b>   |
| 8 CES/CD         | Dep Cmdr, 8 CES                   | Devil-2         | CE          |
| 8 CES/CEO        | Cmdr, Ops Flt                     | Devil-3         | CE          |
| 8 CES/CED        | Chief, Explosive Ord Disposal Flt | EOD-1           | CE          |
| 8 CES/CED        | NCOIC, EOD                        | EOD-2           | CE          |
| 8 CES/CEF        | Chief, Fire Dept                  | Chief-1         | CE          |
| 8 CES/CEFD       | Deputy Chief, Fire Dept           | Deputy          | CE          |

|              |                          |                   |            |
|--------------|--------------------------|-------------------|------------|
| 8 CES/CEFOA  | Assistant Chief-A Flt    | Chief-2           | CE         |
| 8 CES/CEFOB  | Assistant Chief-B Flt    | Chief-2           | CE         |
| 8 CES/CEF    | Fire Dept                | Crash-3           | CE         |
| 8 CES/CEF    | Fire Dept                | Crash-4           | CE         |
| 8 CES/CEF    | Fire Dept                | Crash-5           | CE         |
| 8 CES/CEF    | Fire Dept                | Crash-6           | CE         |
| 8 CES/CEF    | Fire Dept                | Engine-7          | CE         |
| 8 CES/CEF    | Fire Dept                | Engine-8          | CE         |
| 8 CES/CEF    | Fire Dept                | Rescue-9          | CE         |
| 8 CES/CEF    | Fire Dept                | Tanker-10         | CE         |
| 8 CES/CEF    | Fire Dept                | HAZMAT-15         | CE         |
| 8 CES/CEF    | Fire Dept                | Unit-15           | CE         |
| 8 CES/CEF    | Fire Prevention, 8 CES   | Prevention        | CE         |
| 8 CES/CEOR   | Super, Heavy Repair      | Hr-Chief          | CE         |
| 8 CES/CEORE  | Super, Entomology        | Bug-Lead          | CE         |
| 8 CES/CEORH  | Super, Horizontal Repair | Horizontal-Lead   | CE         |
| 8 CES/CEORHG | Super, Grounds           | Grounds-Lead      | CE         |
| 8 CES/CEO    | Ext Electric/Afld Lgt    | Airfield-Lighting | CE         |
| <b>ROKAF</b> | <b>COMMANDER, 38 FG</b>  | <b>ROKAF CDR</b>  | <b>ALL</b> |
| ROKAF        | COMMANDER, 111 FS        | TIGER             | ALL        |
| ROKAF        | COMMANDER, MSG           | ROKAF Base        | ALL        |
| ROKAF        | ROKAF Flight Safety      | ROKAF Safety      | ALL        |

## Attachment 15

## AIRFIELD DRIVER/AIRFIELD DRIVING PROGRAM SUSPENSION

Figure A15.1. Airfield Driver/Airfield Driving Program Suspension

*NOTE: OG/CC is approving official if the unit's entire Airfield Driving Program requires re-instatement. For individual members' driving privileges, OSS/CC is approving official.*

MEMORANDUM FOR 8 OG/CC

FROM: Your Unit

SUBJECT: Flightline Drivers License Re-instatement Request

1. Synopsis of incident-Include date/time/location
2. Justification for re-instatement
3. Reinstatement re-training requirements. I.E "It is understood that *AIC Smith/or Unit Airfield Driving Program* will be completely retrained and re-certified IAW 8 FWI 13-213."

XXXX,XXX, XX, USAF  
Unit Commander

1st Ind to 8 OSS/OSAM, 11 Dec 07, Flightline driver's license re-instatement request.

Concur/nonconcur.

XXXX, XXX, XX, USAF  
8 FW Airfield Driving Program Manager

2d Ind, 8 OSS/CC, 11 Dec 07, Flightline driver's license re-instatement request.

Concur/nonconcur.

XXXX, XXX, XX, USAF  
Squadron Commander

3d Ind, 8FW/SE, Date, Flightline driver's license re-instatement request.

Concur/nonconcur.

XXXXX, XXXX, XX, USAF  
8 FW/SE

4d Ind, OG/CC, Date, Flightline driver's license re-instatement request.

Concur/nonconcur.

XXXXX, XXXX, XX, USAF  
Operations Group Commander