

**BY ORDER OF THE COMMANDER  
2D BOMB WING**



**BARKSDALE AIR FORCE BASE  
INSTRUCTION 13-213**

**26 NOVEMBER 2013**

**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: 2 OSS/OSA

Certified by: 2 OSS/CC  
(Lt Col Charles A. McElvaine)

Supersedes: BAFBI 13-213, Dated 8 July  
2009

Pages: 92

---

This instruction establishes policies, procedures and responsibility for control of vehicle/pedestrian operations on the Barksdale AFB (BAFB) airfield. This instruction applies to all 2 BW personnel, tenant personnel, and TDY/deployed personnel driving on the airfield. Regardless of past airfield driving experience, the contents apply to all personnel who must operate government owned or leased vehicles and vehicles operated by contractors on the airfield. This instruction augments AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*; AFI 13-213, *Airfield Driving*, and AFI 13-213 AFGSCSUP I and AFMAN 24-306, *Manual For the Wheeled Vehicle Driver*, Ch 20. 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>. Contact supporting records managers as required for approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through Major Command (MAJCOM) publications/forms managers.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. AFI 13-213, 29 Jan 2008; Chapters 1, 2, 3, 5 through 7 were rescinded and incorporated into AFI 13-204, *Airfield Operations*, Volumes 1 through 3, dated 1 Sep 10. Major changes to the AFI 13-213 include changing the 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: 062240Z Feb 09. A number of editorial/reference corrections were also made.

<b>Chapter 1—RESPONSIBILITIES</b>	<b>6</b>
1.1. General. ....	6
1.2. Host Wing Commander (2 BW/CC). ....	6
1.3. Operations Group Commander (2 OG/CC and 307 BW/CC) or equivalent. ....	6
1.4. Unit Commander or equivalent. ....	6
1.5. Wing Airfield Driving Program Manager (WADPM). ....	8
1.6. Runway Incursion Prevention Working Group (RIPWG). ....	10
1.7. Airfield Management (AM). ....	11
1.8. Air Traffic Control Tower (ATCT). ....	11
1.9. Security Forces Squadron (SFS). ....	12
1.10. Wing Safety (SE). ....	12
1.11. Medical Treatment Facility/Ambulatory Services. ....	13
1.12. Contracting Squadron. ....	13
1.13. Unit Airfield Driving Program Manager (UADPM). ....	13
1.14. Qualified Airfield Vehicle Operators (QAVO). ....	15
1.15. Emergency Responders. ....	16
<b>Chapter 2—TRAINING CRITERIA AND TESTING REQUIREMENTS</b>	<b>18</b>
2.1. Procedures for obtaining AF IMT 483. ....	18
2.2. Training Requirements. ....	18
2.3. Testing Procedures. ....	19
2.4. Required Tests. ....	19
2.5. Test Failures. ....	20
2.6. Refresher Training. ....	20
<b>Chapter 3—OPERATING PROCEDURES AND STANDARDS</b>	<b>22</b>
3.1. General. ....	22
3.2. Airfield Diagram. ....	22
3.3. Airfield Access/Entry Control Points (ECP). ....	22
3.4. Controlled Movement Area (CMA). ....	23
Figure 3.1. VFR Hold Line. ....	24
Figure 3.2. INST Hold Line. ....	24

	3.5.	Airfield Evacuation. ....	25
	3.6.	Instrument Hold Line/Sign (INST). ....	25
Figure	3.3.	Stop sign with ILS Critical Area verbiage sign. ....	25
	3.7.	Restricted Areas. ....	25
	3.8.	ATCT Light Gun Signals. ....	25
Figure	3.4.	Light Gun Signals. ....	26
	3.9.	Vehicle Traffic Flow/Patterns. ....	26
Figure	3.5.	Sites Road Traffic Flow Plan. ....	27
Figure	3.6.	Flightline Road Traffic Flow Plan. ....	27
Figure	3.7.	Site Road Traffic Flow Plan – Exercise Conditions. ....	28
	3.10.	Vehicle Speed Limits. ....	28
	3.11.	Airfield Signs, Markings and Lighting. ....	28
	3.12.	Access to Aircraft Parking Sites. ....	28
	3.13.	Vehicle Operations on Designated Taxiways. ....	29
	3.14.	Vehicles Delivering or Retrieving Munitions. ....	29
	3.15.	Vehicle Parking. ....	29
	3.16.	Immediate Vicinity of Aircraft. ....	30
Figure	3.8.	Aircraft Visual Blind Spots. ....	30
	3.17.	Towing Operations. ....	31
	3.18.	Emergency Vehicle Operations. ....	31
	3.19.	Restricted Visibility and Night Operations. ....	31
	3.20.	Aerospace Ground Equipment (AGE)/Mobile Obstacles on the Airfield. ....	32
Figure	3.9.	Non-Standard White Line on the Parking Ramp. ....	33
	3.21.	Disabled Vehicles. ....	33
	3.22.	ATCT/Vehicle Blind Spots. ....	33
	3.23.	Procedures for Vehicle Supplemental Traction Control Devices. ....	34
	3.24.	Foreign Object Debris (FOD) Control and Prevention. ....	34
	3.25.	Vehicle Operations during Aircraft Night Vision Goggle (NVG) Training. ....	34
	3.26.	Pedestrian Movement. ....	34
	3.27.	Miscellaneous. ....	35
<b>Chapter 4—RADIO COMMUNICATIONS PHRASEOLOGY AND TECHNIQUES</b>			<b>37</b>
	4.1.	General. ....	37
	4.2.	Radio Techniques. ....	37

	4.3.	Phraseology. ....	37
Table	4.1.	BAFB Runway Crossing Phraseology. ....	38
Table	4.2.	BAFB Runway Access Phraseology. ....	38
Table	4.3.	BAFB Runway Crossing Read back Instructions. ....	38
Table	4.4.	BAFB Runway Access Read back Instructions. ....	39
Table	4.5.	BAFB INST Access Instructions. ....	39
Table	4.6.	BAFB INST Access Read back Instructions. ....	39
Table	4.7.	BAFB BDOC Escort Preliminary Instructions. ....	39
Table	4.8.	BAFB BDOC Escort Instructions. ....	40
Table	4.9.	Common Use Phrases. ....	40
	4.4.	Phonetic Aviation Alphabet. ....	41
Table	4.10.	Phonetic Aviation Alphabet. ....	41
	4.5.	Vehicle Escort. ....	41
	4.6.	Base Defense Operations Center (BDOC) Escort Operations. ....	41
	4.7.	Work Details. ....	41
	4.8.	Aerodrome/Airfield Saturation. ....	41
<b>Chapter 5—AIRFIELD DRIVING ENFORCEMENT, REPORTING VIOLATIONS AND CONSEQUENCES</b>			<b>42</b>
	5.1.	General. ....	42
	5.2.	CMAVs and Runway Incursions. ....	42
	5.3.	ILS Critical Area Violations. ....	43
	5.4.	General Airfield Violations. ....	43
	5.5.	AF IMT 483 Suspension/Revocation/Reinstatement. ....	43
<b>Chapter 6—TDY AND NON BASE-ASSIGNED CONTRACT PERSONNEL</b>			<b>45</b>
	6.1.	General. ....	45
	6.2.	Training Requirements. ....	45
<b>Chapter 7—PRIVATELY OWNED (POV), CONTRACTOR AND GOVERNMENT-LEASED VEHICLES</b>			<b>46</b>
	7.1.	Authorization to Operate a Non-GMV on the Airfield. ....	46
	7.2.	POV Vehicle Passes. ....	46
	7.3.	Contractor/Company Vehicles. ....	46
	7.4.	Government-Leased Vehicles Passes. ....	46
	7.5.	Inspector General (IG) Vehicles. ....	47

7.6. Expired Vehicle Passes. ....	47
<b>Attachment 1—GLOSSARY OF REFERENCES &amp; SUPPORT GUIDANCE</b>	<b>48</b>
<b>Attachment 2—UNIT ADPM &amp; TRAINER(S) APPOINTMENT LETTER</b>	<b>57</b>
<b>Attachment 3—UNIT ADPM TRAINING CHECKLIST</b>	<b>58</b>
<b>Attachment 4—UNIT ADP INSPECTION CHECKLIST</b>	<b>60</b>
<b>Attachment 5—AFGSC FORM 13 - AIRFIELD DRIVER TRAINING AND CERTIFICATION</b>	<b>64</b>
<b>Attachment 6—AIRFIELD DRIVER QUALIFICATION TRAINING CHECKLIST</b>	<b>66</b>
<b>Attachment 7—TDY PERSONNEL/NON BASE-ASSIGNED CONTRACTORS</b>	<b>71</b>
<b>Attachment 8—TDY AIRFIELD TRAINING ROSTER – MASS BRIEFING</b>	<b>73</b>
<b>Attachment 9—AIRFIELD DRIVING ROSTER – AIRFIELD CONSTRUCTION</b>	<b>75</b>
<b>Attachment 10—POV, CONTRACTOR &amp; GOVERNMENT-LEASED VEHICLE PASS REQUEST LETTER</b>	<b>77</b>
<b>Attachment 11—SUSPENSION/REVOCAION OF AIRFIELD DRIVING PRIVILEGES –</b>	<b>78</b>
<b>Attachment 12—RECOMMENDATION FOR REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES – SAMPLE MEMORANDUM FOR RECORD</b>	<b>80</b>
<b>Attachment 13—COLOR VISION TESTING – AFSC EXEMPTIONS</b>	<b>81</b>
<b>Attachment 14—</b>	<b>83</b>
<b>Attachment 15—VEHICLE CALL SIGNS</b>	<b>85</b>
<b>Attachment 16—AIRFIELD SIGNS, MARKINGS AND LIGHTING</b>	<b>88</b>

## Chapter 1

### RESPONSIBILITIES

#### 1.1. General.

1.1.1. All personnel utilizing the Barksdale AFB (BAFB) airfield shall be responsible for ensuring a safe operating environment exists at all times. Report any violators of this regulation to your supervisor or Airfield Management (AM) immediately. Respective Unit Commanders, Wing Airfield Driving Program Manager (WADPM), Unit Airfield Driving Program Managers (UADPM), Airfield Operations Flight Commander (AOF/CC), Airfield Manager (AFM), all AM and Security Forces (SFS) personnel have the authority to revoke airfield driving privileges at any time. The standards set forth in this instruction are to control vehicles and personnel on the airfield. Only trained personnel shall be assigned duties requiring driving on the airfield. Trained personnel must be knowledgeable of and comply with the provisions outlined in this instruction. This publication applies to all personnel who may use the airfield, e.g. joint military partners, ANG/AFR, contractors and DoD civilians. Maintain records created as a result of prescribed processes in accordance with (IAW) AFMAN 33-363, Management of Records, and dispose of them IAW the AF Records Disposition Schedule (RDS) at <https://afrims.amc.af.mil>.

#### 1.2. Host Wing Commander (2 BW/CC).

- 1.2.1. Designates personnel and agencies to support the Airfield Driving Program (ADP).
- 1.2.2. May reinstate airfield driving privileges, in writing, to perform mission essential duties following suspension/revocation of an individual's civilian driving license and/or base driving privileges. Authority must not be delegated.
- 1.2.3. Approves publication of the Airfield Driving Instruction (ADI).
- 1.2.4. Reviews and provides endorsing comments on all AF IMT 4058, *Airfield Operations Policy Waiver*, and AF IMT 847, *Recommendation for Change of Publication*.
- 1.2.5. Requests an AF Runway Safety Action Team (AFRSAT), through HQ AFGSC Airfield Operations (AFGSC/A3BA), if there are recurring problems with runway incursions.
- 1.2.6. Reviews runway incursion incidents and corrective actions taken.

#### 1.3. Operations Group Commander (2 OG/CC and 307 BW/CC) or equivalent.

- 1.3.1. Reviews Controlled Movement Area Violations (CMAVs) and corrective actions taken.
- 1.3.2. 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. See AFI 13-213, paragraphs 2.4.2.1 –2.4.2.3 for additional RIPWG information.

#### 1.4. Unit Commander or equivalent.

1.4.1. Appoints a primary and alternate(s) UADPM, in writing, to manage training and testing requirements of unit personnel who are required to operate a vehicle on the airfield. The Unit Commander shall forward a copy of the appointment letter to the WADPM.

1.4.1.1. The minimum grade for UADPMs is SSgt/7-level or civilian equivalent. Qualified SSgt/5-level or civilian equivalent can be utilized if manning constraints exist. **Note:** The responsible Group Commander (or equivalent) is delegated authority to waive this requirement. The Unit Commander shall forward a copy of the delegation waiver letter to the WADPM. The letter must be updated annually to reflect the current calendar year.

1.4.1.2. Air Force Training Course (AFTC) completion dates must be annotated on the appointment letter. UADPMs shall maintain AFTC certificates for all Trainers.

1.4.1.3. Ensures replacement UADPMs are appointed in writing and trained by the WADPM at least 30 days prior to releasing the current UADPMs.

1.4.2. Appoints unit airfield driving trainers. The appointment letter may be consolidated with the UADPM appointment letter. The appointment letter shall list the AFTC completion dates for UADPMs and Trainers. See [Attachment 2](#) for a sample appointment letter.

1.4.2.1. Trainers must have completed the AFTC, maintains a current AF IMT 483 and has 12 months of local airfield driving experience. Waiver authority shall not be delegated from appropriate Group Commander or equivalent.

1.4.2.2. Large organizations (e.g. 2 SFS, 2 AMXS) shall appoint one trainer per shift or at a ratio of 20 personnel to one trainer.

1.4.3. Certifies personnel are qualified to drive on the airfield. Authority may be delegated, in writing, to UADPMs.

1.4.4. Ensures unit personnel complete the required training and testing requirements, outlined in this ADI, prior to obtaining an AF IMT 483, *Certificate of Competency*.

1.4.5. Limits the unit's number of Qualified Airfield Vehicle Operators (QAVOs) to the absolute minimum necessary to accomplish the mission.

1.4.6. Upon suspension or revocation of a unit member's civilian driving license and/or base driving privileges, the Unit Commander will suspend the unit member's airfield driving privileges and notifies the WADPM and UADPM in writing. Reinstatement requests must be processed IAW paragraph [1.2.2](#)

1.4.7. Ensures UADPMs can adequately manage the number of QAVOs within their organization.

1.4.7.1. Large organization should consider dividing the UADPM by office (e.g. 2 LRS/LGRM, 2 LRS/LGRF). An organizational split can provide effective program management and higher quality training, likely reducing airfield driving violations and runway incursions.

1.4.7.2. Smaller organizations (e.g. 2 BW/SE and 2 BW/HC) should consider combining or consolidate their ADP with another small unit.

1.4.8. Reviews AF IMT 1313, *Driver Record*, to determine unit personnel qualifications before permitting them to operate a vehicle and/or equipment on the airfield.

1.4.9. Ensures UADPMs and designated trainers provide general Barksdale airfield driving training to all personnel before they are allowed to drive vehicles on the airfield. Testing will include practical day and night (as applicable) airfield familiarization training and practical driving tests.

1.4.10. Ensures unit QAVOs limit their access on or across the runway to mission essential duties only.

1.4.11. Participates in the RIPWG.

### **1.5. Wing Airfield Driving Program Manager (WADPM).**

1.5.1. The Deputy Airfield Manager (DAFM), or civilian equivalent, serves as the WADPM to provide overall ADP management and oversight. The preferred grade of the WADPM is MSgt/E-7 or civilian equivalent. The WADPM shall meet qualification requirements IAW AFI 13-204V3.

1.5.2. Maintains the Wing ADP and develops the Wing ADI IAW AFI 13-213, Chapter 3.

1.5.2.1. ADI must be a stand-alone publication that is coordinated and approved by HQ AFGSC/A3BA prior to final publication and implementation.

1.5.3. Uses **Attachment 3** to conduct initial and annual training on UADPMs.

1.5.4. Provides UADPMs with a copy of the ADI, training curriculum, and testing materials.

1.5.5. Conducts an annual review of the ADI for currency and accuracy. Uses a Memorandum for Record (MFR) to document ADI program reviews and maintains a file copy IAW Air Force Records Disposition Schedule, Table 13-06, Rule 4.00. At a minimum, review must include:

1.5.5.1. Procedural guidance.

1.5.5.2. Training/testing materials.

1.5.5.3. Airfield diagrams, figures, and any other supportive information.

1.5.6. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs. At a minimum, the WADPM shall:

1.5.6.1. Routinely monitor Tower Net radio for proper terminology/phraseology and discipline.

1.5.6.2. Conduct random spot checks for enforcement and compliance with the ADI.

1.5.6.2.1. Report spot check violations to the AFM, AOF/CC, individual's Unit Commander and UADPM.

1.5.6.2.2. Report and document spot check results (unit/office symbol) in the "status of airfield driving" section of the quarterly Airfield Operations Board (AOB) minutes.

1.5.6.2.3. At a minimum, the spot check shall include:

1.5.6.2.3.1. A check of the QAVO's AF IMT 483 for accuracy/currency.

1.5.6.2.3.2. 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*).

1.5.6.2.3.3. Availability/currency of the local airfield diagram.

1.5.6.3. Conduct an annual Staff Assistance Visit (SAV) on each unit ADP for program integrity, compliance with the ADI and overall effectiveness of program management. Discusses unit trends or problems with UADPMs (e.g. spot checks, violations/infractions, etc.).

1.5.6.3.1. Uses **Attachment 4** to review/inspect the unit ADP.

1.5.6.3.2. Provides inspection results to Unit Commanders and briefs results at the AOB.

1.5.6.3.3. At a unit's request, conducts additional SAVs to help resolve specific ADP problem(s) and trending issues.

1.5.7. Develops and distributes media to educate and update QAVOs on airfield changes, trends and special events. Media can be distributed to UADPMs and subsequently forwarded to unit personnel.

1.5.8. Maintains a WADPM continuity binder in the TAB format below. **Note:** Unit program information may be located in a single binder or electronic equivalent. Utilize DD Form 2861, *Cross Reference*, under the appropriate TAB for data maintained electronically. Electronically maintained records must be backed up/archived quarterly.

