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AIRFIELD DRIVING

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This instruction implements Air Force Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield and Range Management*, and designates responsibilities, procedures, and airfield driving certification and training requirements for the safe control of vehicles and pedestrians on the airfield. This instruction applies to all agencies (including Air Force Reserve Command and Air National Guard) that have personnel who operate motorized vehicles on the airfield (934 Airlift Wing Apron). Refer recommended changes and questions about this instruction to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command to (include OPR mailing instructions) Ensure that all records created as a result of processes prescribed in this instruction are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. See **Attachment 1** for a glossary of references and supporting information used in this instruction.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision includes applicable changes as directed IAW AFI 13-213, *Airfield Driving*. Further revisions are made for clarity and currency.

1.	Airfield Driving Program Concept and Responsibilities.	2
2.	Operating Procedures and Standards	9

3.	Airfield Controlled Movement Area (CMA).	15
4.	Enforcement.	16
5.	TDY Personnel/Non-base assigned Contractors.	18
6.	Vehicle Requirements.	18
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		20
Attachment 2—UNIT AIRFIELD DRIVING PROGRAM MANAGER (ADPM)APPOINTMENT LETTER		24
Attachment 3—MSP-INTL AIRPORT CONTROLLED MOVEMENT AREA		25
Attachment 4—AIRFIELD DIAGRAM (934 AW RAMP)		26
Attachment 5—AIRFIELD DRIVING TRAINING DOCUMENTATION ANDCERTIFICATION CHECKLIST		28
Attachment 6—AIRPORT MARKINGS, SIGNS AND LIGHTING		30
Attachment 7—REQUEST FOR REINSTATING AIRFIELD DRIVING PRIVILEGESSAMPLE LETTER		33

1. Airfield Driving Program Concept and Responsibilities.

1.1. Concept.

1.1.1. 934 OSS/OSA, Airfield Management (AM) is the Office of Primary Responsibility for the Wing Airfield Driving Program. AM trains and certifies unit Airfield Driving Program Managers. Unit Airfield Driving Program Managers (ADPM) will in turn, manage their unit programs and train unit personnel who have an operational requirement to drive on the airfield.

1.1.2. The goal of the airfield driving program is to create a safe driving environment. The safe operation of motor vehicles on the airfield is absolutely essential to normal aircraft and maintenance operations. Motor vehicles present a clear and definite danger, to aircraft, aircrew, and ground personnel. Carelessness, haste, and disregard for established safety standards are the primary sources of aircraft-vehicle collisions and/or incidents and personnel injury with motor vehicles on the airfield.

1.1.3. All base-assigned (military, civilian, contractor, etc) personnel who operate a vehicle on the airfield must be trained on local airfield driving procedures, complete the Airfield Driving CBT, be licensed to operate the type of vehicle(s) required by the unit for mission accomplishment, and have an AF IMT 483 endorsed for airfield driving. Airfield experience (e.g. operating vehicles or aircraft) is not a substitute for completion of airfield driving training and testing requirements.

1.1.4. Newly assigned base personnel must complete the entire airfield driving program regardless of previous assignments at other military installations. AF IMT 483's received at previous installations are no longer valid once the individual arrives at Minneapolis Air Reserve Station. The Airfield Manager and the unit Airfield Driving Program Manager

have the authority to confiscate the old AF IMT 483 and prohibit airfield driving privileges until the individual completes all mandatory training and receives an AF IMT 483, *Certificate of Competency* (Airfield Drivers License) for Minneapolis Air Reserve Station.

1.1.5. Units sponsoring TDY personnel or Non-base assigned contractors are responsible for providing training or an escort that possesses a valid AF IMT 483.

1.2. Responsibilities.

1.2.1. Wing Commander.

1.2.1.1. Will designate personnel and agencies to support the Airfield Driving Program.

1.2.1.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension/revocation of an individual's civilian driver's license and/or base driving privileges. Authority must not be delegated.

1.2.1.3. Will approve publication of the Airfield Driving Instruction (ADI).

1.2.2. Operation Group Commander.

1.2.2.1. Will certify the wing ADI.

1.2.2.2. Will review Non-Controlled Area Movement Area Violations (CMAVs) involving aircraft safety and the AF IMT 651, *Hazardous Air Traffic Report*.

1.2.3. Squadron Commander or Senior Air Reserve Technician.

1.2.3.1. Will appoint a primary and alternate unit ADPM in writing (see attachment 2) to manage training and testing requirements of unit personnel that are required to operate a vehicle on the airfield. A copy of this letter will be forwarded to 934 OSS/OSA ATTN: Airfield Management.

1.2.3.1.1. Unit ADPM must be at least a SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use most qualified SSgt/5-level or civilian equivalent available. Note: The responsible Group Commander is delegated authority to waive this requirement. Forward a copy of the waiver to 934 OSS/OSA.

1.2.3.1.2. Replacement unit ADPMs must be appointed in writing (see attachment 2) and trained by Airfield Management at least 30 days prior to releasing the current unit ADPM.

1.2.3.2. Will certify personnel are qualified to drive on the airfield by signing "Airfield Driving Training Documentation and Certification Checklist" (see [attachment 5](#)). Commanders may delegate authority to their ADPMs. If delegated, a current appointment letter (see attachment 2) indicating this delegation must be on file with AM.

1.2.3.3. Will ensure unit assigned personnel complete the required training and testing requirements identified in this instruction prior to obtaining an AF IMT 483, *Certificate of Competency* (Airfield Drivers License) to operate a vehicle on the airfield.

1.2.3.4. Will limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.

1.2.3.5. Will upon suspension or revocation of a unit member's civilian drivers license, and/or base driving privileges, suspend/revoke the member's airfield driving authorization and notify the unit ADPM and AM of the individuals suspension/revocation. Request for reinstatement must be processed according to **paragraph 4.5.2.1**.

1.2.3.6. Will ensure unit ADPMs can satisfactorily manage the number of airfield drivers within their organization.

1.2.3.7. Will (if required), 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 instruction. Trainers must have completed the AF Training Course. Forward a copy of the appointment letter to AM. **Note:** This letter may be consolidated with the unit ADPM appointment letter.

1.2.3.8. Will verify an individual's driving record with Security Forces to determine their qualifications before permitting them to operate a vehicle and/or equipment on the airfield.

1.2.3.9. Will ensure unit ADPMs or designated trainers conduct and document practical day and night (as applicable) airfield familiarization training and the practical driving test to all new vehicle operators before they are allowed to drive on the airfield.

1.2.3.10. Will ensure unit airfield drivers DO NOT enter the MSP-Intl Airport Controlled Movement Area without prior training, licensing and coordination from MAC Airside Operations.

1.2.4. **Airfield Management (AM)**.

1.2.4.1. Will serve as the Office of Primary Responsibility for the base Airfield Driving Program (Wing ADPM).

1.2.4.1.1. Will develop an ADI (this instruction) to establish a wing Airfield Driving Program. The ADI must include all mandatory requirements as specified IAW AFI 13-213, *Airfield Driving*. Additionally the ADI must be a stand-alone document that is coordinated through the local airport authority (MAC) and approved by HQ AFRC/A3VA prior to implementation.

1.2.4.2. Will develop and provide unit ADPMs the following items to manage their respective Airfield Driving Programs.

1.2.4.2.1. Wing ADI (this instruction).

1.2.4.2.2. Unit ADPM Training Checklist.

1.2.4.2.3. Unit Airfield Driving Program Self Inspection Checklist.

1.2.4.2.4. Airfield Driving Training Documentation and Certification Checklist (**attachment 5**).

1.2.4.2.5. Airfield Driving Qualification Training Checklist (Curriculum) and

associated Lesson Plan.

1.2.4.2.6. General Knowledge Test, Runway Incursion Prevention Test, Airfield (Ramp) Diagram layout Test.

1.2.4.2.7. TDY Personnel/Non-Base Assigned Contractors Training Checklist.

1.2.4.3. Will review the ADI and all supporting data for currency and accuracy annually. The annual review will be documented. The review will be maintained IAW AFI 13-213.

