

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 13-213**



**1 JUNE 2011**

**AIR MOBILITY COMMAND**

**Supplement**

**7 FEBRUARY 2013**

**Certified Current 05 August 2015  
Space, Missile, Command, and Control**

**AIRFIELD DRIVING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: HQ AFFSA/A3A

Certified by: AF/A3O-B  
(Mr. Steven Pennington)

Pages: 58

Supersedes: AFI 13-213, 29 January 2008

(AMC)

OPR: A3AP

Certified by: A3A  
(Colonel Paul R. McLaughlin)

Pages: 5

---

This instruction implements Air Force Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It applies to all Air Force, Air National Guard (ANG), and Air Force Reserve Command (AFRC) organizations (to include contracted locations) that administer an Airfield Driving Program. At joint, shared-use, and overseas airfields, this instruction applies to the facilities that are controlled and used exclusively by the Department of the Air Force, as outlined in real estate documents or letters of agreement. This AFI may be supplemented at the wing and MAJCOM levels, wing/base level supplements must be routed through the Major Command (MAJCOM) Office of Primary Responsibility (OPR) for Airfield Operations (AO) prior to certification and approval for implementation. MAJCOM supplements, and interim changes to previously approved supplements to this AFI, must be routed through Headquarters Air Force Flight Standards Agency, Director of Airfield and Air Traffic Control Standards (HQ AFFSA/A3A) prior to certification and approval for implementation. Refer recommended changes and questions about this publication to the OPR using the AF Information Management Tool (IMT) 847, Recommendation for Change of Publication; route AF IMT 847s

from the field through MAJCOM OPR for AO to HQ AFFSA/A3A for final disposition. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, Secretary of the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The reporting requirements in this AFI are exempt from licensing with a report control symbol (RCS) according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. See **Attachment 1** for a glossary of references and supporting information used in this instruction.

**(AMC) AFI 13-213, 1 June 2011, is supplemented as follows.** This supplement does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC). Base-level supplements to this instruction require MAJCOM and AFFSA approval and must be forwarded to HQ AMC/A3A. 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 the *AF Records Disposition Schedule (RDS)* located on the AF Portal <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The authorities to collect and or maintain the records prescribed in this publication are Title 10, United States Code, Chapter 857 and Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons, November 22, 1943 as amended by Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers, November 18, 2008. Send recommended changes on AF Form 847, *Recommendation for Change of Publication*, through channels to HQ AMC/A3A, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302.

## **SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. AFI 13-213, *Airfield Management*, 29 Jan 2008; Chapters 1, 2, 3, 5 thru 7 were rescinded and incorporated into AFI 13-204, *Airfield Operations Volumes 1 and 3*, dated 1 Sep 2010. Major changes include changing the AFI title from *Airfield Management* to *Airfield Driving*, updating airfield driving procedures, training standards and program management. This AFI also incorporates runway incursion prevention methods outlined in the USAF/A/3/5 message Date Time Group: 062240 Zulu Feb 2009. A number of editorial/reference corrections were also made.

<b>Chapter 1—GENERAL INFORMATION</b>	<b>5</b>
1.1. Scope and Purpose. ....	5
1.2. Waivers, Recommended Changes and Issuing New Airfield Driving Policy or Procedures. ....	5
<b>Chapter 2—RESPONSIBILITIES</b>	<b>7</b>
2.1. HQ AFFSA. ....	7
2.2. MAJCOM OPR for AO. ....	7

2.3.	Host Wing Commander or equivalent. ....	7
2.3.	(AMC) Host Wing Commander or equivalent. ....	7
2.4.	Operations Group Commander or equivalent. ....	8
2.5.	Unit Commander or equivalent. ....	9
2.6.	Wing ADPM. ....	10
2.7.	Unit ADPM. ....	13
2.8.	Airfield Management (AM). ....	15
2.9.	Air Traffic Control Tower (ATCT). ....	16
2.10.	Wing Safety. ....	16
2.11.	Security Forces Squadron (SFS). ....	16
2.12.	Hospital/Medical Treatment Facility. ....	17

**Chapter 3—AIRFIELD DRIVING INSTRUCTION (ADI)** **18**

3.1.	General. ....	18
3.2.	ADI. ....	18

**Chapter 4—RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES** **33**

4.1.	General. ....	33
4.2.	Radio Techniques. ....	33
4.3.	Phraseology. ....	33
Table 4.1.	Sample Runway Crossing Phraseology. ....	34
Table 4.2.	Sample Read back Instructions. ....	34
Table 4.3.	Sample Hold Short Instructions. ....	34
4.4.	Common Use Phrases. ....	35
Table 4.4.	Common Use Phrases. ....	35
4.5.	Phonetic Aviation Alphabet. ....	36
Table 4.5.	Phonetic Aviation Alphabet. ....	36
4.6.	Adopted Forms: ....	37

**Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION** **38**

**Attachment 2—UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S) APPOINTMENT LETTER** **44**

**Attachment 3—UNIT ADPM TRAINING CHECKLIST** **45**

**Attachment 4—UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST** **47**

<b>Attachment 5—AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST</b>	<b>50</b>
<b>Attachment 6—AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)</b>	<b>52</b>
<b>Attachment 7—TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST</b>	<b>57</b>

## Chapter 1

### GENERAL INFORMATION

#### 1.1. Scope and Purpose.

1.1.1. This AFI provides guidance for developing an Airfield Driving Program (ADP) to provide safe ground vehicle operations and pedestrian control on USAF owned and/or operated airfields. It outlines training requirements for all personnel (e.g. military, DoD Civilians, Contractors, etc.) who, as a part of their job, are required to drive unescorted on an airfield.

1.1.2. Personnel required to drive on the airfield must be knowledgeable of and comply with the procedures outlined in this AFI and locally developed Airfield Driving Instruction (ADI). For the purpose of this AFI, the ADI is a wing or base level instruction.

1.1.3. In today's complex airfield environment, there are incidents involving aircraft, pedestrians, and ground vehicles at USAF airfields that lead to property damage and personnel injury. One of the most hazardous incidents for an airfield driver to be involved with is a runway incursion. A runway incursion occurs when an aircraft, vehicle or person enters the protected area of a surface designated for the landing and take-off of aircraft without approval from Air Traffic Control Tower (ATCT). Runway incursions have the potential to result in aircraft endangerment and loss of life. While there are several factors involved in a runway incursion, the leading causes of these incidents result from a failure to follow procedures, inadequate vehicle operator training, and loss of situational awareness. Therefore, strict adherence to the procedures in this AFI is essential to preventing aircraft-vehicle mishaps and personnel injury on the airfield.

1.1.4. Shared-Use Airfields. Airfield Management (AM) personnel at shared-use airfields (e.g. Air National Guard, Air Force Reserve units) must work with the civil airport manager to develop and implement local airfield driving procedures where applicable.

1.1.5. Contingency Locations. At contingency locations, the Senior Airfield Authority (SAA) or equivalent, may authorize deviations to airfield driving procedures outlined in this AFI to support tactical or combat operations/situations. Authority must not be delegated.

1.1.5.1. In the interest of safety to airfield and flight operations, deviations to this AFI should be by exception only and include a Risk Management assessment. Factors to consider for deviations include but are not limited to the length of time the operation has been in place and available resources.

1.1.5.2. If time permits, or at the discretion of the SAA or equivalent, forward proposed deviations to the MAJCOM OPR for AO, or equivalent, for an operational review.

1.1.5.3. Provide the MAJCOM OPR for AO, or equivalent, an informational copy of approved deviations to assist with establishing compliance priorities, providing oversight, and developing area of responsibility execution activities.

#### 1.2. Waivers, Recommended Changes and Issuing New Airfield Driving Policy or Procedures.

1.2.1. Waivers.

1.2.1.1. Waiver Authority. HQ AFFSA/A3A will provide waivers to this instruction only upon an official MAJCOM OPR for AO request when a requirement makes a waiver necessary or compliance with creates a hazard. HQ AFFSA/A3A grants waivers to this AFI for a period not to exceed two years.

1.2.1.2. Waiver Process. AF IMT 4058, *Airfield Operations Policy Waiver* will be used to request waivers to this instruction. If additional space is required, annotate on plain bond paper and submit along with the form. Number each comment with the corresponding block number. In addition, units will submit an Operational Risk Management (ORM) Assessment in accordance with AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools* or alternate risk mitigation procedures with all waiver requests.

1.2.1.2.1. All waiver requests to this instruction must be reviewed/coordinated on by the Wing Airfield Driving Program Manager (Wing ADPM), Airfield Operations Flight Commander (AOF/CC) and Wing Safety.