1.5.8.1. TAB A: UADPM appointment letter(s), Airfield Driving Instructor appointment letter(s).

1.5.8.2. TAB B: BAFBI 13-213 (ADI).

1.5.8.3. TAB C: Annual Program Inspection Results.

1.5.8.4. TAB D: UADPM Training Documentation.

1.5.8.5. TAB E: Current list of unit assigned QAVOs.

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

1.5.8.7. TAB G: Unit airfield driving specialty requirements (as applicable).

1.5.8.8. TAB H: Airfield Violations/Corrective actions.

1.5.8.9. TAB I: References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Driver*, Chapter 20, AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, Chapter 24, AFI 21-101, *Aircraft and Equipment Maintenance Management*, AFI 13-213, *Airfield Driving*, etc.) **Note:** References may be hard copy or electronically maintained.

1.5.8.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Monthly Bulletins, etc.).

1.5.8.11. Maintain documentation (e.g. Meeting Minutes, Airfield Closure Notifications, Advisories, etc.) for 12 months.

1.5.9. Conducts semi-annual meetings with UADPMs.

1.5.9.1. Meeting may be held in conjunction with the base VCO/VCNO meeting.

1.5.9.2. Documents the semi-annual meeting minutes on an MFR and maintains a file copy in TAB J of the WADPM Continuity Binder or electronic equivalent.

1.5.10. Conducts annual refresher training on all UADPMs. Refresher training may be completed in conjunction with semi-annual UADPM meeting.

1.5.10.1. Coordinates with 2 BW/XP to evaluate emergency response procedures on or near the runway during at least one annual exercise (e.g. Major Accident Response Exercise, Anti-Hijacking Exercise, etc.).

1.5.10.2. Documents completion of evaluation on an MFR and maintains a file copy in TAB J of the ADP Binder or electronic equivalent.

1.5.11. Coordinates with 2 BW Safety (SE) on unit airfield driving lesson plans and tests.

1.5.12. Ensures UADPMs provide appropriate training to Temporary Duty (TDY) personnel and non base-assigned contractors based on type, location, timing, and duration of work.

1.5.13. At the request of a Unit Commander or UADPMs, provides classroom training/briefings to its unit personnel.

1.5.14. Participates in the RIPWG.

1.5.15. Provides UADPM with a standardized spreadsheet, or electronic equivalent, to monitor and track unit personnel authorized to drive on the airfield. UADPMs shall forward a copy of the most current roster to the WADPM within the first seven days of the new quarter. The WADPM shall monitor and maintain all UADPM rosters. At a minimum, the list of QAVOs shall include:

1.5.15.1. Last name, first name.

1.5.15.2. Rank.

1.5.15.3. Unit/Office Symbol.

1.5.15.4. AF IMT 483 certificate number.

1.5.15.5. Restrictions (e.g., daytime only).

1.5.15.6. Annual refresher training dates (e.g. ADI review, AM CBT, Runway Incursion Prevention Test, etc.).

1.5.16. Maintains the 2 BW ADP Community of Practice (CoP) website and all content within.

## **1.6. Runway Incursion Prevention Working Group (RIPWG).**

1.6.1. The RIPWG shall include OG/CC, OSS/CC, AOF/CC, Airfield Manager (AFM), WADPM, Tower Chief Controller, Wing Safety, the violator's Unit Commanders and UADPMs. The RIPWG shall take the following actions:

1.6.1.1. Analyzes each runway incursion and corrective actions taken.

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

1.6.1.3. Develops strategies to prevent the reoccurrence of runway incursions. Examples are identified in AFI 13-213, paragraphs 2.4.2.1 - 2.4.2.3.

1.6.2. When convened, the status will be documented and briefed at the AOB under "Status of Airfield Driving Program".

1.6.3. Publishes minutes of the RIPWG and provides an informational copy to HQ AFGSC/A3BA within 30 calendar days.

## **1.7. Airfield Management (AM).**

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

1.7.2. Conducts random spot checks for enforcement and compliance with the ADI, in conjunction with periodic airfield checks. QAVOs must have their current AF IMT 483, valid government motor vehicle (GMV) license (if applicable), valid civilian driving license and AF IMT 1199, *USAF Restricted Area Badge*, (if applicable) in their possession while driving on the airfield.

1.7.3. Routinely monitors radio for proper radio terminology/phraseology and discipline.

1.7.3.1. Immediately responds to and corrects improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies.

1.7.3.2. Documents corrective actions in the AF IMT 3616, *Daily Record of Facility Operation*.

1.7.4. The AFM, WADPM, or NCOIC, Airfield Management Operations (NAMO) shall sign off airfield driving requirements on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF IMT 483 for airfield driving.

1.7.5. Imposes and publishes restricted driving routes, as required.

1.7.6. Responds to reported or suspected airfield driving violations. At a minimum, AM personnel shall:

1.7.6.1. Escort individuals off of the airfield.

1.7.6.2. Confiscate an individual's AF IMT 483.

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

1.7.6.4. Document and report the incident to the WADPM, AFM and AOF/CC.

1.7.7. Participates in the RIPWG.

1.7.8. Conducts monthly airfield inspections, focusing on runway incursion prevention (e.g. missing mandatory hold signs, faded hold line markings, radio blind spots, etc.). **Note:** The inspection may be combined with the joint monthly airfield inspection.

1.7.8.1. The WADPM shall maintain the results of the inspection, to include proposed corrective actions, in TAB J of the ADP Continuity Binder or electronic equivalent.

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

1.8.1. Controls all traffic (aircraft, vehicle, and pedestrian) on the CMA by use of two-way radio communications or, in the event of lost communications, by light gun signals. If use of

light gun signals is unsuccessful, contacts AM to have vehicle or pedestrian traffic escorted off the CMA.

1.8.1.1. ATCT shall not issue blanket approval or use unconditional instructions when authorizing vehicles to enter the CMA.

1.8.1.2. During an emergency, ATCT shall keep all CMA access, to include emergency responders, to a minimum.

1.8.1.3. ATCT shall report known CMA violations and problems with vehicle radio communications to AM. Assists AM in identifying and locating unauthorized personnel and vehicles on or near the CMA.

1.8.2. Participates in the RIPWG.

1.8.3. Participates in monthly runway incursion prevention inspection.

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

1.9.1. Monitors airfield vehicle operations for ADI compliance.

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

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

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

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

1.9.6. Provides assistance, when requested by AM or ATCT, to apprehend airfield driving violators and remove unauthorized person(s) from the airfield.

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

1.9.8. Participates in the RIPWG.

1.9.9. Coordinates with the WADPM to establish a designated response location in support of in-flight/ground emergencies and/or other emergency situations.

### **1.10. Wing Safety (SE).**

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

1.10.2. Coordinates on lesson plans and tests for airfield vehicle operations IAW AFI 91-203, Chapter 24.

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

1.10.4. Participates in the RIPWG.

1.10.5. Reviews CMA violations for trends.

**1.11. Medical Treatment Facility/Ambulatory Services.**

- 1.11.1. Administers color vision testing for CMA personnel. See **Attachment 13** for a list of Air Force Specialty Codes (AFSCs) exempt from color vision testing.
- 1.11.2. Utilizes **Attachment 5** to document color vision testing results.
- 1.11.3. Coordinates with the WADPM to establish a designated response location in support of in-flight/ground emergencies and/or other emergency situations.

**1.12. Contracting Squadron.**

- 1.12.1. Coordinates with sponsoring agencies and AM to establish driving or hauling routes to and from airfield construction sites.
- 1.12.2. Coordinates the completion of an **Attachment 9** prior to beginning airfield construction projects. If not previously licensed, directs contractors to receive airfield driving training from 2 CES or AM prior to beginning any airfield project. Previously issued contractor AF IMT 483s must be revalidated for currency by the WADPM prior to beginning any airfield projects (**Attachment 9**).
- 1.12.3. Ensures airfield construction contracts contain requirements for the contractor personnel to comply with the ADI procedures.
- 1.12.4. Coordinates with the AFM or the WADPM on all airfield pre-construction meetings and project phases.

**1.13. Unit Airfield Driving Program Manager (UADPM).**

- 1.13.1. At least one primary and one alternate UADPM will be appointed to maintain consistency in the program. The appointments must be in writing and signed by the Unit Commander. Prior to assuming duties, UADPMs must be trained by the WADPM using **Attachment 3** of this instruction. UADPMs shall send updated appointment letter to WADPM annually. UADPMs shall:
  - 1.13.1.1. Meet requirements outlined in paragraph **1.4.1.1**, must be trained and certified to drive on the Barksdale airfield, and must maintain a current AF IMT 483. UADPMs must have a safe driving record with no serious violations within the past 12 months.
- 1.13.2. Administers the unit airfield driver's training program IAW AFI 13-213 and this ADI. Utilizes AFI 91-203, Chapter 24 and TC 21-305-20/AFMAN 24-306\_IP, Chapter 20 for additional airfield driving references. Adds any unique unit training requirements as necessary.
- 1.13.3. Identifies, documents, and tracks personnel requiring access to the CMA, non-CMA, or restricted airfield driving, as appropriate (e.g. Ramp only, Daylight Hours only, etc).
- 1.13.4. Ensures unit personnel who are not trained/certified to drive at night maintain a restricted AF IMT 483 (e.g., "*AUTHORIZED DAYLIGHT HOURS ONLY*"). If the individual later requires driving on the airfield at night, ensure practical airfield familiarization training and a practical driving test is administered and documented.
- 1.13.5. Ensures unit personnel complete all the required airfield driver training and certification prior to requesting an AF IMT 483.

1.13.6. Utilizes [Attachment 5](#) and [Attachment 6](#) to document training for unit personnel.

1.13.7. Ensures color vision requirements for all CMA unit personnel. See [Attachment 13](#) for list of AFSC exempt from color vision testing.

1.13.7.1. Coordinates with the Optometry Clinic to schedule testing.

1.13.7.2. Coordinates with Safety and AM for color vision testing failures to determine if issuance of a “limited access/daylight hours only” permit should be approved. Access to the CMA shall not be authorized.

1.13.8. Ensures airfield driving trainers administer and document practical day and night (as applicable) airfield familiarization training, practical driving test on unit personnel, and practical evaluation with light-gun signals from ATCT prior to requesting an AF IMT 483.

1.13.9. Ensures unit personnel authorized to drive on the CMA have completed all the required training and receives an AF IMT 483 stamped with “CMA ACCESS, BARKSDALE AFB” by AM. Ensures unit personnel requiring non-CMA access (e.g., Flightline Road only, Ramp only, etc.) and have completed the reduced training receives an AF IMT 483 stamped with “NON-CMA ACCESS, BARKSDALE AFB.”

1.13.10. Ensures unit personnel have a valid civilian driving license to operate privately owned, government, or contractor owned/leased vehicles on the airfield. Privately owned vehicles (POV) on the airfield are strictly prohibited unless approved by the AFM.

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

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

1.13.12.1. Personnel leaving the unit (e.g. separating, PCSing, retiring, etc.) must turn in their AF IMT 483 to the UADPM. The UADPM, in turn, shall notify the WADPM or designated representative so the individual may be removed from the airfield driving database.

1.13.12.2. Updates the listing of all unit personnel authorized to drive on the airfield at least quarterly and forward an information copy to the WADPM within the first seven days of a new quarter.

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

1.13.14. Administers and documents annual refresher training on unit QAVOs. Documents completion of refresher training on the reverse side of the individual’s AF IMT 483. Maintains a current annual refresher training completion date.

1.13.14.1. At a minimum, annual refresher training shall consist of the Airfield Driving CBT, a review of the ADI, and completion of the Runway Incursion Prevention Test (at least 5 questions with a minimum passing score of 100%). The AF IMT 483 becomes invalid if annual refresher training is not completed within 30 days and annotated on reverse of AF IMT 483. Failure to complete refresher training within 30 days will result

in termination of airfield driving privileges. Exceptions will be made by WADPM on a case-by-case basis (i.e. deployed).

1.13.15. Maintains an ADP Continuity Binder, or electronic equivalent, in the TAB format outlined in paragraph [1.5.8](#)

1.13.16. Attends the WADPM's semi-annual UADPM meeting.

1.13.17. Maintains currency on UADPM role-specific training (e.g. annual UADPM refresher training, etc.). Training can be administered by WADPM during semi-annual UADPM meetings.

1.13.18. Ensures unit-hosted TDY personnel receive local airfield driving training. Use [Attachment 7](#) to document training on TDY personnel and forward a copy to the WADPM.

1.13.18.1. Ensures large TDY units (e.g. Green Flag East exercise personnel) receive a mass briefing/orientation (Non-CMA access). Use [Attachment 8](#) to document mass briefings. TDY personnel requiring CMA access, utilize [Attachment 7](#).

1.13.19. Uses [Attachment 4](#) to conduct and document an annual inspection of unit's ADP. Forward a copy of the inspection results to the WADPM.

1.13.20. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit QAVOs. UADPMs may utilize the WADPM media outlined in paragraph [1.5.7](#)

1.13.21. Conducts random spot checks for enforcement and compliance with the ADI. At a minimum, a spot check shall include the validation of AF IMT 483, current AF Visual Aids (e.g., AFVA 11-240, AFVA 13-221, AFVA 13-222) and a current local airfield diagram. Correct all discrepancies noted.

1.13.22. Provides classroom instruction, with material approved by the WADPM. Classroom instruction may be delegated to unit trainers.

1.13.23. Maintains current and accurate training and testing materials.

1.13.24. Notifies the Unit Commander and the WADPM in writing after suspending an individual's airfield driving privileges.

1.13.25. Participates in the RIPWG.

1.13.26. Annually validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. UADPMs shall forward results to the WADPM.

1.13.27. Schedules training for replacement UADPMs as soon as possible, but no later than 30 days prior to relinquishing duties.

#### **1.14. Qualified Airfield Vehicle Operators (QAVO).**

1.14.1. Shall be trained IAW this ADI. Ensure rules and safety practices are obeyed. Reports any airfield violation(s) to the proper level of authority.

1.14.1.1. QAVOs will not operate on the airfield for the purposes of convenience. Use of perimeter roads and access roads must be used to the maximum extent.

1.14.2. Ensures compliance at Foreign Object Debris (FOD) checkpoints (e.g., check tires, secure loose items, properly dispose of FOD, etc.). Must be attentive to FOD hazards at all times while on the airfield. When possible, pick up FOD or notify AM, who shall respond to the location and/or request sweeper support. All dropped FOD objects (e.g. aircraft parts, tools, nuts, bolts, etc.) shall be turned in to AM.

1.14.3. QAVOs must possess the following items when operating on the airfield:

1.14.3.1. Valid civilian driving license.

1.14.3.2. Valid GMV license (if applicable).

1.14.3.3. Valid AF IMT 483 stamped "CMA ACCESS, BARKSDALE AFB" or "NON-CMA ACCESS, BARKSDALE AFB" and endorsed by the WADPM, AFM or designated representative.

1.14.3.4. Valid AF IMT 1199 while driving in the restricted areas of the airfield. See Unit Security manager for specific details.

1.14.4. Shall receive annual refresher training from UADPM every year. At a minimum, annual refresher training shall consist of a review of this ADI, accomplishment of the Airfield Driving Computer Based Training (CBT), and completion the Runway Incursion Prevention Test. Individuals shall ensure proper documentation by their UADPM on the reverse side of the AF IMT 483. The AF IMT 483 may not be laminated on the reverse side. Provides feedback to the UADPM on the quality of training received.

1.14.5. Briefs all passengers on their responsibility to help the QAVO by remaining vigilant for FOD, not distracting the driver, and listening to radio transmissions.

1.14.6. If a suspension is placed on the individual's base driving privileges or civilian driving license, immediately surrender your AF IMT 483 to the UADPM. Airfield driving is prohibited without the AF IMT 483.

## **1.15. Emergency Responders.**

1.15.1. Primary Emergency Responders (PERs) are designated agencies that require immediate access to the emergency aircraft and/or location. PERs shall maintain two-way radio communication with ATCT at all times and shall follow CMA communication phraseology, outlined in Chapter 4, at all time. The following agencies are identified as PERs:

1.15.1.1. Airfield Management.

1.15.1.2. Fire Department.

1.15.2. Secondary Emergency Responders (SERs) are defined IAW AFI 13-213, paragraph 3.2.7.20.1. SERs are not required to maintain two-way radio communication with ATCT, but are highly recommended to do so. SERs will not access the CMA without first being summoned for assistance from the on-scene commander or fire chief. Once summoned for assistance, SERs will serve as an escorted vehicle to a PER. The following agencies are identified as SERs:

1.15.2.1. Security Forces.

1.15.2.2. Safety.

1.15.2.3. Maintenance Group personnel.

1.15.2.4. Medical Group personnel.

## Chapter 2

### TRAINING CRITERIA AND TESTING REQUIREMENTS

#### 2.1. Procedures for obtaining AF IMT 483.

2.1.1. The AFM, WADPM, NAMO, NCOIC, Airfield Management Training (NAMT) and Airfield Management Operations Supervisors (AMOS) are the only approval and signatory authorities for AF IMT 483s. Approval authority shall not be delegated.

2.1.2. All base assigned personnel (e.g. military, DoD civilian, contractor, etc.) required to operate a vehicle on the airfield must complete the required airfield driver training and testing requirements 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.) does not substitute for completion of airfield driving training and testing requirements.

#### 2.2. Training Requirements.

2.2.1. Personnel must complete the following requirements:

2.2.1.1. USAF Airfield Driving CBT (accessible on the Advanced Distributed Learning website, <https://golearn.csd.disa.mil/kc/login/login.asp>). **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.

2.2.1.2. Complete a review of this ADI.

2.2.1.3. AFGSC Form 13 – Airfield Driver Training & Certification (**Attachment 5**).

2.2.1.4. Airfield Driver Qualification Training (**Attachment 6**).

2.2.1.4.1. Day and Night Orientation Training.

2.2.1.4.1.1. UADPMs must provide trainees with both day and night orientations of the airfield. At a minimum, individuals should be shown how to get to and from their work areas.