1.2.4.4. Will conduct random spot checks to monitor compliance with airfield driving procedures. Violations will be reported to the unit commander and ADPM.

1.2.4.5. Will monitor radio for proper terminology, phraseology and discipline (934 AW ramp only).

1.2.4.6. Will inspect each unit airfield driving program annually. Inspections will focus on program integrity and compliance with this instruction. Inspections will be conducted utilizing the unit self inspection checklist. Inspection results will be provided to the unit commander and briefed at the quarterly Airfield Operations Board (AOB).

1.2.4.7. Will utilize email advisories to educate, inform and update personnel on airfield changes and trends (e.g. airfield construction/closures, exercise activity, driving violations, etc).

1.2.4.8. Will maintain a wing ADPM Continuity Binder in the TAB format below.

1.2.4.8.1. TAB A: Unit ADPM Appointment Letter.

1.2.4.8.2. TAB B: ADI

1.2.4.8.3. TAB C: Annual Program Inspection Results.

1.2.4.8.4. TAB D: Unit ADPM Training

1.2.4.8.5. TAB E: Current Listing of Unit Airfield Drivers.

1.2.4.8.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Tests/Answer keys.

1.2.4.8.7. TAB G: Unit Airfield Driving Requirements as applicable (e.g. Fire Trucks, Fuel Trucks, K-loaders, Forklifts, Tugs, etc).

1.2.4.8.8. TAB H: Airfield Violations/Corrective Actions.

1.2.4.8.9. TAB I: References (e.g. AFMAN 24-306, *Manual for Wheeled Vehicle Operator* Chapter 20, AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities* Chapter 6, AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc).

1.2.4.8.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Articles, group emails, etc).

1.2.4.9. Will develop written, multiple choice General Knowledge and Runway Incursion Prevention tests that are reviewed and updated annually (if necessary).

1.2.4.10. Will attend scheduled VCO/VCNCO meetings to provide training/brief airfield driving violations, trends, etc. Minutes will be maintained for the current calendar year in Tab J of the wing ADPM continuity binder.

1.2.4.11. Will verify training requirements/documentation has been completed on trainees prior to issuing an AF IMT 483, *Certificate of Competency* (Airfield Drivers License).

1.2.4.12. Will process and sign AF IMT 483, *Certificate of Competency* (Airfield Drivers License). The AF IMT 483 will be annotated "Authorized Airfield – AFRC RAMP ONLY". Authority for signing the AF IMT 483 will not be delegated outside of AM.

1.2.4.13. Will coordinate on unit airfield driving lesson plans and tests (when applicable).

1.2.4.14. Will ensure unit ADPMs provide appropriate training to TDY personnel and Non-base assigned contractors, based on type, location, time and duration of work.

1.2.4.15. Will provide classroom training to unit ADPMs as required.

1.2.4.16. Will provide unit ADPMs a standardized spreadsheet 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 name, rank, unit, AF IMT 483 certificate number, restrictions (if applicable) and refresher training due date.

1.2.4.17. Will sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF IMT 483 for airfield driving.

1.2.4.18. Will impose and publish restricted driving routes as required.

1.2.4.19. Will respond to reported or suspected airfield driving violations and investigate accordingly. At a minimum, AM personnel will escort the individual off the airfield and confiscate their 483. A written statement will be requested from the alleged violator.

1.2.5. **Safety.**

1.2.5.1. Will coordinate on the ADI to ensure a safe airfield driving program. Vehicle traffic flow patterns and vehicle parking plans must be reviewed.

1.2.5.2. Will coordinate on all lesson plans and tests pertaining to the base Airfield Driving Program.

1.2.5.3. Will participate with AM in investigating airfield driving incidents.

1.2.5.4. Will review and take appropriate action regarding all AF IMT 651, *Hazardous Air Traffic Report* and AF IMT 457, *USAF Hazard Report* involving unsafe airfield driving accidents/incidents.

1.2.6. **Security Forces.**

1.2.6.1. Will monitor airfield vehicle operations for compliance with this instruction.

1.2.6.2. Will enforce all traffic rules and directives on the airfield.

1.2.6.3. Will ensure unauthorized vehicles are prohibited from operating on the airfield and inform AM of violations.

1.2.6.4. Will detain all POVs driving on the airfield and notify AM.

1.2.6.5. Will assist in escorting violators (as needed) to AM and issue appropriate citation for violation.

1.2.6.6. Will provide assistance when requested by AM or MAC to apprehend airfield driving violators and remove unauthorized persons from the airfield.

1.2.6.7. Will coordinate with the AM to establish a designated response location in support of In-flight/Ground emergencies and other emergency situations.

1.2.6.8. Will upon request verify an individual's driving record (incorporates AF IMT 1313, *Driver Record* data) utilizing the Security Forces Management Information System

1.2.7. MSP-Intl Airport Air Traffic Control Tower (ATCT).

1.2.7.1. Controls all aircraft, vehicles and pedestrian traffic within the MSP-Intl Airport Controlled Movement Area by two-way radio communications or, in the event of lost communications, by use of light gun signals.

1.2.7.2. Reports known Controlled Movement Area violations and problems with vehicle operator radio communications to MAC Airside Operations. Assists MAC Airside Operations in identifying and locating unauthorized personnel and vehicles on or near the Controlled Movement Area.

1.2.8. Aeromedical Staging Squadron.

1.2.8.1. Will upon request from AM conduct color vision screening on individuals to ensure they can safely operate a vehicle on the airfield.

1.2.8.2. If necessary, color vision screening will be conducted and documented IAW established medical procedures. A copy of the color vision test will be provided to AM.

1.2.9. Unit Airfield Driving Program Managers (ADPMs).

1.2.9.1. Will be a SSgt/7-level or above, or civilian equivalent trained and certified to drive on the airfield. See also paragraph 1.2.3.1. listed above.

1.2.9.2. Will administer the unit airfield driver's training program, to include administering all required tests IAW this instruction. Unit ADPMs will establish trainee test failure procedures as applicable, keeping safety in mind during this process.

1.2.9.3. Will ensure unit personnel complete airfield drivers training and certification prior to issuance of a AF IMT 483. The Airfield Driving Training Documentation Certification Checklist (see attachment 5) will be utilized.

1.2.9.4. Will identify, document and track personnel requiring access to the CMA or restricted airfield driving as applicable (e.g. daylight hours only, etc).

1.2.9.5. Will ensure unit personnel who are not trained and certified at night AF IMT 483 indicates restricted access (e.g. "AUTHORIZED DAYLIGHT HOURS ONLY").

1.2.9.6. Will ensure unit airfield drivers receive practical day and night (as applicable) airfield familiarization training and practical driving test prior to issuance of an AF IMT 483.

1.2.9.7. Will ensure unit personnel authorized to drive on the controlled movement area complete all required training IAW MAC Ordinance Number 105, *Air Operations Area Driving Ordinance*.

1.2.9.8. Will ensure unit airfield driver personnel have a valid state drivers license, government drivers license (AF Form 2293) and a restricted area line badge (AF Form 1199). These items must be with the vehicle operator at all times while driving on the airfield.

1.2.9.9. Will ensure unit airfield drivers are qualified to drive the vehicles they will be operating on the airfield. This includes any additional training to operate vehicles in various field conditions (e.g. blackout, night vision devices, etc). Each vehicle will be documented on the back of the AF Form 2293, *USAF Motor Vehicle Identification Card*.

1.2.9.10. Will maintain current and accurate airfield driving training records and associated forms. At a minimum, the following training documentation will be accomplished and maintained for each trained/certified airfield driver.