1.2.1.2.2. The AOF/CC forwards the AF IMT 4058 through the Senior Operational Commander (e.g., OG/CC) to the MAJCOM OPR for AO, who will then review/coordinate and send to HQ AFFSA.

1.2.1.2.2. (AMC) Send all waiver requests to HQ AMC/A3A, 402 Scott Drive Unit 3A1, Scott AFB IL 62225-5302.

1.2.1.2.3. Submit additional data (e.g., Letters of Procedure (LOP), airfield diagrams, etc.) to substantiate the waiver request as required.

1.2.1.3. Submit waiver renewal requests to HQ AFFSA No Later Than (NLT) 30 days prior to expiration.

1.2.2. Recommended Changes. Use the AF IMT 847, *Recommendation for Change of Publication* to submit recommended changes to this AFI. Recommended changes must be coordinated on by the Wing ADPM, AOF/CC and host Wing/CC or equivalent then forwarded to the MAJCOM OPR for AO. The MAJCOM OPR for AO will review/coordinate on proposed changes prior to forwarding to HQ AFFSA/A3A for final disposition.

1.2.3. Issuing New Airfield Driving Policy or Procedures. In accordance with AFI 33-360, *Publications Management Program*, a Guidance Memorandum (GM) or Interim Change (IC) will be used to prescribe procedures and guidance pending revision of this AFI. New USAF procedures/guidance will be distributed through the MAJCOM OPR for AO. GMs and ICs will be posted on the AFDPO website until formalized in this publication.

## Chapter 2

### RESPONSIBILITIES

#### 2.1. HQ AFFSA.

- 2.1.1. Develops USAF airfield driving operations, procedures, and training standards.
- 2.1.2. Utilizes the Air Force Safety Automated System (AFSAS) to monitor and track airfield driving related Hazardous Air Traffic Report (HATRs) and Controlled Movement Area Violations (CMAVs).
- 2.1.3. Approves MAJCOM supplement(s), or equivalent, guidance to this AFI.
- 2.1.4. Reviews and provides final disposition on waiver request(s) to this AFI.
- 2.1.5. Supports AF Runway Safety Action Team (AFRSAT) programs, in accordance with AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*.
- 2.1.6. Develops mandatory briefing/training items to provide education, training, and awareness on airfield driving and to enhance flight safety.

#### 2.2. MAJCOM OPR for AO.

- 2.2.1. Supplements USAF airfield driving guidance as needed. **Note:** All supplements or equivalent guidance, to include interim changes to previously approved supplements, must be routed to HQ AFFSA/A3A for coordination prior to obtaining certification and approval to publish.
- 2.2.2. Reviews and coordinates on the ADI prior to implementation and compliance.
- 2.2.3. Reviews and evaluates airfield driving incidents, causes, observations and recommendations.
- 2.2.4. Conducts AFRSAT programs, in accordance with AFI 13-204 Volume 2.
- 2.2.5. Reviews and coordinates on wing/base level supplements to this AFI prior to certification and approval for implementation.
- 2.2.6. Reviews and provides endorsing comments on all AF IMT 4058s and AF IMT 847s.

#### 2.3. Host Wing Commander or equivalent.

**2.3. (AMC)Host Wing Commander or equivalent.** At Joint Bases Andrews, McChord, Charleston, and McGuire, the AMC Mission Commander is the host or installation commander with respect to the wing airfield driving program.

- 2.3.1. Designates personnel and agencies to support the ADP.
- 2.3.1. (AMC) Airfield Driving Training Program (ADTP) is an electronic database management system that assists with the ADP.
- 2.3.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. See AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, Chapter 2 for additional information. Authority must not be delegated.

2.3.3. Approves publication of the ADI.

2.3.4. Requests an AFRSAT through the MAJCOM OPR for AO if there are recurring problems with runway incursions. See AFI 13-204, Volume 2, for additional information.

2.3.5. Reviews runway incursion incidents and corrective actions taken.

## **2.4. Operations Group Commander or equivalent.**

2.4.1. Reviews CMAVs and corrective actions taken.

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

2.4.2.1. 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:

2.4.2.1.1. Analyze each runway incursion and corrective actions taken.

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

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

2.4.2.1.3.1. Increase or improve local training or testing materials.

2.4.2.1.3.2. Implement mandatory briefings to all airfield drivers, aircrew and ATC personnel, as applicable.

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

2.4.2.1.3.4. Increase penalty for CMAVs.

2.4.2.1.3.5. Alter the shape and/or increase the size of the Controlled Movement Area (CMA).

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

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

2.4.2.1.3.6.2. Increasing visibility of runway hold position markings by increasing the width of the yellow stripes from six to 12 inches. **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

2.4.2.1.3.6.3. Painting runway hold position signs on pavement prior to the runway hold position markings. (See FAA AC 150/5340-1, *Standards for Airport Markings*) **Note:** This option requires coordination with Civil

Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

2.4.2.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

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

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

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

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

2.4.2.1.3.6.9. Installing Location Signs.

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

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

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

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

## **2.5. Unit Commander or equivalent.**

2.5.1. Appoints a primary and alternate unit ADPM in writing (*normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer*) to manage training and testing requirements of unit personnel who are required to operate a vehicle on the airfield. Forward a copy of the appointment letter to the Wing ADPM.

2.5.1.1. Unit ADPMs must be at least 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 (or equivalent), is delegated authority to waive this requirement. Authority may be delegated in the ADI. Forward a copy of the waiver to the Wing ADPM.

2.5.1.2. Ensures 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.

2.5.2. Certifies personnel are qualified to drive on the airfield. Authority may be delegated in writing to unit ADPMs.

2.5.3. Ensures unit personnel complete the required training and testing requirements outlined in this instruction and ADI prior to obtaining an AF IMT 483, *Certificate of Competency* to operate a vehicle on the airfield.

2.5.4. Limits the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.

2.5.5. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license, and/or base driving privileges. Notify the Wing ADPM and unit ADPM of the individuals' suspension/revocation. **Note:** Process request for reinstatement of airfield driving authorization according to paragraph 2.3.2

2.5.6. Ensures unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations (e.g. consist 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.

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

2.5.8. Reviews 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.

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

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

2.5.11. Participates in the RIPWG.

2.5.12. **(Added-AMC)** Items 2.5.1.through 2.5.11.will be addressed in a unit Operating Instruction (OI) or covered in an appointment letter, guidance memorandum etc.

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

2.6.1. Develops an ADI to establish the Wing ADP.

2.6.1.1. The ADI must be a stand-alone publication to this instruction that is coordinated and approved by the MAJCOM OPR for AO prior to final publication and implementation. **Note:** AFRC and ANG locations at shared-use airfields shall coordinate their ADI's with the civil airport manager prior to MAJCOM OPR for AO review.

- 2.6.1.1.1. For standardization, use the AFI 13-213, *Airfield Driving* publication series/title for ADI.
- 2.6.1.1.2. Refer to Chapter 3 for items that must be included in the ADI.
- 2.6.1.2. The wing may develop a supplement to this AFI. Supplements must be routed through the MAJCOM OPR for AO for technical/functional coordination prior to obtaining certification and approval to publish.
- 2.6.2. Uses **Attachment 3** or electronic equivalent to conduct and document training on a unit ADPM.
- 2.6.3. Provides unit ADPMs a copy of the ADI, training curriculum, and testing materials to manage unit ADP.
- 2.6.4. Conducts a review of the ADI to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. Use a Memorandum for Record (MFR), log, or electronic equivalent to document ADI program reviews and maintain a file copy in accordance with Air Force RDS, Table 13-06, Rule 4.00.
- 2.6.5. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs. At a minimum, the Wing ADPM will:
- 2.6.5.1. Routinely monitor ramp net radio for proper terminology/phrasology and discipline.
- 2.6.5.2. Conduct random spot checks for enforcement and compliance with the ADI. 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.
- 2.6.5.2.1. Report violations detected during spot checks to the AFM, AOF/CC, individual's Unit Commander and ADPM.
- 2.6.5.2.2. Report and document results of spot checks (unit/office symbol) in the "status of airfield driving" section of AOB.
- 2.6.5.3. Inspect each unit ADP at least annually (every 12 months) for program integrity and compliance with the ADI.
- 2.6.5.3.1. Use **Attachment 4** (available for download at the AM Operations, Procedures and Training Community of Practice (CoP), <https://afkm.wpafb.af.mil/community/views/home.aspx?filter=oo-op-af-09>) or electronic equivalent to conduct and document the inspection of the unit ADP.
- 2.6.5.3.2. Provide inspection results to the unit's commander and brief at the next quarterly AOB.
- 2.6.6. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate, inform and update personnel on airfield changes, trends and special events. Examples include but

are not limited to exercises, air shows, static displays, driving violations, runway/taxiway closures, inclement weather driving conditions.