2.2.1.4.1.2. Individuals not receiving night training/orientation shall have their AF IMT 483 restricted to “AUTHORIZED DAYLIGHT HOURS ONLY”. If the individual later requires night training, the UADPM shall ensure training is accomplished and documented. Another AF IMT 483 shall be issued by AM upon successful completion of training.

2.2.1.5. Additional unit/job-specific training (as applicable).

2.2.1.6. Color Vision Testing.

2.2.1.6.1. Personnel with mandatory requirements for normal color vision (entry and retention) within their AFSCs are exempt from the color vision testing portion of the airfield driving program, provided previous test results indicate the member can distinguish red, green, white, yellow, and blue. See **Attachment 13**.

2.2.1.6.2. Testing for personnel requiring the color vision test is provided through the Optometry Clinic, 2 BW Medical Group. Medical personnel shall annotate results in Section III of [Attachment 5](#).

2.2.1.6.3. Personnel that fail the color vision test may request “limited access” through their UADPM. Access to the CMA will not be granted for individuals that fail the color vision test. An AF IMT 483 must be marked with “DAYTIME OPERATIONS ONLY” and issued by the AFM or delegate.

2.2.1.6.4. UADPMs may administer color vision testing provided they have proper 2d Medical Group training on utilizing color vision charts. Training shall be documented in writing from the 2d Medical Group Optometry Clinic. This documentation shall be maintained with the unit’s Airfield Driver Training Program and a copy forwarded to the WADPM.

### **2.3. Testing Procedures.**

2.3.1. Testing can be accomplished at Airfield Management within published operating hours (24 hrs/7 days, unless otherwise specified), with the following exceptions:

2.3.1.1. No testing from 1100L to 1300L and from 1700L to 1900L.

2.3.2. Expect delays in testing during periods of increased mission operations. Recommend UADPMs send two individuals at any given time to avoid delays.

2.3.3. All ADP testing material must be secured in a controlled environment (e.g. locked NAMO or NAMT desk, etc.).

2.3.4. AMOPS personnel will ensure testers return all tests and testing documents (i.e. scantrons, scratch paper, etc.) prior to departing AMOPS. AMOPS personnel will ensure testers are properly spaced during testing and will monitor personnel for test compromise. Personnel found performing a test compromise will have their tests terminated and will be reported to their UADPM and the WADPM.

### **2.4. Required Tests.**

2.4.1. General Knowledge Test. Authority to administer the General Knowledge test shall not be delegated outside of AM. QAVOs must be able to demonstrate basic knowledge of Airfield Driving based on information provided within this ADI. A minimum passing score of 80% (corrected to 100%) is required for this test. General knowledge is addressed in [Chapter 3](#). Test scores must be documented on [Attachment 5](#).

2.4.2. Airfield Diagram Test. The authority to administer the Airfield Diagram test may be delegated to the UADPM. QAVOs must be able to identify the following items/areas on a printed Airfield Diagram/Layout test:

2.4.2.1. CMA, Runway 15, Runway 33, Taxiways, Restricted Area.

2.4.2.2. Flightline Road, Perimeter Road, Sites Road, airfield access points, entry control points/FOD check points.

2.4.2.3. ILS Critical Areas.

2.4.2.4. Runway Visual Flight Rules (VFR) Hold Lines, Instrument (INST) Hold Lines.

2.4.2.5. Location of Airfield Management and ATCT.

2.4.2.6. Mass Aircraft Parking Area (MAPA), Alert Aircraft Parking Area (AAPA; “Christmas Tree”).

2.4.2.7. Individuals must achieve a minimum passing score of 100% on this test. The airfield diagram can be found in [Attachment 14](#). The Airfield Diagram test is an annual requirement. Test scores must be documented on [Attachment 5](#).

2.4.3. Practical Driving Test. Authority to administer the Practical Driving test may be delegated to the UADPM. QAVOs must, at a minimum:

2.4.3.1. Drive the vehicle during the check-ride.

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

2.4.3.3. Identify the location of the runway and the CMA.

2.4.3.4. Demonstrate the ability to contact ATCT prior to entry on the runway and CMA.

2.4.3.5. Test scores must be documented on [Attachment 5](#).

2.4.4. Communications Test. Authority to administer the Communications test must not be delegated outside of AM. This test is required for CMA vehicle operations. Individuals must be able to demonstrate the proper use of established communication procedures when operating on or near the CMA. QAVOs must demonstrate, at a minimum:

2.4.4.1. Basic communications principles.

2.4.4.2. Phonetic alphabet.

2.4.4.3. Standard aviation phraseology.

2.4.4.4. Escort phraseology/rules.

2.4.4.5. Simulate radio communications between a QAVO and ATCT.

2.4.4.6. Individuals must achieve a minimum passing score of 100% on this test. Approved phraseology is addressed in [Chapter 4](#). Test scores must be documented on [Attachment 5](#).

2.4.5. Runway Incursion Prevention Test. Authority to administer the Runway Incursion Prevention Test may be delegated to the UADPM. Runway incursion prevention testing must be completed annually. QAVOs must be able to demonstrate the knowledge to prevent a runway incursion. Individuals must achieve a minimum passing score of 100% on this test. Runway incursions are addressed in [Chapter 4](#). Test scores must be documented on [Attachment 5](#).

**2.5. Test Failures.** Individuals who fail any test must wait a minimum of three days to retake the test. Individuals will be issued a failure notification letter that must be signed by their UADPM or Unit Commander and returned to AM prior to retesting. Individuals who fail any test a second time shall re-accomplish all airfield driving training. Third time failures will not be granted airfield driving privileges.

**2.6. Refresher Training.**

2.6.1. Refresher training must be conducted, at a minimum, every 12 months. The WADPM reserves the right to require units with limited or infrequent airfield presence to complete refresher training semi-annually (every 6 months).

2.6.2. Refresher training shall be administered by the UADPM and shall include completion of the following:

2.6.2.1. A review of this ADI.

2.6.2.2. USAF Airfield Driving CBT.

2.6.2.3. Runway Incursion Prevention Test.

2.6.2.4. Airfield Diagram Test.

2.6.2.5. Any additional training, as determined by UADPM. Training may include classroom training, additional testing, airfield orientation tour, etc.

2.6.3. Individuals shall ensure proper documentation by the UADPM on the reverse side of the AF IMT 483.

2.6.4. Failure to complete required annual refresher training shall result in a 7-day suspension of airfield driving privileges. Annual refresher training expired more than 30 days shall result in termination of airfield driving privileges. Personnel must re-accomplish all training requirements to obtain a new AF IMT 483.

2.6.5. Personnel unable to complete refresher training due to reasons outside their control (e.g. deployed, TDY, etc.) may complete training prior to resuming airfield driving duties.

## Chapter 3

### OPERATING PROCEDURES AND STANDARDS

**3.1. General.** Safe vehicle operations on the airfield are absolutely essential. Vehicles present a clear and definite danger to aircraft and ground personnel. Human error (e.g. carelessness, haste and disregard for established safety standards, etc.) is the primary cause for High Accident Potential (HAP) incidents, aircraft/vehicle mishaps and injury on the airfield. Therefore, vehicle operations on the airfield must be kept to a minimum.

3.1.1. Using the airfield for convenience is strictly prohibited. This includes, but is not limited to, using the airfield as a traffic short cut, parking unauthorized vehicles around hangers and other airfield building, physical exercise on the airfield, etc.

3.1.2. Units sponsoring TDY personnel (e.g. Green Flag East exercise personnel, etc.) or non base-assigned contractors are responsible for providing local airfield driving training or provide an escort with a valid Barksdale AF IMT 483.

3.1.3. All QAVOs must have their current AF IMT 483, valid GMV license (if applicable), valid civilian driving license and AF IMT 1199 (if applicable) in their possession while driving on the airfield.

3.1.4. Seat belts must be properly worn by all passengers. Passengers shall not ride on any part of moving equipment not designated specifically for passengers.

3.1.5. See [Attachment 16](#) for Airfield Signs and Markings.

**3.2. Airfield Diagram.** QAVOs must have an airfield diagram in their vehicle while driving on the airfield. See [Attachment 14](#).

### **3.3. Airfield Access/Entry Control Points (ECP).**

3.3.1. The airfield access point is Gate 23, located north of the Fire Department.

3.3.2. Entry Control Points into the restricted area are located:

3.3.2.1. ECP (1), on Sites Road, in front of Site 1.

3.3.2.2. ECP (2), between parking spots D-1 and E-1.

3.3.2.3. ECP (3), behind Hangar 9.

3.3.2.4. ECP (4), next to K-1.

3.3.2.5. ECP (5), next to parking spot Q-1.

3.3.2.6. ECP (6), next to parking spot V-1.

3.3.2.7. ECP (7), next to parking spot Y-1.

3.3.2.8. ECP (8), behind 47 FS A-10 Sun Shades.

3.3.2.9. ECP (9), next to parking spot DD-1 (A-10 Sun Shades).

3.3.2.10. ECP (10), on Sites Road, in front of Site 21.

3.3.3. All personnel operating in the restricted area must have a Barksdale-approved AF IMT 1199.

**3.4. Controlled Movement Area (CMA).** The CMA includes the runway, overruns and all areas within 100 feet of the runway edge. QAVOs are required to contact ATCT for permission into the CMA. Violations to the CMA are outlined in [Chapter 5](#).

3.4.1. CMA access points. QAVOs can access the CMA at the following locations:

3.4.1.1. The Taxiway Alpha (INST) Hold Line ([Figure 3.2](#)).

3.4.1.2. The Taxiway Bravo Visual Flight Rules (VFR) Hold Line ([Figure 3.1](#)).

3.4.1.3. The Taxiway Charlie VFR Hold Line.

3.4.1.4. The Taxiway Delta INST Hold line.

3.4.1.5. The Taxiway Echo 1 INST Hold line. **Note:** The INST Hold Line for Taxiway Echo 1 is located at the intersection of Taxiway Echo and Echo 1.

3.4.1.6. The Taxiway Echo 2 VFR Hold Line.

3.4.2. CMA Operations. No QAVO or pedestrian may enter the CMA without specific approval from the ATCT via two-way radio communications. Alternative methods for obtaining CMA access (e.g., landline, cellular phones, etc.) are not authorized. ATCT approval to proceed into or cross the CMA is not a guarantee that conflict will be avoided. QAVOs are expected to visually check for approaching aircraft and vehicles, in all directions, prior to proceeding on or across these areas. QAVOs are required to have a current airfield diagram, AFVA 11-240, AFVA 13-221, and AFVA 13-222 stickers affixed in their government vehicles while operating on the airfield.

3.4.2.1. All vehicles operating in the CMA must use rotating beacon lights or hazard flashers at all times.

3.4.2.2. QAVOs and pedestrians operating on the CMA are required to maintain two-way radio communication with ATCT, via Tower Net, at all times. **EXCEPTION:** Fire Department shall use the Fire Net on designated frequency and shall notify ATCT to monitor the Fire Net. All ATCT instructions must be read back verbatim. Vehicles operating in the CMA on a daily basis should have a permanent radio mounted in the vehicle to communicate with ATCT. Handheld radios should be used only as a backup or when communicating with ATCT from outside the vehicle. Perform an operational radio check with ATCT prior to entering the airfield.

3.4.2.3. Distinct vehicle call signs must be utilized. Refer to [Attachment 15](#) for a list of unit call signs. Coordinate with the WADPM for approval to use call signs not listed. Call signs cannot include wording used from ATCT phraseology (e.g. "Taxi", "Clear", etc.). Call signs must remain professional and in good taste (e.g. no profanity, slander, etc.).

3.4.2.4. Stationary vehicles in the CMA shall be positioned facing ATCT to the maximum extent possible. Notify ATCT when vehicle positioning towards ATCT is not possible.

3.4.2.5. QAVOs working on foot are required to maintain handheld radio contact with ATCT and vehicle keys left in the ignition.

3.4.2.6. When given CMA exit instructions, acknowledge and exit at the nearest access point. If given “Expedite” instructions, acknowledge and exit at the nearest access point as fast and safe as possible. All QAVOs shall notify ATCT after exiting the CMA.

3.4.3. Airfield Closures. The WADPM notifies UADPMs through the monthly ADP bulletin of upcoming airfield closures. UADPMs shall notify their unit’s QAVOs of the upcoming airfield closure. During airfield closures, QAVOs may cross the runway only by using the following procedures:

3.4.3.1. Ensure the runway is not active by attempting to call ATCT three times. If no response, contact AM via Tower Net radio or phone.

3.4.3.2. After exhausting all listed means during the published closure periods, look both ways and proceed with caution.

3.4.4. Runway Access/Crossing Procedures. Vehicles requesting permission onto/across the runway shall be restricted to mission-essential operations only. All other vehicles shall utilize the Perimeter Road and Flightline Road. If instructed to “hold short” of the runway by ATCT, QAVOs shall hold short of the runway at the CMA access points identified in paragraph 3.4.1. When instructed to proceed onto/across the runway, read back instructions verbatim, and report to ATCT when off the runway (past the VFR Hold Line or the INST Hold Line, as appropriate).

3.4.4.1. QAVOs performing escort duty shall contact ATCT and obtain approval for all vehicles in the convoy. Escort vehicle will contact ATCT with their vehicle call sign followed by “plus #” to represent the number of vehicles being escorted. When all vehicles have exited the CMA, report to ATCT with call sign and “plus #”.

**Figure 3.1. VFR Hold Line.**



**Figure 3.2. INST Hold Line.**



3.4.5. **Emergency Removal of Vehicles and Pedestrians from the CMA.** In the event ATCT loses radio communication with vehicles in the CMA, the ATCT will flash the runway edge lights on and off at the highest setting to alert QAVOs/pedestrians that there is a problem and/or emergency requiring their immediate exit out of the CMA. All vehicles/pedestrians exiting the CMA shall notify the ATCT when out of the CMA. All exited QAVOs shall attempt to re-establish radio communication with ATCT. If unable, contact AM via radio or phone and advise that you are off the runway and experiencing radio problems. ATCT must inform AM of the incident immediately.

**3.5. Airfield Evacuation.** When notified by competent authority, all QAVOs shall evacuate the airfield immediately. If QAVOs or personnel are aware of any situation requiring the evacuation of the airfield, notify AM.

**3.6. Instrument Hold Line/Sign (INST).** All vehicles must hold short at the INST hold lines until permission to enter the respective critical area is obtained from the ATCT, regardless of weather conditions. To obtain permission to enter the critical area, use phraseology examples from tables 4.5 and 4.6. An INST hold line protects the ILS Critical Area (combination Localizer and Glide Slope Critical Areas) on Taxiway Echo One. Stop signs and ILS Critical Area signage (see [Figure 3.3](#)) mark the North and South areas when approached from Perimeter Road. When approaching the signage on Perimeter Road, QAVOs are required to “hold short” of the signage and request access from ATCT. Additionally, there are INST hold lines on Taxiways Alpha and Delta positioned to protect the Precision Obstacle Free Zones (POFZ). QAVOs requiring access to these areas must have two-way radio communications with ATCT and must request access prior to entering the protected area. QAVOs must report to ATCT when out of the area.

**Figure 3.3. Stop sign with ILS Critical Area verbiage sign.**



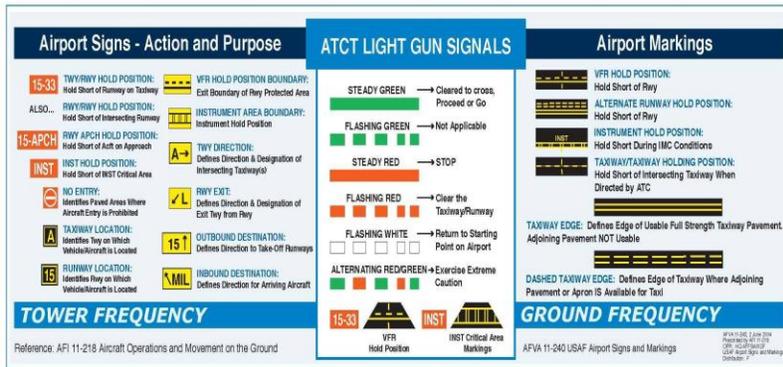
**3.7. Restricted Areas.** QAVOs shall be familiar with restricted areas listed on the airfield diagram. QAVOs shall never cross restricted area “red lines” without prior coordination with 2 SFS. QAVOs will utilize ECPs into a restricted area and have their Barksdale AF IMT 1199 displayed while driving in the restricted areas. Contact your Unit Security Manager for specific details. Security Forces may establish Free Zones for contractors without a Barksdale AF IMT 1199. Contractors may need security escort to the Free Zone if a driving corridor has not been established. Contractors without a Barksdale AF IMT 1199 will not be allowed access anywhere outside of the established Free Zone.

**3.8. ATCT Light Gun Signals.** In the event of radio failure on the airfield, ATCT will utilize light gun signals to instruct QAVO movement. All airfield vehicles shall have an AFVA 11-240

decal affixed in view of the QAVO or clipped to the inside of the QAVO’s sun visor. All QAVOs must be familiar and comply with ATCT light signals:

- 3.8.1. Steady Green - Permission to cross, proceed or go.
- 3.8.2. Steady Red - STOP. Vehicle must not move.
- 3.8.3. Flashing Red - Exit the taxiway or runway (minimum of 100 feet).
- 3.8.4. Flashing White - Return to starting point.
- 3.8.5. Alternating Red/Green - Exercise extreme caution.
- 3.8.6. Flashing Green signals are not utilized.