1.2.9.10.1. Airfield Driving Training Documentation/Certification Checklist (Attachment 5).

1.2.9.10.2. Airfield Driving Qualification Training Checklist (Curriculum).

1.2.9.10.3. Airfield Diagram (934 AW Ramp) Layout Test.

1.2.9.10.4. Written Test Score Sheet - General Knowledge/Runway Incursion Prevention Tests.

1.2.9.10.5. Airfield Driving Computer Based Training Certificate.

1.2.9.11. Will ensure deploying personnel are trained, certified and possess a valid AF IMT 483 for airfield driving.

1.2.9.12. Will conduct and document annual refresher training on unit airfield drivers. At a minimum, all airfield drivers must complete the Airfield Driving Computer Based Training and the Runway Incursion Prevention test annually. Maintain copies of the most current refresher training completion date on file in the unit. Document completion of annual refresher training on the reverse side of the member's AF IMT 483.

1.2.9.13. Will maintain a unit ADPM continuity binder in the TAB format as outlined in [paragraph 1.2.4.8](#) listed above.

1.2.9.14. Will (if applicable), train unit airfield driver trainers on how to conduct and document training on newly assigned unit airfield drivers.

- 1.2.9.15. Will attend AM semi-annual meetings and/or briefings regarding airfield driving.
 - 1.2.9.16. Will ensure TDY personnel/non-base assigned contractors that are hosted by the unit receive airfield driving training IAW this instruction.
 - 1.2.9.17. Will conduct and document a self inspection of the unit's Airfield Driving Program utilizing the checklist provided by AM. Forward a copy of the inspection results to AM
 - 1.2.9.18. Will develop procedures to disseminate airfield driving related information (e.g. email, briefing, etc) to unit airfield drivers.
 - 1.2.9.19. Will conduct random spot checks for enforcement and compliance with this instruction. Correct all discrepancies noted.
 - 1.2.9.20. Will conduct classroom training as required.
 - 1.2.9.21. Will maintain current and accurate training and testing materials. Unit ADPMs are authorized to administer applicable airfield driving tests.
 - 1.2.9.22. Will annually validate the number of personnel authorized to drive on the airfield.
 - 1.2.9.23. Will maintain a current listing of all unit airfield drivers IAW [paragraph 1.2.4.16](#) listed above. The most current listing will be forwarded to AM at least quarterly.
 - 1.2.9.24. Will notify the unit commander and wing ADPM in writing after suspending an individual's airfield driving privileges.
- 1.2.10. **Metropolitan Airports Commission (MAC).**
- 1.2.10.1. MAC Airside Operations trains and licenses personnel to operate vehicles within the MSP-Intl Airport Air Operations Area. This includes the Controlled Movement Area.
 - 1.2.10.2. MAC personnel are authorized to drive (airport vehicles only) on the 934 AW ramp to conduct official business. The following stipulations apply:
 - 1.2.10.2.1. MAC Airside Operations will train their personnel to operate on the 934 AW ramp IAW this instruction. A training certification letter will be signed by the MAC Airside Operations Manager and a copy will be provided to AM.
 - 1.2.10.2.2. MAC personnel will contact either AM or Base Defense Operations Center prior to entering the 934 AW ramp.
 - 1.2.10.2.3. MAC personnel will have a valid MAC ID displayed on their outer garment and above the waist at all times while operating on the 934 AW ramp.

2. Operating Procedures and Standards

2.1. **General.** All personnel (e.g. military, DoD civilian, contractor, etc) required to drive on the airfield must complete all training specified in this instruction and be issued an AF IMT 483, *Certificate of Competency* (Airfield Drivers License) signed by AM. Personnel not meeting these requirements must be escorted at all times. Personnel acting as an escort must

be trained and certified to drive on the airfield and have an AF IMT 483 signed by AM. The unit mostly closely associated with the individual/project is responsible for providing escorts.

2.2. Airfield Markings, Signs and Lighting. See [Attachment 6](#).

2.3. Basic Airfield Driving Rules.

2.3.1. Vehicle occupants shall wear seat belts at all times while the vehicle is in motion.

2.3.2. Vehicle occupants shall not allow their arms or legs to extend beyond the body of the vehicle.

2.3.3. Personnel will ensure vehicles come to a complete stop before entering or exiting.

2.3.4. Cargo will be fully secured to vehicle to prevent injury or damage. Cargo extending beyond the body of the vehicle will have a red flag attached during daylight hours and red warning lights or reflectors during nighttime operations.

2.3.5. When visibility is less than 50 feet, only emergency and alert vehicles will be operated on the airfield.

2.3.6. Airfield operations are prohibited when lightning is within five nautical miles of the airfield.

2.3.7. Headlights will be used from dusk to dawn and during all periods of reduced visibility.

2.3.8. Cell/mobile phones are not authorized while driving on the airfield.

2.3.9. Radio communication on the airfield (934 AW ramp) will be for official business only and kept to an absolute minimum. Standard radio phraseology and use of the aviation phonetic alphabet is required.

2.4. Authorized Airfield Vehicles.

2.4.1. Government Motor Vehicles (GMVs) in the performance of official duties.

2.4.2. Government Rental Vehicles (GRVs) possessing a airfield vehicle cone issued by AM and in the performance of official duties. This also includes government leased vehicles.

2.4.3. Contractor Motor Vehicles (CMVs) possessing a airfield vehicle cone issued by AM in the performance of government contracted duties. Note: CMVs working entirely within an established Free Zone do not require a vehicle cone.

2.4.4. Unit-owned bicycles/tricycles may be used on the parking ramp in the performance of assigned duties provided the operator has an AF IMT 483. Night operation requires an operational headlamp and reflectors. Reflectors must be visible in all directions.

2.4.5. Golf-type carts or other similar utility vehicles. Vehicle operators must possess and AF IMT 483 and follow all rules outlined in this instruction. Night operation requires forward and rear lamps.

2.5. Unauthorized Airfield Vehicles: Privately Owned Vehicles (POVs), to include motorcycles, mopeds, two-wheeled scooters, three wheeler, four wheelers, and Segways, etc. The Maintenance/Marshalling area is also off limits to POVs. EXCEPTION: Maintenance

Group parking of POVs is authorized during Unit Training Assemblies in the Maintenance/Marshalling Area when permitted by the 934 AW/CC.

2.6. Speed Limits.

2.6.1. No airfield vehicle operator will travel on airfield access roads, airfield (ramp) or maintenance/marshalling area at speeds in excess of that deemed safe, reasonable and prudent for existing traffic, road, and weather conditions.

2.6.2. General Purpose Vehicles - 15 MPH.

2.6.3. Special purpose Vehicles - 10 MPH.

2.6.4. Vehicles within 25 feet of an aircraft – 5 MPH.

2.6.5. Vehicles towing one maintenance stand - 10 MPH.

2.6.6. Vehicles towing two or more maintenance stands – 5 MPH.

2.6.7. Vehicles towing AGE (e.g. compressors, power units, oxygen carts, etc) – 15 MPH.

2.6.8. Vehicles towing equipment in tandem- 5 MPH. **NOTE:** Larger pieces of AGE will not block the driver's vision of the last item being towed.

2.6.9. Vehicles towing aircraft – 5 MPH.

2.6.10. Emergency vehicles may exceed the speed limits only when responding to real-world emergencies (non-exercise/training). Lights and sirens will be used during emergency responses. Regardless of the emergency, situational awareness and safety must remain a top priority for all emergency response vehicle operators.

2.6.11. Snow removal vehicles are exempt from speed limits while conducting snow removal operations.

2.7. Lateral Distance Requirements for fixed or Mobile Obstacles.

2.7.1. Runways: 1,000 feet from centerline.

2.7.2. Taxiways: 200 feet from centerline.

2.7.3. Apron (Ramp): 116.5 feet (C-130 = $\frac{1}{2}$ WS [66.5'] + 50' WTC) from all yellow taxi lane markings.

2.8. FOD Control and Prevention (see also 934 AWI 21-110).

2.8.1. FOD prevention is everyone's responsibility.

2.8.2. Vehicle operators will stop and conduct a FOD check at the entrance to the Airfield Controlled Area located between buildings 814 and 820 (see attachment 4). At a minimum a FOD check will consist of the following.