2.6.6. (AMC) Utilize the ADTP database mass e-mail function to educate, inform and update personnel on airfield changes and trends along with other established methods.

2.6.7. Maintain a Wing ADPM Continuity Binder or electronic equivalent in the TAB format below.

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

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

2.6.7.3. TAB C: Annual Program Inspection Results.

2.6.7.4. TAB D: Unit ADPM Training Documentation.

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

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

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

2.6.7.8. TAB H: Airfield Violations/Corrective actions.

2.6.7.9. TAB I: References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 20 and AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities* Chapter 6., AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.

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

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

2.6.8.1. This meeting may be done in-conjunction with the base Vehicle Control Officer/Vehicle Control Non-Commissioned Officer meeting.

2.6.8.2. Use a MFR or electronic equivalent to document semi-annual meeting minutes. Maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder or electronic equivalent.

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

2.6.10. Ensures unit ADPMs provide appropriate training to TDY personnel and Non-base assigned contractors based on type, location, time and duration of work. See paragraph [3.2.9](#) for additional information.

2.6.11. Provides classroom training as determined locally.

2.6.12. Participates in the RIPWG.

2.6.13. Provides unit ADPM a standardize 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. **Note:** A sample

spreadsheet is available for download at the Airfield Management Operations, Procedures and Training CoP.

2.6.13. **(AMC)** Wing/Unit ADPMs will utilize the ADTP reports function to monitor and track this requirement.

2.6.14. **(Added-AMC)** Establish a list of all AF IMT 483 driving certification codes in the ADTP for use by the certifying official. For example “C”=CMA, “A”=Apron Only, etc.

## 2.7. Unit ADPM.

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

2.7.2. Administers the unit airfield driver’s training program according to this AFI and ADI.

2.7.2.1. **(Added-AMC)** Must be trained on the ADTP database.

2.7.3. Ensures unit personnel complete airfield driver training and certification prior to issuance of a AF IMT 483. (See [Attachment 5](#))

2.7.3. **(AMC)** Unit ADPM’s will review all ADTP test failures with the trainee and provide additional training, as required.

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

2.7.4. **(AMC)** Review ADTP database at least quarterly. Ensure all personnel are completing training in reasonable time and still have a need to drive on the airfield, out process members as applicable. Personnel who do not complete all training within 90 days should be evaluated for removal and or possible restarting of training.

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

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

2.7.6.1. **(Added-AMC)** Airfield construction contractors are trained, as applicable, for the areas they are working in or need to access to, based upon contract documents.

2.7.6.2. **(Added-AMC)** The practical driving test, or “check ride”, will be defined in each unit’s program and will ensure the trainee is “observed” driving by a unit trainer or unit ADPM. The express purpose is for the trainee to demonstrate proficiency. Therefore, the day and night orientation rides do not suffice for this requirement.

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

2.7.7.1. **(Added-AMC)** Ensure all training documentation and certification is completed prior to moving member to Step 4 in the ADTP process.

2.7.8. Ensures unit personnel have a valid state or country drivers license to operate privately owned, government (may also require a Government driver license), or contractor owned/leased vehicles on the airfield. At overseas locations, refer to MAJCOM directives for additional guidance.

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

2.7.9. (AMC) Trainees are required to take a Step 3 general knowledge unit test designed and administered by their Unit ADPM in the ADTP (see paragraph 3.2.4.3.3.).

2.7.10. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **Note:** This data may be maintained electronically.

2.7.11. Ensures deploying personnel are trained and possess a valid AF IMT 483 for airfield driving.

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

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

2.7.13. (AMC) Ensure members utilize the ADTP database for all refresher training. Refresher training will be properly documented in the ADTP and a new AF IMT 483 printed with current dates.

2.7.14. Maintains an ADP Continuity Binder (or electronic equivalent) in the TAB format outlined in paragraph [2.6.7](#)

2.7.15. Trains unit airfield driver trainers how to conduct and document training on newly assigned unit airfield drivers.

2.7.15. (AMC) Ensure trainers are trained on the use of the ADTP database.

2.7.16. Attends Wing ADPM semi-annual meeting and/or briefing regarding airfield driving.

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

2.7.17. (AMC) TDY personnel training record can be conducted/maintained via the ADTP database. Personnel not authorized CAC cards may be trained and tracked via paper products.

2.7.18. Use [Attachment 4](#) or electronic equivalent to conduct and document a self-inspection of unit's ADP at least annually. Forward a copy of the inspection results to the Wing ADPM.

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

- 2.7.19. (AMC) Unit ADPMs can accomplish this using the mass e-mail function of the ADTP database.
- 2.7.20. Conducts random spot checks for enforcement and compliance with the ADI. Correct all discrepancies noted.
- 2.7.20. (AMC) Document spot checks with unit/office symbol of person checked, any discrepancy noted, corrective action taken, if warranted, and forward a copy to the wing ADPM quarterly. The intent of unit spot checks is for the unit ADPM's assessment of their unit's program health and efficiency.
- 2.7.21. Provides classroom training as determine locally.
- 2.7.22. Maintains current and accurate training and testing materials.
- 2.7.23. Notifies Unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges.
- 2.7.24. Participates in the RIPWG.
- 2.7.25. Annually validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Forward results to the Wing ADPM.
- 2.7.26. (Added-AMC) Ensure processing in/out with unit ADPM is added to unit's in/out processing checklist.

## 2.8. Airfield Management (AM).

- 2.8.1. Serves as the Office of Primary Responsibility (OPR) for the ADP. **Note:** At contract locations, the AOF/CC shall be designated as the OPR for the ADI. The AOF/CC shall designate the AM Quality Assurance individual (military or DoD Civilian) as the point of contact for the ADI. The contract AM office retains responsibility for development of the ADI and management oversight of the ADP.
- 2.8.2. Conducts random spot checks for enforcement and compliance with the ADI in conjunction with periodic airfield checks.
- 2.8.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies. Document corrective actions on an AF IMT 3616, *Daily Record of Facility Operation* or electronic equivalent.
- 2.8.4. The AFM, Wing ADPM, or NCOIC, Airfield Management Operations 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.
- 2.8.5. Imposes and publishes restricted driving routes as required.
- 2.8.6. Responds to reported or suspected airfield driving violations. At a minimum, AM personnel will:
- 2.8.6.1. Escort individuals off of the airfield.
  - 2.8.6.2. Confiscate individuals AF IMT 483.

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

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

2.8.7. Participates in the RIPWG.

## **2.9. Air Traffic Control Tower (ATCT).**

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

2.9.1.1. (**Added-AMC**) Provide control tower light gun signals when requested for training purposes. Units with an FAA ATC tower will establish a work around if FAA is unwilling to assist.

2.9.2. Reports known CMA violations and problems with vehicle operator radio communications to AM. Assists AM in identifying and locating unauthorized personnel and vehicles on or near the CMA.

2.9.3. Participates in the RIPWG.

## **2.10. Wing Safety.**

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

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

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

2.10.4. Participates in the RIPWG.

2.10.5. Reviews CMA violations for trends.

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

2.11.1. Monitors airfield vehicle operations for ADI compliance.

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

2.11.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs AM of violations.

2.11.4. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM.

2.11.5. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations.

2.11.6. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized persons from the airfield.

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

2.11.8. Participates in the RIPWG.

2.11.9. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

**2.12. Hospital/Medical Treatment Facility.**

2.12.1. Administers color vision screening as determined in the ADI.

2.12.2. Documents color vision test results as determined in the ADI.

2.12.3. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

## Chapter 3

### AIRFIELD DRIVING INSTRUCTION (ADI)

**3.1. General.** This chapter provides specific requirements for developing and implementing an ADI to control ground vehicles and equipment operating on the airfield.

**3.2. ADI.** The ADI must contain the following:

3.2.1. **Responsibilities.** Outline wing and/or base level responsibilities of the key personnel involved in the ADP (e.g. Wing/CC, OG/CC, Unit/CC, AOF/CC, Wing ADPM, unit ADPMs, AM, SF, ATCT, Wing Safety, Hospital/Medical Treatment Facility).

3.2.2. **AF IMT 483 Issuance.** Outline wing and/or base level procedures for issuing an AF IMT 483 to base assigned personnel, TDY personnel and Non-base assigned contractors requiring airfield driving privileges. Include requirements for issuance of an AF IMT 483 to individuals requiring Non-CMA, CMA, Runway and restrictions as applicable (e.g. Ramp only, Daylight Hours only, etc.)