**Figure 3.4. Light Gun Signals.**

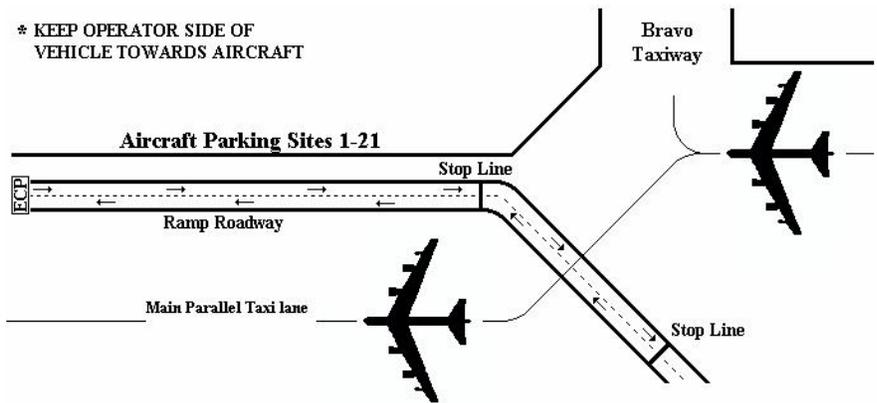


3.8.7. The airport’s rotating beacon is located on the water tower near Davis Avenue. Do not confuse the rotating beacon (green and double white lights) with ATCT light signals.

**3.9. Vehicle Traffic Flow/Patterns.** This plan is designed to safely support normal day-to-day airfield operations.

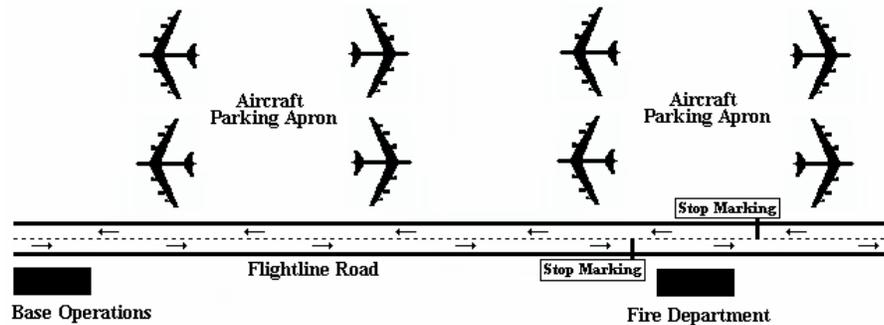
3.9.1. Sites Road. QAVOs shall utilize the left lane to keep the operator side of vehicle towards the aircraft, except as depicted on an exercise flow plan. Sites Road begins at Site 1, near Taxiway Alpha, crosses the MAPA near Site 21 and continues to the A-10 parking area (See [Figure 3.5](#)). Use the stop markings and visually check the taxi lane for aircraft movement prior to crossing the MAPA. Avoid prolonged vehicle stoppage in the driving lane.

**Figure 3.5. Sites Road Traffic Flow Plan.**

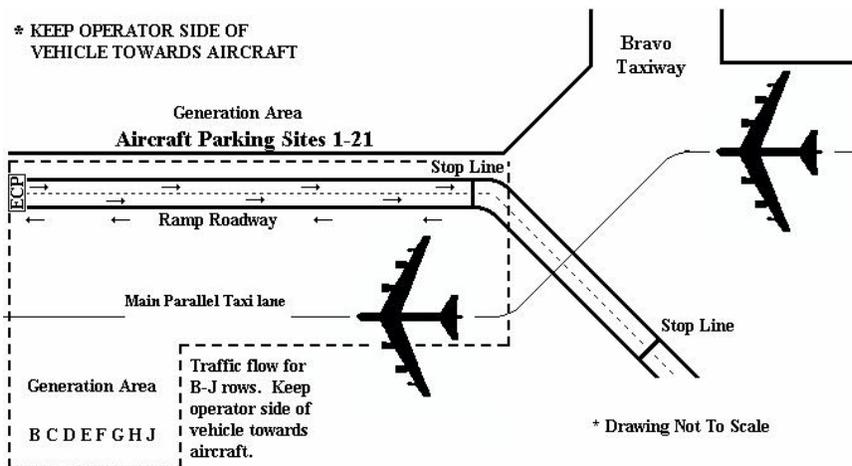


3.9.2. Flightline Road. QAVOs shall utilize the right lane. (See [Figure 3.5](#)). White “STOP” pavement markings are established on either side of the Fire Department. All QAVOs will stop and visually check for emergency response vehicle movement prior to proceeding. Passing another vehicle in the same direction of travel is permitted if passing can be accomplished safely and without exceeding the speed limit. Vehicles transporting passengers shall exit Flightline Road when off/on loading passengers.

**Figure 3.6. Flightline Road Traffic Flow Plan.**



3.9.3. Traffic on Site/Flightline Road. Maintain constant situational awareness as numerous activities occur on both Sites and Flightline Roads daily (e.g. exercises, ramp construction, etc.) (See [Figure 3.6](#)).

**Figure 3.7. Site Road Traffic Flow Plan – Exercise Conditions.**

**3.10. Vehicle Speed Limits.** Maximum allowable speed limits under normal conditions for vehicles operating on aircraft parking aprons, taxiways and access roads are as follows:

- 3.10.1. Any vehicle towing equipment in tandem - 5 MPH.
- 3.10.2. Any vehicle within close proximity (25 feet) of aircraft (spotter required) - 5 MPH.
- 3.10.3. Vehicle towing aircraft - 5 MPH.
- 3.10.4. Vehicle parking areas (i.e. parking lots) - 5 MPH.
- 3.10.5. Special purpose vehicles (tugs, tractors, forklift, etc.) - 10 MPH.
- 3.10.6. Any vehicle towing one piece of equipment - 10 MPH.
- 3.10.7. Any vehicle driving during blackout conditions - 10 MPH.
- 3.10.8. General purpose vehicles on aprons and taxiways - 15 MPH.
- 3.10.9. Flightline Road, Sites Road or within 200 feet of aircraft parking areas - 15 MPH.
- 3.10.10. Speed limit for CMA authorized vehicles on the Runway - 40 MPH.
- 3.10.11. Designated Emergency Responders may exceed speed limits by 10 MPH only if adherence to speed limits would prevent a timely response during emergency situations.
- 3.10.12. QAVOs utilizing Perimeter Road and Access Roads are authorized to travel up to 20 MPH. Reduce your speed if the terrain becomes unstable/degraded.
- 3.10.13. Transient Alert/Follow Me personnel may operate in excess of speed limits only to accommodate the optimum safe taxiing speed of an aircraft and when safety is not compromised.

**3.11. Airfield Signs, Markings and Lighting.** QAVOs must be able to distinguish between different airfield signs, markings and lighting identified IAW UFC 3-535-01, *Visual Air Navigation Facilities*. See [Attachment 16](#) for commonly used signs, markings and lighting at Barksdale.

**3.12. Access to Aircraft Parking Sites.** QAVOs entering the airfield at an ECP shall proceed directly across the MAPA to the designated site. Stop and yield to taxiing aircraft prior to

proceeding across any taxiway/taxi lane. Non mission required entry to the sites is not permitted. QAVOs shall watch for aircraft entering or leaving sites.

**3.13. Vehicle Operations on Designated Taxiways.** The taxiway system is designed to provide an orderly flow of aircraft and vehicle traffic eliminating the potential for a mishap.

3.13.1. QAVOs shall maintain straight line driving and complete all turns at 90-degree angles. Vehicles are prohibited from indiscriminate direction of travel, cutting corners, driving on taxiway/runway/ramp shoulders, or moving diagonally across the MAPA.

3.13.2. QAVOs shall signal all turns during day and night operations.

3.13.3. If a taxiway is unusable or blocked (e.g., an aircraft has been pulled forward from the normal parking spot to accomplish an engine run), vehicles shall exercise extreme caution and proceed around the area in a direct and expeditious manner. Do not drive through a hazardous area or between aircraft and hazard cones.

**3.14. Vehicles Delivering or Retrieving Munitions.** Trailers may be towed, pushed or pulled under bomber aircraft in performance of their duties. These procedures shall be incorporated into the unit's Airfield Vehicle Operations Training Course. The following procedures shall be strictly adhered to:

3.14.1. Do not back or drive vehicles forward directly toward any aircraft, except as authorized in certain loading, unloading, or fueling operations. In these instances, QAVOs will adhere to the following procedures:

3.14.1.1. The QAVO shall position two spotters between the vehicle and the aircraft. Spotters are required to be QAVOs. One spotter shall be on the left side of the vehicle and the other spotter on the right side. Spotters are required to monitor clearance at all times. The QAVO shall ensure spotters position a wheel chock between the vehicle and the aircraft, in line with the vehicle path.

3.14.1.2. Once the vehicle reaches the wheel chock and has stopped, spotters shall check the vehicle alignment to ensure adequate clearance is maintained between the vehicle/trailer and the aircraft. If adequate clearance can be maintained, spotters shall remove the wheel chock and place it where the vehicle/trailer shall be positioned or retrieved. The QAVO shall continue under the aircraft and position the vehicle/trailer while spotters monitor the clearance. After positioning or retrieving the trailer, spotters shall monitor the clearance as the vehicle/trailer pulls out from under the aircraft.

3.14.2. Weapons escorts have the right of way over all vehicular traffic except emergency response vehicles responding to an emergency. QAVOs shall give way to weapons escorts and come to a complete stop. Weapons escorts arriving at their destination shall exit the road so as not to impede other traffic on the roadway.

**3.15. Vehicle Parking.** Vehicles can only be left unattended for mission-essential duties and should only occur when no other options exist. Vehicles parking on east side of Flightline Road shall have an airfield authorized driver remain in the vehicle operator's seat at all times. Transient Alert personnel are exempt from these restrictions while performing duties. If an aircraft approaches the area, the QAVO shall move the vehicle immediately so as not to interfere with aircraft operations.

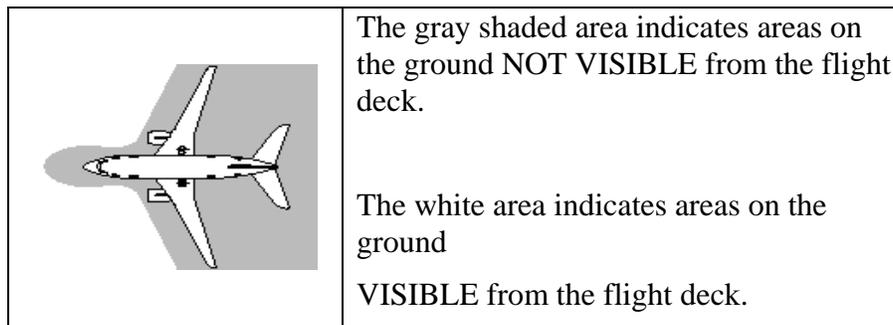
3.15.1. Vehicles and equipment shall not be parked or left unattended within 500 feet of the runway without prior coordination with AM.

3.15.2. Parking brakes shall be set on all vehicles while unattended. Vehicles with manual transmissions left unattended shall be set in reverse. Vehicles with automatic transmissions left unattended must have the transmission in park. Wheeled equipment that does not have an integral parking system must be chocked when left unattended.

3.15.3. QAVOs must maintain situational awareness with impact of leaving an unattended vehicle on the ramp and be ready to remove the vehicle when necessary.

**3.16. Immediate Vicinity of Aircraft.** Aircrews have a limited field of view from the flight deck—do not assume they can see you. The vehicle operator's side shall be visible to the aircrew. All QAVOs shall use caution when operating in close vicinity to aircraft due to the potential for jet blast.

**Figure 3.8. Aircraft Visual Blind Spots.**



3.16.1. Vehicles shall not be driven directly towards an aircraft when within 25 feet, and shall never be driven underneath any part of an aircraft, except during approved servicing and/or loading procedures (i.e. towing operations). All vehicles operating within 25 feet of an aircraft shall have a spotter. For weapons deliveries, see paragraph 3.13 No vehicle shall operate between or behind aircraft parked on Sites row, unless in direct support of towing operations or approved for such movement by the appropriate squadron operations officer or superintendent.

3.16.2. Vehicles servicing or loading an aircraft may be left unattended. All vehicles left unattended shall be left unlocked, keys in the ignition and engine off. Unattended vehicles shall not block taxiways or other aircraft parking locations.

3.16.3. The vehicle path should be planned so that if brake failure occurs, the vehicle shall not strike the aircraft. Vehicles parked in front or behind an aircraft shall be parked perpendicular to the aircraft. Vehicles parked beside an aircraft must be parked parallel to the aircraft. Park so that the vehicle's front or rear shall not face any part of the aircraft.

3.16.4. Vehicles shall not park or drive within 35 feet in front of or 300 feet behind any aircraft whose engines are in operation or being started. (**Note:** This area is known as the circle of safety). QAVOs shall not, under any circumstances, stand or park in front of or drive into the path of taxiing aircraft or drive between an aircraft and its Transient Alert guide vehicle.

3.16.5. **When any aircraft larger than a C-130 approaches, all vehicles shall exit the area immediately and come to a complete stop until the aircraft has passed.** For all other aircraft, the QAVO shall stop on the road until the aircraft has passed. In addition, vehicles operating on Sites Road shall stop as taxiing aircraft approach.

3.16.6. Departing the paved surface to ensure clearance from aircraft should only be used as a last resort. In the event the QAVO does depart the paved surface, the QAVO shall perform a FOD check upon returning to the paved surface.

3.16.7. Helicopters are considered taxiing when hovering 100 feet or less above the ground or when traversing down a taxiway. QAVOs are not allowed to drive under, between or around helicopters hovering 100 feet or less.

### **3.17. Towing Operations.**

3.17.1. Prior to towing, Maintenance Operations Control Center (MOCC) shall notify ATCT and provide current aircraft parking location and proposed tow location. MOCC shall relay any ATCT instructions to personnel towing aircraft.

3.17.1.1. QAVOs shall not approach within 50 feet of an aircraft being towed. Any QAVO who encounters taxi or tow operations shall yield to the aircraft by moving right or left and hold in position until the aircraft has passed or has stopped and the QAVO can determine whether to continue.

3.17.1.2. QAVOs may cross the apron boundary markings (i.e. double-yellow lines) when towing aircraft to hangers.

3.17.2. Equipment/Aerospace Ground Equipment (AGE) Towing. AGE-towing vehicles shall be placed in park, parking brake set or tire chocked and ignition turned off while the QAVO completes hook-up operations. All wheeled AGE and maintenance equipment shall have the breaks on or chocked if not equipped with brakes.

**3.18. Emergency Vehicle Operations.** During emergencies, emergency response vehicles may deviate from established routes, based on the nature of the situation and existing conditions. In all cases, QAVOs are responsible for minimizing risk by exercising extreme caution.

3.18.1. Emergency Response vehicles must obtain ATCT approval prior to entering the CMA.

3.18.2. Secondary response agencies (outlined in paragraph [1.15](#)) shall maintain positions at the entrance to each Taxiway, until called forward by the Fire Chief or incident/on-scene commander. If CMA access is required, secondary response agencies will obtain approval for entry from ATCT prior to proceeding into the emergency area.

3.18.3. Ground vehicles not supporting the emergency shall remain off of taxiways, the runway, and airfield access points until the emergency is terminated. Under no circumstance shall a vehicle proceed in front of an Emergency Response vehicle.

3.18.4. Non-emergencies include, but are not limited to, maintenance red-ball responses, exercises, etc. At no time is speeding permitted for any non-emergency.

**3.19. Restricted Visibility and Night Operations.** During periods of reduced visibility and night operations, vehicle headlights shall not be pointed towards taxiing aircraft. In order to preserve a pilot's night vision and to enable the aircrew to observe your position, QAVOs shall

turn headlights “off” and parking lights “on” until the approaching aircraft has passed. Ensure your vehicle is clear of an aircraft’s taxi route.

3.19.1. When visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles shall not be operated, unless directed by the 2 BW Commander. When visibility is less than 100 feet, POVs and airfield vehicles, with exception to emergency and alert vehicles, shall not be operated on the airfield. When the visibility is less than 50 feet, a walking guide, equipped with flashing or luminescent wand, must be used during movement of emergency and alert vehicles.

3.19.2. Flashing hazard lights or rotating beacons shall be used on all vehicles parked on the airfield at night or during periods of poor visibility.

### **3.20. Aerospace Ground Equipment (AGE)/Mobile Obstacles on the Airfield.**

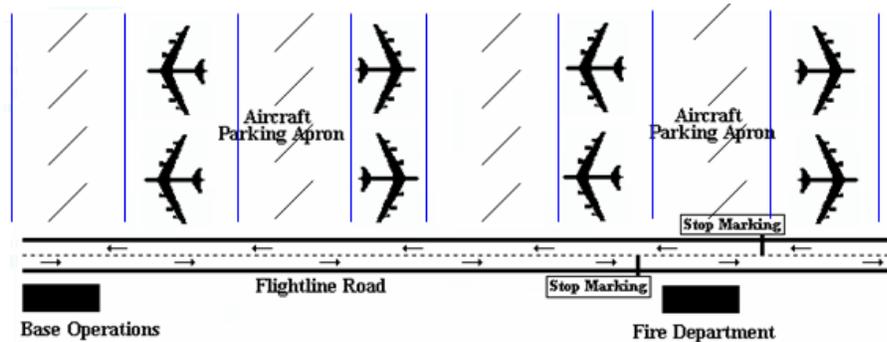
3.20.1. Support equipment may be staged on the MAPA, within the non-standard white AGE boxes, three hours prior to engine start and three hours after the aircraft has returned to parking. Support equipment may be staged on the appropriate AAPA stub three hours prior to engine start and three hours after aircraft has returned to parking. Outside of the prescribed operations window, all support equipment must be removed from the parking area. The use of support equipment on taxiways (i.e. arm/de-arming, etc.) may only be utilized for the duration of mission support and must be promptly removed upon completion of duties. Equipment not being utilized must remain 200 feet from taxiway centerlines. Support equipment must remain outside of 1000 feet from the runway. 2 BW support equipment shall be stored at Sites 5 and Sites 21. 307 BW equipment shall be stored at the storage pad North of Taxiway Charlie. AM shall close all locations where a clearance criterion from fixed or mobile obstructions is not met.