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

2.8.2.2. Vehicle operators will ensure all equipment carried on their vehicle is properly stored and secured before operating their vehicle on the airfield. Operators will ensure the cargo bed and the passenger compartment floor are clean to prevent

debris from falling onto the airfield. Vehicles operating on the airfield at night will carry a flash light to accomplish the FOD check.

2.8.2.3. A thorough walk around of the vehicle to ensure external vehicle component are secured and there are no damaged, loose or worn parts.

2.8.3. Vehicle operators will conduct a FOD check immediately after returning to a paved surface from an unpaved surface.

2.8.4. Vehicle operators will constantly watch for and pick up any foreign objects. If the debris is too small or abundant to be thoroughly picked up by hand, vehicle operators will notify AM with the debris' location so an airfield sweeper can be dispatched.

2.8.5. Tire chains may only be employed on airfield pavements after obtaining coordination/approval from AM, Safety, and Civil Engineering. The requesting agency will conduct an operational risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD hazards.

2.8.6. Vehicles equipped with studded tires are not authorized on the airfield.

2.9. Vehicle Ramp Traffic.

2.9.1. Vehicle operators must approach parked aircraft with the driver's side of the vehicle toward the aircraft.

2.9.2. Vehicle operators will not drive within 25 feet of aircraft unless performing official duties (e.g. loading, unloading, servicing, etc). Marshalls and/or safety spotters will be used at all times when operating within 25 feet of aircraft (exception - see paragraph 2.9.7 below).

2.9.3. When backing towards and within 10 feet (inside [non-standard] green painted safety zone markings) of an aircraft, pre-positioned wheel chocks will be used to prevent the vehicle from striking the aircraft.

2.9.4. Vehicle operators will not approach within 50 feet of an aircraft being towed.

2.9.5. Vehicle operators will follow the basic "rules of the road." When operating on the airfield (ramp) driving lanes are established (to the maximum extent possible) immediately to the right of the yellow taxi lane centerlines.

2.9.6. Vehicle operators will not pass beneath or between parked aircraft.

2.9.7. Vehicle operators will use extreme caution when driving in the vicinity of aircraft parking spots 1, 4, 6, and 9 due to reduced wing tip clearance (less than 25 feet). Airfield drivers are authorized to travel with the driver's side of the vehicle away from the aircraft on spot 1 only when spots 2 and 2a are simultaneously utilized. When this becomes necessary the driver will stop the vehicle before proceeding to ensure adequate vehicle clearance. See [Attachment 4](#) for safe direction of travel.

2.9.8. Vehicle operators will slow the vehicle and ensure it is clear to the front, sides, and rear before attempting a U-turn.

2.9.9. Emergency response vehicles (e.g. AM, Safety, Security Forces, MAC Fire, Crash, and Rescue, etc) are exempt from normal traffic flow patterns while responding to real-world (non-exercise/training) emergencies.

2.10. Vehicle Parking and Chocking Requirements.

2.10.1. Vehicles will never be left unattended on Runways or Taxiways.

2.10.2. Vehicles may be left unattended on service aprons and ramps under the following conditions:

2.10.2.1. Vehicles will not be parked facing towards an aircraft, or in such a manner as to interfere with an aircraft being towed or taxied.

2.10.2.2. Ignition will be turned off and keys left in the ignition.

2.10.2.3. The transmission will be placed in PARK (automatic transmission) or REVERSE (manual transmission).

2.10.2.4. The parking brake will be set. Vehicles not equipped with an internal braking system will have chocks placed in front of and behind one of the rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle wheels. The only exceptions to these requirements are emergency response vehicles responding to real-world (non-exercise/training) emergencies.

2.10.2.5. The doors will remain unlocked.

2.10.2.6. When parked unattended at night, headlights will be turned off and the parking lights and/or emergency flashers will be turned ON.

2.10.3. With the exception of emergency response vehicles and aircraft servicing support vehicles, (require the vehicle engine to operate as a power source for auxiliary components) no vehicles will be left unattended while the engine is running. Emergency response and aircraft servicing support vehicles will have the parking brake set, have the transmission in NEUTRAL (manual transmission) or PARK (automatic transmission), and the rear wheels chocked.

2.11. Right of Way Priorities.

2.11.1. Emergency response vehicles: No vehicle will be driven in front of an emergency response vehicle responding to an emergency.

2.11.2. Moving aircraft (includes aircraft being towed).

2.11.3. All other authorized vehicles.

2.12. Taxiing Aircraft.

2.12.1. Except for "Follow Me" vehicles, vehicles will not be parked in front of or driven into the path of taxiing aircraft. No vehicles will be driven between a taxiing aircraft and its "Follow Me" guide.

2.12.2. All vehicles except those responding to a real-world (non exercise/training) emergency must yield to taxiing aircraft. Vehicles will be driven on a paved surface by the shortest route. Only as a last resort will the vehicle be driven off the paved surface to ensure adequate clearances for aircraft.

2.12.3. Vehicle operators will not drive between an aircraft marshaller and an aircraft. Wait until you are notified to proceed by the marshaller.

2.12.4. When approaching an aircraft at night, headlights will be immediately turned OFF so the pilot's night vision is not affected. The vehicle parking lights or emergency flashers will be turned on so its position will be known. The headlights on the vehicle will remain off until the aircraft is out of range. Headlights will be turned ON prior to putting the vehicle in motion.

2.12.5. Vehicles equipped with daytime running lights will park in a safe location with ignition off, parking brakes set, and emergency flashers on.

2.13. Night Operations and Restricted Visibility due to Inclement Weather.

2.13.1. Headlights will be used during the hours of darkness and restricted visibility (800' ceiling/2 mile visibility [airport rotating beacon will be on])

2.13.2. Vehicle operators must contact MSP-Intl Tower for approval prior to proceeding beyond the ILS Hold Line whenever the weather drops below 800' ceiling and 2 mile visibility (airport rotating beacon will be on).

2.14. Convoy and Escort Responsibilities.

2.14.1. Personnel acting as escorts will be trained and certified to drive on the airfield and will be fully aware of associated responsibilities.

2.14.2. Escorts will brief drivers on route, speed, procedures, etc.

2.14.3. Except for pre-coordinated convoys with AM, escorts will not manage more than five vehicles at one time.

2.15. Accident/Disabled Vehicles.

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

2.15.1.1. Turn on vehicle parking lights or emergency flashers on.

2.15.1.2. Notify AM and Security Forces via radio or cell phone immediately. The driver will stay with the vehicle until the situation is resolved.

2.15.1.3. Operators of other vehicles in the vicinity should assist in getting the disabled vehicle off the airfield, especially if the disabled vehicle is blocking an aircraft taxi route (within 116.5 feet of yellow taxi lane marking). Note: Vehicles involved in an accident will not be moved until released by Safety and Security Forces.

2.15.1.4. For disabled vehicles within the MSP-Intl Airport Movement Area notify MSP ATCT, MAC Airside Operations and AM immediately.

2.15.1.4.1. Do not leave the vehicle unattended.

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

2.16. Driving During Blackout Conditions (Night Vision Device). Driving with Night Vision Devices is not authorized on the airfield.

2.17. Jet Blast/Prop Wash.

2.17.1. At a minimum vehicles will not be operated within 25 feet to the front and 200 feet to the rear of an aircraft with engines operating or being started.

2.17.2. Vehicles parked at the side of an aircraft will be located clear of the wingtips and clearly visible to personnel in the cockpit.

2.18. **Airfield Smoking Area.** Smoking on the airfield (as defined in attachment 1) is not authorized.

2.19. **Pedestrian Movement.** Pedestrians are authorized on the airfield for official business in support of the flying mission.

2.19.1. Pedestrians should walk facing oncoming traffic.

2.19.2. Pedestrians must not sit or recline on the ramp in such a manner that interferes with normal and safe ground vehicle and aircraft operations.

2.19.3. Pedestrians must not enter the CMA without prior coordination from MAC Airside Operations and approval from MSP-Intl Airport ATCT.