3.2.2.1. The AFM, Wing ADPM, and other designated AM representatives are responsible for signing AF IMT 483s.

3.2.2.1. (AMC) Only AMC host or mission wing AM is authorized to sign AF IMT 483s.

3.2.2.2. Authority for signing AF IMT 483 must not be delegated outside AM.

3.2.2.3. All base assigned personnel (e.g. military, DoD civilian, Contractor, etc.) required to operate a vehicle on the airfield, must complete all airfield drivers' training and testing requirements outlined in this AFI and the ADI prior to issuance of an AF IMT 483. **Note:** An AFSC or career field training (e.g. aircraft maintenance, aircrew, fire and emergency services, security forces, transportation, etc.) is not a substitute for completion of airfield driving training and testing requirements outlined in this AFI.

3.2.3. **Training criteria.** Outline wing and/or base level airfield driving training requirements. All locally developed training curriculum and training materials, to include PowerPoint slides, videos, Computer Base Training (CBT), checklist(s), and lesson plan(s) used in training airfield drivers will be prescribed by the ADI. Include an OPR and currency date on training materials.

3.2.3. (AMC) All required training items are loaded on the ADTP for members to use and process.

3.2.3.1. Use [Attachment 5](#) (available for download at the AM Operations, Procedures and Training CoP), or electronic equivalent to document airfield drivers' training and certification on all newly assigned or employed/hired personnel. Units may incorporate local requirements to Airfield Driving Training Documentation and Certification Checklist.

3.2.3.1. (AMC) Required elements of Attachment 5 will be created in Step 2 by the Wing ADPM thus allowing training documentation/certification by the trainee, and unit ADPMs.

3.2.3.2. Use **Attachment 6** (available for download at the AM Operations, Procedures and Training CoP), or electronic equivalent as an on-the-job training checklist/curriculum to conduct and document airfield drivers' qualification training on all newly assigned/hired personnel. Units may incorporate local requirements to Airfield Driving Qualification Training Checklist (Curriculum) Checklist.

3.2.3.2. (AMC) See statement in Step 2 for documentation/certification by the trainee and Unit ADPM: "Member trained using attachment 6".

3.2.3.3. Completion of the USAF Airfield Driving CBT (accessible on the Advanced Distributed Learning Website, <https://golearn.csd.disa.mil/kc/login/login.asp>) is required for all wing and/or base assigned airfield drivers prior to issuance of an AF IMT 483. **Note:** Newly assigned or hired individuals may use a prior USAF Airfield Driving CBT completion date to fulfill this requirement if date completed is within the last 12 months.

3.2.3.3. (AMC) Note: A link to this CBT is provided in the ADTP for all trainees to utilize.

3.2.3.4. Classroom training as determined locally.

3.2.3.5. Practical Day and Night (as applicable) Airfield Familiarization Training. At a minimum, the practical airfield drivers training involves taking the individual out on the airfield to show them how to get to and from their work areas. Use the Airfield Driving Training Documentation and Certification Checklist to document completion of training. (See **Attachment 5**)

3.2.4. **Testing requirements.** Outline procedures and responsibilities for administering test(s). **Note:** All base assigned personnel (e.g. military, DoD Civilian, Contractor, etc.) required to operate a vehicle on the airfield must pass all required test(s) prior to issuance of an AF IMT 483. Training and testing material should be made available in the predominant host nation language as applicable. **Note:** Written tests may be consolidated as long as the minimum test questions are covered and clearly defined by sections (e.g. General Knowledge, Communication, Runway Incursion Prevention, etc.).

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

3.2.4.2. Authority to administer tests may be delegated to the unit ADPMs in the ADI.

3.2.4.2. (AMC) All Step 3 and Step 4 tests are contained in and administrated by the ADTP. Step 3 tests are enabled by the unit ADPM for their members. Step 4 tests, or wing test, (initially) will be enabled by the Wing ADPM. Subsequent tests (if member fails) will be enabled by the Unit ADPM. NOTE: All tests are enabled for 72 hours and members have 1 hour to finish after test start).

3.2.4.3. At a minimum, testing requirements must include the following:

3.2.4.3.1. Airfield Diagram/Layout Test. Develop an airfield diagram/layout test to ensure individuals know the location of runways, taxiways, aprons, perimeter road, airfield access points, etc. The airfield diagram/layout test must also include identifying the location and description of Visual Flight Rules (VFR) and instrument (INST) holding position signs and markings. Individuals must achieve a minimum

passing score of 100%. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (See [Attachment 5](#))

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

3.2.4.3.2.1. Basic communication principles.

3.2.4.3.2.2. Phonetic Alphabet.

3.2.4.3.2.3. Standard aviation phraseology.

3.2.4.3.2.4. Escort phraseology/rules.

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

3.2.4.3.3. General Knowledge Test. Develop a written general knowledge test on the ADI with at least 10 questions and a passing score of 80%, (corrected to 100%). Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (See [Attachment 5](#))

3.2.4.3.3. (AMC) The unit Step 3 test is a general knowledge test with questions from all applicable test question databases (unit, wing, MAJCOM, or USAF). A Step 3 test's purpose is to gauge the member's knowledge level and help pinpoint deficient areas prior to taking the Step 4 wing test. Unit ADPMs shall work with the wing ADPM in development of unit tests to ensure sufficient coverage of all knowledge areas.

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

3.2.4.3.4.1. Drive the vehicle during the check-ride.

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

3.2.4.3.4.3. Identify the location of runways and other CMAs.

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

3.2.4.3.4.5. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (See [Attachment 5](#))

3.2.4.3.5. Runway Incursion Prevention Test. Runway Incursion Prevention Test must be at least 5 questions with a minimum passing score of 100%.

3.2.4.4. Test Failure. Include wing and/or base procedures for test failures. (e.g. First, Second or Third time) such as additional time before retest or remedial training endorsed by the Unit/CC.

3.2.4.4. (AMC) Unit ADPMs will conduct additional training for those members that fail the wing test. Enable their next attempt at the unit test once remedial training is accomplished, but no sooner than the minimal time requirement established in wing ADI. Subsequently, upon passing the unit retest, coordinate with wing ADMP to enable retaking the wing test(s).

3.2.4.5. (Added-AMC) Each Step 4 test is comprised of a series of sections to make up a whole test. If a member fails any section of the Step 4 test, the ADTP will enable only those Step 4 test sections that the member previously failed.”

3.2.5. **Color Vision Requirements.** Outline wing and/or base procedures to ensure individuals that have a requirement to drive a vehicle on the CMA are administered a color vision test. **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 AFI 48-123, *Medical Examinations and Standards* for additional information.

3.2.5.1. Contact the base hospital/medical treatment facility Optometrist for assistance in determining the best process for administering the color vision test to drivers that operate a vehicle on the CMA.

3.2.5.1. (AMC) If other agencies are allowed to administer the test as approved by the hospital/medical treatment facility, publish procedures in the ADI. Only the base medical treatment facility can grant permission for non-medical personnel to administer color vision tests IAW AFI 48-123.

3.2.5.2. Individuals that fail to pass the color vision test can be issued a "Limited Access" AF IMT 483. **Note:** Access to the CMA must not be granted.

3.2.5.3. Refer to the Officer and Enlisted Classification Directory for AFSCs that have a mandatory requirement for normal color vision in their Air Force Specialty Code (AFSC). Both products are available for viewing and download on the AF Portal. **Note:** Unit ADPM must still validate individual has normal color vision and/or no waiver to the classification directory standards.

3.2.5.4. (Added-AMC) For civilian employees, proper color vision should be listed as a requirement for employment. The color vision exam will be accomplished during the pre-employment exam. If the member fails color vision screening, they must be referred to an optometrist to determine the level of deficiency.

3.2.6. **Airfield Diagram.** Develop a local airfield diagram for the ADI and keep current with updates as required. Depict the following items as a minimum:

3.2.6.1. CMA for vehicles/pedestrians as defined in the Airfield Operations Instruction (AOI). CMAs located outside of the runway hold lines on taxiways and aprons will be marked using the FAA Non-Movement Area markings and signs. See FAA Advisory Circular 150/5340-1, *Standards for Airport Markings* for an example of a Non Movement Area marking.

3.2.6.2. Location and a detailed description of runways, taxiways, ramp/aprons, VFR, and INST holding position signs and markings.