3.20.2. Vehicles shall not be parked temporarily or allowed to stand in empty aircraft parking spots. This requirement does not apply to equipment in established equipment parking areas or pre-positioned for aircraft recovery, which must be parked, clear of roadways and taxi/tow lines. During periods when maintenance equipment, work stands and aircraft materials are not actually required for work in progress or planned, they shall be removed from the aircraft parking area to designated storage locations. Vehicles and equipment must be clearly visible from the aircraft cockpit.

3.20.3. Non-standard white lines have been placed on the parking ramp to identify wingtip clearance for taxiing/towed aircraft. Wingtip clearance criterion is established IAW Unified Facilities Criteria 3-260-01, Table 6-1 Item 5. The white line provides 30 feet of wingtip clearance for a B-52 (185 foot wingspan), established on the east/west interior taxilanes. On B-52 parking rows, the distance from the interior taxilane centerline to the white markings is 122.5 feet. This distance provides safe, adequate wingtip clearance for B-52 aircraft when parked or taxiing through on the interior taxilanes. Once the B-52 is established on the taxi line, the wingtip clearance shall be maintained between the B-52 wingtip and white line until the B-52 starts the turn into/out of the parking spot. **NO FIXED OR MOBILE OBJECTS SHALL BE POSITIONED WITHIN THIS ROUTE**, as designated in **Figure 3.8** (**Note:** The vertical blue lines in **Figure 3.9** depict the non-standard white lines painted on the parking ramp. The diagonal black lines are depicting the area that no mobile object shall be positioned. There are no diagonal lines painted on the parking ramp. The diagonal lines are pictured below only for the purpose of describing the area within this regulation.).

3.20.4. Transient ramp (Kilo and Lima Rows) wingtip clearance is established by the C-5 aircraft. Wingtip clearance for a C-5 aircraft (222 foot, 9 inch wingspan) on an interior/secondary peripheral taxilane is 141.5 feet. On the transient ramp, clearance from the apron boundary marking to a mobile obstacle is 104 feet.

**Figure 3.9. Non-Standard White Line on the Parking Ramp.**



**3.21. Disabled Vehicles.** All possible efforts shall be made to remove disabled vehicles from aircraft parking and movement areas. Such vehicles pose safety hazards and must display emergency flashers at all times. The QAVO shall avoid blocking the runway, taxiway or roadways. At a minimum, the QAVO shall:

3.21.1. Leave emergency flashers on and remain within the vicinity while seeking help.

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

3.21.3. QAVOs of other radio-equipped vehicles shall make every effort to assist in removing the disabled vehicle off the airfield, especially if the vehicle is located on MAPA, AAPA, taxiways or runway.

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

3.21.5. In the event of a disabled vehicle on the CMA, the QAVO shall immediately notify ATCT and AM, by any means possible, to coordinate removal of the vehicle from the CMA.

3.21.5.1. The QAVO shall ensure the disabled vehicle is not left unattended in the CMA.

3.21.5.2. The disabled vehicle shall be removed using any method in the quickest and safest fashion possible.

**3.22. ATCT/Vehicle Blind Spots.** A vehicle cannot be seen by ATCT in the following locations:

3.22.1. Behind the Warrior Center.

3.22.2. Under the A-10 Parking Shades.

3.22.3. Parking spots V-1 and V-2.

3.22.4. Portions of Flightline Road.

**3.23. Procedures for Vehicle Supplemental Traction Control Devices.** Tire chains may only be employed on airfield pavements after obtaining coordination and approval from the AFM, Safety, and CE. To minimize pavement damage and FOD hazard, requesting agency shall conduct an operational risk assessment with the above agencies when evaluating the need for tire chains on the airfield.

**3.24. Foreign Object Debris (FOD) Control and Prevention.** All airfield personnel have a responsibility in the FOD Control Program to remove FOD from the airfield when found. AM is the focal point for notifying the airfield sweeper for all sweeping requests on the airfield. Notify AM of significant FOD on any paved operational areas.

3.24.1. Prior to entering the airfield, all vehicles must perform a rollover FOD check. Stop the vehicle at the designated FOD checkpoint or immediately after leaving an unpaved area and complete a FOD check. Check all tires, pull the vehicle forward so the wheels rotate a half turn and complete another FOD check. Verify all external vehicle components are secured, and checked for damaged, worn or loose vehicle parts.

3.24.1.1. If the vehicle is occupied by only the QAVO, position the vehicle in park, turn off the ignition and perform the FOD check. Roll the vehicle forward 2 feet and repeat the process again on the newly-exposed tire treads.

3.24.1.2. If the vehicle is occupied by more than one person, the QAVO may remain in the vehicle while the vehicle is running and have another occupant perform the standard FOD checks.

3.24.2. Cargo shall be secured with ropes, chains or chocks to prevent injury or damage. Cargo extended beyond the vehicle's body shall have a red flag attached during daylight hours or a red warning reflector/light during hours of darkness.

3.24.3. QAVOs shall properly secure all equipment transported in or on a vehicle. Vehicles operating on the airfield shall have FOD containers.

3.24.4. Vehicles shall operate on paved surfaces to the maximum extent possible. If operating on an unpaved surface is absolutely necessary, QAVOs shall check tires and remove foreign objects immediately after returning to a paved surface.

3.24.5. Vehicles encountering large amounts of debris on the airfield shall notify AM immediately.

**3.25. Vehicle Operations during Aircraft Night Vision Goggle (NVG) Training.** In the event that NVG training is requested and approved, no vehicles shall operate in the CMA during NVG training. If a vehicle requires access into the CMA, ATCT shall coordinate with the NVG training Supervisor of Flying and return the airfield to normal, overt lighting before allowing the vehicle access to the CMA. NVG use by QAVOs is prohibited.

**3.26. Pedestrian Movement.** Pedestrians are authorized on the airfield for official business in support of the flying mission. Throughout this publication, any reference made to vehicles and/or QAVOs shall define pedestrians and pedestrian movement as well. All rules and restrictions equally apply to pedestrians. All infractions and incidents on the airfield, to include CMA violations, shall carry the same weight of penalty as QAVOs.

3.26.1. Walk facing oncoming traffic.

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

3.26.3. Do not enter the CMA without two-way radio communication and approval from ATCT. Prior to accessing the CMA, pedestrians must be trained and certified IAW Chapter 2 of this instruction.

### **3.27. Miscellaneous.**

3.27.1. Vehicles operating on the airfield shall exercise extreme caution and utilize a spotter when operating or backing up near airfield lighting. Report all broken fixtures (e.g., taxiway lights, runway lights, etc.) to AM.

3.27.2. Vehicles are prohibited from traveling over in-ground fuel pit covers.

3.27.3. AFI 91-203, Chapter 24, governs the airfield smoking policy. Smoking is prohibited in aircraft maintenance facilities, flightline areas, weapons storage and maintenance areas except where designated by the installation fire chief in coordination with the functional manager and/or supervisor.

3.27.4. Government-owned bicycles, tricycles and golf carts are authorized on the MAPA and Flightline Road only. They are permitted when justified by official duties. The following rules apply:

3.27.4.1. At no time shall privately-owned bicycles, motorcycles, mopeds, roller blades, skates and/or skateboards be used on the airfield.

3.27.4.2. QAVOs shall wear a reflective belt from sunset to sunrise and periods of reduced visibility.

3.27.4.3. All vehicles shall be equipped with reflectors and an operational headlamp when operating at night.

3.27.4.4. Golf carts and similar utility vehicles shall follow all rules established for general and special purpose vehicles. In addition, carts shall have reflectors, as well as front and rear lamps, when operating at night.

3.27.5. Unless hands-free devices are used, cell phones are strictly prohibited while operating a vehicle IAW AFVA 31-211, *Installations Warning Signs*. QAVOs may use cell phones without hand-free capabilities for emergency situations only. Those individuals must position the vehicle in a parked position away from aircraft and/or hazards and turn off the vehicle ignition prior to utilizing a cell phone.

3.27.6. The use of headphones (those not intended for hearing protection) is strictly prohibited while operating a vehicle on the airfield.

3.27.7. The airfield, to include Flightline Road, shall not be used for physical exercise.

3.27.8. Civilian tours shall be conducted by and coordinated through Public Affairs (2BW/PA). The Public Affairs office shall report details to 2 SFS and 2 OSS/OSA in writing (who, what, where, and when the tour shall take place). The taking of photographs on the airfield shall be done IAW 2 BW IDP 31-10, *Integrated Defense Plan*.

3.27.9. Infield Operations. QAVOs and pedestrians shall not operate within the infields without AM approval. Vehicles that are approved to move within the infield must conduct a

FOD check upon returning to the hard surface. Personnel on foot must exercise caution when moving within the infield, as sink holes exist. Without ATCT approval, all vehicles and personnel shall remain 100 feet from runway edge when operating within infields.

## Chapter 4

### RADIO COMMUNICATIONS PHRASEOLOGY AND TECHNIQUES

#### 4.1. General.

4.1.1. Radio communication is a critical link in the ATCT system. The single-most important factor in communications with ATCT understands the procedures. It is essential to acknowledge each radio communication with controllers verbatim, using the appropriate call sign.

4.1.2. Brevity and clarity are also important factors. Radio transmissions must be kept as brief and comprehensible as possible. Controllers must know what you want to do before they can properly carry out their control duties. Conversely, QAVOs must know exactly what the controller wants them to do. Maintain vigilance in monitoring ATCT radio communication frequencies for situational awareness, especially when operating in the CMA.

#### 4.2. Radio Techniques.

4.2.1. Listen before transmitting. If other QAVOs are talking, the keying of another radio will override the current transmission. Pause and listen. Proceed to transmit your request when assured no other transmissions are taking place.

4.2.2. Think before keying the radio. Know exactly what you need to say before you say it.

4.2.3. When keying the radio, keeping it close to your mouth, press and hold the transmission button and allow a slight delay before speaking your first word. This shall ensure your full transmission is broadcasted clearly. Speak in a normal, conversational tone.

4.2.4. Release the transmission button a few seconds after your last word. If the transmission was not acknowledged, pause momentarily and repeat again. ATCT may be locating your position on the airfield, transmitting on a different frequency, or scanning the runway to enable the request.

4.2.5. Be alert to the tones or lack of tones through the radio. Check volume, recheck frequency, and check to make sure the transmission key is not stuck in the transmit position. Frequency blockage can occur for extended periods due to unintentional radio 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.

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 safely parked.

**4.3. Phraseology.** QAVOs must contact ATCT each and every time they enter on or exit off of the CMA. When proceeding into a CMA, QAVOs must advise ATCT of three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are. QAVOs must acknowledge all communications to ensure the message was received. QAVOs shall always give aircraft and ATCT transmissions priority, unless an emergency exists. VHF/UHF transmissions are reserved for the primary use of aircraft and ATCT personnel. Never use the words “Clear, Cleared, or

Clearance” in radio communications with the tower. These words are reserved for communications between the tower and aircraft. Utilize Tables 4.1 – 4.9 for common runway cross and access phraseology.

**Table 4.1. BAFB Runway Crossing Phraseology.**

<b>VEHICLE OPERATOR:</b>	<i>“TOWER, OPS 1.”</i>
<b>ATC:</b>	<i>“OPS 1, TOWER.”</i>
<b>VEHICLE OPERATOR:</b>	<i>“TOWER, OPS 1, REQUEST TO CROSS RUNWAY 15/33 AT TAXIWAY BRAVO.”</i>
<b>ATC:</b>	<i>“OPS 1, TOWER, CROSS RUNWAY 15/33 AT TAXIWAY BRAVO, REPORT WHEN OFF RUNWAY.”</i> <i>or</i> <i>“OPS 1, TOWER, HOLD SHORT OF RUNWAY 15/33 AT TAXIWAY BRAVO.”</i>

**Table 4.2. BAFB Runway Access Phraseology.**

<b>VEHICLE OPERATOR:</b>	<i>“TOWER, OPS 1.”</i>
<b>ATC:</b>	<i>“OPS 1, TOWER.”</i>
<b>VEHICLE OPERATOR:</b>	<i>“TOWER, OPS 1, REQUEST ON TO RUNWAY 15/33 AT TAXIWAY ALPHA.”</i>
<b>ATC:</b>	<i>“OPS 1, TOWER, PROCEED ON TO RUNWAY 15/33 AT TAXIWAY ALPHA, REPORT WHEN OFF.”</i> <i>or</i> <i>“OPS 1, TOWER, HOLD SHORT OF RUNWAY 15/33 AT TAXIWAY ALPHA.”</i>

4.3.1. Vehicles must 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** request ATCT to repeat the last transmission. Good communications only occur when each party knows and understands what the other is saying.

**Table 4.3. BAFB Runway Crossing Read back Instructions.**

<b>VEHICLE OPERATOR:</b> <b>Note:</b> Ops 1 visually scans the runway prior to entry, and then proceeds across the runway.	<i>“TOWER, OPS 1 UNDERSTANDS APPROVED TO CROSS RUNWAY 15/33 AT TAXIWAY BRAVO. WILL REPORT WHEN OFF.”</i> <i>or</i> <i>“TOWER, OPS 1, HOLDING SHORT AT TAXIWAY BRAVO.”</i>
<b>VEHICLE OPERATOR:</b>	<i>“TOWER, OPS 1, CROSSING COMPLETE, OFF RUNWAY 15/33 AT TAXIWAY ECHO 2.”</i>
<b>ATC:</b>	<i>“OPS 1, ROGER.”</i>

**Table 4.4. BAFB Runway Access Read back Instructions.**

<b>VEHICLE OPERATOR:</b> Note: Ops 1 visually scans the runway prior to entry, and then proceeds onto the runway.	<i>“TOWER, OPS 1 UNDERSTANDS APPROVED ON TO RUNWAY 15/33 AT TAXIWAY ALPHA. WILL REPORT WHEN OFF.”</i> <i>or</i> <i>“TOWER, OPS 1, HOLDING SHORT AT TAXIWAY ALPHA.”</i>
<b>VEHICLE OPERATOR:</b>	<i>“TOWER, OPS 1, OFF RUNWAY 15/33 AT TAXIWAY DELTA.”</i>
<b>ATC:</b>	<i>“OPS 1, ROGER.”</i>

4.3.2. If QAVOs are requesting access into the ILS Critical Areas, but not onto the runway, contact ATCT with phraseology provided in [Table 4.5](#)

**Table 4.5. BAFB INST Access Instructions.**

<b>VEHICLE OPERATOR:</b>	<i>“TOWER, OPS 1.”</i>
<b>ATC:</b>	<i>“OPS 1, TOWER.”</i>
<b>VEHICLE OPERATOR:</b>	<i>“TOWER, OPS 1, REQUEST INTO NORTH/SOUTH HAMMERHEAD CRITICAL AREA BUT NOT ONTO THE RUNWAY.”</i>
<b>ATC:</b>	<i>“OPS 1, TOWER, PROCEED INTO NORTH/SOUTH HAMMERHEAD CRITICAL AREA, REMAIN OFF RUNWAY, REPORT WHEN OUT.”</i> <i>or</i> <i>“OPS 1, TOWER, HOLD SHORT AT TAXIWAY ALPHA/DELTA.”</i>

**Table 4.6. BAFB INST Access Read back Instructions.**

<b>VEHICLE OPERATOR:</b> Note: Ops 1 visually scans the area prior to entry, and then proceeds into the Hammerhead.	<i>“TOWER, OPS 1 UNDERSTANDS APPROVED INTO NORTH/SOUTH HAMMERHEAD, WILL REMAIN OFF RUNWAY, WILL REPORT WHEN OUT.”</i> <i>or</i> <i>“TOWER, OPS 1, HOLDING SHORT OF NORTH/SOUTH HAMMERHEAD.”</i>
<b>VEHICLE OPERATOR:</b>	<i>“TOWER, OPS 1, OUT OF NORTH/SOUTH HAMMERHEAD.”</i>
<b>ATC:</b>	<i>“OPS 1, ROGER.”</i>

**Table 4.7. BAFB BDOC Escort Preliminary Instructions.**

<b>VEHICLE OPERATOR:</b> Note: Escort Commander (Mercury 1) makes request approximately 10 minutes prior to roll out.	<i>“TOWER, MERCURY 1, REQUEST PRELIMINARY RUNWAY 15/33 CROSSING AT TAXIWAY ALPHA/BRAVO.”</i>
<b>ATC:</b>	<i>“MERCURY 1, TOWER, PRELIMINARY RUNWAY 15/33 CROSSING ACKNOWLEDGED, HOLD SHORT OF RUNWAY AT TAXIWAY ALPHA/BRAVO.”</i>

<b>VEHICLE OPERATOR:</b>	<i>"TOWER, MERCURY 1, HOLDING SHORT OF RUNWAY 15/33 AT TAXIWAY ALPHA/BRAVO."</i>
--------------------------	--

**Table 4.8. BAFB BDOC Escort Instructions.**

<b>VEHICLE OPERATOR:</b> Note: Movement will not occur until route sterilization has been completed by AMOPS and 2 BW/CC approval has been granted.	<i>"TOWER, MERCURY 1 PLUS #, REQUEST FINAL RUNWAY 15/33 CROSSING AT TAXIWAY ALPHA/BRAVO."</i>
<b>ATC:</b>	<i>"MERCURY 1 PLUS #, TOWER, CROSS RUNWAY 15/33 AT TAXIWAY ALPHA/BRAVO, REPORT WHEN OUT."</i>
<b>VEHICLE OPERATOR:</b>	<i>"TOWER, MERCURY 1, CROSSING RUNWAY 15/33 AT TAXIWAY ALPHA/BRAVO, WILL REPORT WHEN OUT."</i>
<b>VEHICLE OPERATOR:</b>	<i>"TOWER, MERCURY 1 PLUS #, OFF RUNWAY 15/33 AT TAXIWAY ECHO 1/ECHO 2, WILL REMAIN OFF."</i>
<b>VEHICLE OPERATOR:</b>	<i>"TOWER, MERCURY 1 PLUS # IS INSIDE THE SECURED AREA."</i>

**Table 4.9. 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, 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/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	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 re-establish contact if a delay is lengthy.
Unable	Indicates inability to comply with instruction/request/clearance.
Verify	Request confirmation of information.