3. Airfield Controlled Movement Area (CMA).

3.1. The MSP-Intl Airport CMA (see attachment 3) is defined as all runways, taxiways and their associated safety areas. Vehicles are under the control of the MSP-Intl Airport ATCT while operating on the CMA.

3.2. Vehicle operators must contact MSP-Intl Airport ATCT for approval prior to entering the CMA. Extreme caution must be exercised when driving within the CMA.

3.3. The CMA is identified by Non-movement Area Boundary Lines (see attachment 6) painted across all pavement areas leading to the CMA. On the 934 AW ramp these lines are located along the southern edge of the ramp boundary and are painted across Taxiway Feeders R3 – R8 (see [Attachment 4](#)).

3.4. All drivers operating on the CMA must have a valid MSP-Intl Airport Driver's license or be under escort by a person with a valid MSP-Intl Airport Driver's License or be issued a Conditional Movement Area Permit.

3.4.1. Vehicle operators requiring to drive on the MSP-Intl Airport CMA must contact MAC Airside Operations for training and licensing. This is an annual requirement.

3.4.2. Radio Communications, Phraseology, Discipline and Techniques are included in MACs CMA training program.

3.4.3. The following base agencies have duties that require them to operate a motor vehicle within the MSP-Intl Airport CMA.

3.4.3.1. Airfield Management – Limited Taxiway – Romeo (Callsign: VIKING OPS 1 – 3).

3.4.3.2. Aircraft Maintenance – Limited Tow (Callsign: VIKING MAINTENANCE + last 2 digits of aircraft tail number being towed).

3.4.3.3. Civil Engineering – Taxiway Romeo Conditional Movement Area Permit (Callsign: ECHO 11 - 14).

3.5. Vehicle operators must ensure their vehicles adhere to the minimum established vehicle requirements as specified in the MAC Movement Area Handbook.

3.6. It is highly recommended that each vehicle that operates within the MSP-Intl Airport CMA have AFVA 13-222, *Runway/Controlled Movement Area Procedures* readily available inside the vehicle.

4. Enforcement.

4.1. Reporting.

4.1.1. All airfield drivers are responsible for identifying and immediately correcting improper and/or unsafe airfield driving practices. All airfield driving violations must be reported to AM.

4.1.2. The unit commander, unit ADPM and AM must be notified when an individual's airfield driving privileges have been suspended or revoked.

4.2. Authority.

4.2.1. The MAC is responsible for the enforcement of all airfield driving rules and regulations within the MSP-Intl Airport Air Operations Area (all areas inside the perimeter fence). This includes runways, taxiways, associated safety areas, terminal gate areas, ramps, roadways, etc.

4.2.2. AM is responsible for the enforcement of all airfield driving rules and regulations on the 934 Airlift Wing apron IAW this instruction.

4.2.2.1. Unit Commanders/ADPMs (unit assigned personnel only), Security Forces and AM have authority to temporarily suspend airfield driving privileges.

4.2.2.2. AM and Safety personnel have the authority to confiscate an individual's AF IMT 483, pending an investigation of a violation.

4.2.3. AM is responsible for taking immediate actions to correct any identified systematic problems and ensuring interim control measures are applied until permanent corrections are made.

4.3. Investigation.

4.3.1. MAC is responsible for investigating all alleged Controlled Movement Area Violations (CMAVs). AM and wing safety will assist the MAC for all CMAV events involving 934 Airlift Wing personnel.

4.3.1.1. CMAVs involving 934 Airlift Wing personnel will be briefed at the Airfield Operations Board (AOB). AM will provide a detailed description of the CMAV incident to include (What, When, Where, How, type vehicle, aircraft involved (if applicable) and action taken to prevent a reoccurrence).

4.3.1.2. AM will highlight any trends (e.g. chart showing upward or downward incident rate as applicable).

4.3.2. AM along with wing safety will investigate all alleged non-CMAVs on the 934 AW apron. Airfield driving violations will be briefed at the quarterly AOBs.

4.3.2.1. At a minimum the following information will be obtained.

4.3.2.1.1. Name and rank of individual, unit, duty phone and unit ADPM.

4.3.2.1.2. Details of incident/violation. The individual will submit a written statement describing the incident to their unit ADPM and Airfield Management.

4.3.2.2. Airfield driving violations will be briefed at the quarterly AOBs.

4.3.3. For Non-CMAVs that impacted aircraft operations, an AF IMT 651, *Hazardous Air Traffic Report* will be used and reported to Wing safety within 24 hours.

4.3.4. For Non-CMAVs that did not impact aircraft operations, an AF IMT 457, *USAF Hazard Report*, will be used and reported to Wing Safety within 24 hours.

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

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

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

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

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

4.3.5.5. Location where the violation occurred.

4.3.6. AM will maintain a copy of the AF IMT 651s/457s, actions taken, results and supporting documentation IAW AFI 13-213.

4.3.7. After the investigation, the Airfield Manager (with wing safety's concurrence) will determine the corrective course of action and notify all appropriate agencies.

4.3.8. AM will notify the appropriate unit ADPM of all airfield driving violations.

4.3.9. AM will notify in writing the commander of a violator of a CMAV.

4.3.10. AM will maintain a record of airfield driving violations for 12 months plus the previous calendar year.

4.4. **Violation Consequences.**

4.4.1. For CMAVs (Runway Incursions) that had an adverse affect on safe flight operations. Violations will be enforced IAW MAC Ordinance 105

4.4.2. For CMAVs (non-Runway Incursions). Violations will be enforced IAW MAC Ordinance 105.

4.4.3. For non-CMAVs. AM (with wing safety concurrence) will suspend or revoke the member's airfield driving license. The determining factor whether a license will be suspended (and for what duration) or revoked will be based on the severity of the infraction and to what extent the safety/cost of personnel, aircraft, vehicles and equipment were involved.

4.4.4. Vehicle operators losing their airfield driving privileges (suspension/revocation) will turn in their airfield driving license to AM.

4.5. Remedial and Recertification Training.

4.5.1. For CMAVs the individual must comply with the requirements of MAC Ordinance 105.

4.5.2. For non-CMAVs the individual must complete remedial training with special emphasis on the violation infraction. The unit ADPM will conduct and document remedial training.

4.5.2.1. Upon expiration of the suspension period and completion of remedial training, the unit ADPM will forward a letter signed by their unit commander (see attachment 7) to AM along with copy of the remedial training completed requesting reinstatement of the member's airfield driving privileges.

4.5.2.2. Upon receipt of the letter and training documentation, AM will contact the unit ADPM to schedule the member's recertification training. Upon successful recertification, AM will reissue the member's airfield driver's license.

5. TDY Personnel/Non-base assigned Contractors.

5.1. **TDY personnel and non-base assigned contractors must be briefed/trained on local airfield driving procedures to operate a vehicle on the airfield without an escort.** Operation within the MSP-Intl Airport CMA is not authorized. In such instances, the unit ADPM hosting or most closely associated with the requestor(s) will brief/conduct this training. **NOTE:** AM will conduct the local airfield driving briefing/training only when the requestor is not hosted by a specific unit (e.g. ORI, UCI Inspectors, etc).

5.1.1. TDY personnel/Non-base assigned contractors will be briefed/trained utilizing the training checklist provided by AM.

5.1.2. Once the training is completed, the unit ADPM will bring the training checklist to AM for final certification.

5.1.2.1. AM will issue a temporary AF IMT 483, stamped with the restriction "934 AW Ramp Access Only" and expiration date.

5.1.2.2. AM will maintain a file copy of this training IAW AFI 13-213.

6. Vehicle Requirements.

6.1. **General.** Regardless of type of authorized vehicle, all drivers must be trained and certified to drive on the airfield.

6.1.1. All vehicles must have AFVA 11-240, *Airport Signs and Markings* readily available inside the vehicle

6.1.2. All vehicles must have a local airfield (934 AW ramp) diagram readily available inside the vehicle.

6.2. **Government Motor Vehicles (GMVs).** GMVs are authorized on the airfield to support official military duties.

