

**BY ORDER OF THE COMMANDER  
BEALE AIR FORCE BASE**

**BEALE AIR FORCE BASE INSTRUCTION  
13-101**



**5 DECEMBER 2013**

**Operations**

**AIRFIELD DRIVING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, AFI 13-213, *Airfield Driving*, AFJMAN 24-306, *Manual For the Wheeled Vehicle Driver*, and AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*. Procedures established in this instruction apply to personnel assigned to the 9th Reconnaissance Wing, other units assigned to Beale Air Force Base (BAFB), and personnel who transit BAFB in a temporary duty (TDY) status. This directive is required in accordance with AFI 13-213, *Airfield Driving* and establishes responsibilities, procedures and airfield certification and training requirements for the safe control of vehicles and pedestrians on the BAFB airfield. This instruction requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and maintain records prescribed in this instruction is Title 10, United States Code, Section 8013. Privacy Act System of Records Notice F035 AFPC applies. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), 9 OSS/OSAA, using the AF Form 847, *Recommendation for Change of Publication*. Route AF Form 847 from the field through the appropriate functional chain-of-command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. This instruction outlines responsibilities of base agencies; updates requirements for vehicle operation on the

airfield and Controlled Movement Area (CMA) locations; clarifies driving on the airfield with chains and blackout conditions and reporting procedures for runway (RWY) incursions and violations; updates testing criteria and setup for the continuity binder; revises training for TDY personnel and personal vehicles operating on the airfield; and updates vehicular call signs. Updates airfield diagram (Attachment 2 and 3), temporary POV request memorandum (Attachment 5), permanent POV request memorandum (Attachment 6), unit airfield driving program manager and trainer(s) appointment letter (Attachment 7) , unit ADPM training checklist

**(Attachment 8)** , unit airfield driver program self inspection checklist (Attachment 9), airfield driving training documentation and certification checklist (Attachment 10), airfield driving qualification training checklist (Attachment 11), TDY personnel/non-base assigned contractors training checklist (Attachment 12), radio phraseology (Attachment 13), vehicular call signs (Attachment 14), airfield driving suspension/revocation example letter (Attachment 15), reinstatement of airfield driving privileges example letter (Attachment 16), and reinstatement of airfield driving privileges for individuals with suspended base driving privileges example letter (Attachment 17).

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## Chapter 1

### AIRFIELD DRIVING PROGRAM RESPONSIBILITIES

**1.1. Concept.** Airfield Management (9 OSS/OSAA) is responsible for the BAFB Airfield Driving Training Program (ADTP).

1.1.1. Airfield Management trains and certifies Unit Airfield Driving Program Managers (ADPMs). The Unit ADPMs are responsible for training and certifying unit personnel who have a requirement to drive on Beale's airfield. All base assigned personnel who operate a vehicle on the airfield must complete all training and testing requirements. Holding a particular Air Force Specialty Code or career field training (i.e. operating vehicles or aircraft) is not a substitute for completion of airfield driving training and testing requirement.

### **1.2. Responsibilities.**

1.2.1. Wing Commander (9 RW/CC).

1.2.1.1. Designate personnel and agencies to support BAFB Airfield Driving Program (ADP).

1.2.1.2. Reinstate airfield driving privileges for individuals whose civilian and/or base driving privileges have been suspended/revoked when required for the individual to perform mission essential duties. The Unit ADPM must provide a copy of the Wing Commander's written notice of reinstatement (see [Attachment 17](#)) and coordinate additional requirements with the Deputy Airfield Manager (DAFM). See AFI 31-204, *Air Force Motor Vehicle Traffic Supervision* for additional information. Authority must not be delegated.

1.2.1.3. May waive suspended/revoked airfield driving privileges for individuals who have had privileges suspended/revoked due to an airfield driving violation or Controlled Movement Area Violations (CMAV) when required to perform mission essential duties. The Unit ADPM must provide a copy of the Wing Commander's written notice of reinstatement (see [Attachment 17](#)) and coordinate additional requirements with the Deputy Airfield Manager (DAFM). Authority must not be delegated.

1.2.1.4. Request an AF Runway Safety Action Team (AFRSAT) if there are recurring problems with CMAV.

1.2.1.5. Review runway incursion incidents and corrective actions taken.

1.2.2. Operations Group Commander (9 OG/CC).

1.2.2.1. Review CMAVs and corrective actions taken.

1.2.2.2. Implement and chair a Runway Incursion Prevention Working Group (RIPWG) if there are three or more runway incursions in a six month period. The RIPWG must convene within 30 days after the third runway incursion. The RIPWG will include 9 OSS/CC, AOF/CC, Airfield Manager (AFM), Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or unit ADPMs.

1.2.2.3. Analyze each runway incursion and corrective actions taken.

### 1.2.3. Unit Commanders.

1.2.3.1. Appoint a primary and alternate Unit ADPM in writing, (normally the Vehicle Control Officer/NCO) see Attachment 7. ADPMs must be a minimum grade of SSgt 7-level or above (or civilian equivalent) unless manning constraints prohibit, then the most qualified SSgt 5-level available. Explanation of reduced requirement must be explained in appointment letter.

1.2.3.2. Ensure training is conducted for all personnel who drive on the airfield and certify qualified personnel by endorsing Section VII of the Airfield Driving Training Documentation and Certification Checklist (**Attachment 10**). This authority may be delegated to the ADPM. If delegated, include on the ADPM appointment letter.

1.2.3.3. Limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission. Further limit personnel authorized to enter the CMA and runway.

1.2.3.4. Upon suspension/revocation of a unit member's civilian driver's license or base driving privileges; suspend/revoke the member's airfield driving authorization and notifies, in writing, the DAFM and Unit ADPM. Request for reinstatement must be processed according to paragraph 4.3.5.

### 1.2.4. Deputy Airfield Manager, DAFM (9 OSS/OSAA).

1.2.4.1. As the OPR for the Airfield Driving Training Program (ADTP) and BAFBI 13-101, the DAFM acts as the Wing ADPM and approves requests to operate government and privately owned vehicles (POVs) on the airfield.

1.2.4.2. Train Unit ADPMs on airfield driving requirements and provide information and supplemental training material as necessary to train personnel operating vehicles on the airfield (**Attachment 8**).

1.2.4.3. Conduct random spot checks for enforcement and compliance with this instruction. At a minimum, a spot check will include a check of the driver's AF IMT 483, *Certificate of Competency* for accuracy/currency, the availability/currency of AF Visual Aids (e.g., AFVA 11-240, Airports Signs and Markings, AFVA 13-221, Control Tower Light Signals, AFVA 13-222, Runway/Controlled Movement Area Procedures), a working flashlight, Foreign Object Debris (FOD) container, and the availability/currency of the local airfield diagram. If vehicle operators are not complying with airfield driving procedures, report the discrepancies to the AFM, Airfield Operations Flight commander (AOF/CC), OSS/CC, individual's unit commander, and ADPM for action. Collect the driver's name, AF IMT 483 number, office symbol, phone number, and the name of the individual's Unit ADPM. Note: If an individual is driving a vehicle on the airfield without having an AF IMT 483 in his/her possession, escort the driver off the airfield and notify the DAFM. Complete Beale Form 26, Airfield Driving Violation. Report and document results of spot checks (unit/office symbol) in the "status of airfield" section of the Airfield Operations Board (AOB).

1.2.4.4. Monitor Unit ADPM programs for effectiveness and at least annually (every 12 months) inspect all unit programs using Attachment 9, Unit Airfield Driving Program

Self Inspection Checklist. Inspection will focus on program integrity, compliance and support. Brief “status of airfield driving” results at the quarterly AOB.

1.2.4.5. Develop procedures for issuing personnel temporary/permanent POV passes.

1.2.4.6. Issue AF IMT 483 granting airfield driving privileges to personnel.

1.2.4.7. Develop procedures for reporting, enforcing, and violation consequences of this instruction. Develop procedures for revoking AF IMT 483 and recertification.

1.2.4.8. Brief all CMAV and runway incursions at the quarterly AOB. Briefing should be a detailed description (what, when, where, and how, type of vehicle/aircraft involved and action(s) taken to prevent re-occurrence).

1.2.4.9. Notify 9 OSS/CC, Wing Safety (9 RW/SE), and HQ ACC/A3AO of all CMAVs and runway incursions within 24 hours.

1.2.4.10. Establish contractor routes to and from work areas on the airfield.

1.2.4.11. Schedule semi-annual meetings with Unit ADPMs.

1.2.4.12. Utilize the ADPM mass email distribution list to educate, inform, and update personnel on runway closures, opening, and construction activity on the airfield. Other approaches such as the base paper, commander’s access television channel, e-mail advisories, unit briefings may also be used.

1.2.4.13. Participate in RIPWGs:

#### 1.2.5. Unit ADPM.

1.2.5.1. Must be trained and certified to drive on the airfield by the current ADPM or designated representative. Replacement ADPM will be trained by the current ADPM at least 30 days prior to relinquishing duties. Conduct ADPM training using the Unit ADPM Training Checklist ([Attachment 8](#)).

1.2.5.2. Administer Unit ADTP IAW this instruction and AFI 13-213 to include control tower light gun signal recognition training, classroom instruction, practical airfield driving orientation for day and night, phraseology test (CMA authorized drivers only), runway incursion prevention test, general knowledge test, and an airfield diagram/layout test. Individuals not receiving night orientation/training check rides will have their AF IMT 483’s restricted to daylight operations only.

1.2.5.3. Review ADTP database at least monthly. Ensure all personnel complete required training and verify these personnel still have a need to drive on the airfield. Personnel who do not complete all training within 90 days will be removed from the system and be retrained.

1.2.5.4. Notify the unit commander and Wing ADPM in writing after revoking/suspending airfield driving certification of unit personnel who violate the provisions of this instruction or who have lost their on- or off- base driving privileges.

1.2.5.5. Ensure squadron/unit personnel have a valid state driver’s license for special purpose vehicles and are qualified to operate the type of vehicle being driven on the airfield.

1.2.5.6. Determine the level of access (Ramp only, CMA access, etc.) individuals require for their unit's mission. This will be annotated on AF IMT 483 as a restriction.

1.2.5.7. Provide annual refresher training for assigned unit personnel. Annual refresher training for airfield driving will be documented on the Airfield Driving Training Documentation and Certification Checklist (**Attachment 10**) Section III. It is the unit ADPMs responsibility to ensure all training is complete and the AF IMT 483 is updated with refresher date.

1.2.5.8. Maintain an Airfield Driving Program Continuity Binder (see para 5.7.)

1.2.5.9. Maintain airfield driving training records, associated forms, and listing of unit personnel authorized to drive on the airfield.

1.2.5.9.1. As a minimum, the list of airfield drivers will include the individual's full name, rank, unit, office symbol, AF IMT 483 certificate number, restrictions (e.g., Daytime or Ramp Only) and date refresher training is due.

1.2.5.9.2. Update the listing of all unit personnel authorized to drive on the airfield at least quarterly and forward an informational copy to the Wing ADPM.

1.2.5.10. Ensure unit drivers bring completed Airfield Driving Training Documentation and Certification checklist and Airfield Driving Computer Base Training (CBT) certificate to Airfield Management Operations (AMOPS) for driver license issuance and endorsement.

1.2.5.11. Participate in RIPWGs.

#### **1.2.6. Security Forces Squadron (9 SFS).**

1.2.6.1. Monitor airfield security operations and report violations of this directive.

1.2.6.2. Ensure unauthorized vehicles are prohibited from operating on the airfield and inform AM of violations.

1.2.6.3. Detain all operators of unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notify AM.

1.2.6.4. Provide assistance when requested by AM or the Air Traffic Control Tower (ATCT) apprehending airfield driving violators and remove unauthorized persons from the airfield.

1.2.6.5. Comply with all procedures outlined for entry into the CMA.

1.2.6.6. Participate in RIPWGs.

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

#### **1.2.7. Air Traffic Control Tower (9 OSS/OSAT).**

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

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

1.2.7.3. Report any vehicle radio problem areas or visual blind spots to AM.

1.2.7.4. Report any CMAVs to Airfield Operations IAW Chapter 3 of this instruction.

1.2.7.5. Participate in RIPWGs.

**1.2.8. Wing Safety (9 RW/SE).**

1.2.8.1. Monitor safety aspects of this instruction and airfield activities.

1.2.8.2. Coordinate on this instruction and/or operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield.

1.2.8.3. Coordinate on lesson plans and airfield driving tests.

1.2.8.4. Coordinate on local directives that establish flight line traffic flow patterns and parking plans.

1.2.8.5. Conduct investigations pertaining to airfield driving incidents (Hazardous Air Traffic Reports, runway incursions, etc.). Submit findings to the AFM for review and briefing at the AOB.