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

**4.4. Phonetic Aviation Alphabet.** Phonetic Aviation Alphabet was created to avoid confusion with letters that have similar pronunciation, such as “B” and “P”. QAVOs must know and use the Phonetic Aviation Alphabet outlined in [Table 4.10](#)

**Table 4.10. Phonetic Aviation Alphabet.**

<b>A</b>	ALFA/ALPHA	<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

**4.5. Vehicle Escort.** When escorting vehicles, use the word “PLUS (#)” to indicate the additional number of vehicles (e.g. “Ops 1 PLUS 3”, “Airfield 2 PLUS 1”, etc.). Phraseology can be utilized for both CMA and non-CMA areas.

**4.6. Base Defense Operations Center (BDOC) Escort Operations.** Escort operations requiring the movement of weapons across the runway must comply with runway crossing/CMA and escort procedures in accordance with this instruction. The escort commander (Mercury 1) shall utilize phraseology outlined in [Table 4.7](#) and [Table 4.8](#)

**4.7. Work Details.** Work details operating in the CMA that consist of two or more vehicles shall assign one vehicle (lead vehicle) to communicate directly with ATCT for access/approval. All pedestrians on foot within the CMA shall maintain radio contact with ATCT or remain within close proximity to personnel with radio contact with ATCT.

4.7.1. Lead vehicle/pedestrian shall monitor the Tower Net at all times and shall not communicate with any other persons/units over the Tower Net while in the CMA. Should additional radios be required, the work detail’s unit shall be responsible to provide additional support.

4.7.2. Upon receiving verification, either visually or through radio reports from the QAVO/pedestrian, the lead QAVO/pedestrian shall notify ATCT when ALL vehicles and personnel are off the runway.

4.7.3. When ATCT is unable to verify that all vehicles and personnel have exited the runway, the lead vehicle/pedestrian must conduct a visual check of the entire runway in an attempt to locate vehicles/personnel and report the status to ATCT.

**4.8. Aerodrome/Airfield Saturation.** Keep in mind that other parties might be on the Tower Net or ATCT may be busy with air traffic issues. Please Be Patient.

## Chapter 5

### AIRFIELD DRIVING ENFORCEMENT, REPORTING VIOLATIONS AND CONSEQUENCES

**5.1. General.** Several different types of airfield violations exist on Barksdale that QAVOs must be aware of. Two major types include CMAVs and Runway Incursions. In addition, QAVOs may also be cited for minor infractions, such as failing to perform a FOD check, invalid AF IMT 483, etc.

#### **5.2. CMAVs and Runway Incursions.**

5.2.1. CMAVs constitute an unauthorized crossing of the VFR Hold Line, but not infringing upon the runway (e.g. airfield mowers too close to the runway, etc.). Unauthorized crossing of the activated INST Hold Line on Taxiway Alpha, Delta, and Echo 1 also constitutes a CMAV.

5.2.2. Runway Incursions constitute unauthorized entry onto the runway and overruns. Runway Incursions are the most severe type of airfield violation.

5.2.3. The QAVO's Unit Commander, UADPM, and AM must be notified immediately of any CMAV/Runway Incursion and that the incident is under investigation. AM shall notify HQ AFGSC/A3BA within 24 hours of a Runway Incursion/HATR incident.

5.2.4. The individual's AF IMT 483 must be surrendered to AM and airfield driving privileges temporarily suspended until an investigation and retraining is completed. **Note:** Unit Commanders, UADPMs, AM, and SF have the authority to temporarily suspend airfield driving privileges. When suspended by agencies other than AM, prompt notification must be provided to the WADPM.

5.2.5. CMAV/Runway Incursion events must be reported to Wing Safety as outlined in AFMAN 91-223, Chapter 6.

5.2.6. The AOF/CC, Wing Safety, AFM and the WADPM shall 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 shall ensure these classifications are annotated in the recommendation section of the AF IMT 457, *USAF Hazard Report* or narrative section of the AF IMT 651, *Hazardous Air Traffic Report (HATR)*.

5.2.7. The AF IMT 651 and/or AF IMT 457 must include the following information:

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

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

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

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

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

5.2.7.6. The WADPM must maintain a copy of the AF IMT 651s/457s, actions taken, results and supporting documentation IAW Air Force Records Disposition Schedule, Table 13-06, Rule 15.00 (see AFI 91-202, *The US Air Force Mishap Program* and AFMAN 91-223). A copy of the final Runway Incursion report may be obtained from Wing Safety and/or HQ AFGSC/A3BA.

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

5.2.9. The WADPM and Wing Safety must inspect the offending unit's ADP as a part of the investigation. Emphasis shall be placed on how the unit trains and their compliance with this ADI. The results shall be reported to the Unit Commander and the WADPM shall maintain a copy of the report.

5.2.10. Runway Incursion events must be briefed at the AOB.

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

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

**5.3. ILS Critical Area Violations.** An ILS Critical Area violation occurs when a QAVO crosses the North and South Perimeter Road ILS Critical Areas without ATCT permission. ILS Critical Area violations shall be enforced as a minor airfield violation (see paragraph [5.5.2](#)).

**5.4. General Airfield Violations.** Personnel witnessing an airfield violation must notify AM immediately and provide a brief description and location of the violation.

5.4.1. AM personnel shall respond or request Security Forces assistance to escort the individual(s) to AM. For major violations or repeat violators, AM personnel have authority to revoke the individual's AF IMT 483. Personnel involved in major violations must provide a written statement. All paperwork concerning the violation shall be submitted to the AFM or the WADPM for further investigation.

5.4.2. Major violations included, but are not limited to, CMAVs, Runway Incursions violations, or incidents involving an aircraft or bodily harm to an individual.

5.4.3. Minor violations include, but are not limited to, speeding, improper movement on the MAPA, expired AF IMT 483/AF IMT 1199/AF Form 2293, failure to possess AF IMT 483/AF IMT 1199/AF Form 2293, improper vehicle parking, failure to complete annual refresher training, etc.

**5.5. AF IMT 483 Suspension/Revocation/Reinstatement.** Repeated airfield driving violations, or an overall demonstrated lack of ability by the QAVO, shall result in a suspension or revocation of airfield driving privileges. Common reasons include, but are not limited to, speeding, reckless driving, misuse/abuse of the vehicle, physical/mental impairment, display of poor judgment or behavior or failure to complete training/annual refresher training. Verbal warnings may be given by anyone witnessing a violation. The AFM, Unit Commanders, WADPM, UADPMs, AM and SFS personnel are authorized to confiscate a members' AF IMT 483 for violating the provisions of this ADI. A completed Barksdale CMA/Airfield Violation Worksheet shall be sent to the offender's Unit Commander with a courtesy copy sent to the Wing

Safety Office (2BW/SE) and Operations Support Squadron Commander (2 OSS/CC). **Note:** Any supervisor in the QAVO's chain of command may suspend a QAVO's AF IMT 483. All suspensions shall be reported to the AFM, WADPM, and UADPM and a suspension/revocation of airfield driving privileges MFR (**Attachment 11**) shall be completed.

5.5.1. Major infractions/violations (paragraph **5.4.2**) shall carry the following penalties:

5.5.1.1. FIRST VIOLATION: Determination made by AFM, suspension not to exceed 30 days.

5.5.1.2. SECOND VIOLATION: Suspension of airfield driving privileges for 60 days. Refresher training shall be accomplished prior to assuming privileges.

5.5.1.3. THIRD VIOLATION: Revocation of airfield driving privileges for 12 months. Reinstatement procedures must be accomplished IAW paragraph **5.5.3**

5.5.1.4. For Runway Incursions that have an adverse impact on flight operations (arrivals, departures, etc.), an AF IMT 651 shall be submitted to 2 BW/SE.

5.5.1.5. For Runway Incursions that **do not** have an adverse impact on flight operations, an AF IMT 457 shall be submitted to 2 BW/SE.

5.5.2. Minor infractions/violations (paragraph **5.4.2**) shall carry the following penalties:

5.5.2.1. FIRST VIOLATION: Verbal counseling of incident by AM. Conduct on-the-spot refresher training.

5.5.2.2. SECOND VIOLATION: Suspension of driving privileges for 7 days. Refresher training shall be accomplished prior to resuming driving privileges.

5.5.2.3. THIRD VIOLATION: Revocation of airfield driving privileges for 30 days. Reinstatement procedures must be accomplished IAW paragraph **5.5.3**

5.5.3. Reinstatement Procedures. Unit Commanders and UADPMs shall ensure that, prior to seeking reinstatement from the 2 BW/CC, the individual(s) concerned:

5.5.3.1. Received refresher training, which shall be documented, signed by the Unit Commander or designated representative and forwarded to the AFM for approval/disapproval.

5.5.3.2. Completed **Attachment 12** with Unit/CC signature.

5.5.3.3. Is retested on the provisions of this ADI.

5.5.3.4. Is issued a new AF IMT 483 by the AFM or designated representative.

## Chapter 6

### TDY AND NON BASE-ASSIGNED CONTRACT PERSONNEL

**6.1. General.** TDY 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 AFM, or delegated representative, may provide a local briefing/training when TDY and contractor personnel's driving route(s) do not permit access on or across CMA. The AFM shall maintain documentation on all contractors working on the airfield.

**6.2. Training Requirements.** For non base-assigned contractors, use [Attachment 7](#) to document individual training and issue a temporary AF IMT 483 with restrictions (if applicable) and expiration date. For TDY personnel with a home station AF IMT 483, use [Attachment 8](#) to document mass briefings. TDY personnel receiving the mass orientation must have their home station-issued AF IMT 483 in possession while operating on the airfield (e.g. Green Flag East exercise personnel, etc.) TDY personnel requiring CMA access shall complete the full CMA training process without exception. **Note:** If a sponsoring UADPM accomplishes the local training, forward a copy of [Attachment 7](#) or [Attachment 8](#) to the WADPM. As a minimum, the local training/briefing shall include the following:

- 6.2.1. Airfield signs, markings and lighting.
- 6.2.2. Speed limits for aircraft parking aprons, taxiways and special purpose vehicles.
- 6.2.3. Operating vehicles in the immediate vicinity of aircraft.
- 6.2.4. Parking and chocking requirements.
- 6.2.5. Lateral distance requirements for mobile obstacles on taxiways and aprons.
- 6.2.6. FOD control/prevention.
- 6.2.7. Runway incursion prevention.
- 6.2.8. Airfield violations and consequences.
- 6.2.9. Proper radio terminology and phraseology.
- 6.2.10. Airfield layout.

## Chapter 7

### PRIVATELY OWNED (POV), CONTRACTOR AND GOVERNMENT-LEASED VEHICLES

**7.1. Authorization to Operate a Non-GMV on the Airfield.** POV and Government-leased vehicle shall not be operated on the airfield for the purpose of convenience, avoiding traffic control devices on base roads or saving man-hours. POVs on the airfield are discouraged and shall be kept to an absolute minimum. The AFM and the WADPM are the POV pass approval authorities. Delegation of responsibility is not authorized. WADPM will amend the POV pass design annually for security purposes (i.e. pass color change, picture design).

7.1.1. POV passes will not be issued to personnel below the grades of E-9 or O-5.

**7.2. POV Vehicle Passes.** Authorized individuals must complete [Attachment 10](#) with Unit/CC or Company representative signature, to request a POV vehicle pass. If approved, individuals must display the approved POV vehicle pass in the vehicle at all times. All POV passes are valid for a maximum of 12 months. Expired POV passes must be returned to AMOPS before a new pass can be issued. AMOPS personnel will ensure that restrictions on the AF IMT 483 are annotated on the POV pass.

7.2.1. Additionally, the QAVO shall have in their possession at all times:

7.2.1.1. A Barksdale AF IMT 483, endorsed for airfield driving.

7.2.1.2. A valid civilian driving license.

7.2.1.3. An AF Form 2293 (GMV license), if applicable.

7.2.2. POV airfield access approval is based on mission need only. Authorized POVs shall be restricted to the Flightline Road and designated parking areas. POVs are not authorized to operating in the CMA.

**7.3. Contractor/Company Vehicles.** Contractor-driven company vehicles shall display a company logo on the vehicle. These vehicles shall be issued temporary airfield authorized placards by the WADPM or designated delegate. A placard shall be issued for the duration of the project or maximum of 12 months, whichever comes first. Projects that extend beyond a year, the AFM shall brief the individual on any procedural changes and/or problem areas and reissue a new placard. Placards are valid a maximum of 12 months and cannot be extended. All Contractors exceeding 12 months must obtain a new placard and all placards must be returned to AM upon completion of the project. Contractors requiring access to the CMA (i.e. grass cutters, runway repair teams, etc.) must maintain a CMA authorized AF IMT 483, have two-way radio communication with ATCT and utilize an approved contractor call sign determined by the AFM.

**7.4. Government-Leased Vehicles Passes.** Government-leased vehicles are permitted to operate on the airfield only when justified by performance of duties or if use of base roads would be unsafe or impractical due to vehicle design or non-availability of routes. Personnel must be qualified/authorized to drive on the airfield. All rental/leased vehicles utilized in performance of DoD business are considered GMVs and may be driven on the airfield. Individuals driving a rental/leased GMV must complete [Attachment 10](#). If approved, individuals must display the approved Government-leased vehicle pass in the vehicle at all times. Individuals must meet the

same requirements outlined in paragraph 7.2 Government-leased vehicles may operate within the CMA provided they meet the requirements outlined in paragraph 7.3

**7.5. Inspector General (IG) Vehicles.** Inspector General placards shall be issued and displayed on the windshield of the government-issued vehicle and magnetic signs bearing the letters “IG” shall be attached to the doors. The letters shall be reflective for nighttime visibility. IG Government-issued vehicles may operate within the CMA provided they meet the same requirements outlined in paragraph 7.3 POVs are not permitted within the CMA. Placards must be returned to AM upon completion of inspection.

**7.6. Expired Vehicle Passes.** All expired vehicle passes must be returned to AM.

ANDREW J. GEBARA, Colonel, USAF  
Commander, 2d Bomb Wing

**Attachment 1****GLOSSARY OF REFERENCES & SUPPORT GUIDANCE*****References*****US Air Force Publications.**

AFI 13-204 Volumes 1-3, *Airfield Operations*, 1 September 2010

AFI 13-213, *Airfield Driving*, 1 June 2011

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

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

AFMAN 24-306\_IP/TC 21-305-20, *Manual for Wheeled Vehicle Driver*, 1 July 2009

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 20 July 2007

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

AFI 91-202, *The US Air Force Mishap Program*, 1 August 1998

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

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

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

Air Force Officer Classification Directory (AFOCD), 31 October 2009

**Air Force Global Strike Command Publications.**

AFI 13-204 Volume 2, AFGSCSUP I, *Airfield Operations Standardization and Evaluation*, 20 December 2010

**Barksdale AFB Publications.**

BARKI 11-250, *Flying Operations*, 23 September 2009

2 BW IDP 31-10 Volume 2, *Integrated Defense Plan*, 15 October 2010

**Forms.**

AF IMT 457, *USAF Hazard Report*, 1 September 1973

AF IMT 483, *Certificate of Competency*, 1 February 1985

AF IMT 651, *Hazardous Air Traffic Report (HATR)*, 1 October 1998

AF IMT 847, *Recommendation for Change of Publication*, 22 September 2009

AF IMT 1199, *USAF Restricted Area Badge*, 1 November 1986

AF IMT 1313, *Driver Record*, 1 May 1985

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, 1 February 1987

AF IMT 3616, *Daily Record of Facility Operation*, 2 March 1992

AF IMT 4058, *Airfield Operations Policy Waiver*, 1 May 2001

AFGSC Form 13, *Airfield Driving Training & Certification*, 30 August 2011

AFVA 11-240, *USAF Airport Signs and Markings*, 2 June 2004

AFVA 13-222, *Runway/Controlled Movement Area Procedures*, 30 July 2009

AFVA 31-211, *Installations Warning Signs*, 30 April 1999

DD Form 2861, *Cross Reference*, June 2003

***Abbreviations and Acronyms***

**AAPA**—Alert Aircraft Parking Area

**ADI**—Airfield Driving Instruction

**ADP**—Airfield Driving Program

**AFFSA**—Air Force Flight Standards Agency

**AFGSC**—Air Force Global Strike Command (MAJCOM)

**AFI**—Air Force Instruction

**AFM**—Airfield Manager

**AFMAN**—Air Force Manual

**AFRSAT**—AF Runway Safety Action Team

**AFSC**—Air Force Specialty Code

**AFTC**—Air Force Training Course

**AFVA**—Air Force Visual Aid

**AM**—Airfield Management

**AMOC**—Airfield Management Operations Coordinator

**AMOPS**—Airfield Management Operations Section

**AMOS**—Airfield Management Operations Supervisor

**AOB**—Airfield Operations Board

**AOF/CC**—Airfield Operations Flight Commander

**AOI**—Airfield Operations Instruction

**ATC**—Air Traffic Control

**ATCT**—Air Traffic Control Tower

**BASH**—Bird Aircraft Strike Hazard

**BW**—Bomb Wing

**CBT**—Computer Based Training

**CE**—Civil Engineering

**CMA**—Controlled Movement Area

**CMAV**—Controlled Movement Area Violation  
**COP**—Community of Practice  
**DAFM**—Deputy Airfield Manager  
**DD/DOD**—Department of Defense  
**ECP**—Entry Control Point  
**FAA**—Federal Aviation Administration  
**FOD**—Foreign Object Damage  
**FOUO**—For Official Use Only  
**GMV**—Government Motor Vehicle  
**HAP**—High Accident Potential  
**HATR**—Hazardous Air Traffic Report  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**ILS**—Instrument Landing System  
**INST**—Instrument  
**MAJCOM**—Major Command  
**MAPA**—Mass Aircraft Parking Area  
**MFR**—Memorandum for Record  
**MOCC**—Maintenance Operations Control Center  
**MOPP**—Mission Oriented Protective Posture  
**MPH**—Miles per Hour  
**NAMO**—NCOIC, Airfield Management Operations  
**NAMT**—NCOIC, Airfield Management Training  
**NVD/NVG**—Night Vision Device/Night Vision Goggles  
**OG**—Operations Group  
**OPR**—Office of Primary Responsibility  
**OSS**—Operations Support Squadron  
**PER**—Primary Emergency Responder  
**POV**—Privately Owned Vehicle  
**QAVO**—Qualified Airfield Vehicle Operator  
**RIPWG**—Runway Incursion Prevention Working Group  
**SAV**—Staff Assistance Visit

**SER**—Secondary Emergency Responder

**SFS**—Security Forces Squadron

**TA**—Transient Alert

**TDY**—Temporary Duty

**UADPM**—Unit Airfield Driving Program Manager

**UFC**—Unified Facilities Criteria

**UHF**—Ultra High Frequency

**VCO/VCNCO**—Vehicle Control Officer/Vehicle Control Noncommissioned Officer

**VFR**—Visual Flight Rule

**VHF**—Very High Frequency

**WADPM**—Wing Airfield Driving Program Manager

### *Terms*

**Abandoned Vehicle**— A vehicle that is left on the airfield without a driver and is not defined as an unattended vehicle.