6.3. **Government Rental Vehicles (GRVs).** GRVs (includes leased vehicles) are authorized on the airfield to support official military duties. Personnel requesting to drive a

GRV on the airfield must submit a letter from their commander to AM with the following information.

6.3.1. Owner/Driver.

6.3.2. Organization.

6.3.3. Duty Phone.

6.3.4. Vehicle Make, Model, Year, Color, License/State.

6.3.5. Vehicle Cone Number (AM will issue; will not be delegated)

6.3.6. Area(s) of operation.

6.3.7. Justification.

6.3.8. Effective dates.

6.4. Contractor Motor Vehicles (CMVs). CMVs are authorized on the airfield to accomplish official government contracts.

6.4.1. Contractors must receive training and approval from AM prior to operating CMVs on the airfield.

6.4.2. Contractors requesting to drive CMVs on the airfield must submit a letter from their company to AM with the same information as required for GRVs. **NOTE:** CMVs operating entirely within an established contractor free zone do not require a letter or a vehicle cone.

6.5. Privately Owned Vehicles (POVs). POVs are not authorized on the airfield or in the maintenance/marshalling area. Exception: 934th Maintenance Group personnel are authorized to park in the maintenance/marshalling area during Unit Training Assemblies when permitted by the 934 AW/CC.

6.6. AM will maintain GRV/CMV requests letters on file IAW AFI 13-213.

DARREL G. YOUNG, Colonel, USAFR
Commander

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

AFPD 13-2, *Air Traffic Control, Airspace, Airfield and Range Management*, 7 August 2007
AFI 13-213, *Airfield Driving*, 1 June 2011
AFI 13-204V2, *Airfield Operations Standardization and Evaluations*, 1 September 2010
AFI 13-204V3, *Airfield Operations Procedures and Programs*, 1 September 2010
AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July, 2010
AFMAN 24-306, *Manual for Wheeled Vehicle Operator*, 1 July 2009
AFMAN 33-363, *Management of Records*, 1 March 2008
AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, 1 May 1998
934 AWI 21-110, *Foreign Object Damage/Debris Prevention Program*, 21 April 2009
MAC Ordinance Number 105, *Air Operations Area Driving Ordinance*, 1 July 2007
MSP-Intl Airport, *Movement Area Handbook*, 1 January 2011

Adopted Forms

AF IMT 457, *USAF Hazard Report*, 1 August 2002
AF IMT 483, *Certificate of Competency*, 1 August 2002
AF IMT 651, *Hazardous Air Traffic Report (HATR)*, 28 May 2002
AF IMT 847, *Recommendation for Change of Publication*, 22 September 2009
AF Form 1199, *USAF Restricted Area Badge (Accountable)*, 1 October, 1998
AF IMT 1313, *Driver Record*, 1 May 1985
AF IMT 2293, *US Air Force Motor Vehicle Operator Identification Card*, 1 February 1987

Abbreviations and Acronyms

ADI—Airfield Driving Instruction
ADPM—Airfield Driving Program Manager
AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AOB—Airfield Operations Board
AFOSHSTD—Air Force Occupational and Environmental Safety, Fire Protection, and Health Standard
AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AGE—Aerospace Ground Equipment

AM—Airfield Management

ATCT—Air Traffic Control Tower

ATTN—Attention

AW—Airlift Wing

AWI—Air Wing Instruction

CBT—Computer Based Training

CC—Commander

CMA—Controlled Movement Area

CMAV—Controlled Movement Area Violation

CMV—Contractor Motor Vehicle

DOD—Department of Defense

ECP—Entry Control Point

FOD—Foreign Object Damage

GMV—Government Motor Vehicle

GRV—Government Rental Vehicle

HQ—Headquarters

IAW—In Accordance With

ID—Identification

IMT—Information Management Tool

INTL—International

MAC—Metropolitan Airports Commission

MPH—Miles Per Hour

MSP—Minneapolis-St Paul

OPR—Office Primary Responsibility

OSA—Operational Support Airfield Management

OSS—Operational Support Squadron

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

TDY—Temporary Duty

USAF—United States Air Force

VCNCO—Vehicle Control Non Commissioned Officer

VCO—Vehicle Control Officer

WS—Wingspan

WTC—Wing Tip Clearance

Terms

Aircraft Movement Area— Areas on the airfield (934th AW ramp) where aircraft move under their own power.

Airfield— For the purpose of this instruction, area located between Facilities 870, 821, 822, 820, and 830 (north side), the Non- Movement Area Boundary Lines on Taxiways R3 – R8 (south side), the grass area east of Taxiway R3 (east side), and the grass area west of Taxiway R8 (west side) is called the airfield (see attachment 4).

Airfield Entry Control Points (ECP)— Locations designated for authorized vehicle entry or exit of the airfield (see attachment 4). Vehicle operators must use these ECPs to enter or exit the airfield area. The number and location of airfield vehicle ECPs may change based on the current Force Protection Condition level.

Airfield Restricted Area— Area on the airfield designated by the installation commander for the protection of resources (see attachment 4). The C-130 parking ramp (spots 1, 2, 2a, 3-9) is a designated restricted area. Individuals must have a restricted area line badge (AFForm 1199) or be escorted by someone who does before entering this area.

Airfield Restricted Area ECPs— Specific locations designated for vehicle entry/exit of airfield restricted areas (see attachment 4). The number and location of airfield restricted area vehicle entry control points may change based on current Force protection Condition Level.

Authorized Airfield Driver— An individual who has undergone airfield drivers' training and certification, and has been issued an AF IMT 483, *Certificate of Competency* (Airfield Drivers License) signed by AM.

Aprons (Ramp)— Paved area provided for aircraft parking, servicing, unloading, and loading. The 934 AW parking ramp consists of aircraft parking spots 1, 2, 2a, and 3 – 9.

Contractor Motor Vehicle (CMV)— All self-propelled motorized vehicles used by contractors in the performance of accomplishing an official government contract.

Fixed Obstacles— Manmade or natural features such as buildings, trees, terrain irregularities and any other feature constituting possible hazards to moving aircraft.

Foreign Object Damage (FOD)— Any damage to an aircraft engine, aircraft system, equipment or tire caused by an external foreign object which may or may not degrade the required safety and/or operational characteristics of the engine, aircraft system, or tire.

General Purpose Vehicles— Vehicles 1.5 tons or less required for airfield mission support.

Government Motor Vehicle (GMV)— All self-propelled motorized vehicles owned or leased by the U.S. Government.

Government Rental Vehicle (GRV)— All self-propelled motorized rental (or leased) vehicles paid for by a U.S. Government agency and utilized by military or civilian government employees for official business.

Maintenance/Marshalling Area— Area located between facilities 801, 802, 803, 813, 821, and 822 (see attachment 4).

Minneapolis—St. Paul International (MSP-Intl) Airport ‘Controlled’ Movement Area (CMA) - Areas on the airfield (runways, taxiways and associated safety areas) that require training and licensing from Metropolitan Airport Commission (MAC) Airside Operations and prior approval from the Air Traffic Control Tower (ATCT) prior to entry. See Chapter 3 and attachment 3.

Mobile Obstacles— Included but are not limited to parked aircraft, parked and moving vehicles, AGE equipment, fire extinguishers, aircraft chocks, maintenance stands, etc., posing a hazard to aircraft.

Parked Vehicle— All self-propelled motorized vehicles which are unattended or when no one is in the driver’s seat

Privately Owned Vehicle (POV)— All self-propelled motorized vehicles not owned, rented, leased, or contracted by the U.S. Government.

Runway— A rectangular area prepared and used for landing and takeoff of aircraft. MSP-Intl Airport has four physical runways and eight runway designations (aircraft can depart/arrive from both ends). Runways designations are as follows; 12R/30L, 12L/30R, 04/22 and 17/35. MSP-Intl Airport Runways are off limits to all airfield drivers unless trained and licensed by MAC Airside Operations or escorted by a qualified MAC employee. All drivers must contact the MSP-Intl Airport ATCT for approval prior to entering runways.