1.2.8.6. Participate in RIPWGs.

1.2.8.7. Review CMA violations for trends.

**1.2.9. Medical Group (9 MDG).** Provide color vision testing for individuals (see para 3.4.).

**1.2.10. Civil Engineering (9 CES).**

1.2.10.1. Coordinate with sponsoring agencies and the AFM to establish contractor driving or hauling routes to and from the airfield.

1.2.10.2. Ensure contracts for activities within the airfield environment contain a requirement for airfield safety and airfield driving training before starting work.

1.2.10.3. Ensure all temporary contractors working on the airfield are escorted by an airfield driving-qualified escort or are trained/briefed on local airfield driving procedures before operating any vehicles or equipment on the airfield. Temporary contractor vehicles must obtain a POV pass (see Chapter 7). 9 CES project manager must pre-coordinate all work on the airfield with AMOPS. AFM or DAFM will clarify the level of training required for contractors and coordinate issuance of POV passes.

## Chapter 2

### VEHICLE PROCEDURES AND STANDARDS

#### 2.1. Airfield Vehicle Operations.

2.1.1. All drivers operating vehicles on the airfield must have a current AF IMT 483, 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*), working flashlight, FOD container, and a current local airfield diagram. Visual aids must be displayed prominently in plain view of the driver or or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

2.1.2. Vehicle operators must have a current state driver's license and AF IMT 483 signed by the Wing ADPM or designated representative.

2.1.3. Contractors working more than one day on the airfield will be trained by their sponsoring unit ADPM.

2.1.4. Contractors working one day (i.e. contract flight reps) are briefed and certified by AM.

2.1.5. Responsibility for operation of a vehicle on the airfield rests with the operator. The vehicle operator is responsible for ensuring occupants have seat belts fastened when the vehicle is in motion.

2.1.6. Vehicles authorized on the airfield must enter at designated Entry Control Points (ECP), unless otherwise coordinated with the 9 SFS (see [Attachment 2](#) for ECP locations).

2.1.7. Vehicle operators on a DoD installation and operators of government owned vehicles will not use cell phones unless the vehicle is safely parked or using a wireless/hands free device while on the airfield. The wearing of other portable headphones, earphones, or other listening devices (except for hands free cellular devices) while operating a motor vehicle is prohibited.

2.1.8. Anyone observing a safety violation (i.e., seatbelt unfastened, speeding, etc.) should immediately correct the violation and report the incident to the offender's supervisor, Security Forces, appropriate unit ADPM, AFM or AMOPS.

**2.2. Vehicle Traffic Control Devices/Lights for Crossing Active Runways/Taxiways.** There are no traffic lights controlling vehicular movement on the CMA for crossing runways/taxiways.

**2.3. Vehicle Speed Limits.** No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing traffic, pavement and weather conditions. Maximum speed limits are as follows:

2.3.1. Runways - There are no speed limits on the runway. However, vehicles on the runway will travel at speeds safe and prudent for conditions.

2.3.2. Taxiways A-F - **35 MPH** during the day: **25 MPH** from sunset to sunrise. **15 MPH** when visibility is less than 1000 feet.

2.3.3. Aircraft parking ramps, aprons, or taxilanes for general-purpose vehicles (sedans, vans, station wagons, buses, etc.) - **15 MPH**.

2.3.4. Special-purpose vehicles (tugs, tractors, refueling and stair trucks, etc.) - **10 MPH.**

2.3.5. Vehicles operating within 25 feet of an aircraft - **5 MPH.**

2.3.6. Access Roads/driving lanes - **15 MPH.**

2.3.7. Speed limits and rules for towing aircraft, equipment, and trailers:

2.3.7.1. Tow vehicle speed limit is **5 MPH** when towing aircraft.

2.3.7.2. The maximum towing speed for Aerospace Ground Equipment (AGE) such as compressors, ground power units, oxygen carts, and similar equipment is **15 MPH.** General purpose vehicles will not be used to tow this equipment unless properly equipped with hitches designed for that purpose. Pintle hook safety or cotter pins will be used during all towing operations. Safety chains are not required to tow AGE. Towing allowances (number/type of AGE) will be IAW AFI 91-203.

2.3.7.3. Do not use ropes, chains, cables or other flexible means of towing ground servicing equipment.

2.3.7.4. AGE towing vehicles may be placed in neutral and left running while the driver completes hook-up operations. This facilitates movement of the AGE towing vehicle by hand to align the pintle and hook. Drivers must shut off the vehicle, set the parking brake, and place the vehicle in park or reverse if the AGE will not be towed immediately following hook-up.

2.3.8. Exceptions to speed limits listed above: U-2 Mobile operations primary responders and emergency responders (fire department, ambulance, security forces, etc.) responding to real world emergencies may exceed speed limits. Driver must exercise extreme caution and light bar must be illuminated.

#### **2.4. Procedures for Operating a Vehicle in the Vicinity of Aircraft.**

2.4.1. Except For U-2/RQ-4 Mobile (pilot operated) vehicles, no vehicle will be left unattended or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft when engines are in operation. **NOTE:** An aircraft's anti-collision lights will be flashing when engines are operating.

2.4.2. When operating a vehicle within 25 feet of an aircraft, the driver's side of the vehicle must be toward the aircraft.

2.4.3. Do not drive vehicles within 10 feet of a parked aircraft unless the vehicle is required for ground servicing. Use of a spotter and pre-positioned chocks are required within 10 feet of an aircraft. The delivery of parts, tools or parking near aircraft for convenience does not qualify as ground servicing. Refer to AFJMAN 24-306, Chapter 25 and applicable technical orders.

2.4.4. Under no circumstance will a vehicle stop in front of or drive into the path of a moving aircraft with exception of "follow-me" vehicles. No vehicles will be driven between an aircraft and the "follow-me" vehicle. Mobile vehicles are exempt from this requirement when performing "follow-me" functions.

2.4.5. Vehicles transporting distinguished visitors may approach aircraft with the passenger side facing the aircraft, but not closer than 25 feet from the nearest point of the aircraft.

## **2.5. Parking and Chocking Requirements.**

2.5.1. Extreme caution must be used during reverse operations around aircraft. Vehicles reversing up to an aircraft must have chocks in position and a spotter or marshalling assistance during the entire maneuver.

2.5.2. Vehicles will park in a manner to eliminate the possibility of striking an aircraft, if vehicle inadvertently rolls backward or forward. Vehicles will park as such to restrict reverse operations near aircraft. Servicing vehicles (i.e., Fleet Service, fuel truck, etc., due to design or particular operation) are required to park perpendicular to the aircraft, therefore are exempt.

2.5.3. The driver will perform the following steps when exiting the vehicle:

2.5.3.1. Turn off the ignition, set the brakes, place a manual transmission in reverse or an automatic transmission in park, and leave the keys in the ignition.

2.5.3.2. Use chocks to secure all vehicles and wheeled equipment without an integral braking system when left unattended on aircraft-parking ramps.

2.5.4. Aircraft must be chocked and engines shut down on the appropriate side before stair trucks/boarding ramps are positioned.

2.5.5. Vehicles parked within 10 feet of any aircraft will have one rear wheel chocked fore and aft with parking brake applied. Chocks will be used to secure all vehicles and wheeled equipment without an integral braking system.

2.5.6. Never drive a vehicle under any aircraft part, especially the wings.

2.5.7. Never park a vehicle in front of hangar doors unless vehicle is involved in servicing of aircraft. Keep this area clear for aircraft towing operations and maintain 25 foot minimum wing-tip clearances.

2.5.8. Do not drive vehicles within 10 feet (circle of safety) of a parked aircraft, except when the aircraft is being serviced, loaded, or unloaded.

## **2.6. Lateral Distance Requirements for Fixed and Mobile Obstacles.**

2.6.1. All vehicles operating in/or around the airfield are considered mobile obstacles. Maintenance vehicles and emergency vehicles operating on ramps/aprons and in the CMA have special separation standards and are not addressed in this section. Other vehicles operating on an airfield must comply with the following:

2.6.2. The lateral clearance distance from taxiway centerline to parked or moving vehicles is 200 feet. When operating off the edges of a taxiway no vehicle will be parked and left unattended within 200 feet of the taxiway centerline. No fixed obstacle will be located closer than 200 feet from the centerline of any taxiway without an approved waiver.

2.6.3. The lateral clearance distance from the edge of all ramps and aprons to a mobile obstacle is 50 feet. When operating off the edges of a ramp or apron do not park or operate a vehicle within 50 feet of a moving aircraft. To ensure separation from any aircraft in the Air Force inventory, vehicles should park a minimum of 125 feet from edge of pavement.

2.6.4. The lateral clearance distance from the runway centerline is 1000 feet. When operating within this area, do not park and leave a vehicle unattended.

2.6.5. Vehicles utilizing the driving lanes on taxiway H, B and nose dock area need to give way to taxiing aircraft and ensure 25 foot wingtip clearance is established.

## **2.7. FOD Control/Prevention.**

2.7.1. Vehicles must come to a complete stop before entering the airfield. The vehicle operator will put the vehicle in park, exit the vehicle and perform a thorough roll-over FOD check before proceeding onto the airfield. At a minimum, a FOD check will consist of the following:

2.7.1.1. Inspection of the vehicle tires (pull forward to check tire in contact with pavement). Remove foreign materials (e.g., rocks, gravel, etc.). If driving on unimproved surfaces is required, conduct a FOD check upon exit of these areas or returning to paved surfaces.

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

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

2.7.2. Vehicles, with exception of emergency vehicles responding to emergencies, will not enter the ramp from an unpaved area.

2.7.3. Vehicle operators who must drive off the paved surface must complete a vehicle roll-over FOD check before returning to the paved surface. The vehicle returning to the paved surface must pull onto and stop at the extreme edge of the paved surface until all four wheels are on the pavement. Perform a FOD check removing all rocks, dirt, etc., to include but not limited to tires, undercarriage and/or wheel wells.

2.7.4. Exit the airfield via the shortest authorized route. If FOD was significant, immediately report the area and route taken to exit the airfield to AMOPS via radio or DSN: 368-2002. AMOPS will inspect the area for FOD and contact a sweeper if necessary.

## **2.8. Restricted Visibility or Night Operations.**

2.8.1. If visibility is less than 100 feet, POVs and airfield vehicles (except emergency vehicles) will not be operated on the airfield.

2.8.2. Vehicle operators will yield right of way to all taxiing or towed aircraft.

2.8.3. During night operations, vehicles facing a taxiing aircraft must turn off vehicle headlights and turn on hazard lights until the aircraft passes.

2.8.4. Vehicles with daytime running lights will park in a safe location with ignition off, parking brake set and emergency flashers on until the aircraft passes.

2.8.5. Flashing hazard lights or parking lights will be used during the hours of darkness or inclement weather when vehicles are temporarily parked on any part of the ramp. This does not apply if vehicles are parked in designated areas.

2.8.6. Instrument Flight Rules (IFR) Hold line: When operating during the conditions listed below, vehicle drivers will hold short of the instrument hold line located on taxiways leading

to runways. The area is indicated by an Instrument Hold line sign and a Hold line painted on the pavement (two parallel lines separated by a series of vertical lines which resembles a ladder); see section 3.5.

2.8.6.1. Vertically guided approach, reported ceiling below 250'.

2.8.6.2. Visibility is less than  $\frac{3}{4}$  statute mile (or RVR below 4000ft).

2.8.6.3. When conditions are less than a reported ceiling of 800 feet or 2 miles visibility.

2.8.6.4. When directed by ATCT.

## **2.9. Restriction for Operating Motorcycles, Mopeds, Scooters, Bicycles and Other Vehicles.**

2.9.1. Privately owned bicycles, mopeds, motorcycles, three-wheeled vehicles and motor homes are not authorized on the CMA.

2.9.2. Government owned bicycles and four-wheelers used in the course of official government business may only operate on the ramp, excluding taxiways and runways, provided all safety requirements are met (i.e., reflectors worn, helmet, etc.).

2.9.3. Government owned electric or gas powered golf carts are authorized on the ramps, but not on the CMA. Operators of these vehicles must be certified to drive on the airfield.

**2.10. Unique Unit Requirements/Operations and Local Restrictions.** No driving across or turning vehicles on DV red carpet located in front of Bld 1060, airfield side. No aircraft is to be parked or towed on the asphalt (blacktop) areas of the airfield.

**2.11. Procedures for use of Perimeter, In-field and/or Other Airfield Routes.** Vehicle traffic lane (access road) is considered part of the airfield. Normal vehicular traffic on the ramp will use the access road to maximum extent possible. Construction areas are closed areas and identified by barricades and lights.