**Acknowledge**— Phraseology; let me know that you have received my message.

**Advise Intentions**— Phraseology; 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 HQ AFGSC/A3BA functional experts used to analyze, report and determine corrective actions required to reduce the number of CMAVs on the airfield. AFRSAT functional experts shall evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

**Aircraft Arresting Gear**- Located on the south end of the runway. A cable used to assist aircraft to stop before overrunning the runway in the event of a braking malfunction.

**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. Instruction establishes local operations, procedures and training standards for driving a vehicle on the airfield. Also referred to as an “ADI”.

**Airfield Facilities**— Facilities on an airfield that includes, but are not limited to, runways, taxiways, parking and servicing areas, ATC facilities, AM, 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 or on the airfield that provides aircrews with flight plan processing and planning services.

**Airfield Manager (AFM)**— Works directly for the AOF/CC and manages AM 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.

**Air Traffic Control Tower (ATCT)**— Controls all vehicle and aircraft movement in the CMA. All vehicles must maintain two-way radio contact with ATCT when operating in or near the CMA.

**Alert Aircraft Parking Apron (AAPA)**— Alert parking north of TWY Alpha, also known as the “Christmas Tree Apron.”

**Arm/De Arm Area**— Located adjacent to TWY A (North Hammerhead) and TWY Delta (South Hammerhead).

**Circle of Safety**— The area within 35 feet in front of or 300 feet behind any aircraft whose engines are in operation or being started. QAVOs must not drive or park in this area.

**Clear**— Phraseology; An 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 (e.g. rental company).

**Controlled Areas**— Areas that are legally defined for 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 BARKI 11-250, *Airfield Operations*, any portion of the airfield requiring aircraft, vehicles, and pedestrians to obtain specific ATCT approval (normally via two-way radio contact with ATCT). The BAFB CMA consists of the runway, overruns, and areas within 100 feet from runway edge. **Note:** This definition is used in lieu of "movement area," as defined in the FAA Pilot Controller Glossary, also referred to as a “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 AFMAN 91-223, paragraph 1.3.1.8, for reportable HATR reporting procedures and paragraph 1.3.1.9 for reportable CMAV events.

**Emergency Response vehicle**— Any vehicle responding to an aircraft in-flight or ground emergency on an airfield, i.e. Ambulance, Fire Department, Security Forces, Airfield Management.

**Entry Control Points (ECP)**— Access points in to a restricted airfield area. FOD checks are conducted at these points and are typically observed by 2 SFS personnel.

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

**Fixed/Mobile Obstacle**— Any vehicle or equipment located on the airfield that will cause a hazard to taxiing aircraft.

**Flightline Road**— The roadway running north and south along the western edge of the airfield. Flightline Road is outside of the restricted area.

**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 Motor Vehicles (GMVs)**— Vehicles that are owned or leased by the US government.

**Hold or Hold Short**— Phraseology; 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.

**Hot Cargo Area**— Used for aircraft to up load/off load hazardous cargo. Primary spot is TWY Echo.

**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**— Phraseology; used by ATC when such action compliance is required to avoid an imminent situation.

**Information Signs**— Yellow sign with black legend, indicating direction, destination, runway exit, clear of a boundary, or other information.

**Instrument (INST) Hold Line (Figure A1.1)**— Two horizontal yellow solid lines perpendicularly connected by pairs of solid yellow lines with “INST” on the runway side of the 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. INST Hold Line is activated when ILS critical areas weather minimums are reached. INST Critical Area Hold Line is located on Taxiway Echo 1.

**Figure A1.1**—Instrument (INST) Hold Line. (Painted in yellow on surface)

**ILS Critical Area**— Area protecting the ILS. Area should be avoided when the weather is less than or equal to 800 ft. ceilings and visibility less than or equal to 2 miles. Vehicles and personnel needing access to the ILS Critical Area during inclement weather must obtained ATCT approval before entering.

**ILS Critical Area Hold Position**— The critical areas North and South Perimeter Road are protected by STOP signs. No equipment or vehicles are authorized beyond these lines or signs without direct authorization from ATCT regardless of current weather conditions.

**Jet Blast**— Force behind an aircraft when the engines are running. To avoid jet blast effects stay outside of 300ft behind any aircraft when engines are running.

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

**Major Command (MAJCOM)**— Refers to HQ AFGSC Airfield Operations (HQ AFGSC/A3BA).

**Mass Aircraft Parking Apron (MAPA)**— Aircraft parking locations west side of the airfield includes Sites 1-21 and parking rows B – DD.

**Mandatory Signs**— Red sign with white legend, indicating mandatory holding positions for runways, INST hold lines, and certain other mandatory instructions to vehicles and aircraft.  
**Negative** - Phraseology; no or permission not granted, or that is not correct.

**Non-GMV**— Non Government Motor Vehicle. These are contractor/vendor company vehicles or rented vehicles by the military for special missions (i.e. Inspector General Teams and TDY personnel). They are authorized to be driven on the airfield by QAVOs. Airfield Management shall issue a placard for non-government vehicles.

**Out**— Phraseology; the conversation is ended and no response is expected.

**Over**— Phraseology; my transmission is ended and I expect a response.

**Overrun**— Area within the CMA that that extends 1000 feet past the runway ends.

**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.

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

**Proceed** - Phraseology; authorization to begin/continue on approved routes.

**Qualified Airfield Vehicle Operators (QAVOs)**— Personnel who have completed all airfield driver training requirements and are authorized to operate vehicles on the airfield.

**Ramp/Apron**— A defined area on the airfield prepared for parking aircraft.

**Read Back**— Phraseology; repeat my message back to me.

**Restricted Area**— An area on the airfield designated for the use by aircraft/equipment requiring security protection level. Area is marked with signs prior to entering. Red lines, either painted on the pavement or suspended cord, shall indicate the boundaries.

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

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

**Runway (VFR) Hold Line (Figure A1.2)**— A designated boundary intended to protect the runway environment. Found at the point where a taxiway and runway intersect.

**Figure A1.2**—Runway (VFR) Hold Line. (Painted in yellow on surface)

**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 ATC system that results in loss of separation.
- 2) **Pilot Deviation (PD)**— The action of a pilot that results in the violation of ATC instructions, AF instructions and/or FAA regulations.
- 3) **Vehicle/Pedestrian Deviation (V/PD)**— Any entry or movement on CMA by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by ATCT.

**Runway Incursion Working Group (RIPWIG)**— Assembly of base agencies that analyzes Runway Incursions and corrective actions.

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

**Sites Road**— The ramp roadway that extends from Site 1 south to the A-10 parking area.

**Special Purpose Vehicle**— A vehicle designed for a special requirement; this includes specially designed items such as aircraft towing tractors, refueling trucks, aircraft rescue and fire fighting response vehicles.

**Stand By**— Phraseology; 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.

**Unattended Vehicle**— Vehicles used on the airfield and temporarily vacated for mission accomplishment.

**Unit**— For the purpose of this Instruction, 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.

**Unit Airfield Driving Program Manager**— Appointed by the Unit Commander to administer the organization's airfield driving program. Individuals coordinate with the Wing Airfield Driving Program Manager on the wing airfield driving program.

**Vehicle Service Road**— Designated route on the airfield used for vehicle traffic only, i.e. Flightline Road.

**Wing Airfield Driving Program Manager**— Maintains wing airfield driving policies and standards. Inspects units with an airfield driving program and develops the airfield driving instruction.

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

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

**Wilco**— Phraseology; I have received your message, understand it, and shall comply with it.

**Attachment 2**

**UNIT ADPM & TRAINER(S) APPOINTMENT LETTER**

MEMORANDUM FOR 2 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 Barksdale Driving Instruction. Both Primary UADPM and Alternate UADPM have the authority to certify personnel are qualified to drive on the airfield and shall ensure completion and tracking of all airfield driver training for unit assigned and TDY personnel.

<b>NAME/Email</b>	<b>OFFICE SYM</b>	<b>DUTY PH</b>	<b>AFTC</b>	<b>483 # _____</b>
-------------------	-------------------	----------------	-------------	--------------------

**PRIMARY:**

MSgt Ann B. Smith Email: Ann.Smith@blank.af.mil	OSAA	456-1234	01 JAN 11	BLK#####
--	------	----------	-----------	----------

**ALTERNATE:**

TSgt John E. Doe Email: John.Doe@blank.af.mil	OSAA	456-1234	01 JAN 11	BLK#####
--	------	----------	-----------	----------

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

<b>NAME/Email</b>	<b>OFFICE SYM</b>	<b>DUTY PH</b>	<b>AFTC</b>	<b>483 # _____</b>
-------------------	-------------------	----------------	-------------	--------------------

TSgt Jane C. Davis Email: Jane.Davis@blank.af.mil	OSAA	456-5678	01 JAN 11	BLK#####
--	------	----------	-----------	----------

SSgt Michael Johnson Email: Michael.Johnson@blank.af.mil	OSAA	456-5678	01 JAN 11	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_IP.			
4.2. AFI 91-203, Chapter 24.			
4.3. AFI 21-101.			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements (if applicable). See AFI 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield driver training requirements.			
7.1. Local Qualification.			
7.2. Refresher Training.			
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. <b>AF IMT 483 CERTIFICATE #</b>	<b>STAMP:</b>		

<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 shall comply with the Barksdale Airfield Driving Instruction (ADI).			
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:

## Attachment 4

## UNIT ADP INSPECTION CHECKLIST

<b>UNIT ADP INSPECTION CHECKLIST</b>			
<b>SECTION I – GENERAL INFORMATION</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
Unit	Office Symbol or Company Name	Date:	
<b>SECTION II – INSPECTION ITEMS</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
	<b>Yes</b>	<b>No</b>	<b>Not 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 (UADPM) Manager.</b>			
2.1. Is the UADPM trained and certified to drive on the airfield?			
2.2. Does the UADPM ensure drivers have a valid civilian driving license and are qualified to operate applicable vehicles?			
2.3. Does the UADPM ensure QAVOs have their color vision tested? Is the AFSC exempt?			

2.4. Does the UADPM 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 UADPM 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 UADPM 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. Unit Airfield Driving Instructors.</b>			
3.1. Are assigned instructors familiar with AFI 13-213 and the Barksdale Airfield Driving Instruction (ADI)?			
3.2. Do assigned instructors have valid:			
3.2.1. Civilian driving license?			
3.2.2. GMV license (if applicable)?			
3.2.3. Barksdale AFB-authorized AF IMT 483 with CMA/Non-CMA stamp?			
3.3. Are assigned instructors familiar with the applicable portions of AFI 24-301, AFI 31-204, AFMAN 24-306, AFI 91-202 and AFI 91-203?			
3.4. Have all assigned instructors been trained by the unit ADPM and listed on Unit/CC-signed appointment letter?			
<b>4. TDY personnel/Non base assigned Contractors.</b>			
4.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid civilian/GMV driving 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.			
4.2. Are TDY personnel being trained on driving requirements IAW the local driving instruction?			
<b>5. Training.</b>			
5.1. Are potential QAVOs receiving classroom training by the ADPM ( <i>as determined</i> )?			
5.2. Are potential QAVOs receiving practical day and night (as applicable) airfield familiarization training?			
5.3. Are potential QAVOs receiving a practical day and night (as applicable) driving test?			
5.4. Does the UADPM 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?			
5.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			
5.6. Are drivers receiving annual refresher training within the established time lines?			
5.7. Does the UADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?			
5.8. Are trainees administered a General Knowledge Test?			
5.9. Are trainees administered a Runway Incursion Prevention Test?			
5.10. Are trainees administered a Communication Test to individuals requiring CMA access?			
5.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
5.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
5.13. Are trainees familiar with runway entry and exit procedures and radio “read back” requirement? (A random interview of unit QAVOs may be conducted.)			
<b>6. Miscellaneous.</b>			
6.1. Is FAA 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
6.2. Is FOD prevention and identification part of the Unit’s Airfield Driving Program?			
6.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
6.4. Is a current airfield diagram in unit assigned vehicles?			
<b>SECTION III – COMMENTS/NOTES</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			

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

## Attachment 5

## AFGSC FORM 13 - AIRFIELD DRIVER TRAINING AND CERTIFICATION

<b>AIRFIELD DRIVER TRAINING &amp; CERTIFICATION</b>					
<b>To:</b> (Wing ADPM)		<b>From:</b> (Unit ADPM)		<b>Duty Phone:</b>	<b>Date:</b>
<b>Section I. Trainee Information</b>					
<b>Name</b> (Last, First, Middle Initial):			<b>Grade/Rank:</b>	<b>AFSC/Job Series:</b>	<b>Duty Phone:</b>
<b>Unit/Company Name:</b>				<b>Driving Record Review Completion Date:</b>	
<b>Area Required</b>	<b>CMA</b> <input type="checkbox"/>	<b>Non/CMA</b> <input type="checkbox"/>	<b>Civilian License #</b>	<b>State of Issue:</b>	<b>Restrictions:</b>
<b>Section II. Color Vision Test</b>					
<b>Grade/Name of person authorized to perform test</b>			<b>Results</b> Pass      Fail	<b>Signature</b>	
<b>Section III. Qualification Training</b>					
<b>Training Requirement</b>	<b>Date Started</b>	<b>Date Completed</b>	<b>Trainee</b>	<b>Trainer</b>	
Color Vision Test.**					
Light Gun Signal Recognition Test.*					
Airfield Driving CBT.					
Airfield Driver Classroom Training.					
Day Airfield Driver Training (Practical).					
Night Airfield Driver Training (Practical).					
General Knowledge Tests – CMA or Non-CMA (written).					
Runway Incursion Prevention Test (written).					
Communications Test.*					
Airfield Diagram/Layout Test.					
Airfield Driving Restrictions:					
<b>Section IV. TDY/Contractor Airfield Driver Training Briefing</b>					
<b>Host Unit</b>	<b>Duration of Visit</b>	<b>Date Started</b>	<b>Date Completed</b>	<b>Trainee</b>	<b>Trainer</b>
<b>Section V. Training Certification</b>					
I CERTIFY THE TRAINEE HAS RECEIVED ALL MANDATORY QUALIFICATION					

TRAINING LISTED ABOVE.		
<b>Name of Trainer</b> (Last, First, MI)	<b>Grade/Rank:</b>	<b>Signature:</b>
<b>Section VI. Trainee Certification</b>		
I CERTIFY THAT I HAVE RECEIVED ALL MANDATORY QUALIFICATION TRAINING LISTED ABOVE AND WILL COMPLY WITH THE LOCAL ADI. I AM FULLY AWARE THAT NO VEHICLE OR PEDESTRIAN SHALL ENTER A CONTROLLED MOVEMENT AREA (CMA) AND/OR RUNWAY WITHOUT APPROVAL FROM THE ATC TOWER. I UNDERSTAND THAT I AM REQUIRED TO MAINTAIN TWO-WAY RADIO COMMUNICATIONS WITH THE TOWER PRIOR TO ENTERING THE RUNWAY OR CMA AREAS.		
<b>Name of Trainee</b> (Last, First, MI)	<b>Grade/Rank:</b>	<b>Signature:</b>
<b>Section VII. Unit Certification</b>		
I CERTIFY THE TRAINEE HAS COMPLETED ALL AIRFIELD DRIVING TRAINING REQUIREMENTS AND IS CERTIFIED TO DRIVE OPERATE A VEHICLE ON THE AIRFIELD.		
<b>Name of Unit Commander (or Designated Representative)</b>	<b>Grade/Rank:</b>	<b>Signature:</b>
<b>Section VIII. Airfield Authorization</b>		
<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Disapproved</b>	<b>AF IMT 483 #</b>	<b>Date:</b>
<b>Airfield Management</b> (Last Name, First Name, MI)	<b>Grade/Rank:</b>	<b>Signature:</b>

AFGSC Form 13

\* Not required for Non CMA training.

