

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

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



**20 DECEMBER 2016**

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

***SPACE, MISSILE, COMMAND AND  
CONTROL AIRFIELD DRIVING***

**COMPLIANCE WITH THE PUBLICATION IS MANDATORY**

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This instruction implements Air Force Instruction (AFI) 13-213, *Airfield Driving*. It establishes policies, procedures and responsibilities for control of vehicle and pedestrian operations at Buckley Air Force Base (AFB), Colorado. Regardless of past airfield driving experience, the contents of this instruction apply to all personnel and any agency with a valid requirement to operate vehicles and pedestrian traffic on the Buckley AFB aerodrome. Vehicle operators and pedestrians are expected to exercise their best judgment if they encounter unique circumstances and situations not covered by this publication. This instruction also requires the collection and maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, Secretary of the Air Force. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (AFRDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See **Attachment 1** for a glossary of references and supporting information used in this instruction.

***SUMMARY OF CHANGES***

This document has been substantially revised and formatted, and must be reviewed completely. Substantial changes include updating airfield driving procedures, roles, responsibilities, training standards and overall program management.

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## Chapter 1

### GENERAL INFORMATION

#### 1.1. Scope and Purpose

1.1.1. This instruction provides guidance for developing and conducting training for unit Airfield Driving Program Managers (ADPMs) in order to provide safe ground vehicle operations and pedestrian control on the airfield. Additionally, it outlines training requirements for all personnel (e.g. military, Department of Defense (DoD) civilians, contractors, etc.) that have a need to drive unescorted on an airfield. **Note:** The terms airfield, aerodrome and airport may be used interchangeably.

1.1.2. The 140th Operations Support Squadron (140 OSS) Airfield Operations (OSA) flight is the lead agency/Office of Primary Responsibility (OPR) for developing the Airfield Driving Program for the wing. In turn, 140 OSS/OSA will train and certify unit ADPMs; unit ADPMs train/certify personnel in their unit and those they are hosting.

1.1.3. The standards set forth in this instruction are to control vehicles and personnel on the airfield. Only trained, qualified and certified personnel will be assigned duties requiring driving on the airfield. Certified personnel must be knowledgeable of and comply with the provisions outlined in this instruction.

1.1.4. In today's complex airfield environment, there are incidents involving aircraft, pedestrians and ground vehicles at United States Air Force (USAF) airfields that lead to property damage and personnel injury. One of the most hazardous incidents for an airfield driver to be involved with is a runway incursion. A runway incursion is a major violation to the protected area of a surface designated for the landing and take-off of aircraft that has the potential to result in aircraft endangerment and loss of life. While there are several factors involved in a runway incursion, the leading causes of these incidents result from a failure to follow procedures, inadequate vehicle operator training, and loss of situational awareness. Therefore, strict adherence to the procedures in this instruction is essential to preventing aircraft-vehicle mishaps and personnel injury on the airfield.

#### 1.2. Authorization

1.2.1. Motor vehicle traffic on the airfield is restricted to Government Owned Vehicles (GOVs) and leased vehicles (e.g., Government Services Administration (GSA) on official business. Airfield Management can authorize additional vendor, contractor, construction and Privately Owned Vehicles (POVs) as needed to support operations, but this will be kept to an absolute minimum

## Chapter 2

### RESPONSIBILITIES

#### 2.1. Host/Wing Commander or Equivalent

- 2.1.1. Designates personnel and agencies to support the Airfield Driving Program (ADP).
- 2.1.2. May reinstate airfield driving privileges in writing (see [Attachment 28](#)) to perform mission essential duties following suspension/revocation of an individual's civilian driver's license and/or base driving privileges. Authority must not be delegated.
- 2.1.3. Approves publication of this instruction.
- 2.1.4. Requests an Air Force Runway Safety Action Team (AFRSAT) through Major Command (MAJCOM) if there are recurring problems with runway incursions. See AFI 13-204V2, *Airfield Operations Standardization and Evaluations* for additional information.
- 2.1.5. Reviews runway incursion incidents and corrective actions taken.

#### 2.2. 140 Operations Group Commander or Equivalent.

- 2.2.1. Reviews Controlled Movement Area Violations (CMAVs) and corrective actions taken.
- 2.2.2. Convenes a Runway Incursion Prevention Working Group (RIPWG) no later than 30 days following the occurrence of a third runway incursion (within a six month period).
  - 2.2.2.1. The RIPWG will include OSS/CC, AOF/CC, Airfield Manager (AFM), Wing ADPM, Tower Chief Controller, Flight Safety, Unit Commanders, unit ADPMs, and other organizational leadership as determined locally. RIPWG shall take the following actions:
    - 2.2.2.1.1. Analyze each runway incursion and corrective actions taken.
    - 2.2.2.1.2. Evaluate the airfield driving operating procedures/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed.
    - 2.2.2.1.3. Develop strategies to prevent the reoccurrence of runway incursions. Examples include but are not limited to:
      - 2.2.2.1.3.1. Increase or improve local training or testing materials
      - 2.2.2.1.3.2. Implement mandatory briefings to all airfield drivers, aircrew and ATCT personnel, as applicable.
      - 2.2.2.1.3.3. Limit runway crossings and/or limit crossings to certain taxiways/road intersections.
      - 2.2.2.1.3.4. Increase penalty for CMAVs.
      - 2.2.2.1.3.5. Alter the shape and/or increase the size of the Controlled Movement Area (CMA).
      - 2.2.2.1.3.6. Determine if additional signage, markings, and lighting are needed in

high-risk areas. Examples of additional signs, markings, and lighting include the following:

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

2.2.2.1.3.6.2. Increasing visibility of runway hold position markings by increasing the width of the yellow stripes from 6 to 12 inches.