**2.12. Limit Vehicle Traffic Crossing Runways.** Runway crossings will be limited to the absolute minimum and only for mission essential duties. The preferred runway crossing point is the departure end. The runway will not be used as a throughway for convenience to get from one side of the airfield to another.

## **2.13. Emergency Vehicle Operations.**

2.13.1. Emergency vehicles responding to an emergency will request ATCT approval before entering the CMA. The speed used on the runways and taxiways must be consistent with conditions and equipment being operated.

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

2.13.3. Emergency response vehicle lights (red or blue) will not be operated while on the airfield unless required for emergency response duties. Exception: Vehicles operating within the CMA/runway may use these lights.

**2.14. Procedures for Vehicles Equipped with Supplemental Traction Devices.** Vehicles equipped with studded tires or chains are not authorized on the airfield due to the potential for FOD and pavement damage.

**2.15. Procedures for Driving During Blackout Conditions.** Driving with Night Vision Devices (NVD) is not authorized on the airfield.

**2.16. Airfield Driving Restriction Codes.** BAFB has three restrictions which may be placed on an individual's airfield driver's license.

2.16.1. CMA Access

2.16.2. Daylight Authorized Only

2.16.3. Ramp Authorized Only

**2.17. In-ground Fuel Pits.** Vehicles will not drive over in-ground fuel pit covers located on aircraft parking spots.

**2.18. Jet Blast Areas.** When aircraft are taxiing or about to taxi with engines running, the vehicle operator will remain at least 200 feet from the rear of the aircraft to avoid jet blast. All aircraft parking spots have the potential of having jet blast due to the size of aircraft parked there.

**2.19. Towing Operations.**

2.19.1. Towing speed for all aircraft and two or more maintenance stands is 5 MPH. Towing speed for one maintenance stand is 10 MPH.

2.19.2. Do not tow more than two units of any type in tandem.

2.19.3. Safety or cotter pins will be used to secure pintle hooks and trailer hooks.

**2.20. Aerospace Ground Equipment (AGE) Operations.** AGE will be placed in a safe storage location when not in use. AGE not in use will be removed from the airfield. AGE will be placed on the airfield no earlier or later than three hours of the aircraft arrival or departure.

**2.21. Air Traffic Control Tower and/or Vehicle Radio Problem Areas and Visual Blind Spots.** ATCT does not maintain radio contact with vehicles on the ramp. Visual blind spots exist at the nose docks, transient ramp and west of U-2 shelters G-U, area west of 1055-1058, and on Taxiway A. There are no radio blind spots.

**2.22. Enter/Exit Airfield Gates.** Procedures for airfield entry are outlined in 9 OSS OI 31-101, Chapter 3.

**2.23. Smoking Areas.**

2.23.1. Smoking is prohibited in all government owned or leased vehicles.

2.23.2. Smoking is prohibited within 50 feet of an aircraft.

2.23.3. Designated smoking areas are available for use around airfield facilities.

2.23.4. Smoking is prohibited in the CMA.

**2.24. Hazards (Hot Spots) Around the Airfield (this list is not all-inclusive).**

2.24.1. Aircraft towed/taxiing out of parking spots.

2.24.2. Taxiway A is not visible from the ATCT.

- 2.24.3. Taxiway A and B. High-speed U-2 Mobile traffic when runway 15 is in use.
- 2.24.4. Taxiway B: Taxiway contains a runway hold line and an instrument hold line.
- 2.24.5. Taxiway B: T-38 aircraft entering from both taxiway F and the north apron.
- 2.24.6. Taxiway E: Taxiway contains a runway hold line and an instrument hold line.
- 2.24.7. Taxiway E: High-speed U-2 Mobile traffic when runway 33 is in use.
- 2.24.8. Taxiway B and E: Possible arming/de-arming activity; be vigilant for ground crew hand signals.
- 2.24.9. Taxiway E: Primary parking area for aircraft with “hot” (unsecured) guns, hung ordnance, or hot brakes.
- 2.24.10. Taxiway F: In the vicinity of taxiways C and D, the slope of the taxiway limits visibility in both directions.
- 2.24.11. Frequent U-2 and high speed Mobile traffic “over the hill” at taxiway C, D and K intersections.

**2.25. Precision Obstacle Free Zone (POFZ).** BAFB runway has two precision obstacle free zones requiring protection from possible signal interference caused by aircraft and vehicles operating between the localizer/glide slope antennas and an arriving aircraft conducting an Instrument Landing System (ILS) approach. The dimensions are 800 feet (400 feet on each side of the runway centerline) and extend 200 feet from the end of the runway. These protected areas are the Localizer and Glide Slope Critical Areas located at the departure and approach ends of Runways 15 and 33, respectively. Aircraft and vehicles are prohibited from operating in these areas when the reported ceiling is less than 800 feet or the visibility is less than two miles and an aircraft is on an ILS approach. ILS instrument hold signs and taxiway instrument hold lines protect these areas. Approval must be obtained from the ATCT prior to entering these areas.

**2.26. Intrusion/Incursion Prevention.**

- 2.26.1. The ATCT has ultimate authority over all traffic entering the CMA and will issue, by radio and/or light signals, specific instructions which approve, disapprove and/or recall the movement of aircraft, vehicles, equipment or personnel within the movement area. Each entry requires an approval and every exit requires a reporting off.
- 2.26.2. Vehicles will use the access road and adjacent taxiways whenever possible instead of crossing the runway. Only in extreme circumstances will a vehicle operator cross an active runway and then only after approval of ATCT.

**2.27. Taxiways.**

- 2.27.1. Used by aircraft to get to and from the parking ramp/apron and the runway. **Attachments 2 and 3** depict various taxiway signs and markings seen on an airport environment
- 2.27.2. Ground vehicle operators will not drive on the taxiway centerline unless specifically checking the pavement condition, checking for FOD, sweeping the taxiway, or towing aircraft. Normally, the only vehicles that drive on the centerline are AMOPS vehicles (Airfield 1, Airfield 2 or Airfield 3), Follow-Me vehicles, the Airfield Sweeper (Sweeper 1), FOD NCO (FOD 1, FOD 2), U-2 Mobile (Aircraft call sign follow by mobile, i.e. Pinon 92

MOBILE or 92 MOBILE), and RQ-4 HAWKEYE. RQ-4 HAWKEYE operates in a manner similar to U-2 mobiles.

2.27.3. Ground vehicle operators will drive on the far-right side of a taxiway. Extra care will be taken not to damage the raised taxiway lights.

## **2.28. Passengers and Cargo in Vehicles.**

2.28.1. Personnel will not ride on trailers or any part of a vehicle not intended for carrying passengers. Exceptions to this may be authorized in base exercise plans.

2.28.2. Passengers will remain seated and keep arms and legs within the vehicle while the vehicle is in motion.

2.28.3. All passengers will wear seat belts at all times while the vehicle is in motion(TO 36A-1-6 ).

2.28.4. Passengers will not ride in the doorways or sit on the engine cover of metro vans (also called step vans). Rear door nets will be used while passengers are transported if doors are open.

2.28.5. Passenger van side doors will be closed while the vehicle is in motion.

2.28.6. Passengers are prohibited from riding on towed equipment.

2.28.7. Passengers will not mount or dismount vehicles while the vehicle is in motion.

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

## **2.29. Disabled Vehicles.**

2.29.1. When a vehicle is disabled or immobilized on a taxiway, every means will be used to alert taxiing aircraft in the vicinity. As a minimum, the ground vehicle operator will:

2.29.2. Leave the vehicle parking lights or emergency flashers on during hours of darkness.

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

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

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

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

2.29.6.1. The vehicle operator will ensure the disabled vehicle is not left unattended on the CMA.

2.29.6.2. The disabled vehicle will be removed using the quickest and safest way possible.

### **2.30. Pedestrian Movement.**

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

2.30.2. Walk facing oncoming traffic.

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

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

### **2.31. Unmanned Aircraft Systems Operations.**

2.31.1. The RQ-4 mission initiates with maintenance towing the aircraft to a launch spot (mission start point). Limitations in the aircraft design preclude starting and taxiing from any location other than the surveyed launch spots. Engine start commences usually one hour before takeoff. The pilot, RQ-4 Mobile (call sign —Hawkeye), and the crew performing the engine start will monitor ground frequency during engine start operations.

2.31.2. There are two designated RQ-4 start points; Global Hawk South (GH-S) on the Hawk Ramp and Global Hawk Hammerhead (GH-HH) on the north hammerhead adjacent Taxiway Bravo.

2.31.3. Hawkeye Operations.

2.31.3.1. Departures: When Runway 15 is active, Hawkeye shall use Taxiway B for staging run-ins to the runway. When Runway 33 is active, Hawkeye shall use Taxiway E for staging run-ins to the runway.

2.31.3.2. Arrivals: Hawkeye will be staged on Taxiway Charlie for Runway 15 or Taxiway Delta for Runway 33 a minimum 15 minutes prior to arrival and will monitor the approach and landing from there (i.e., RQ-4 ground track, bird activity, traffic, etc). Hawkeye is automatically cleared onto the runway behind the RQ-4 when the aircraft crosses in front of Taxiway Charlie for Runway 15 or Taxiway Delta for Runway 33.

## Chapter 3

### OPERATING IN THE CONTROLLED MOVEMENT AREA

#### 3.1. CMA Access.

3.1.1. Any vehicle requiring access to the CMA will be equipped with operational radio equipment capable of direct two-way contact with the ATCT. Drivers must receive radio approval from the ATCT prior to proceeding into the CMA. Drivers must monitor the ATCT frequency at all times while operating in the CMA. Vehicles operating in the CMA on a daily basis must have a permanent radio mounted in the vehicle to communicate with the ATCT. A hand-held radio will only be used as a backup or when communication is required outside the vehicle. **Note:** Conduct an operational test of the radio before entering the airfield.

3.1.2. Any vehicle proceeding onto the CMA will be equipped with rotating beacon or emergency flashers that are visible for one mile. The use of those lights helps to highlight the vehicle's location to the ATCT.

3.1.3. In the event of radio failure or loss of communication on the runway, ATCT will flash the runway edge lights. Once alerted, the vehicle operator will immediately exit the runway. Re-attempt contact with ATCT or AMOPS immediately and advise off the runway and include any pertinent information that might affect safe runway operations. If unable to communicate with ATCT or AMOPS via radio, use other means of communication such as a cellular phone (when available). If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the ATCT and start flashing the vehicle headlights and wait for the controller to signal with the light gun. Report loss of communication incident to AMOPS immediately.

3.1.4. If ATCT controller is unable to contact vehicles, they will contact AMOPS for immediate assistance.

3.1.5. When escorting other vehicles, use the word "plus" followed by the number of vehicles being escorted. **Note:** Personnel requiring access in the CMA who do not have two-way radio contact with the ATCT must be escorted. The escort must be authorized to drive on the airfield, have "CMA ACCESS" annotated on the AF IMT 483, be familiar with CMA procedures, and have direct two-way radio contact with AND approval from the ATCT prior to entering the CMA.

#### 3.2. Procedures for Proper Radio Terminology/Phraseology and Discipline.

3.2.1. The phrase "**Clear**" or "**Clearance**" will not be used by personnel operating vehicles on the airfield. Instead, state "off the runway" or "requesting access/entry onto the runway" when contacting the ATCT for permission on/off the runway. **Exception:** Vehicle operators may reply "Loud and Clear" in response to an ATCT request for radio transmission quality or clarity.

3.2.2. Vehicles operating on the airfield are assigned call signs. Vehicle call signs must be approved by AM to ensure call signs are not duplicated ([Attachment 14](#)).

3.2.3. Correct use of radio phraseology is extremely important. Vehicle operators will be in radio contact with the ATCT while operating in the CMA. Everyone must communicate in the same manner to avoid confusion. Correct and incorrect radio usage is described below:

3.2.3.1. *Incorrect* language includes “10” codes, phrases like “10-4” and “Good Buddy” are not used on airports; plain language is required. Instead of “10-4” say, “I copy” or “I understand.” Using unapproved terminology is confusing and unprofessional. Avoid using personal names such as “Kathy, or Smith”; there are too many people with the same or similar names. Use the phonetic alphabet in [Attachment 13](#).

3.2.3.2. *Correct* language is short, direct, precise and descriptive, leaving no room for confusion or error. Always read back ATC instructions verbatim.

**Figure 3.1. Example Runway Access Request**

AIRFIELD 3 says: “*Ground, Airfield Three.*” (This call establishes initial contact with the ATCT).

ATCT: “*Airfield Three, Ground.*” (This is ATCT’s initial reply to Airfield 3).

AIRFIELD 3: “*Ground, Airfield Three on taxiway Bravo, request access/entry onto the runway via taxiway Bravo.*” (Request to proceed. Always include location and destination).

ATCT: “*Airfield Three, proceed onto runway one five at taxiway Bravo, report when off.*” (ATCT gives instructions based on traffic request).