## Attachment 6

## AIRFIELD DRIVER QUALIFICATION TRAINING CHECKLIST

AIRFIELD DRIVER QUALIFICATION TRAINING CHECKLIST						
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM)</i>						
Name (Last, First, Middle Initial)		Rank, Civilian Grade or equivalent		Unit/Office Symbol or Company Name		Duty Phone
<b>Area Required:</b>	<b>CMA</b> <input type="checkbox"/>	<b>Non/CMA</b> <input type="checkbox"/>	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>	<b>Not Available (N/A)</b>
<b>Training Subjects</b>						
1. <b>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.						
1.3. Controlled Movement Area Violation (CMAV).						
1.4. Runway Incursion.						
1.5. Taxiway.						
1.6. Ramp/Apron.						
1.6.1. Mass Aircraft Parking Apron (MAPA).						
1.6.2. Alert Aircraft Parking Apron (AAPA).						
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.				
5.1.3. Obstruction Lights.				
5.1.4. Ball Park Lights (Mass Aircraft Parking Ramp).				
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.				
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 (ATCT) 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 configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configurations (e.g. dimensions, location, etc.).				
5.13. Familiarize trainee with the apron/ramp configurations (e.g. dimensions, location, etc.)				
5.14. Familiarize trainee with Controlled Movement Area Boundaries.				
5.15. Familiarize trainee with Congested Areas.				
5.16. Familiarize trainee with Hot Spots (as applicable).				
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.*				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit 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 CMA training requirements and shall comply with the Barksdale 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 CMA training requirements outlined in the Barksdale 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</b> ( <i>as required</i> )			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 7

TDY PERSONNEL/NON BASE-ASSIGNED CONTRACTORS

TRAINING CHECKLIST

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

<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>			
	Date Completed	Trainee's Initials	Trainer's Initials
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 shall comply with the Barksdale 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 the Barksdale 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</b> ( <i>as required</i> )			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:



<b>SECTION III – HOST UNIT CERTIFICATION</b> ( <i>Completed by Host Unit upon arrival</i> )			
<b>HOST UNIT SUPERVISOR</b>			
<p>I have/have not received a comprehensive list of all TDY personnel requesting local Airfield Driving privileges. TDY personnel shall not be authorized driving privileges until local Airfield orientation training has been completed. TDY personnel will not be granted access to the CMA unless they have completed all training and testing requirements outlined in AFI 13-213 and BAFBI 13-213. TDY personnel shall wholly comply with the Barksdale Airfield Driving Instruction (ADI) and are fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas. Personnel with CMA access understand that no vehicle or pedestrian shall enter the runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT). Briefing Completion Date:</p> <p>_____</p>			
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:



<b>SECTION III – CONTRACTING SQUADRON CERTIFICATION</b>			
<b>CONTRACTING SQUADRON SUPERVISOR</b>			
I have/have not received a comprehensive list of all contractor personnel requesting local Airfield Driving privileges. Contractor personnel shall not be authorized driving privileges until AF IMT 483 validation and currency is confirmed by the WADPM or airfield training has been completed. Contractor personnel shall wholly comply with the Barksdale Airfield Driving Instruction (ADI) and are fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas. Personnel with CMA access understand that no vehicle or pedestrian shall enter the 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>WING ADPM or designated representative</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

**Attachment 10**

**POV, CONTRACTOR & GOVERNMENT-LEASED VEHICLE PASS REQUEST LETTER**

MEMORANDUM FOR 2 OSS/OSA

FROM: (Unit Commander Office Symbol or Company/Contractor Representative)

SUBJECT: Request for POV/Government-Leased Vehicle Pass

1. The following individuals request vehicle passes to operate POV or Government-leased vehicles on the Barksdale airfield. Individuals have received local airfield training IAW AFI 13-213 and the Barksdale Driving Instruction.

- a. Last Name, First Name:
- b. Organization/Office Symbol:
- c. Duty Phone:
- d. Operator's License Number/State:
- e. Vehicle Make/Model/Year/Color:
- f. Vehicle License Plate Number/State:
- g. Pass/Permit number:
- h. Area of Operation(s)/Location:
- i. Effective period/dates:
- j. Justification:

2. If you have any questions or concerns regarding this request, please feel free to contact me at DSN XXX-XXXX or Commercial (XXX) XXX-XXXX.

XXXX X. XXXXX, Lt Col, USAF  
Commander/Company/Contractor Rep

**Attachment 11****SUSPENSION/REVOCAION OF AIRFIELD DRIVING PRIVILEGES –****SAMPLE MEMORANDUM FOR RECORD**

MEMORANDUM FOR 2 OSS/OSAA

FROM: (Unit ADPM or CC/Office Symbol)

SUBJECT: Suspension/Revocation of Airfield Driving Privileges

1. IAW AFI 13-213, paragraph 3.2.8 and Barksdale ADI 13-213 paragraph 5.5, suspension/revocation of airfield driving privileges occur when qualified airfield vehicle operator exhibits gross or repeated violation of airfield safety or rules, or an overall demonstrated lack of ability on the part of the vehicle operator.

2. The listed vehicle operator has failed to adhere to airfield driving standards. As such, airfield driving privileges have been suspended/revoked.

- a. Last Name, First Name:
- b. Organization/Office Symbol:
- c. AF IMT 483 Certification Number:
- d. Duty Phone:
- e. Unit Airfield Driving Program Manager:
- f. Date/Time/Location:
- g. Infraction:

3. Member shall complete airfield driving re-training with Unit ADPM. Unit Commander's written recommendation is required, prior to requesting 2 BW/CC reinstate airfield driving privileges.

4. If you have any questions or concerns regarding this request, please feel free to contact the XXXX XXXXXX at XXX-XXXX.

XXXX X. XXXXX, TSgt/Lt Col, USAF  
Unit ADPM/Unit CC



Attachment 12

RECOMMENDATION FOR REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES – SAMPLE MEMORANDUM FOR RECORD

MEMORANDUM FOR 2 BW/CC

FROM: (Unit CC/Office Symbol)

SUBJECT: Recommendation for Reinstatement of Airfield Driving Privileges

- 1. IAW Barksdale ADI 13-213, paragraph 5.5.2, \_\_\_\_\_ has completed airfield driving re-training and has met the requirements to request reinstatement of airfield driving privileges.
- 2. Member has satisfied my requirements for re-training and has received my approval to seek reinstatement of airfield driving privileges.
- 3. If you have any questions or concerns regarding this request, please feel free to contact XXXX XXXX at XXX-XXXX.

XXXX X. XXXXX, Lt Col, USAF  
Commander

1 ind.

MEMORANDUM FOR X XX/CC

FROM: 2 BW/CC

SUBJECT: Reinstatement of Airfield Driving Privileges

- 1. Request for reinstatement of airfield driving privileges is/is not approved.

ANDREW J. GEBARA, Col, USAF  
Commander

## Attachment 13

## COLOR VISION TESTING – AFSC EXEMPTIONS

The following AFSCs are exempt from the color vision testing requirement:

1C1XX	Air Traffic Control
1C3XX	Command Post
1C4XX	Tactical Air Control Party
1C5XX	Aerospace Control and Warning Systems
1C6XX	Space Systems Operations
1C7XX	Airfield Management
1N0XX	Operations Intelligence
1N1XX	Geospatial Intelligence
1P0XX	Aircrew Flight Equipment
1S0XX	Safety
1U0XX	UAS Sensor Operator
1W0XX	Special Operations Weather
2A0XX	Avionics Test Station and Components
2A3X1	A-10, F-15 and U-2 Avionics System
2A3X2	Integrated Avionics System
2A3X3	Tactical Aircraft Maintenance
2A5X1	Aerospace Maintenance
2A5X2	Helicopter/Tilt rotor Maintenance
2A5X3	Integrated Avionics System
2A6X1	Aerospace Propulsion
2A6X2	Aerospace Ground Equipment
2A6X3	Aircrew Ground Equipment
2A6X4	Aircraft Fuels Systems
2A6X5	Aircraft Hydraulics Systems
2A6X6	Aircraft Electrical and Environmental Systems
2A7X2	Nondestructive Testing
2E0X1	Ground Radar Systems
2E1X1	Satellite, Wideband and Telemetry Systems
2E1X2	Airfield Systems
2E1X3	Ground Radio Communications
2E1X4	Visual Imagery and Intrusion Detection Systems
2E2X1	Network Infrastructure Systems
2E6X2	Communications Cable and Antenna Systems
2E6X3	Voice Network Systems
2F0X1	Fuels
2M0X1	Missile and Space Systems Electronic Maintenance
2M0X2	Missile Space Systems Maintenance
2M0X3	Missile and Space Facilities
2P0X1	Precision Measurement Equipment Maintenance
2T1X1	Vehicle Operations
2T3X1	Vehicle and Vehicular Equipment Maintenance

2T3X2	Special Vehicle Maintenance
2W0X1	Munitions Systems
2W1X1	Aircraft Armament Systems
2W2X1	Nuclear Weapons
3D1X2	Cyber Transport Systems
3D1X3	RF Transmissions Systems
3D1X5	Ground Radar Systems
3D1X6	Airfield Systems
3D1X7	Cable and Antenna Systems
3E0X1	Electrical Systems
3E0X2	Electrical Power Production
3E1X1	HVAC
3E2X1	Pavements and Construction Equipment
3E3X1	Structural
3E4X1	Water and Fuels Systems Maintenance
3E4X3	Pest Management
3E5X1	Engineering
3E7X1	Fire Protection
3E8X1	EOD
3E9X1	Emergency Management
3NXXX	Public Affairs
3N0X2	Broadcast Journalist
3N0X3	Graphic Arts
3N0X4	Still Photography
3P0X1	Security Forces
4A2X1	Biomedical Equipment
4B0X1	Bioenvironmental Engineering
4E0X1	Public Health
4N0X1	Aerospace Medical Service
4P0X1	Pharmacy
4T0X1	Medical Laboratory
4T0X3	Histopathology
4Y0X1	Dental Assistant
4Y0X2	Dental Laboratory

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





**Attachment 15**  
**VEHICLE CALL SIGNS**

<b>Unit</b>	<b>Call Sign</b>	<b>Position</b>
2 BW	Deuce 1	2 BW/CC
2 BW	Deuce 2	2 BW/CV
2 OG	Charlie 1	2 OG/CC
2 OG	Charlie 2	2 OG/CD
2 MXG	Delta 1	2 MXG/CC
2 MXG	Delta 2	2 MXG/CD
2 MSG	Atlas 1	2 MSG/CC
2 MSG	Atlas 2	2 MSG/CD
2 MDG	X-Ray	2 MDG/CC
2 CE	CE 1	2 CE/CC
2 CE	CE 2	2 CE/CD
2 OSS	Sheriff	2 OSS/CC
2 OSS	Ops 1	AOF/CC
2 OSS	Ops 2	AOF/DO
2 OG	Foxtrot	Supervisor of Flight
2 OSS	Airfield 1	Airfield Manager
2 OSS	Airfield 2	Deputy Airfield Manager
2 OSS	Airfield 3	NCOIC, Airfield Management Operations
2 OSS	Airfield 4	Airfield Management Operations Staff
2 CE	Airfield Lighting	Exterior Electric Staff
2 CE	HR45	Airfield Sweeper Staff
2 CE	Chief 1	Fire Chief
2 CE	Chief 2	Assistant Fire Chief for Operations
2 CE	Crash 3/4/5	Fire Department Emergency Response Unit
2 CE	Rescue 17	Fire Department Rescue Unit
2 CE	Engine 7/8/9	Fire Department Pumper Unit
2 CE	Ladder 21	Fire Department Ladder Unit
2 CE	Tech 1 - 3, Supply	Fire Inspector
2 CE	Programs 1 - 4	CE Programs Flight

2 CE	Survey 1/2	CE Technical Support
2 CE	Inspector 1/2/5	CE Project Management
2 CE	Logistics 10 - 15	CE Logistics
2 CE	Planning 10/11	CE Planning
2 CE	QA 11 - 14	CE Quality Assurance
2 CE	Electric 10/11	CE Electric Foreman/NCOIC
2 CE	Electric 12/13	CE Electric Lineman
2 CE	Electric 16 - 32	CE Electric Electrician
2 CE	Power 10 - 25	CE Power Production
2 CE	Horizontal 10/11	CE Heavy Repair NCOIC/Assistant NCOIC
2 CE	Horizontal 12 - 46	CE Pavements/Equipment
2 CE	Utilities 10 - 41	CE Water Systems
2 CE	HVAC 10/11	CE HVAC Forman/NCOIC
2 CE	HVAC 13 - 68	CE HVAC
2 CE	Entomology 10/11	CE Entomology
2 CE	Fuels 10 - 16	CE Fuels
2 CE	Asset 1 - 11	CE Environmental
2 CE	EOD	EOD
2 CE	EM 1 - 3	CE Emergency Readiness
2 CE	Papa 1/2	CE Emergency
2 CE	Lima 1 - 4	CE Emergency
2 CE	Tango 1 - 3	CE Emergency
917 CE	EM 15 - 21	917 Emergency
2 SFS	Mike 3	Security Forces, Airfield Perimeter Team
2 AMXS	Transient Alert 1	Transient Alert/Follow-Me Staff
2 AMXS	Transient Alert 2	Transient Alert/Follow-Me Staff
2BW/SE	Safety 1	Wing Safety Staff
2 BW/SEF	Safety 2	Wing Safety Staff
2 BW/SEF	Safety 3	Wing Safety Staff
2 BW/SEW	Safety 4	Wing Safety Staff
2 BW/SEG	Safety 5	Wing Safety Staff
USDA	Red Mist 1	Wing Safety Staff

2 CE	Barrier Maintenance	Barrier Maintenance Staff
2 MUNS	Hotel	Munitions Delivery Unit
2 MUNS	Cowboy	Munitions Delivery Unit
WSA	Mercury 1	Weapons Escort Commander
2 CS	METNAV Maintenance	Meteorological & Navigational Aid Staff
(Any Unit)	Airfield Training 1	Airfield Training Orientation

## Attachment 16

## AIRFIELD SIGNS, MARKINGS AND LIGHTING

The following sign, markings and lightings are commonly applicable to the BAFB airfield. Standards are IAW UFC 3-535-01, *Visual Air Navigation Facilities* and ETL 04-2, *Standard Airfield Pavement Marking Schemes*.

## 1. Signs.

- a. Mandatory Signs. Coloring is Red background with White lettering.



- b. Information Signs. Coloring can be Yellow background with Black lettering or Black background with Yellow lettering.



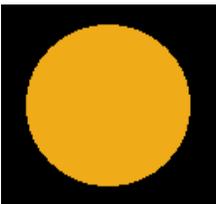
- c. Location Signs. Coloring is Black background with Yellow lettering and border.



- d. Runway Distance Markers. Coloring is Black background with White lettering. Internally lit for nighttime operations.



- e. Arresting Gear Markers. Coloring is Black background with Yellow circle. Internally lit for nighttime operations.



## 2. Markings.

- a. Taxiway markings will be retro-reflective yellow painted markings.
- b. Runway markings will be retro-reflective white painted markings. Exception to rule are runway overrun markings, which will be retro-reflective yellow painted markings.

c. VFR Hold Line Marking. This marking is defined by its double dashed and double solid design and is typically located 100 feet to 250 feet from the near edge of the runway.



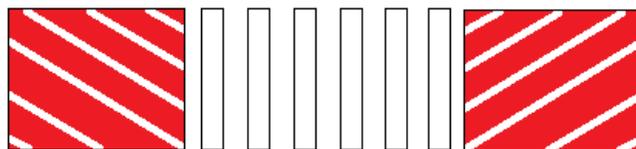
d. Instrument/ILS Hold Line Marking. This marking is defined by a distinct “ladder” design, with the letters “INST” positioned on the side closest to the runway. This marking is positioned to prevent QAVOs from entering the Glide Slope Critical Area and interfering with an activated instrument landing system.



e. Restricted Marking. This marking is red in color and is designed to protect a restricted area of the airfield. Personnel must have an authorized restricted area badges (AF IMT 1199) in their position prior to entering a restricted area through a defined entry control point.



f. Entry Control Point Markings. This marking defines an entry control point into a restricted area on an airfield. Personnel must have an authorized restricted area badges (AF IMT 1199) in their position prior to entering a restricted area.



g. Driving Lane Markings. Driving lanes are marked with retro-reflective white paint and are designed to appear as a typical roadway.



3. Lighting.

a. Taxiway edge lights. These lights define the lateral limits and direction of a taxiing route (Taxiway).



b. Runway edge lights. These lights define the lateral and longitudinal limits of the runway surface. These lights provide visual guidance during takeoff and landing operations at night and under low visibility conditions.



c. Runway edge light with split yellow/amber. These lights are identical to runway edge lights, except that the light is half white and half yellow/amber. This light is designed as a visual, cautionary tool to inform aircrews that only 2000 feet of the instrument runway remains. The yellow/amber portion of the light will be facing the approach end of the runway, with the white light facing the departure end of the runway.



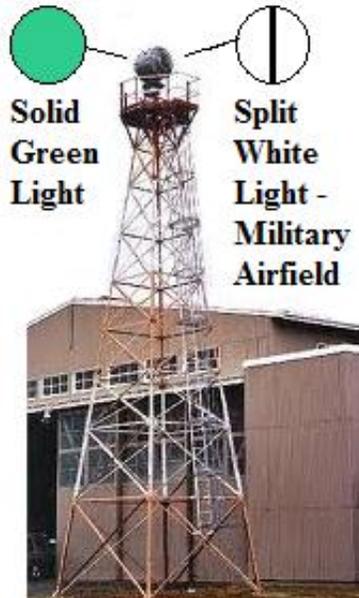
d. Obstruction lights. These red lights are used to define the vertical and horizontal limits of natural or manmade objects which are considered a hazard to air navigation. White lights may also be used on structures less than 200 feet tall with MAJCOM approval; however, these lights shall not be located in clear zones or near the immediate vicinity of the runway(s).



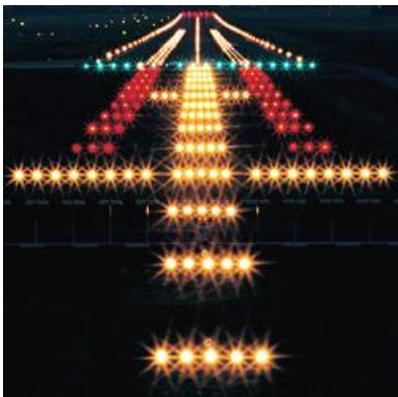
e. Construction lights. These lights are placed on construction barricades to provide visual aid of the construction area. These lights will be yellow/amber or red in color and will flash at a rate of 55 to 160 flashes per minute.



f. Rotating beacon. This lighting system rotates 360 degrees and consists of a single-peaked green light and a double-peaked white light. The purpose of this lighting system is to help pilots identify the airfield. For example, a double-peaked white light represents a military airfield, where a single-peaked white light represents a civil airfield.



g. Approach lights. This complex, multi-colored lighting system provides visual guidance during landing operations at night and under low visibility conditions.



h. Ballpark light. These white lights are used to illuminate large areas, such as a parking apron.