Special Purpose Vehicles— Vehicles designated for special requirements, such as tugs, forklifts, K-loaders, fuel trucks, de-icing vehicle, snow broom, snow plow, snow blower, sweeper, etc.

Taxiway— A surface area designed for the safe ground movement (taxiing/towing) of aircraft. Taxiways provide access to and from runways and other areas of the airport, to include, terminal areas, parking aprons (ramps), maintenance areas, etc. MSP-Intl Airport has 18 major taxiways and 60 feeder taxiways. MSP-Intl Airport taxiways are off limits to all airfield vehicle operators unless trained and licensed by MAC or escorted by qualified MAC personnel.

Attachment 2**UNIT AIRFIELD DRIVING PROGRAM MANAGER (ADPM) APPOINTMENT
LETTER**

MEMORANDUM FOR 934 OSS/OSA

FROM: (Squadron/Unit CC)

SUBJECT: Appointment of Unit Airfield Driving Program Managers

1. The following individuals are appointed as unit Airfield Driving Program Managers for _____ (unit). These individuals have received required training IAW 934 AWI 13-213, *Airfield Driving*.

NAME	OFFICE SYMBOL	Duty Phone	483 #
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PRIMARY:

ALTERNATE:

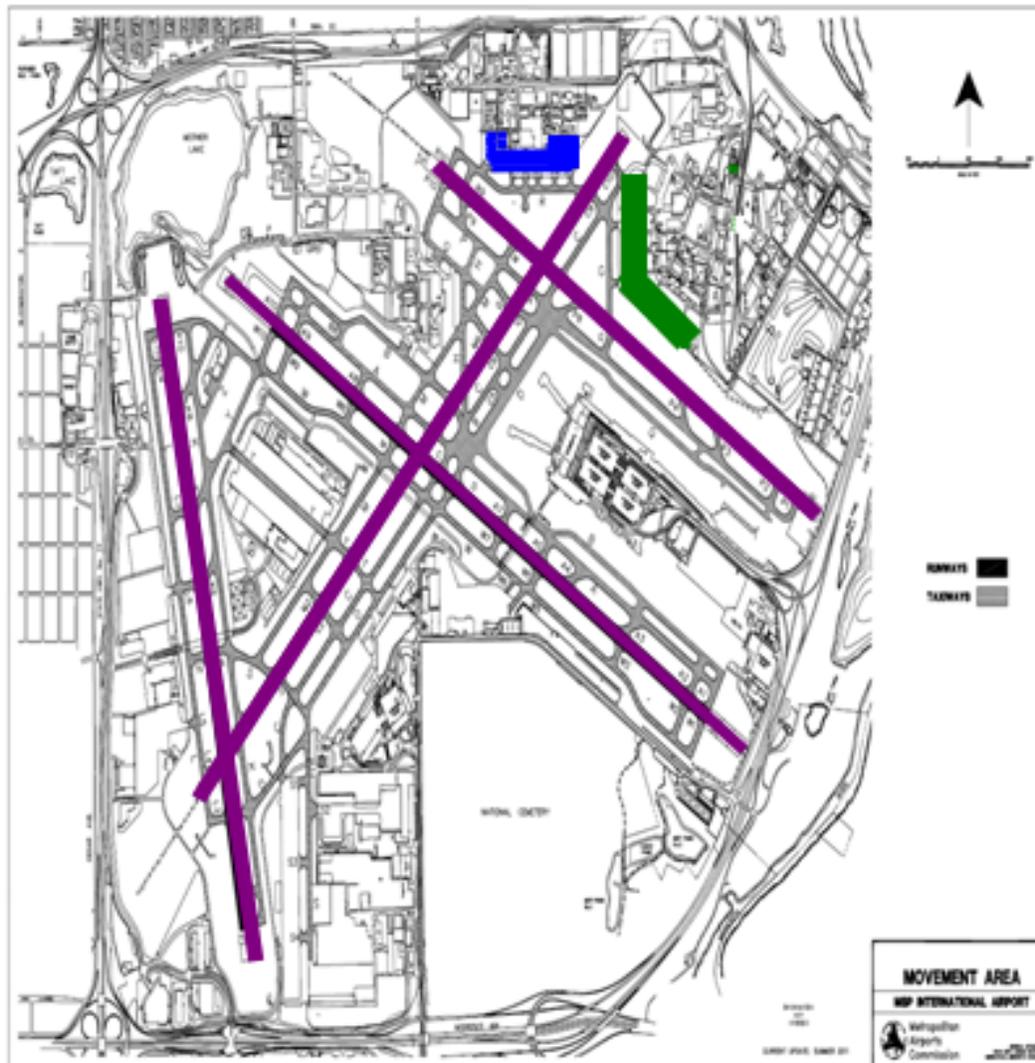
2. These individuals have the authority to certify personnel are qualified to drive on the airfield (apron) and will ensure completion and tracking of all airfield drivers training for unit assigned and TDY personnel.
3. This letter supersedes all previous letters, same subject.