AIRFIELD 3: “*Airfield Three, proceeding onto runway one five at taxiway Bravo. Will report when off.*” (Always read back instruction verbatim before taking any action and allow time for correction if misinterpreted).

**Figure 3.2. Example Controlled Movement Area Exit Request**

AIRFIELD 3: “*Ground, Airfield Three.*” (This is the initial call to the ATCT).

ATCT: “*Airfield Three, Ground.*” (This is the ATCT’s initial reply to Airfield 3).

AIRFIELD 3: “*Ground, Airfield Three is off the runway at taxiway Echo.*”

ATCT: “*Airfield Three, roger, hold short of the runway.*”

AIRFIELD 3: “*Ground, Airfield Three will hold short of the runway.*” (Always read back instructions verbatim).

3.2.3.3. ATCT may instruct you to “**Hold Short**” of the runway. This guidance means to stop upon reaching the VFR hold line and do not proceed beyond the VFR hold line or any other location ATCT tells you to “hold short” of. ATCT will advise when it is safe to proceed. If there is a question about what to do, repeat your request or ask the ATCT to “**Say again**”.

3.2.3.4. Vehicle operators/pedestrians, upon leaving the CMA, will notify the ATCT of the location at which they exited (e.g. “Ground, Airfield 3 is off the runway at taxiway echo.”).

3.2.3.5. When the ATCT requests vehicles/pedestrians to exit the runway/movement area, all vehicles will depart immediately to an area behind the runway hold lines.

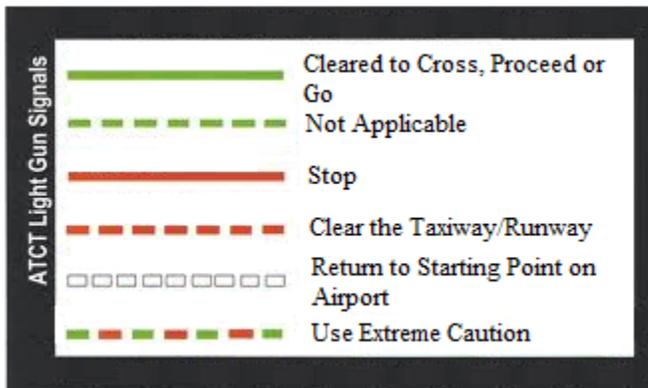
3.2.3.6. Two-way radio communication is the primary way to communicate with the ATCT and is critical to flight safety. Ensure all ATCT instructions are heard and understood. If there is any doubt, ask for clarification. The ATCT will not issue or use unconditional instructions (i.e. blanket approval) when authorizing vehicles to enter the runway.

### 3.3. Control Tower Light Gun Signal.

3.3.1. Drivers must abide by the ATCT’s light gun signals. Decals depicting light-gun signals and their meanings are required in all vehicles operating on the CMA. Decals (AFVA 11-240, *Airports Signs and Markings*, or FAA Form 5280-7, *Airfield Visual Aid Safety Placard*.) are available from AMOPS, Building 1060. These decals also may be downloaded from <http://www.af.mil/shared/media/epubs/AFVA13-221.pdf>.

3.3.2. Light Gun Signals are as follows:

**Figure 3.3. ATCT Light Gun Signals.**



3.3.3. The decal may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver’s side of the vehicle, so it may be flipped down and ready for reference.

3.3.4. All airfield vehicle operators will know and comply with all airfield signs, markings and ATCT signals.

### 3.4. Procedures for Determining an Individual’s Color Vision.

3.4.1. Personnel training for driving on the CMA must have a color vision test completed by the 9 MDG Optometry Flight.

3.4.2. Prospective airfield drivers must be able to distinguish between colors: red, green, white, yellow and blue.

3.4.3. Personnel who fail the color vision test may be issued an airfield certificate restricting vehicle operation to “Ramp only” and **will not** be authorized to operate a vehicle on the CMA.

3.4.4. **EXCEPTION TO TESTING.** Personnel who do not have a requirement to drive on the CMA and will have the restriction “Ramp only” do not need a color vision test. Career fields requiring a color vision test before entry (i.e. fire fighters, flying positions, maintenance, etc.) do not need to retest. Refer to the Officer and Enlisted Classification Directory for AFSCs that have a mandatory requirement for normal color vision in their AFSC. Previous test results must indicate the member is able to distinguish red, green, white, yellow and blue. The individual must provide official documentation of results from the appropriate Medical Group to the program manager for verification

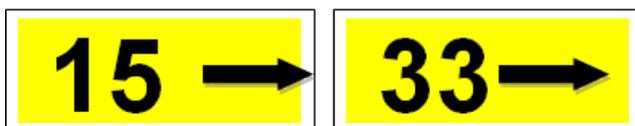
3.4.5. For civilian employees, a color vision test will be listed as a requirement for employment. The color vision exam will be accomplished in the pre-employment exam. If the member fails the color vision test, he/she will be referred to optometry to determine the level of deficiency.

**3.5. Airfield Signs, Markings, and Lighting.** Signs, markings, and lighting are standard and meet all criteria required by the Air Force and Federal Aviation Administration (FAA). Mandatory signs/markings/lighting are used to denote the entrance to a runway or critical area, and must not be passed unless permission is granted by the ATCT. Information/location signs are used to provide airfield information and identify the taxiway on which the aircraft or vehicle is located. Standard runway lights are white, and taxiway lights are blue. Examples of Airfield Signs, Markings and Lighting are as follows:

**Figure 3.4. Mandatory Signs**



**Figure 3. 5. Informational Signs**



**Figure 3.6. Instrument Holdline.**



**Figure 3.7. VFR Holdline**



**Figure 3.8. Runway Lights.**



**Figure 3.9. Taxiway Light**



## Chapter 4

### REPORTING, ENFORCING, AND VIOLATION CONSEQUENCE

#### 4.1. Runway Incursions/Controlled Movement Area Violations (CMAV)

4.1.1. A CMAV event is an airfield violation caused by aircraft, vehicles or pedestrians entering the CMA without specific ATCT approval. This definition also includes runway incursions. A runway incursion is a CMAV event that involves the incorrect presence of an aircraft, vehicle or person on the runway. CMAVs are further classified into three operational categories, which are operational error, pilot deviation, and vehicle/pedestrian. CMAVs are usually caused by failing to follow proper radio communications procedures, typically due to complacency, distraction or inattention to detail.

4.1.2. The ATCT will immediately notify AMOPS of all CMAVs. AMOPS will respond and escort the individual(s) to AMOPS to obtain a written statement. The individual's AF IMT 483 must be surrendered to AMOPS and airfield driving privileges will be revoked until an investigation and retraining/certification are complete. If appropriate, the ATCT and/or AMOPS will complete an AF Form 457, *USAF Hazard Report* or AF Form 651, *Hazardous Air Traffic Report*, and provide a copy to AMOPS. AM will notify MAJCOM OPR for AO within 24 hours of a CMAV/HATR incident.

4.1.3. AMOPS will investigate the violation and report findings to the AFM. The AFM will then determine a course of action. If a driver's privileges are suspended, the individual will retrain on the standards contained in this instruction. A second runway incursion could result in permanent revocation of airfield driving privileges. The Wing ADPM and Wing Safety must inspect the unit airfield driving program of personnel that commit a runway incursion as part of the investigation. Emphasis will be placed on how the unit trained the individual and their compliance with this instruction. The results will be reported to the unit commander.

**4.2. Airfield Violations.** Personnel witnessing violations should immediately notify AMOPS at DSN: 368-2002, Comm: 530-634-2002, and give a brief description and location of the violation. AMOPS will respond and/or may request security forces assistance through the Base Defense Operations Center (BDOC) at DSN: 368-2131 or Comm: 530-634-2131 to escort the individual(s) to AMOPS. Depending on the severity of the violation, AMOPS personnel may revoke the individual's AF IMT 483 and have the violator provide a description of the incident. All paperwork concerning the violation will be submitted to the AFM for further investigation.

#### 4.3. AF IMT 483 Suspensions/Revocations/Reinstatements.

4.3.1. Gross or repeated violations of safety or airfield driving rules, or an overall demonstrated lack of ability on the part of the ground vehicle operator will result in a suspension or revocation of airfield driving privileges. Common reasons for suspension include speeding, reckless driving, misuse/abuse of the vehicle, physical/mental impairment, display of poor judgment or behavior, and unsafe acts or behavior. Verbal warnings may be given by anyone witnessing a violation. NOTE: All revoked certificates require a written letter from the unit commander requesting reinstatement.

4.3.1.1. Unit commanders, ADPMs, Security Forces, and AMOPS personnel are authorized to suspend airfield driving privileges of those violating the provisions of this instruction or performing unsafe acts on the airfield.

4.3.2. Suspension. Any supervisor in the driver's chain of command may also suspend a driver's certificate. Written notification stating the reason for the suspension will be sent to the offender's unit commander and unit ADPM with a courtesy copy sent to the wing safety office, wing ADPM, and 9th Operations Support Squadron commander (see [Attachment 17](#)). For example, failure to complete training (or if there is no documentation of annual training) is cause for competency card suspension. Airfield driving privileges will resume after refresher training is completed and the suspension time has elapsed.

4.3.3. Revocation. AF IMT 483 may be revoked by the Unit ADPM, AFM, or designated representative. All revocations will be reported to the offender's unit commander, unit ADPM, and wing ADPM. Once revoked, another certificate of competency will not be reissued without the approval of the AFM and a reinstatement letter signed by the violator's unit commander.

4.3.4. Serious infractions/violations of this instruction will normally carry the following penalties.

4.3.4.1. CMA violations and runway incursions:

4.3.4.1.1. First violation. 30 days revocation.

4.3.4.1.2. Second violation. 60 days revocation.

4.3.4.2. Other violations (impeding an aircraft, speeding, failure to give-way to an aircraft, etc)

4.3.4.2.1. First violation. determination made by AFM, not to exceed 30 days.

4.3.4.2.2. Second violation. 30 days revocation.

4.3.4.3. For CMA/runway incursions that have an adverse impact on flight operations (arrivals, departures, etc.), an AF IMT 651, *Hazardous Air Traffic Report* will be filed.

4.3.4.4. For CMA/runway incursions that do not have an adverse impact on flight operations, an AF IMT 457, *USAF Hazard Report* will be filed.

4.3.4.5. The AFM will assign all runway incursions an operational category (Operational Error, Pilot Deviation, and Vehicle/Pedestrian). The AFM or designated representative shall take immediate actions to correct the problem or apply interim control measures.

4.3.4.6. Runway incursions and CMAV events shall be briefed at the AOB with a description of each incident and action taken to prevent a reoccurrence. The AFM shall maintain a copy of the AF IMT 651s/457s.

4.3.5. Reinstatement Procedures.

4.3.5.1. Unit commanders and ADPMs will ensure individuals complete the following prior to seeking reinstatement of airfield driving privileges.

4.3.5.1.1. Receive refresher training on safe and correct ground vehicle operations on the airfield. Refresher training will be documented, signed by the unit/squadron

commander or designated representative, and forwarded to the AFM for approval/disapproval (see [Attachment 16](#)).

4.3.5.1.2. Retest on the provisions of this instruction and AFMAN 24-306, Chapter 25.

4.3.5.2. **After refresher training is completed, and a reinstatement letter is signed by the unit commander,** the AFM or designated representative will return the suspended AF IMT 483, or if revoked issue a new AF IMT 483. 4.3.5.3. The Wing Commander may waive suspended/revoked airfield driving privileges for individuals who have had privileges suspended/revoked due to an airfield driving violation or CMAV when required to perform mission essential duties. The Unit ADPM must provide a copy of the Wing Commander's written notice of reinstatement (see [Attachment 17](#)) and coordinate additional requirements with the Deputy Airfield Manager (DAFM). Authority must not be delegated.

Chapter 5

TRAINING

5.1. Procedures for Obtaining an Airfield Driving, Certificate Of Competency (AF IMT 483).

5.1.1. General personnel driving on the airfield must receive training, briefing, or an escort prior to entry to the airfield. Sponsoring agency will provide an airfield qualified escort. AM does not provide airfield escorts for personnel requiring access to the airfield. Owning/using agency must maintain positive control of all contractors working on or near the airfield.

5.1.2. Operators must possess a valid state driver’s license and a current AF IMT 483 signed by AMOPS personnel to operate a vehicle on the airfield.

Figure 5.1. AF IMT 483, 19850201, V2.

<b>CERTIFICATE OF COMPETENCY</b>		CERTIFICATE NO.
NAME (Last, First, Middle Initial)		DATE
COMMAND	INSTALLATION	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF		
TYPED NAME, TITLE AND ORGN	SIGNATURE	

AF IMT 483, 19850201, V2

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER

AF IMT 483, 19850201, V2 (REVERSE)

5.1.3. The individual must have training for the specific equipment they operate, be thoroughly familiar with equipment operating directives, and demonstrate a need to operate a vehicle on the airfield.