3.2.6.3. Airfield access points.

- 3.2.6.4. Restricted area boundaries/entry control points.
  - 3.2.6.5. Control area boundary.
  - 3.2.6.6. Vehicle traffic lanes and traffic flow.
  - 3.2.6.7. Critical area boundaries for precision navigational aids (e.g., ILS, PAR, Localizer, Precision Obstacle Free Zone, etc.) if applicable.
  - 3.2.6.8. Location of Airfield Management (normally inside the Base Operations Bldg) and the ATCT.
  - 3.2.6.9. Hot Spots (as determined locally). **Note:** A different diagram may be used to depict hot spots.
  - 3.2.6.10. Limited or no visibility with the ATCT blind spots (as applicable).
  - 3.2.6.11. Communication “dead spots”.
  - 3.2.6.12. Complex runway/taxiway intersections. (High potential or history of CMAVs)
  - 3.2.6.13. Other confusing or ambiguous areas identified on airfield.
  - 3.2.6.14. Include a legend on the airfield diagram to illustrate symbols used.
  - 3.2.6.15. Jet Blast Hazard areas.
  - 3.2.6.16. Other areas that pose a hazard to vehicle operators (as determined locally).
- 3.2.7. **Operating Procedures and Standards.** At a minimum, include the following:
- 3.2.7.1. Procedures and standards for operating a vehicle on the airfield.
    - 3.2.7.1.1. Personnel driving on the airfield must complete airfield driver’s training or be escorted by a vehicle driver possessing a valid AF IMT 483 prior to entry to the airfield.
    - 3.2.7.1.2. Units sponsoring TDY personnel or Non-base assigned contractors are responsible for providing training or an escort that possesses a valid AF IMT 483.
  - 3.2.7.2. Procedures and standards for operating a vehicle on the CMA.
    - 3.2.7.2.1. No vehicle operator or pedestrian may enter the CMA without specific approval from the ATCT. **Exception:** Vehicles and/or pedestrians may be escorted into the CMA by another vehicle and/or pedestrian that has two-way radio contact with the ATCT.
    - 3.2.7.2.2. Vehicle drivers and/or pedestrians must read back all ATC instructions verbatim.
    - 3.2.7.2.3. Vehicle operators and/or pedestrians must always monitor the appropriate radio frequency when in the CMA.
    - 3.2.7.2.4. Vehicle operators must use LED/rotating beacon lights and/or emergency flashers when driving in the CMA.
    - 3.2.7.2.5. Vehicles operating in the CMA on a daily basis should have a permanent radio mounted in the vehicle to communicate with the ATCT. A hand-held radio

should only be used as a backup or when communication is required outside the vehicle. **Note:** Conduct an operational test of the radio before entering the airfield.

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

3.2.7.2.6.1. Include vehicle and/or pedestrian call signs in the ADI.

3.2.7.2.6.2. For standardization, AM personnel will use the radio call signs listed below. **Note:** AM personnel at Joint/Shared-Use and host nation airfields may use different vehicle call signs to prevent duplication/similar call signs with local civilian airport operations personnel.

3.2.7.2.6.2.1. Airfield Manager (Airfield – 1).

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

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

3.2.7.2.7. Do not issue or use unconditional instructions (blanket approval) when authorizing vehicles to enter the runway for the purpose of an airfield inspection/check or other airfield operation. See FAA JO 7110.65, *Air Traffic Control* for additional information.

3.2.7.2.8. Limit crossing the runway to vehicle operators/traffic performing mission essential duties and then only to an absolute minimum. **Note:** When crossing a runway is required during flying operations, the preferred crossing point is the departure end.

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

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

3.2.7.2.9.2. All vehicle operators/pedestrians must exit the runway immediately. Contact ATCT or AM immediately and advise off the runway and include any pertinent information that might affect safe runway operations. If not able to communicate with ATCT or AM via radio, use other means of communication such as a cellular phone (when available). Report incident to AM immediately.

3.2.7.3. Procedures and standards to use proper radio communications phraseology, discipline, and techniques. The words "clear" or “clearance” must not be used in communication with ATCT. **Exception:** Vehicle operators may reply “Loud and Clear” in response to an ATCT request for radio transmission quality or clarity. See Chapter 4 for additional information.

3.2.7.4. Procedures and standards to use and maintain airfield driving visual aids/decals. At a minimum, all vehicles that operate on the airfield will contain the following AFVA/decals and diagrams: **Note:** Decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

3.2.7.4.1. AFVA 11-240. **Note:** The FAA Form 5280-7, *Airfield Visual Aid Safety Placard* is the FAA equivalent to AFVA 11-240 and may be used by units located at shared-use airfields.

3.2.7.4.2. AFVA 13-221 (optional if vehicle has an AFVA 11-240).

3.2.7.4.3. AFVA 13-222.

3.2.7.4.4. A current locally developed airfield diagram (provided by Wing ADPM).

3.2.7.4.5. Hot Spots (as determined locally) when depicted on a different airfield diagram.

3.2.7.5. Procedures and standards to comply with airfield signs, marking and ATCT light gun signals. **Note:** Provide a detailed description and an example of the following:

3.2.7.5.1. Airfield signs (e.g., mandatory and informational).

3.2.7.5.2. Airfield markings (e.g. runway, taxiway, apron/ramp, instrument, etc.).

3.2.7.5.3. Airfield lighting (e.g. runway, taxiway, etc.).

3.2.7.6. Procedures and standards to comply with vehicle speed limits on the airfield. Identify vehicle speed limits for the following:

3.2.7.6.1. Vehicle parking areas.

3.2.7.6.2. Aircraft parking ramps.

3.2.7.6.3. Airfield access or bypass road.

3.2.7.6.4. Taxiways.

3.2.7.6.5. Runways.

3.2.7.6.6. Designated traffic lanes on the ramp or taxiway in congested areas or within 200 feet of aircraft parking areas.

3.2.7.6.7. Aircraft, equipment, and trailer towing.

3.2.7.7. Procedures and standards for vehicles operating in the immediate vicinity of an aircraft.

3.2.7.8. Procedures and standards for parking and chocking vehicles on the airfield.

3.2.7.9. Procedures and standards to comply with fixed and mobile obstacle distance requirements. Identify and define the minimum clearance requirements for fixed and mobile obstacles in relation to the runway, taxiway, taxilane, and aircraft-parking apron based on the most demanding aircraft using the facilities.

3.2.7.10. Procedures and standards to comply with control tower light gun signals. Air traffic controllers use a light gun as a backup system for communicating with aircraft or

ground vehicles if their radios stop working. When a vehicle operator experiences a radio failure on a runway or taxiway, they must vacate the runway as quickly and safely as possible and contact the ATCT or AM by other means, such as a cellular telephone to advise of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun. All vehicle operators are required to know and comply with the following signals:

3.2.7.10.1. Steady Green Light: "Cleared to cross", "Proceed", "Go".

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

3.2.7.10.3. Flashing Red Light: "Clear active taxiway/runway".

3.2.7.10.4. Flashing White Light: "Return to starting point".

3.2.7.10.5. Red and Green Light: "General warning. Exercise extreme caution." During alerts and emergency conditions all non-essential personnel will withdraw to AM or their work control center until the emergency is terminated. The withdrawal of contractors will be at the discretion of AM.

3.2.7.11. Procedures and standards for Foreign Object Damage (FOD) Prevention. **Note:** Vehicle operators must make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (e.g. dirt or grass). If driving on unimproved surfaces is required, conduct a FOD check upon exit of these areas or returning to paved surfaces.

3.2.7.11.1. At a minimum, a FOD check will consist of the following:

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

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

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

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

3.2.7.12. Procedures and standards for using cellular/mobile phones on the airfield. **Note:** Cellular/mobile phones must not be used while driving on the airfield.

3.2.7.12. (AMC) POV/GOV operators on a DoD installation will not use cell phones unless the vehicle is safely parked on the airfield. Cell phone use should be for official/business use only. The wearing of other portable headphones, earphones, or other listening devices (except for hands free cellular devices) while operating a motor vehicle is prohibited. Use of approved devices may impair driving and may prevent recognition of emergency signals, alarms or radio calls

3.2.7.13. Procedures and standards for driving during restricted visibility or night operations. Poor weather conditions (e.g. snow, fog, rain, etc.) might obscure visual

cues, roadway markings, and airfield signs. Vehicle operators must remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions. At a minimum, include procedures to stop and hold at an "INST" marking/sign when conditions are less than a reported ceiling of 800 feet or 2 miles visibility.

3.2.7.14. Procedures and standards for driving with daytime running lights.

3.2.7.15. Procedures and/or restrictions for operating motorcycles, mopeds/scooters, bicycles, tricycles, and other electrical, gas, or gasoline-powered golf-type carts or similar utility vehicles.