XXXX X. XXXXX, Lt Col, USAF
Commander

Cc:
Each Individual

Attachment 3

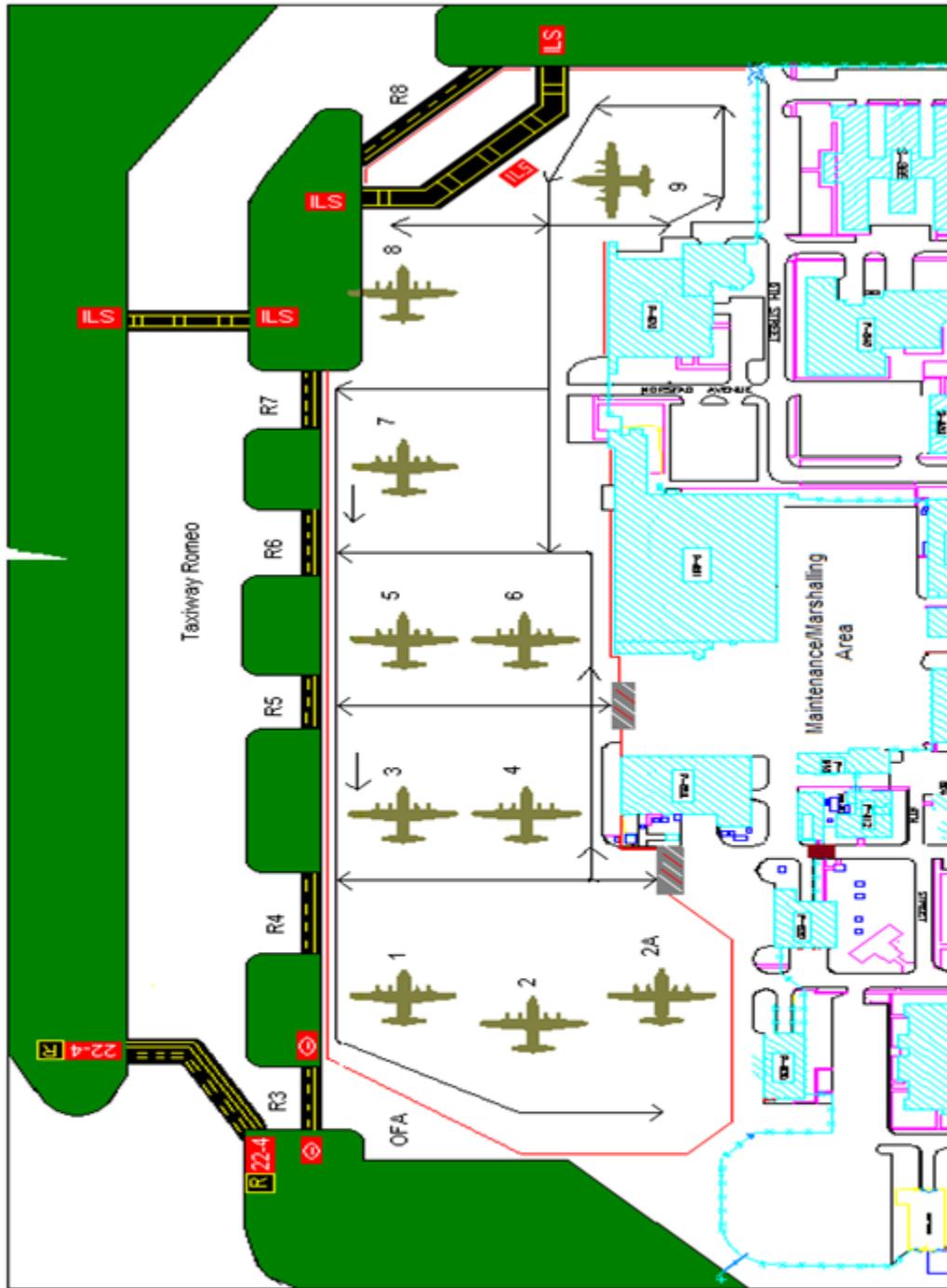
MSP-INTL AIRPORT CONTROLLED MOVEMENT AREA



- 934th Airlift Wing Ramp (AFRC)
- 133rd Airlift Wing Ramp (MNANG)
- CMA. Vehicle Operators must be trained and licensed by MAC Airside Operations or be escorted by someone who is to enter these areas.
- Runways (includes safety area). Vehicle Operators must be trained and Licensed by MAC Airside Operations and have direct two-way radio contact and approval from MSP ATCT to enter these areas.

Attachment 4

AIRFIELD DIAGRAM (934 AW RAMP)



-  Airfield Controlled Area ECP (FOD Check required)
-  Restricted Area
-  Airfield/Restricted Area ECPs
-  Vehicle Traffic Flow

Attachment 5

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by the Unit ADPM)</i>			
(Last, First, Middle Initial)	Rank/Grade:	Unit/Office Symbol	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee and Unit Trainer)</i>			
	Date Complete	Trainee's Initials	Trainer's Initials
1. Trainee possesses a valid Driver's License State: Restrictions:			
2. Trainee possesses a valid Government Driver's License.			
3. USAF Airfield Driving Computer Base Training.			
4. Airfield Driver Training Classroom <i>(as required)</i> .			
5. Airfield Driving Qualification Training Checklist/ Curriculum.			
6. Practical Day Airfield Driver Familiarization Training			
7. Practical Night Airfield Driver Familiarization Training as applicable.			
8. Practical Driving Test. Includes day and night (as applicable)			
9. Communications Test.	N/A	N/A	N/A
10. Airfield (Apron) Diagram Layout Test. Score:			
11. General Knowledge Test - Score:			
12. Runway Incursion Prevention Test - Score:			
SECTION III – Color Vision Test (Controlled Movement Area drivers only).			
Check applicable. <input type="checkbox"/> Not Applicable. <input type="checkbox"/> Normal Color Vision. <input type="checkbox"/> Color Blind/Deficient.			
(Last, First, MI):	Rank/Grade:	Signature:	Date:



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



Attachment 6

AIRPORT MARKINGS, SIGNS AND LIGHTING

Markings

Edge Marking:

Double yellow lines used to mark the edge of operational (stressed) pavement. Edge Markings may be bordered in black.



Runway Hold Position Marking: Two solid yellow lines adjacent to two dashed yellow lines (bordered in black). Runway Hold Position Markings are located across all taxiways/shoulders leading toward runways. Vehicle operators must stop and contact MSP ATCT for approval prior to proceeding beyond these lines.



Non-Movement Area Boundary (NMAB)

Marking: One solid yellow line adjacent to one dashed yellow line (bordered in black). NMAB markings are painted across pavement areas (includes Taxiway Feeders R3 – R8) that access the MSP-Intl Airport CMA. Vehicle operators must be trained and licensed by MAC Airside Operations prior to operating Within the MSP-Intl Airport CMA.



Instrument Landing System (ILS) Hold Position

Marking: Two solid parallel yellow lines with vertical yellow stripes (bordered in black). White "ILS" letters (bordered in red) are painted beneath the lines. ILS Hold Position Markings are painted on all pavement areas that protect ILS critical areas (includes TWY Feeder R8). During Instrument Meteorological Conditions (800' ceiling/2 mile visibility [rotating beacon Will be on]) vehicle operators must contact MSP ATCT for approval prior to proceeding beyond these markings.



Restricted Area Boundary Marking:

A solid red line used to designate restricted areas. Personnel/vehicles are not authorized to cross restricted area boundary markings.



Airfield/Restricted Area Entry Control Point: Alternating white/red lines with the words "Entry Control Point" painted in white below the lines. There are two Restricted Area vehicle entry control points; between bldg's 821/822, and between bldg's 820/822. All airfield drivers must enter the restricted area via these ECPs only.



Circle of Safety (Safety Zones): An area surrounding parked aircraft that vehicles may not normally enter. This area extends 10 feet beyond the nose, tail, and wings of an aircraft. Green arc line segments have been painted around each C-130 parking spot in the restricted area. Only essential vehicles may penetrate enter this circle.

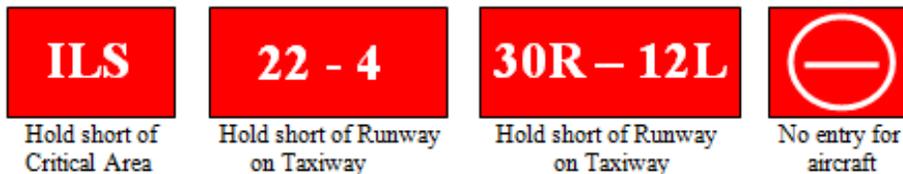


Taxiway (Taxilane) Centerline Marking: Solid yellow line used to designate the center of the taxiway or taxilane on an apron (Ramp).



Signs.

Mandatory Signs: Red background with white inscription. Mandatory signs are normally located adjacent to Runway Hold Position Markings or ILS Hold Position Markings and may be co-located with taxiway location signs (exception – no entry signs). You must have permission from MSP ATCT prior to proceeding beyond mandatory signs.



Taxiway Location Sign: Black background with yellow inscription and border. This sign identifies the taxiway on which you are on.



Taxiway Direction Sign: Yellow background with black inscription. This sign defines direction and designation of intersecting taxiway(s).



ILS Critical Area Boundary Sign:

Yellow background with black graphic depicting the ILS pavement holding position marking. This sign is located adjacent to the ILS holding position marking on the pavement and can be seen when leaving the ILS critical area.



Runway Boundary Sign: Yellow background with black graphic depicting the pavement runway holding position marking. This sign is located adjacent to the runway holding position marking on the pavement and can be seen when leaving the runway boundary.

Lights

Runway Lights: White Lights used to identify the length and edges of the Runway. Lights located within the last 2,000 feet of the runway are amber.



Runway Guard Lights: Used to enhance conspicuity of taxiway/runway intersections. These lights are located adjacent to Runway Hold Position Markings



Taxiway Lights: Blue lights used to delineate the length and width of taxiways.



Obstruction Lights: Single or double red lights used to identify airfield obstructions that penetrate airfield [airport] imaginary surfaces.



Attachment 7

REQUEST FOR REINSTATING AIRFIELD DRIVING PRIVILEGES SAMPLE LETTER



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

Date

MEMORANDUM FOR 934 OSS/OSA

FROM: (Type Rank/Name of Unit ADPM)

SUBJECT: Request for Reinstatement of Airfield Driving Privileges

1. _____ (Type rank/name of offender) has met their obligated suspension period and has completed all airfield driving remedial training (see attached documentation). Request to have their airfield driving privileges reinstated.
2. Please feel free to contact me at 713- _____ if you have any questions.

(Type Unit ADPM Signature Block)

Attachment
Remedial Training Documentation

1st Ind, (Type Org/Office symbol of Commander) Date

MEMORANDUM FOR (Rank/Name of Unit ADPM)

I approve _____ getting their airfield driving privileges reinstated.
(Type rank/name of offender)

(Type Commander Signature Block)