5.1.4. Airfield Management (9 OSS/OSAA) is the only agency authorized to issue AF IMT 483 on BAFB. TDY personnel and contractors must comply with the requirements listed in [Attachment 12](#) of this instruction.

5.2. Training Criteria.

5.2.1. Unit ADPMs will have their personnel complete all training requirements listed on the Airfield Driving Training Documentation and Certification checklist ([Attachment 10](#)). Unit ADPMs or designated trainers will certify personnel as training is completed.

5.2.2. Training consists of the following.

5.2.2.1. Review of this instruction, 9 OSS OI 31-101, AFI 13-213, AFJMAN 24-306, Chapter 25 and AFI91-203

5.2.2.2. Light Gun Signals: Light gun signal training will consist of the trainer reviewing a power point presentation describing all light gun signals. The trainer may take the trainee on the airfield and request ATCT via radio to conduct a light-gun test. Trainee will identify the colors

and explain each meaning to the trainer.

5.2.2.3. Practical day and night (as applicable) airfield familiarization training, to include showing the trainee runway hold line locations, taxiway access, ECP locations, entry/exit procedures and taxiway designations must be completed. Use the Airfield Driving Training Documentation and Certification checklist to document completion of training. **Note:** Practical driving experience consists of the trainee operating a motor vehicle on the airfield under the supervision of a licensed instructor. Vehicle operators performing on-the-job training for airfield duties will not operate a vehicle within 50 feet of an aircraft.

5.2.2.4. Completion of the Airfield Driving Computer Based Training (CBT), developed by HQ ACC/DORO. The CBT can be found on the ADLS web site, . Once completed, ensure the unit ADPM receives a copy of the certificate. 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.

5.2.2.5. Classroom instruction provided by Unit ADPM: Unit ADPM will conduct classroom instruction covering all required training items listed on the Airfield Driving Qualification Training Checklist (**Attachment 11**), and will utilize the Beale AFB Airfield Driving Slideshow to assist with training.

5.2.2.6. Document trainer certification, trainee acknowledgement, and unit certification completion (in Sections V, VI, VII) on the Airfield Driving Training Documentation and Certification checklist (**Attachment 10**). Initial and date each box off as the trainee completes each task. The trainer/certifier will ensure all training is completed and check the boxes accordingly. Unit ADPM will check the applicable restriction (i.e. Ramp Only, CMA Access, or Daylight Hours Only) in section VII prior to signing the checklist.

### 5.3. Testing Requirements.

5.3.1. Unit General Knowledge Test: Trainees will be required to take a unit test administered by the Unit ADPM on general knowledge. Test will be at least 10 questions with a minimum passing score of 80%, (corrected to 100%). Use Airfield Driving Training Documentation and Certification Checklist (**Attachment 10**) to document completion of test.

5.3.2. The Unit ADPM will administer a runway incursion prevention test of at least five questions administered by the Unit ADPM, with a minimum passing score of 100%.

5.3.3. Airfield Diagram/Layout Test: The airfield diagram/layout test, administered by the Unit ADPM, must include runways, taxiways, aprons, perimeter road, airfield access points, and VFR and IFR hold lines. Individuals must achieve a minimum passing score of 100%. Use the Airfield Driving Training Documentation and Certification Checklist (**Attachment 10**) to document completion of test(s).

5.3.4. Communication Test (required for access onto the CMA) must be at least five questions administered by the Unit ADPM, with a minimum passing score of 100%. Use Airfield Driving Training Documentation and Certification Checklist (**Attachment 10**) to document completion of test.

5.3.5. Administer color vision testing if required. See paragraph 3.4. of this instruction.

5.3.6. Wing General Knowledge Test: Test is administered by AMOPS. Trainees will take a 30 question closed book test. A score of 80% or higher is required to pass the written test. **Note:** All base assigned personnel (e.g. military, DoD Civilian, Contractor, etc.) required to operate a vehicle on the airfield must pass all required test(s) prior to issuance of an AF IMT 483. Use the Airfield Driving Training Documentation and Certification Checklist (Attachment 10) to document completion of training. The airfield driving tests are developed by the Wing ADPM and approved by Wing Safety.

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

5.3.7.1. Drive the vehicle during the check ride.

5.3.7.2. Demonstrate the ability to operate a vehicle in all areas required for the duty position and/or work areas.

5.3.7.3. Identify the location of runways and the CMA.

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

5.3.7.5. Use the Airfield Driving Training Documentation and Certification Checklist (**Attachment 10**) to document test results.

5.3.8. Test Failure. An individual who fails the General Knowledge test(s) will be given at least 24 hours to review and retake the test. Second failures will be required to review all training items (including this instruction) and will retake the test after 48 hours. Any individual who fails more than twice must be retrained. Any individual who fails the communication test, Airfield Diagram/Layout Test, and/or Runway Incursion Test must be retrained immediately, and will be given 24 hours to review and retake test.

#### **5.4. Annual Refresher Training Requirements.**

5.4.1. Annual refresher training requirements are required IAW AFI 13-213, *Airfield Driving*, Chapter 2.

5.4.2. Annual refresher training consists of reviewing this instruction, 9 OSS OI 31-101, and BAFBI 11-250, completion of the USAF Airfield Driving CBT, and a Runway Incursion Prevention test administered by the Unit ADPM.

5.4.3. The Unit ADPM ensures all refresher training is complete and ensures the Airfield Driving CBT was successfully completed for each driver. After all training and testing is complete the driver will bring the completed Training Documentation and Certification checklist (Sections III, V, VI, and VII needs to be completed) to AMOPS for endorsement.

5.4.4. The Wing ADPM or Unit ADPM may add more requirements for specialized or additional unit training at any time; the requirements listed here are the minimum training requirements. If the unit ADPM chooses to incorporate specialized questions for their unit, the additional questions must be reviewed and approved by the Wing ADPM.

5.4.5. Airfield Driving privileges are suspended for individuals who do not complete annual refresher training no later than the first day of the month after the refresher training is due. Note: Personnel unable to complete refresher training (e.g. deployed, TDY, etc.) must complete upon return prior to driving on the airfield. 9 SFS, 9 AMXS, and 9 CES personnel

returning from deployment over 30 days must receive refresher training prior to operating on the airfield.

## 5.5. AF IMT 483 Processing Procedures.

5.5.1. Only the unit commander or the Unit ADPM is authorized to sign the Airfield Driving Training Documentation and Certification checklist. Authority for signing AF IMT 483s must not be delegated outside Airfield Management.

5.5.2. ADPMs must ensure requests for AF IMT 483 include the following:

5.5.2.1. Completed *Airfield Driving Training Documentation and Certification* checklist.

5.5.2.2. AF Airfield Driving CBT certificate.

5.5.3. There may be a 24 hour issuance time depending on the number of AF IMTs 483 turned in for processing.

5.5.4. AMOPS will assign a certificate number and annotate "CMA ACCESS", "DAYLIGHT ONLY" or "RAMP ONLY." "CMA ACCESS" printed on the AF IMT 483 authorizes personnel to enter the CMA. Absence of this statement denotes the airfield driver is not authorized access to the CMA and is only allowed to drive on the taxiways and ramps with the annotation of "RAMP ONLY".

5.5.5. Individuals who permanent change of station (PCS), separate, or retire must turn in their AF IMT 483 to Unit ADPM to ensure the unit list is current.

5.5.6. Individuals who permanent change of assignment (PCA) must turn in their AF IMT 483 to losing Unit ADPM.

5.5.7. Individuals who lose their AF IMT 483 can get a new one issued by hand-carrying the original *Airfield Driving Training Documentation and Certification* to AMOPS. AMOPS will verify training and testing documentation and issue a new AF IMT 483 with original issuance date.

## 5.6. Quality Control.

5.6.1. The Wing ADPM monitors the unit ADPMs training program for effectiveness and conducts daily spot checks ensuring compliance with airfield driving procedures and proper documentation (current AF IMT 483, airfield diagram, Signs and Markings visual aid, Movement Area Procedures, flash light, and Light Gun Signals).

5.6.1.1. Report spot check violations to the AFM, AOF/CC, OSS/CC, individual's Unit Commander, and ADPM.

5.6.1.2. Wing ADPM reports and documents results of spot checks in the "status of airfield driving" section of AOB with offending unit and office symbol.

5.6.1.3. AMOPS monitors radios for proper radio terminology/phraseology and discipline.

5.6.2. Wing ADPM conducts annual quality evaluations on each unit's Airfield Driving Program. **Attachment 9** is the Self Inspection checklist used to evaluate unit's airfield driving programs. Inspection results will be briefed at the quarterly AOB. Each unit's

ADPM will conduct a self-inspection before the Wing inspection and will also accomplish a second self-inspection at least annually IAW AFI 13-213, Chapter 2.

**5.7. Airfield Driving Program Manager (ADPM) Continuity Binder.**

5.7.1. The ADPM continuity binder or electronic equivalent must include the following tabs:

5.7.1.1. TAB A. Unit ADPM appointment letter(s).

5.7.1.2. TAB B. BAFBI 13-101, *Airfield Driving*, and 9 OSS OI 31-101, *Controlled Area Procedures - Airfield Operations*.

5.7.1.3. TAB C. Annual Program Inspection Results.

5.7.1.4. TAB D. Unit ADPM Training Documentation.

5.7.1.5. TAB E. Current list of unit assigned airfield drivers.

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

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

5.7.1.8. TAB H. Airfield Violations/Corrective actions.

5.7.1.9. TAB I. References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 20 and AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, Chapter 24., AFI 21-101, Aircraft and Equipment Maintenance Management, etc.) Note: References may be a paper or electronic copy.

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

**5.8. Contents of Training Materials on Base Local Area Network (LAN).** All materials needed for this instruction can be found on the Airfield Driving SharePoint web site, [https://beale.eim.acc.af.mil/9rw/ops\\_grp/OSS/OSAA/AD/default.aspx](https://beale.eim.acc.af.mil/9rw/ops_grp/OSS/OSAA/AD/default.aspx).

## Chapter 6

### TDY AND CONTRACTOR PERSONNEL

**6.1. Non-base Assigned Contractor/TDY Military Personnel.** Those requiring airfield driving authorization must complete [Attachment 12](#) through the sponsoring unit's ADPM.

6.1.1. TDY personnel from other bases will be trained by the gaining unit's ADPM using [Attachment 10](#). AMOPS will issue a new AF IMT 483 for BAFB after training or the home station AF IMT 483 may be used. If using a home station AF IMT 483, AMOPS will annotate training on the reverse side of the form. Exception: The Wing ADPM or sponsoring Unit ADPM may provide a local briefing/training when TDY personnel's route does not require access on or across the CMA.

6.1.2. TDY personnel/non-base assigned contractors will not be granted access to the CMA unless they have completed all training and testing requirements outlined in this instruction.

6.1.3. If a sponsoring unit ADPM accomplishes the local training/briefing, forward an information copy to the Wing ADPM. Airfield Management will provide local training/briefing to transient aircrews that require airfield driving privileges when their temporary duty is less than 30 days.

6.1.3.1. The Wing ADPM or designated representative will issue a temporary AF IMT 483 with the restriction "*Ramp Access Only*" and expiration date.

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

## Chapter 7

### PRIVATELY OWNED VEHICLE (POV) AIRFIELD PASSES

#### 7.1. Procedures for Issuing, Maintaining, Disposition and Securing POV Vehicle Passes.

7.1.1. POVs on the airfield are highly discouraged and are restricted to an absolute minimum. POVs are not authorized in the CMA.

7.1.2. Personnel requesting airfield POV passes must be certified to drive on the airfield and have an AF IMT 483. See Unit ADPMs or DAFM for training. The AFM, DAFM, or designated AM representatives are responsible for issuing vehicle passes. Authority will not be delegated outside of AM.

7.1.3. Numbered passes are used to control and readily identify authorized POVs on the airfield. Government vehicles, government leased, or rental vehicles do not require a POV pass.

7.1.4. POV passes have a unique number assigned to a specific vehicle and may not be used on any other vehicle. If the POV is sold or transferred to another individual, the vehicle pass must be returned to AM. The responsibility for security and safekeeping of the pass lies with the holder. NOTE: Deployed/Transient/TDY Personnel. GOVs will be used to the maximum extent possible. Use of POVs and rental vehicles on the airfield for deployed unit missions, inspection teams, etc., may be authorized by the DAFM or designated representative on a case-by-case basis.