3.2.7.16. Procedures and/or operational restrictions for local units, as required.

3.2.7.17. Procedures on use of perimeter, in-field or other airfield roads to reduce non-essential vehicle traffic on the airfield.

3.2.7.18. Procedures to conduct and document refresher training requirements on an annual basis. Wing ADPMs may require vehicle drivers to complete refresher training more frequently (e.g. twice a year) due to their limited or infrequent (e.g. once a week or month, emergency only, etc.) presence on the airfield. At a minimum, annual refresher training will include:

3.2.7.18. (AMC) Note: The Wing ADPM or unit ADPM may add additional requirements for specialized training, i.e., night vision devices, unique vehicles, CBRN training, etc. If applicable, ensure additional tests, unit or wing, are reviewed by wing safety.

3.2.7.18.1. A review of the ADI.

3.2.7.18.2. Completion of the USAF Airfield Driving CBT, *Airfield Driving*.

3.2.7.18.3. Runway incursion prevention test (at least 5 questions with a minimum passing score of 100%).

3.2.7.18.4. (**Added-AMC**) Note: After unit ADPM's validation of completing refresher training requirements, the driver is able to print the new license through the ADTP web site. Dispose of the previous license immediately to avoid confusion.

3.2.7.19. Procedures to restrict runway crossing at locations known for communication/signal problems between ATCT and a vehicle operator/pedestrian as applicable. Also, include procedures to restrict runway crossing at ATCT visual blind spots as applicable.

3.2.7.20. Procedures for emergency responses on or near the active runway(s). At a minimum, clearly define the primary (initial)/secondary (follow-on/support) response agencies and procedures to minimize unauthorized access on or across the runway.

3.2.7.20.1. Follow-on/support response agencies are required to standby in a designated area (e.g. ramp, taxiway, etc.) until called forward by the Fire Chief or incident/on-scene commander.

- 3.2.7.20.2. All emergency response vehicles must have approval from the ATCT or authorized vehicle escort, to enter the CMA.
- 3.2.7.21. Procedures for vehicle traffic control devices/lights located on active taxiways/runways (if applicable).
- 3.2.7.22. Procedures for airfield driving during blackout conditions (as applicable). At a minimum, Night Vision Device (NVD) procedures will be IAW AFMAN 24-306, Chapter 18 and include the following:
- 3.2.7.22.1. Vehicle speed limits.
  - 3.2.7.22.2. Driver and assistant driver responsibilities.
  - 3.2.7.22.3. NVD-related accident reporting procedures.
  - 3.2.7.22.4. Airfield driving/NVD licensing procedures. Annotate "NVD Qualified" on the AF IMT 483.
  - 3.2.7.22.4. (AMC) ADTP generated AF IMT 483s will use restriction code "N" to annotate NVD qualified drivers.
  - 3.2.7.22.5. Qualification/Annual refresher training requirements.
  - 3.2.7.22.6. NVD instructor qualification requirements.
  - 3.2.7.22.7. Vehicles operating with lights-out during periods of reduced airfield lighting must use hazard warning flashers or mount an Infrared Red (IR) strobe on the vehicle's roof so the ATCT and aircrew can observe the vehicle on the airfield. **Note:** Vehicles must still maintain two-way radio communications with the ATCT while operating on the CMA.
  - 3.2.7.22.8. Vehicle routes shall be designated. Non-participating vehicles will not mix with participating NVD vehicles on any CMA. **Note:** Vehicle operations should be kept to a minimum during periods of reduced airfield lighting configurations.
- 3.2.7.23. Procedures for vehicle escorts and convoys on the CMA and non-CMA.
- 3.2.7.24. Procedures for vehicles equipped with supplemental traction devices. **Note:** To reduce spark producing potential, only non-sparking material can be used.
- 3.2.7.24.1. Tire chains may only be used on airfield pavements after obtaining coordination/approval from Airfield Manager, Wing Safety, and Civil Engineer. The requesting agency will conduct a risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD.
  - 3.2.7.24.2. Vehicles equipped with studded tires are not permitted to operate on the airfield without prior coordination with the Airfield Manager, Wing Safety, Civil Engineer, Transportation, and installation commander approval. Publish the list of approved units/vehicles and areas authorized to use studded tires in the ADI.
- 3.2.7.25. Procedures to prohibit vehicular traffic over in-ground fuel pit covers.
- 3.2.7.26. Procedures to prohibit or restrict smoking on the airfield.
- 3.2.7.27. Procedures to avoid and/or use caution in jet blast hazard areas.

**3.2.8. Reporting, Enforcement and Violation Consequences.** At a minimum, include the following:

3.2.8.1. Delegation of authority for to ADP enforcement. At a minimum, include the authority for Unit Commanders, ADPMs (for unit assigned personnel), AM and SF personnel to temporarily suspend airfield driving privileges.

3.2.8.2. Procedures for reissuance of an AF IMT 483 after a suspension (e.g. re-training, Unit/CC recommendation in writing, limited access, etc.). Include sample MFRs for suspension, revocation, and reinstatement of airfield driving privileges.

3.2.8.3. Procedures to report and document CMAV events. A CMAV event is an airfield violation caused by aircraft, vehicles, or pedestrians entering the CMA without specific ATCT approval. This definition also includes runway incursions. 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. Runway Incursions are further classified into three operational categories (Operational Error, Pilot Deviation, and Vehicle/Pedestrian). (See [Attachment 1](#))

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

3.2.8.3.1. (AMC) Initial notification may be verbal or electronic, but must be made within the prescribed 24 hours of an incident. A written follow-up is due within 72 hours.

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

3.2.8.3.2. (AMC) Member profile in the ADTP will be suspended. Only the Wing ADPM can un-suspend the member's profile.

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

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

3.2.8.3.2.3. The AOF/CC, Wing Safety and, Wing ADPM will work as a team to assign all runway incursions an operational category (e.g., Operational Error, Pilot Deviation and Vehicle/Pedestrian) defined in [Attachment 1](#) 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)*.

3.2.8.3.2.4. The Wing ADPM is responsible for taking immediate actions to

correct any identified systematic problems and ensuring interim control measures are applied until permanent corrections are made.

3.2.8.3.2.5. The Wing ADPM and Wing Safety must inspect the unit ADP of personnel that commit a runway incursion as a part of the investigation. Emphasis will be placed on how the unit trained the individual and their compliance with the ADI. The results will be reported to the Unit Commander.

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

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

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

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

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

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

3.2.8.3.3. CMAV events must be briefed at the AOB.

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

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

3.2.8.3.4. The Wing ADPM must maintain a copy of the AF IMT 651s/457s, actions taken, results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15.00 (see AFI 91-202, *The US Air Force Mishap Program* and AFI 91-223, *Aviation Safety Investigations and Reports*). A copy of the final runway incursion AFSAS report may be obtained from Wing Safety and/or MAJCOM OPR for AO.

3.2.8.4. Procedures to ensure airfield driving privileges are suspended for individuals who do not complete annual refresher training on the first day of the preceding month after the refresher training is due. **Note:** Personnel that were not able to complete refresher training (e.g. deployed, TDY, etc.) must complete it prior to driving on the airfield.

3.2.8.5. Procedures to report and document other airfield driving incidents/violations (e.g. speeding, expired or no POV pass, etc.). At a minimum, obtain the following information:

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

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

3.2.9. **TDY Personnel and Non-base Assigned Contractors.** Outline procedures and standards for TDY and non-base assigned contractors that need to drive on the airfield.

3.2.9. (AMC) TDY personnel and non-base assigned contractors will utilize the ADTP for all training and AF IMT 483 processing. Personnel not authorized CAC cards can be trained and tracked via paper products.

3.2.9.1. TDY personnel and non-base assigned contractors must possess an AF IMT 483 and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort. **Exception:** The Wing ADPM or as delegated in the ADI to the unit ADPM may provide a local briefing/training when TDY personnel and non-base assigned contractors driving route(s) do not permit access on or across the CMA.

3.2.9.2. 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 AFI and ADI.

3.2.9.3. Use **Attachment 7** or electronic equivalent to document the name/unit of the individual that received the local briefing/training.

3.2.9.3. (AMC) Use the documentation box loaded on the ADTP TDY/Misc personnel page to certify use of this attachment by the creator of this profile.

3.2.9.4. 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.

3.2.9.4. (AMC) Unit ADPM will utilize the ADTP to train and issue out temporary IMT 483s to their sponsored members.

3.2.9.5. The local briefing and/or training materials should be made available in host nation language where applicable.

3.2.9.6. Maintain a file copy of this training in accordance with Air Force RDS, Table 33-42, Rule 04.00.

3.2.9.6. (AMC) Electronic training records are maintained in the ADTP.