7.1.5. Contractors approved to operate POVs on the airfield will be issued an airfield temporary POV pass that must be visible at all times. Passes will be placed on the dash of the vehicle only for the period the vehicle is on the airfield. It will be removed upon departure from the airfield.

7.1.6. In the interest of both personnel and aircraft safety, contractor vehicles authorized to operate on the airfield will be kept to a minimum.

7.1.7. Passes are the responsibility of the persons to whom they were issued. Passes will not be transferred to other individuals without coordination/approval of Airfield Management.

#### 7.2. Permanently Issued POV Vehicle Passes.

7.2.1. Personnel whose duties require a permanent vehicle pass will complete the Permanent POV Pass Request Memorandum in [Attachment 6](#). This letter will be signed by the unit commander. When completed, forward letter to the DAFM. The DAFM will review the request to ensure it meets AF guidance.

7.2.2. If approved, the DAFM will issue a permanent POV vehicle pass to the requestor. Permanent POV vehicle passes will be signed for and are only valid for the current calendar year, and must be re-validated annually in January. If the request is disapproved, the DAFM will notify the requestor.

7.2.3. Permanent POV vehicle passes are controlled items.

7.2.4. The Wing ADPM will provide a list of all permanently issued POV vehicle passes with the following information to the 9 SFS Installation Security Section: rank/name, unit,

duty phone, make/model, color, and license plate number of the vehicle the POV vehicle pass will be used for. This list will be updated anytime a change is made to the listing.

### **7.3. Temporary Issue POV Vehicle Passes.**

7.3.1. A limited number of POV vehicle passes are available to be signed out from AM. Personnel whose duties require a temporary vehicle pass will complete the Temporary POV Pass Request Memorandum in [Attachment 5](#) and must meet all the training requirements in this instruction. Contractor personnel will complete [Attachment 12](#) and carry a copy of the training form when operating on the airfield.

7.3.2. When a temporary POV pass is issued, AM will log driver and vehicle information on the POV pass log.

7.3.3. Drivers will display the pass on the dashboard of the vehicle prior to entering the airfield.

7.3.4. After exiting the airfield, remove the pass from the dashboard and secure it. Return the pass to AM when there is no longer a valid need for it.

7.3.5. Temporary POV passes are controlled items.

7.3.6. The Wing ADPM will also provide a list of all temporarily issued POV passes as per paragraph 7.2.4. in this instruction.

### **7.4. Commercial Contracted Aircraft Support Vehicles.**

7.4.1. All civilian vehicles owned by a commercially contracted company to perform maintenance, delivery, or support for contract aircraft must be plainly marked with company identification and display a temporary airfield vehicle pass in the left front window. Passes will not be issued directly to contract personnel; only the wing/base representative may sign for contract airfield access identification.

7.4.2. Commercially contracted personnel will meet the training requirements outlined in [Chapter 5](#).

7.4.2.1. The hosting unit will provide the training and maintain all documentation.

7.4.2.2. Commercial contracted personnel are exempt from the color-vision test.

PHIL A. STEWART, Colonel, USAF  
Commander, 9th Reconnaissance Wing

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

**BEALEAFBI 11-250**, *Airfield Operations and Base Flying Procedures*, 1 October 2012

**9 OSS OI 31-101**, *Controlled Area Procedures - Airfield Operations*, 9 November 2012

**AFI 13-213**, *Airfield Management*, 11 June 2011

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

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

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

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

**Technical Order 36A-1-6**, *Installation of Seat Belts in USAF Vehicles*, 30 Jun 99

**AFI 91-203**, *Air Force Consolidated Occupational Safety Instruction*, 4 December 2012

#### *Prescribed Forms*

**BEALE Form 26**, 18 Jun 13

**BEALE Form 27**, 18 Jun 13

#### *Adopted Forms*

**AF Form 847**, *Recommendation for Change of Publication*

**AF IMT 457**, *USAF Hazard Report*

**AF IMT 483**, *Certificate of Competency*

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

**AF IMT 1199C**, *USAF Restricted Area Badge*

**AF IMT 1313**, *Driver Record*

**AFVA 11-240**, *Airports Signs and Markings*

**AFVA 13-221**, *Control Tower Light Signals*

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

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

**FAA Form 8020-25**, *Investigation of Vehicle or Pedestrian Deviation Report*

#### *Abbreviations and Acronyms*

**ADP**—Airfield Driving Program

**ADPM**—Airfield Driving Program Manager

**ADTP**—Airfield Driving Training Program

**AFI**—Air Force Instruction

**AFJMAN**—Air Force Joint Manual  
**AFMAN**—Air Force Manual  
**AFPC**—Air Force Personnel Center  
**AFM**—Airfield Manager  
**AFRIMS**—Air Force Records Information Management System  
**AFRSAT**—Air Force Runway Safety Action Team  
**AFSC**—Air Force Specialty Code  
**AFVA**—Air Force Visual Aid  
**AGE**—Aerospace Ground Equipment  
**AM**—Airfield Management  
**AMOPS**—Airfield Management Operations  
**AMXS**—Aircraft Maintenance Squadron  
**AO**—Airfield Operations  
**AOB**—Airfield Operations Board  
**AOF**—Airfield Operations Flight  
**ATC**—Air Traffic Control  
**ATCT**—Air Traffic Control Tower  
**BAFB**—Beale Air Force Base  
**BAFBI**—Beale Air Force Base Instruction  
**BDOC**—Base Defense Operating Center  
**CBT**—Computer Base Training  
**CES**—Civil Engineering Squadron  
**CMA**—Controlled Movement Area  
**CMAV**—Controlled Movement Area Violation  
**CS**—Communication Squadron  
**DAFM**—Deputy Airfield Manager  
**DSN**—Defense Switched Network  
**DOD**—Department of Defense  
**DV**—Distinguished Visitor  
**ECP**—Entry Control Point  
**FAA**—Federal Aviation Administration  
**FOD**—Foreign Object Debris/Damage

**GOV**—Government Owned Vehicle  
**HATR**—Hazardous Air Traffic Report  
**IAW**—In Accordance With  
**ICAO**—International Civil Aviation Organization  
**IFR**—Instrument Flight Rules  
**ILS**—Instrument Landing System  
**IMT**—Information Management Tool  
**IR**—Infrared  
**LAN**—Local Area Network  
**LRS**—Logistics Readiness Squadron  
**MAJCOM**—Major Command  
**MDG**—Medical Group  
**MPH**—Miles Per Hour  
**NVD**—Night Vision Device  
**OG**—Operations Group  
**OPR**—Office of Primary Responsibility  
**OSS**—Operations Support Squadron  
**PA**—Privacy Act  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**POFZ**—Precision Obstacle Free Zone  
**POV**—Privately Owned Vehicle  
**RDS**—Records Distribution Schedule  
**RIPWG**—Runway Incursion Prevention Working Group  
**RVR**—Runway Visual Range  
**RW**—Reconnaissance Wing  
**RWY**—Runway  
**SFS**—Security Forces Squadron  
**TDY**—Temporary Duty  
**VFR**—Visual Flight Rules  
**WG**—Wing

*Terms*

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

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

**Authorized Personnel**—Personnel who are required to be on the airfield by the nature of their job and have the permission of their squadron commander.

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

**Clear**—ATCT term, not authorized for use by personnel operating motor vehicles on the airfield.

**Controlled Area**—Any area marked with controlled area signs, usually monitored at controlled entry points with monitors and indicating official use only.

**Controlled Movement Area**—The controlled movement area is defined as the runway, overruns, and all taxiways leading to the runway. It is mandatory to possess two-way radio contact (Tower Net) with the ATCT inside the CMA. See attachment 2.

**Expedite/ Immediately**—Used by the ATCT when such action is required to avoid an imminent situation.

**Airfield**—The portion of the airfield that includes the runway, taxiways, aircraft parking ramps, hangars and associated servicing areas, imaginary surfaces and lateral clearance zones, where aircraft may be encountered.

**Foreign Object Debris (FOD)**—FOD is any object, such as rocks, aircraft parts, tools, metal, etc., could be ingested by an aircraft engine and thus cause internal damage. Also referred to as Foreign Object Damage.

**Hold or Hold Short**—Used by the ATCT 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.

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

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

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

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

**Precision Obstacle Free Zone Hold line**—(See Attachment 2).

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

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

**Restricted Area**—Marked with signs prior to entering, red lines will indicate the boundaries. A Restricted Area line badge is required to enter or be escorted into. Entry Control Points (ECPs) are indicated with red & white lines that break the red line boundaries. There are a few agencies authorized to break red in the capacity of official duties.

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

**Runway**—A paved surface used by aircraft to land and take off.

**Runway Hold line**—(See Attachment 2).

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

**Stand By**—To pause while other duties of a higher priority are attended to.

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

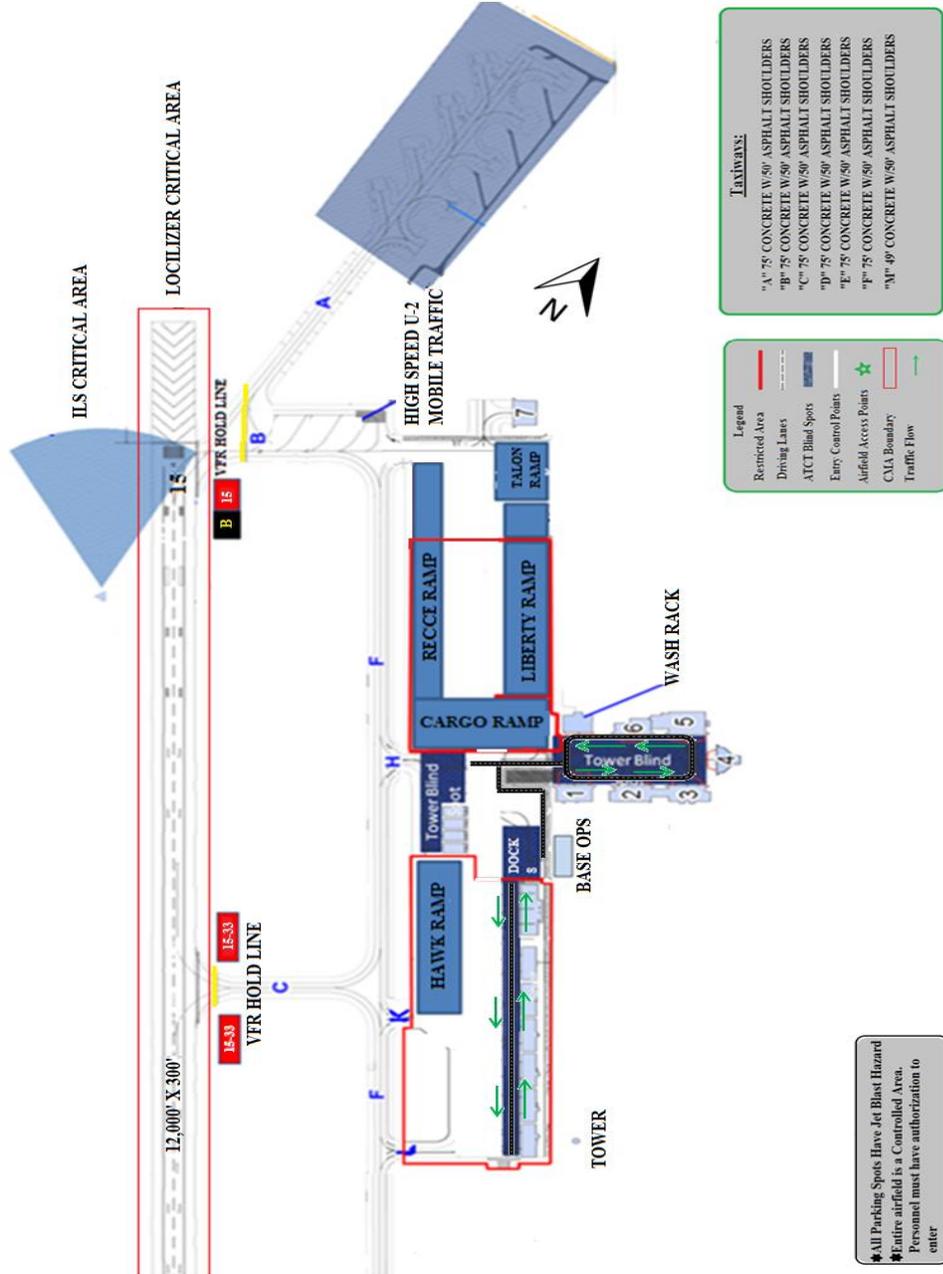
**Taxiway**—A paved surface for taxiing aircraft from parking ramp to runway.

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

**Wilco**—Will comply

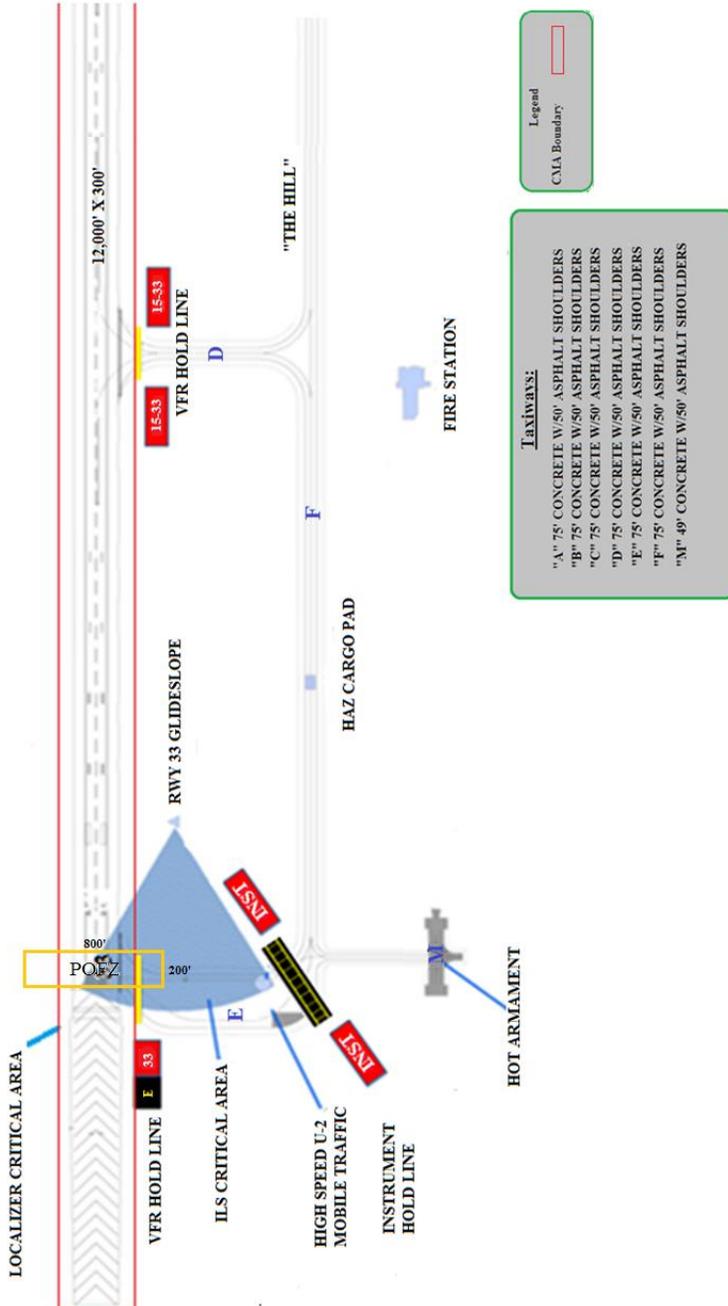
Attachment 2  
AIRFIELD DIAGRAM

Figure A2.1. Airfield Diagram North End



### Attachment 3 AIRFIELD DIAGRAM

Figure A3.1. Airfield Diagram South End



Attachment 4

AIRFIELD SIGNS AND MARKINGS

Figure A4.1. Signs and Markings

<p><b>Airport Signs – Action and Purpose</b></p>	<p><b>15-33</b> RUNWAY HOLD SIGN: At Intermediate Intersection</p> <p><b>5</b> RUNWAY HOLD SIGN: At End Intersection</p> <p><b>5-APCH</b> APPROACH HOLD SIGN: On Intersecting Twy Intersection</p> <p><b>ILS</b> ILS HOLD SIGN: Hold Sign at ILS/POFZ Critical Area</p> <p><b>NO ENTRY SIGN:</b> Entry Not Authorized</p> <p><b>TAXIWAY LOCATION SIGN:</b> Twy on Which Vehicle/Aircraft is Located</p> <p><b>RUNWAY LOCATION SIGN:</b> Rwy on Which Vehicle/Aircraft is Located</p>	<p><b>ATCT LIGHT GUN SIGNALS</b></p> <p>STEADY GREEN → Cleared to Cross, Proceed or Go</p> <p>FLASHING GREEN → Not Applicable</p> <p>STEADY RED → STOP</p> <p>FLASHING RED → Clear the Taxiway / Runway</p> <p>FLASHING WHITE → Return to Starting Point on Airport</p> <p>ALTERNATING RED/GREEN → Exercise Extreme Caution</p> <p><b>15-33</b> Runway Hold Position</p> <p><b>ILS</b> INST Critical Area Markings</p>	<p><b>Airport Markings</b></p>	<p><b>RUNWAY HOLD POSITION:</b> Hold Short of Rwy</p> <p><b>INSTRUMENT HOLD POSITION:</b> Hold Short During Instrument Conditions (Ceiling 800 Feet and/or Visibility 2 Miles)</p> <p><b>RUNWAY STOP BAR:</b> Hold Short of Rwy on Intersecting Roads</p> <p><b>TAXIWAY/TAXIWAY HOLDING POSITION:</b> Hold Short of Intersecting Taxiway When Directed by ATIS</p> <p><b>TAXIWAY EDGE:</b> Defines Edge of Usable Full Strength Taxiway Pavement.</p> <p><b>TAXIWAY/TAXIWAY HOLDING POSITION:</b> Defines Edge of Taxiway Where Adjoining Pavement or Apron is Available for Taxi</p>	<p><b>TOWER FREQUENCY</b></p> <p>References: UFC-3-535-01, Visual Air Navigation Facilities; ETL 04-2, Standard Airfield Pavement Marking Schemes and Aeronautical Information Manual (AIM)</p>	<p><b>GROUND FREQUENCY</b></p> <p>AFVA 11-240, USAF Airport Signs and Markings</p>	<p>AFVA 11-240, 1 May 2013                  AFVA 11-240, 1 May 2013                  OPS - HQ AFSA/13A                  USAF Airport Signs and Markings</p>	<p><b>PREVENT RUNWAY INCURSIONS - - "READ BACK" ALL TOWER INSTRUCTIONS VERBATIM!</b></p>
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Attachment 5

TEMPORARY POV REQUEST MEMORANDUM

Figure A5.1. Example Memorandum

MEMORANDUM FOR 9 OSS/OSAA

FROM: *(unit commander office symbol)*

SUBJECT: Request for Temporary Airfield POV Pass

1. The following drivers are requesting POV passes from (date) to (date).

Name of Owner/User	Unit/Company	Local phone #	Supporting Unit	

Make	Model	Year	Color	License Number

1. Work to be accomplished is *(state the work or contract you are accomplishing)*. Area of operation will be *(state locations you will be driving)*.

3. Justification: *(state the reason(s) a POV must be used)*

4. I acknowledge I may be held responsible for loss, damage, or destruction of government property resulting from my negligence or willful misconduct, as well as that of my agents or employees. I have read, understand and will comply with the contents of BAFBI 13-101.

*(Signature Block of Unit Commander/Company)*

1st Ind, 9 OSS/OSAA  
Approve/Disapprove

Effective Periods/Dates:  
Pass/Permit #

*(Signature Block of Deputy Airfield Manager)*

Attachment 6

PERMENANT POV REQUEST MEMORANDUM

Figure A6.1. Example Memorandum

MEMORANDUM FOR 9 OSS/OSAA

FROM: *(unit commander office symbol)*

SUBJECT: Request for Privately Owned Vehicle Pass

1. I, *(rank, name, organization, duty phone)* request permission to operate the following vehicle(s) on the Beale AFB ramp. I understand this vehicle pass is valid on the aircraft parking ramps and is not valid for accessing taxiways, or runways.

Make	Model	Year	Color	License Number

2. Work to be accomplished is *(state the work or contract you are accomplishing)*. Area of operations will be *(state locations you will be driving)*.

3. Justification: *(state reason why the POV is needed on the airfield.)*

4. I acknowledge I may be held responsible for loss, damage or destruction of government property resulting from my negligence or willful misconduct, as well as that of my agents or employees. I have read, understand and will comply with the contents of BAFBI 13-101.

*Signature Block of Unit Commander*

1st Ind, 9 OSS/OSAA  
Approve/Disapprove.

Effective Periods/Dates:  
Pass/Permit #

*(Signature block of Deputy Airfield Manager)*

## Attachment 7

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

**Figure A7.1. Example Memorandum**

MEMORANDUM FOR 9 OSS/OSAA

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. The individuals have received training IAW AFI 13-213 and BAFBI 13-101. Both ADPM and Alt ADPM have the authority to certify personnel are qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for unit assigned and TDY personnel.

Rank/Name	Email	Office	DP	AF IMT483 #
<i>MSgt Jane E. Smith (P)</i>	<i>jane.smith@blank.af.mil</i>	<i>9 OSS/OSAA</i>	<i>368-2002</i>	
<i>TSgt John E. Doe (A)</i>	<i>john.doe@blank.af.mil</i>	<i>9 OSS/OSAA</i>	<i>368-2002</i>	

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

Rank/Name	Email	Office	DP	AF IMT483 #
<i>TSgt Jane C. Doe</i>	<i>jane.doe@blank.af.mil</i>	<i>9 OSS/OSAA</i>	<i>368-2002</i>	
<i>TSgt John Q. Public</i>	<i>john.public@blank.af.mil</i>	<i>9 OSS/OSAA</i>	<i>368-2002</i>	

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

*(Signature block of unit commander)*

Attachment 8

UNIT ADPM TRAINING CHECKLIST

Table A8.1. Unit ADPM Training Checklist

UNIT ADPM TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION (Completed by Wing ADPM)			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING (Completed by Trainee and Wing ADPM)			
		Date Completed	Trainee Initials
		Wing ADPM	
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306, <i>Manual for the Wheeled Vehicle Operator</i> .			
4.2. AFI 91-203, <i>Air Force Consolidated Occupational Safety Instruction</i> , Chapter 24.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AFI 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver’s training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. 9 OSS OI 31-101, Airfield Entry Responsibilities/Combination Dissemination			
14. Escort procedures.			
15. <i>Procedures for issuing revoking and reissuing an AF</i>			

<i>IMT 483, Certificate of Competency.</i>			
16. Participate with the Unit AFPM on an actual training session and practical check ride.			
17. <b>AF IMT483 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 will comply with BAFBI 13-101, Airfield Driving Instruction (ADI) and 9 OSS OI 31-101.			
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 9

## UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

Table A9.1. Unit Airfield Driver Program Self Inspection Checklist

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

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

Test?			
4.9. Are trainees administered a Runway Incursion Prevention Test?			
4.10. Are trainees administered a Communication Test to individuals requiring CMA access?			
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio “read back” requirement? (A random interview of unit vehicle operators may be conducted.)			
<b>5. Miscellaneous.</b>			
5.1. Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit’s Airfield Driving Program?			
5.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
<b>SECTION III – COMMENTS/NOTES</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
<b>SECTION IV – CERTIFICATION</b> <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
<b>UNIT ADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 10

**AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST**

**Table A10.1. Training Documentation and Certification Checklist**

<b>AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST</b>			
<b>SECTION I – TRAINEE INFORMATION (Completed by the Unit ADPM)</b>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING (Completed by the Trainee and Unit Trainer)</b>			
	<b>Date Completed</b>	<b>Trainee’s Initials</b>	<b>Trainer’s Initials</b>
1. Trainee possesses a valid _____ (list state) Driver’s License. [ <b>Restrictions:</b> _____ ]			
2. Trainee possesses a valid Government Driver’s License (if applicable).			
3. USAF Airfield Driving Computer Base Training. [ <b>Score:</b> _____ ]			
4. Airfield Driver Training Classroom (as determined locally).			
5. Airfield Driving Qualification Training Checklist/ Curriculum. (See Attachment 11)			
6. Practical Day Airfield Driver Familiarization Training (See Attachment 11, Item 4)			
7. Practical Night Airfield Driver Familiarization Training as applicable. (See Attachment 11, Item 4)			
8. Practical Driving Test. Includes day and night (as applicable)			
9. Communications Test. [ <b>Score:</b> _____ ] (CMA drivers only).			
10. Airfield Diagram/Layout Test. [ <b>Score:</b> _____ ]			
11. General Knowledge Test (Written). [ <b>Score:</b> _____ ]			
12. Runway Incursion Prevention Test. [ <b>Score:</b> _____ ]			
<b>SECTION III – Refresher Training. (Completed Annually)</b>			
Complete the Following: <input type="checkbox"/> Review BAFBI 13-101/ BAFBI 11-250. <input type="checkbox"/> Review OSS OI 31-101. <input type="checkbox"/> USAF Airfield Driving CBT. <input type="checkbox"/> Review CMA Phraseology (CMA drivers only).			