3.2.9.7. (Added-AMC) Optional: Wing ADPMs can work with contract units (construction companies, etc) to develop/manage their own program to train and certify its employees and sub-contractors provided:

3.2.9.7.1. (Added-AMC) The use of this option is included and fully described in contract documents.

3.2.9.7.2. (Added-AMC) The contract exceeds 6 months in duration or is a long-term/recurring contract.

3.2.9.7.3. (Added-AMC) The contractor, employees, and sub-contractors are not eligible to be incorporated into a sponsoring unit’s program.

- 3.2.9.7.4. **(Added-AMC)** The contractor assigns the program management and training to the company's quality control or safety oversight, or equivalent, person/element.
- 3.2.9.7.5. **(Added-AMC)** The contractor's ADPM and airfield driving training program (inclusive of all documentation) are accessible, with notice, to the Wing ADPM and are located at a site office within the confines of the base perimeter.
- 3.2.9.7.6. **(Added-AMC)** The program complies with ALL provisions as defined in this instruction and the wing's ADI.
- 3.2.9.7.7. **(Added-AMC)** The prime contractor will ensure anytime an employee or sub-contractor is on site, the prime contractor's ADPM, or site manager, is obtainable in case of an airfield incident or driving violation.
- 3.2.9.7.8. **(Added-AMC)** The management of airfield driver training program shall only be accomplished by the prime contractor in accordance with this instruction and supplement and shall not sub-contracted, or otherwise delegated to another company or entity.
- 3.2.9.7.9. **(Added-AMC)** It is understood the contractor, and its employees/sub-contractors, may not be eligible for/or able to use the computer based ADTP to manage program and may require non-electronic means of program management.
- 3.2.10. Privately Owned and Government Leased Vehicle Passes.** Outline procedures and standards for personnel that need to drive a POV or Government Leased Vehicle on the airfield. At a minimum, drivers must be trained and certified to drive on the airfield.
- 3.2.10.1. Develop procedures for issuing, and maintaining control/security (e.g., expiration, disposition, changing colors, numbers, etc.) of POV and Government Leased Vehicle Passes/Decals. **Note:** POVs on the airfield are discouraged and must be restricted to an absolute minimum. Include a sample MFR or local form/electronic equivalent for requesting a POV/Government Leased Vehicle pass.
- 3.2.10.1.1. Request for a vehicle pass/decal must be endorsed by the individual's Unit Commander or Company/Contractor representative. At a minimum, the MFR or local form/electronic equivalent will contain the following information:
- 3.2.10.1.1.1. Owner/User.
  - 3.2.10.1.1.2. Organization.
  - 3.2.10.1.1.3. Duty Phone.
  - 3.2.10.1.1.4. Vehicle Make, Model, Year, Color, and License/State.
  - 3.2.10.1.1.5. Pass/Permit number.
  - 3.2.10.1.1.6. Area of Operation(s)/location.
  - 3.2.10.1.1.7. Justification.
  - 3.2.10.1.1.8. Effective period/dates.
- 3.2.10.1.2. Vehicle passes/decals must be validated at least annually.

3.2.10.1.3. POV and Government Leased vehicles passes/decals must be differentiated in the ADI.

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

3.2.10.1.5. (**Added-AMC**) Base assigned/temporary personnel are limited to no more than 2 POV passes.

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

**3.2.11. Disabled Vehicles.** Outline procedures for a disabled vehicle on the airfield.

3.2.11.1. 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 ground vehicle operator will:

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

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

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

3.2.11.3. 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.

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

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

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

**3.2.12. Pedestrian Movement.** Outline procedures for pedestrian movement on the airfield. At a minimum, pedestrians on the airfield must adhere to the following procedures:

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

3.2.12.2. Walk facing oncoming traffic.

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

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

## Chapter 4

### RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

#### 4.1. General.

4.1.1. Radio communications are a critical link in the ATC system. The single, most important thought in communications with the ATCT is understanding. It is essential to acknowledge each radio communication with controllers by using the appropriate call sign.

4.1.2. Brevity is important, therefore, radio transmissions must be kept as brief as possible. However, controllers must know what you want to do before they can properly carry out their control duties. Conversely, the vehicle operator, must know exactly what the controller wants them to do.

4.1.3. Vehicle operators must maintain vigilance in monitoring air traffic control radio communications frequencies for situational awareness, especially when operating on an active runway.

#### 4.2. Radio Techniques.

4.2.1. 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.

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

4.2.3. 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.

4.2.4. 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.

4.2.5. 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.

4.2.6. 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.

4.2.7. 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.

**4.3. Phraseology.** Vehicle operators must contact the ATCT controller each and every time they proceed onto or leave the CMA. When proceeding onto a CMA, vehicle operators must advise the controller of three things: **WHO** you are, **WHERE** you are, and **WHAT** your

intentions are. Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received. Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists. VHF/UHF transmissions are reserved for the primary use of aircraft and ATCT personnel.

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

**Table 4.1. Sample Runway Crossing Phraseology.**

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

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

**Table 4.2. Sample Read back Instructions**

<b>VEHICLE OPERATOR:</b>  <b>Note:</b> Airfield 1 visually scans the runway prior to entry, and then proceeds across the runway	<i>“AIRFIELD ONE UNDERSTANDS APPROVED TO CROSS (runway) AT (point/intersection). WILL REPORT WHEN OFF.” or “AIRFIELD ONE, HOLDING SHORT (at location).”</i>
<b>VEHICLE OPERATOR:</b>	<i>“JACKSONVILLE TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF (runway) AT (location).”</i>
<b>ATCT:</b>	<i>“AIRFIELD ONE, ROGER.”</i>

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

**Table 4.3. Sample Hold Short Instructions.**

<b>ATCT:</b>	<i>“AIRFIELD THREE PROCEED VIA TAXIWAY CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN.”</i> <i>or</i> <i>“AIRFIELD THREE PROCEED VIA CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN.”</i>
<b>VEHICLE OPERATOR:</b>	<i>“AIRFIELD THREE, ROGER.”</i>
<b>ATCT:</b>	<i>“AIRFIELD THREE, READ BACK HOLD INSTRUCTIONS.”</i>
<b>VEHICLE OPERATOR:</b>	<i>“AIRFIELD THREE, PROCEEDING VIA CHARLIE, WILL HOLD SHORT OF RUNWAY TWO SEVEN.”</i>

**4.4. Common Use Phrases.****Table 4.4. Common Use Phrases.**

<b>What Is Said:</b>	<b>What It Means:</b>
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. <b>Note:</b> Use of this phrase does not authorize requestor to “Go Ahead” with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being

	received.
Immediately or without delay, Expedite	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

**4.5. Phonetic Aviation Alphabet.** Because some letters have similar sounds, like B and P, the international aviation industry uses the following words to reduce confusion. For example, Taxiway B would be referred to as Taxiway Bravo on the radio. Vehicle operators must know and use the following Phonetic Aviation Alphabet:

**Table 4.5. Phonetic Aviation Alphabet.**

<b>A</b>	ALFA	<b>N</b>	NOVEMBER
<b>B</b>	BRAVO	<b>O</b>	OSCAR
<b>C</b>	CHARLIE	<b>P</b>	PAPA
<b>D</b>	DELTA	<b>Q</b>	QUEBEC
<b>E</b>	ECHO	<b>R</b>	ROMEO
<b>F</b>	FOX-TROT	<b>S</b>	SIERRA
<b>G</b>	GOLF	<b>T</b>	TANGO
<b>H</b>	HOTEL	<b>U</b>	UNIFORM
<b>I</b>	INDIA	<b>V</b>	VICTOR
<b>J</b>	JULIET	<b>W</b>	WHISKEY
<b>K</b>	KILO	<b>X</b>	X-RAY
<b>L</b>	LIMA	<b>Y</b>	YANKEE
<b>M</b>	MIKE	<b>Z</b>	ZULU

**4.6. Adopted Forms:**

AF IMT 457, *USAF Hazard Report*

AF IMT 483, *Certificate of Competency*

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

AF Form 1313, *Driving Record*

FAA Form 5280-7, *Airfield Visual Aid Safety Placard*

JOHNNY A. WEIDA, Maj Gen, USAF  
Asst DCS, Operations, Plans, and Requirements

(AMC)

SCOTT P. GOODWIN, Brig Gen, USAF  
Director of Operations

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

##### **US Air Force Publications.**

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

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

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

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

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

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000

AFI 33-360, *Publications and Forms Management*, 18 May 2006

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

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

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

Air Force Enlisted Classification Directory (AFECD), 1 August 2009

Air Force Officer Classification Directory (AFOCD), 31 October 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