<input type="checkbox"/> Runway Incursion Prevention Test. [Score: ]							
Unit ADPM Name (Last, First, MI):		Grade:	Signature:		Date:		
<b>SECTION IV – Color Vision Test for CMA drivers only.</b> <i>(Completed by Hospital/Medical Treatment Facility Optometry For)</i>							
Check applicable.							
<input type="checkbox"/> Normal Color Vision.							
<input type="checkbox"/> Color Blind/Deficient.							
Name (Last, First, MI):		Grade:	Signature:		Date:		
<b>SECTION V – TRAINER CERTIFICATION</b> <i>(Completed by Authorized Airfield Driving Training Instructor)</i>							
I certify the trainee has received all required qualification training requirements annotated above.							
Name of Trainer (Last, First, MI):		Grade:	Signature:		Date:		
<b>SECTION VI – TRAINEE ACKNOWLEDGEMENT</b> <i>(Completed by Trainee)</i>							
I have received and completed all of the above training requirements and will comply with BAFBI 13-101, Airfield Driving Instruction (ADI) and OSS OI 31-101. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).							
Name of Trainee (Last, First, MI):		Grade:	Signature:		Date:		
<b>SECTION VII – UNIT CERTIFICATION</b> <i>(Completed by Unit Commander or Unit ADPM)</i>							
I certify the above trainee has successfully completed all training requirements to operate a vehicle at Beale AFB. Check all applicable restrictions and or special access.							
<input type="checkbox"/> Ramp only							
<input type="checkbox"/> Daylight Hours only							
<input type="checkbox"/> Controlled Movement Area (runway access)							
Name (Last, First, MI):		Grade:	Signature:		Date:		
<b>SECTION VIII – AIRFIELD DRIVING AUTHORIZATION</b> <i>(Completed by the Wing ADPM or designated representative)</i>							
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved				AF IMT483 CERTIFICATE #			
Name (Last, First, MI):		Grade:	Signature:		Date:		

Attachment 11

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

**Table A11.1. Qualification Training Checklist**

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

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

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

visibility/increment weather driving techniques.				
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.				
5.9. Familiarize trainee with the location and use of traffic control devices.				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.				
5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Hot Spots as required locally.				
5.16. Identify Smoking Areas as applicable.				
5.17. Airfield Entry Procedures.				
<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 BAFBI 13-101, ADI.				
7.2. Review OSS OI 31-101.				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. <b>Note:</b> Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.				
7.4. Demonstrate the ability to contact ATCT				

for approval to enter/exit the runway. <b>Note:</b> Required for all personnel that require assess on or across the runway.							
<b>SECTION III – TRAINING CERTIFICATION</b> ( <i>Completed by the Trainee, Unit ADPM and Wing ADPM</i> )							
<b>TRAINEE</b>							
I have received and completed all of the above training requirements and will comply with BAFBI 13-101, Airfield Driving Instruction (ADI) and OSS OI 31-101. I am also fully aware 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 the above individual has completed all local training requirements outlined in BAFBI 13-101, Airfield Driving Instruction (ADI) and OSS OI 31-101. Check all applicable restrictions.							
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Controlled Movement Area (runway access)							
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 12

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

Table A12.1. Contractors Training Checklist

<b>TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST</b>			
<b>SECTION I – TRAINEE INFORMATION (Completed by Unit ADPM or Wing ADPM)</b>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING (Completed by the Trainee, Unit ADPM or designated Trainer)</b>			
	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 will comply with BAFBI 13-101, Airfield Driving Instruction (ADI), and OSS OI 31-101. I am also fully aware 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 the above individual has completed all local training requirements outlined in BAFBI 13-101, Airfield Driving Instruction (ADI), and 9 OSS OI 31-101. Check all applicable restrictions.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Controlled Movement Area (runway access)			
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 13

### RADIO PHRASEOLOGY

**A13.1. General.** When driving on the controlled movement area (CMA), clear and proper communication is vital. Both you and the ATCT controller must ensure communications are understood.

A13.1.1. Never assume

A13.1.2. Always ask for assistance if you have any doubt about whether to proceed.

A13.1.3. If the instructions you receive from the ATCT controller are unclear, ask they be repeated by stating “Say again.”

A13.1.4. If there is anything about the instructions you do not understand, ask for further explanation—do not assume.

A13.1.5. Always repeat or “read-back” your instructions to the ATCT controller.

#### **A13.2. Radio Communication Procedures.**

A13.2.1. Use a two-way radio capable of communicating with the ATCT. Normally, airfield vehicles are tuned in to the Ramp Net. Each vehicle must have a unique call sign identifying the vehicle (i.e., no two vehicles will have the same call sign).

A13.2.2. Think about what you are going to say before calling the ATCT.

A13.2.3. Know and use proper phraseology. (Refer to the Aviation Phraseology and Aviation Alphabet at the end of this section.) Never use Citizen’s Band lingo or law enforcement “ten” codes.

A13.2.4. Use the proper sequence in calling the ATCT. Before you start talking, ensure no one else is already talking. Key your microphone and do the following:

A13.2.4.1. State who you are calling and identify yourself by using your vehicle call sign. Example: “Beale Ground, Airfield One.”

A13.2.4.2. Wait for the ATCT controller to respond. Be patient, as it sometimes takes a while if the controller is busy. When the controller responds, “Airfield One, Ground”, state where you are and where you want to go. Example: “Airfield One on Taxiway Alpha. Request access onto the runway.” NOTE: The order in which you state where you are and where you want to go is unimportant. You can easily state where you want to go and where you are located instead. For example, “Airfield One requests access onto the runway from taxiway Alpha.” The important thing to remember is both pieces of information are required—where you are and where you are going.

A13.2.4.3. Wait for the controller’s response. The controller will either approve or deny your request, or give you modified instructions. Example: “Airfield One, proceed onto the runway. Report when off.”

A13.2.4.4. Always read back instructions from the ATCT. Example: “Airfield One proceeding onto the runway. Will report when off.”

**A13.3. Aviation Phraseology.**

A13.3.1. Acknowledge—Let me know you have received and understand this message.

A13.3.2. Advise intentions—Tell me what you plan to do.

A13.3.3. Affirmative—Yes.

A13.3.4. Confirm—My version is...is that correct?

A13.3.5. Correction—An error has been made in the transmission, and the correct version follows.

A13.3.6. Go ahead—Say your request (Caution: “go ahead” never means “proceed”).

A13.3.7. Hold—Stop where you are.

A13.3.8. Hold short of—Proceed to, but hold short of a specific point.

A13.3.9. Negative—No, or permission is not granted, or that is not correct.

A13.3.10. Proceed—You are authorized to begin or continue moving.

A13.3.11. Read back—Repeat my message back to me.

A13.3.12. Roger—I received all of your last transmission. (It should not be used to answer a yes or no question.)

A13.3.13. Say again—Repeat what you just said.

A13.3.14. Standby—Wait...I will get back to you. (Standby is not an approval or denial. The caller should reestablish contact if the delay is lengthy.)

A13.3.15. Unable—Indicates inability to comply with a specific instruction, request, or clearance

A13.3.16. Verify—Request confirmation of information.

A13.3.17. Wilco—I have received your message, understand it, and will comply.

**A13.4. The Phonetic Alphabet.** The following tables show the International Civil Aviation Organization (ICAO) phonetic alphabet that is used in radio communications. Use the words in place of letters to reduce confusion. For example, Taxiway T would be referred to as Taxiway Tango.

Table A13.1. Phonetic Alphabet

Character	Word	Pronunciation
0	ZERO	ZE-RO
1	ONE	WUN
2	TWO	TOO
3	THREE	TREE
4	FOUR	FOW-ER
5	FIVE	FIFE
6	SIX	SIX
7	SEVEN	SEV-EN
8	EIGHT	AIT
9	NINE	NIN-ER
A	ALPHA	AL-FAH
B	BRAVO	BRAH-VOH
C	CHARLIE	CHAR-LEE
D	DELTA	DELL-TAH
E	ECHO	ECK-OH
F	FOXTROT	FOKS-TROT
G	GOLF	GOLF
H	HOTEL	HOH-TELL
I	INDIA	IN-DEE-AH
J	JULIET	JEW-LEE-ETT
K	KILO	KEY-LOH
L	LIMA	LEE-MAH
M	MIKE	MIKE
N	NOVEMBER	NO-VEM-BER
O	OSCAR	OSS-CAR
P	PAPA	PAH-PAH
Q	QUEBEC	KEH-BECK
R	ROMEO	ROW-ME-OH
S	SIERRA	SEE-AIRAH
T	TANGO	TAN-GO
U	UNIFORM	YOU-NEE-FORM
V	VICTOR	VIK-TOR
W	WHISKEY	WISS-KEY
X	X-RAY	ECK-SRAY
Y	YANKEE	YANG-KEY
Z	ZULU	ZOO-LOO

## Attachment 14

## VEHICULAR CALL SIGNS

Table A14.1. Vehicular Call Signs

Unit / Section	Call Sign	Duty Position
9 OSS/OSAA	Airfield 1	AFM
	Airfield 2	DAFM
	Airfield 3	AMOPS
9 OSS/OSA	Ops 1-2	AOF/CC and AOF/DO
9 CES	Chief 1- 2	Fire Chief and Assistant Chief of Operations
9 CES	Sweeper 1-2	Sweeper
9 CES	Airfield Lighting	Exterior Electric
9 AMXS	TA 1-2	Transient Alert
9 OG/SOF	SOF	Supervisor of Flying
9 AMXS	Pogo	Pogo Recovery Vehicle
9 RW/PA	Deuce Photo	U-2 Videography
9 WG/SEF	Safety 1	Flight Safety
9 WG/SEW	Safety 2	Weapons Safety
9 WG/SEG	Safety 3	Ground Safety
9 LRS/LGRF	POL	Fuels
9 CS/SCOA	METNAV	ATCALs Maintenance
12/13 RS	HAWKEYE	RQ-4 Mobile
1/99 RS	Mobile	U-2 Mobile
9 RW/SE	Scarecrow	USDA Wildlife Rep

## Attachment 15

## AIRFIELD DRIVING SUSPENSION/REVOCATION EXAMPLE LETTER

Figure A15.1. Example Memorandum

MEMORANDUM FOR *(Unit Commander)*  
9 OSS/CC  
9 RW/SE  
  
9 OSS/OSAA

FROM: *(Office Symbol of Suspension/Revocation Authority)*

SUBJECT: *(Revocation or Suspension)* of Airfield Driving Privileges

1. DESCRIPTION OF INCIDENT: On *(date)* at *(time)*, *(description of the incident)*.
2. INVESTIGATION: Describe investigation.
3. FINDINGS: Describe investigation findings/results. *(State the reference paragraph(s) from BAFBI 13-101 that led to the suspension/revocation.) (Name of individual)* airfield driving privileges have been suspended for a period of *(#)* days.
4. REINSTATEMENT PROCEDURES: On *(date)*, *(Name of individual)* airfield driving privileges may be reinstated by completing training and certification on the Airfield Driving Training and Certification checklist items identified by Airfield Management. Member will hand-carry reinstatement letter signed by his/her unit commander and the Airfield Driving Training and Certification checklist to AMOPS once training is complete and *(#)* **days** have elapsed.

*Signature block of individual  
suspending driving privileges*

## Attachment 16

**REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES FOR INDIVIDUALS  
WITH REVOKED AIRFIELD DRIVING PRIVILEGES EXAMPLE LETTER****Figure A16.1. Example Memorandum**

MEMORANDUM FOR 9 OSS/OSAA, AIRFIELD MANAGEMENT

FROM: *(Unit commander office symbol)*

SUBJECT: Request Reinstatement of Airfield Driving Privileges

1. Request reinstatement of *(name of individual)* airfield driving privileges. He/She has received refresher training on safe and correct ground vehicle operations on the airfield and passed a test on the provisions of BAFBI 13-101 and AFMAN 24-306, Chapter 25.

*(Unit commander signature block)*

1st Ind, 9 OSS/OSAA  
Approve/Disapprove

*(Airfield Manager signature block)*

Attachment 17

**REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES FOR INDIVIDUALS  
WITH SUSPENDED BASE DRIVING PRIVILEGES EXAMPLE LETTER**

**Figure A17.1. Example Memorandum**

MEMORANDUM FOR <i>(Unit commander)</i>	9 OSS/OSAA
FROM: 9 RW/CC	
SUBJECT: Reinstatement of Airfield Driving Privileges for Individual with Suspended Base Driving Privileges	
1. <i>(Name of individual)</i> airfield driving privileges are reinstated for the purpose of performing mission essential duties.	
2. Contact the Wing Airfield Driving Program Manager at 634-2002 for questions or concerns.	
<i>(Wing commander signature block)</i>	