##### **Forms.**

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

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

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

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

#### *Abbreviations and Acronyms*

**ADI**—Airfield Driving Instruction

**ADP**—Airfield Driving Program

**ADPM**—Airfield Driving Program Manager

**AF**—Air Force

**AFFSA**—Air Force Flight Standards Agency

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

**POV**—Privately Owned Vehicle

**RIPWG**—Runway Incursion Prevention Working Group

**RGL**—Runway Guard Light

**RWY**—Runway

**SF**—Security Forces

**TDY**—Temporary Duty

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer

**VFR**—Visual Flight Rule

### *Terms*

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

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

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

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

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

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

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

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

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

**Airfield Management**—A function that conducts airfield inspections and checks for safety and compliance with planning and design criteria. Plans, organizes and directs airfield activities to include airfield construction/repairs, airfield driving program, ice/snow removal operations, Bird/Wildlife control, etc. Procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system such as Flight Information

Publications, aeronautical charts and maps, Notice to Airmen (NOTAM), local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

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

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

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

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

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

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

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

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

**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

**UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S)  
APPOINTMENT LETTER**

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

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

<b>NAME/Email</b>	<b>OFFICE SYM</b>	<b>DP</b>	<b>483 # _____</b>
PRIMARY:			
MSgt Ann B. Smith Email: Ann.Smith@blank.af.mil	OSAA	XXX-XXXX	BLK#####
ALTERNATE:			
TSgt John E. Doe Email: John.Doe@blank.af.mil	OSAA	XXX-XXXX	BLK#####

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

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

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

XXXX X. XXXXX, Lt Col, USAF  
Commander

## Attachment 3

## UNIT ADPM TRAINING CHECKLIST

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

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

**Note:** A local form or electronic equivalent may be used as long as it includes all information listed above.

## Attachment 4

## UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST			
<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 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?			
2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the			

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

**Note:** A local form or electronic equivalent may be used as long as it includes all information listed above.

## Attachment 5

**AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST**

<b>AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST</b>			
<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by the Unit ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING</b> <i>(Completed by the Trainee and Unit Trainer)</i>			
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>
1. Trainee possesses a valid <i>(List State of Issue)</i> Driver's License <i>(List restrictions)</i> .			
2. Trainee possesses a valid Government Driver's License.			
3. USAF Airfield Driving Computer Base Training. <b>[Score: ]</b>			
4. Airfield Driver Training Classroom <i>(as determined locally)</i> .			
5. Airfield Driving Qualification Training Checklist/ Curriculum. (See Attachment 6)			
6. Practical Day Airfield Driver Familiarization Training (See Attachment 6, Item 4)			
7. Practical Night Airfield Driver Familiarization Training as applicable. (See Attachment 6, Item 4)			
8. Practical Driving Test. Includes day and night (as applicable)			
9. Communications Test. <b>[Score: ]</b>			
10. Airfield Diagram/Layout Test. <b>[Score: ]</b>			
11. General Knowledge Test (Written). <b>[Score: ]</b>			
12. Runway Incursion Prevention Test. <b>[Score: ]</b>			
<b>SECTION III – Color Vision Test for CMA drivers only.</b> <i>(Completed by Hospital/Medical Treatment Facility Optometry For)</i>			
Check applicable.			
<ul style="list-style-type: none"> <li>• Normal Color Vision.</li> <li>• Color Blind/Deficient.</li> </ul>			
Name (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION IV – TRAINER CERTIFICATION</b> <i>(Completed by Authorized Airfield Driving</i>			

<i>Training Instructor</i>			
I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION V – TRAINEE ACKNOWLEDGEMENT</b> ( <i>Completed by Trainee</i> )			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION VI – UNIT CERTIFICATION</b> ( <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 <u>Local Base</u> . Check all applicable restrictions and or special access.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other ( <i>Specify</i> )			
Name (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION VII – AIRFIELD DRIVING AUTHORIZATION</b> ( <i>Completed by the Wing ADPM or designated representative</i> )			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF IMT483 CERTIFICATE #	
Name (Last, First, MI):	Grade:	Signature:	Date:

**Note:** A local form or electronic equivalent may be used as long as it includes all information listed above.

## Attachment 6

## AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)

<b>AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)</b>				
<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by Unit ADPM)</i>				
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone	
	Date Completed	Trainee's Initials	Trainer's Initials	Not Available (N/A)
<b>1. Definitions and terms.</b> Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.				
1.1. Runway				
1.2. Controlled Movement Area (CMA)				
1.3. Controlled Movement Area Violation (CMAV)				
1.4. Runway Incursion				
1.5. Taxiway				
1.6. Ramp/Apron				
1.7. Foreign Object Damage (FOD) control/prevention				
1.8. Overrun				
1.9. Taxilane				
1.10. Light Gun				
1.11. Jet Blast				
1.12. Vehicle Service Road				
1.13. Hot Cargo Area				
1.14. Arm/De-Arm Area				
1.15. Aircraft Arresting Gear				
1.16. ILS Critical Area				
1.17. Mandatory Sign				
1.18. Informational Sign				
1.19. Emergency Response Vehicle				
1.20. Circle of Safety				
1.21. Restricted Area				
1.22. Entry Control Point				
1.23. Fixed/Mobile Obstacle				
1.24. Airfield Management				
1.25. Air Traffic Control Tower (ATCT)				
<b>2. Vehicle operator requirements.</b> Training				

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

5.1. Familiarize trainee with the following airfield lighting.				
5.1.1. Runway.				
5.1.1.1. Edge Lights.				
5.1.1.2. Approach Lights.				
5.1.2. Taxiway.				
5.1.2.1. Edge Lights.				
5.1.2.2. Centerline Lights.				
5.1.2.3. Guard Lights (as applicable).				
5.2. Familiarize trainee with the following airfield signage.				
5.2.1. Runway Hold Sign.				
5.2.2. Taxiway Location Sign.				
5.2.3. ILS Critical Area Sign.				
5.2.4. Direction Sign.				
5.2.5. Distance Remaining Sign.				
5.3. Familiarize trainee with the following airfield markings.				
5.3.1. Runway.				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. VFR Hold Line.				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas.				
5.3.5. Non-Movement Area Boundary Marking as applicable.				
5.3.6. Non Standard Airfield Markings as applicable.				
5.3.7. Aircraft Arresting Gear Marking as applicable.				
5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.6. Familiarize trainee with the location of Free Zones as applicable.				
5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques.				

5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.				
5.9. Familiarize trainee with the location and use of traffic control devices.				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.				
5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Hot Spots as required locally.				
5.16. Identify Smoking Areas as applicable.				
<b>6. Communications.</b> Training Outcome(s): Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications.				
6.2. Procedural Words and Phrases.				
6.3. Aviation Phonetic Alphabet.				
6.4. Aviation Terminology.				
6.5. Procedures for Contacting the ATCT.				
6.6. Light Gun Signals (Description of ATCT Light Gun signals).				
6.7. ATCT and or vehicle blind spots.				
<b>7. Other.</b>				
7.1. Review ADI.				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. <b>Note:</b> Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. <b>Note:</b> Required for all personnel that require assess on or across the runway.				

<b>SECTION III – TRAINING CERTIFICATION</b> ( <i>Completed by the Trainee, Unit ADPM and Wing ADPM</i> )			
<b>TRAINEE</b>			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>UNIT ADPM</b>			
I certify that the above individual has completed all local training requirements outlined in <u>State Local Base</u> Airfield Driving Instruction (ADI). Check all applicable restrictions.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other ( <i>Specify</i> )			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM or designated representative (<i>as required</i>)</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

**Notes:**

1. A local form or electronic equivalent may be used as long as it includes all information listed above.
2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for the practical training requirements in items 4 and 7 above.

## Attachment 7

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

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

points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicle maintenance problems.			
<b>SECTION III – TRAINING CERTIFICATION</b> ( <i>Completed by Trainee, Unit ADPM and Wing ADPM as required</i> )			
<b>TRAINEE</b>			
I have received and completed all of the above training requirements and will comply with <u>Local Base Airfield Driving Instruction (ADI)</u> . I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>UNIT ADPM</b>			
I certify that the above individual has completed all local training requirements outlined in <u>State Local Base Airfield Driving Instruction (ADI)</u> . Check all applicable restrictions.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other ( <i>Specify</i> )			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM or designated representative</b> ( <i>as required</i> )			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

**Notes:**

1. A local form or electronic equivalent may be used as long as it includes all information listed above.
2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for items 12 and 16 above.