2.2.2.1.3.6.3. Painting runway hold position signs on pavement prior to the runway hold position markings (see FAA AC 150/5340-1).

2.2.2.1.3.6.4. Painting Federal Aviation Administration (FAA) enhanced taxiway centerline markings prior to the runway hold position markings.

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

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

2.2.2.1.3.6.7. Procuring vehicle-tracking devices to include Global Position System, ground radar, or video surveillance. Coordinate with Major Command (MAJCOM) for recommendations prior to procurement.

2.2.2.1.3.6.8. Installing additional Frequency Modulation (FM) radio repeaters for Air Traffic Control and the base station/apron net.

2.2.2.1.3.6.9. Installing Location Signs.

2.2.2.1.3.7. Consult MAJCOM for assistance prior to implementing new procedures and or purchasing airfield upgrades (e.g. signs, marking, lighting, etc.).

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

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

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

2.2.3. May appoint a Group ADPM in writing to manage smaller, subordinate units. Forward a copy of the appointment letter to the Wing ADPM. **Note:** Group ADPMs must be trained by the Wing ADPM and comply with the duties and responsibilities outlined in this instruction.

### **2.3. Unit Commander or equivalent**

2.3.1. Screens, carefully selects and appoints a primary and alternate unit ADPM in writing (normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer) to manage training and testing requirements of unit personnel that have a frequent and continuing need to operate a vehicle on the airfield. Forward a copy of the appointment letter to the Wing ADPM.

2.3.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use most qualified SSgt/5-level or civilian

equivalent available. Unit ADPMs must possess an AF Form 483 with the same level of access as the personnel he/she is training (i.e. Unit ADPMs with members who require CMA access, must also have CMA access). Forward a copy of the waiver to the Wing ADPM.

2.3.1.2. Ensures a replacement unit ADPM is screened, carefully selected, appointed in writing and trained by the Wing ADPM at least 30 days prior to releasing the current unit ADPM.

2.3.2. Certifies personnel are qualified to drive on the airfield. Authority may be delegated in writing to unit ADPMs. **Note:** An individual's on- and off-duty behavior should reflect an acceptable level of maturity and responsibility prior to airfield licensing.

2.3.3. Ensures unit personnel complete the required training and testing requirements outlined in this instruction prior to obtaining an AF Form 483, *Certificate of Competency* to operate a vehicle on the airfield. **Note:** An Air Force Specialty Code (AFSC), career field training or prior airfield driving experience is not a substitute for completion of airfield driving training and testing requirements.

2.3.4. Limits the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission. Focus should be on limiting entry onto/across the CMA. If access to the runway/CMA is not required, limit driving requirements to parking apron only.

2.3.5. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license, and/or base driving privileges. Notify the Wing ADPM and unit ADPM in writing. Reinstatement requests must be processed according to paragraph 2.1.2.

2.3.6. Ensures unit ADPMs can satisfactorily manage the number of airfield drivers within their organization.

2.3.6.1. Large organizations should consider having more than one unit ADPM to provide effective program management and quality training, potentially reducing airfield driving violations and/or runway incursions.

2.3.6.2. Units with small numbers of airfield drivers may combine or consolidate their airfield driving program with another unit.

2.3.7. Appoints unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training, and the practical driving test as outlined in this instruction. Trainers must have completed the AF Training Course. Forward a copy of the appointment letter to the Wing ADPM. **Note:** This letter may be consolidated with the unit ADPM appointment letter. See [Attachment 14](#) for a sample appointment letter.

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

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

2.3.10. Ensures unit airfield drivers limit their access on or across the runway/CMA to mission essential duties only. **Note:** Normally, the only organizations that require routine access onto the runway/CMA are personnel from airfield management, civil engineers (e.g., airfield lighting, roads and grounds, sweeper, etc.), aircraft maintenance, fire department, and United States Department of Agriculture (USDA). Civil engineer escorts will be thoroughly familiar with the requirements of operating in the CMA when escorting contractors for airfield construction projects occurring within the CMA.

2.3.11. Participates in the RIPWG.

## 2.4. Wing Airfield Driving Program Manager (ADPM)

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

2.4.2. Develops an ADI to establish the Wing ADP. **Note:** The ADI is a stand-alone publication that is coordinated and approved by the MAJCOM prior to final publication and implementation.

2.4.3. Utilizes [Attachment 15](#) or electronic equivalent to conduct and document training for unit ADPMs.

2.4.4. Provides unit ADPMs a copy of this instruction, training curriculum and testing materials to manage unit driving programs.

2.4.5. Conducts a review of this instruction and supportive information for currency and accuracy at least annually. Additionally, uses a Memorandum for Record (MFR), log, or electronic equivalent to document ADI program reviews and maintains a file copy in accordance with Air Force RDS, Table 13-06, Rule 4.00.

2.4.6. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs. At a minimum, the Wing ADPM will:

2.4.6.1. Routinely monitor apron net radio for proper terminology/phraseology and discipline, and takes corrective measures as necessary.

2.4.6.2. Conduct random spot checks for enforcement and compliance with this instruction. A spot check will normally include the validation of AF Form 483, current AF Visual Aids (e.g., AFVA 11-240, *Airports Signs and Markings*, AFVA 13-221, *Control Tower Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*) and a current local airfield diagram.

2.4.6.2.1. Report violations detected during random spot checks to the Airfield Manager (AFM), individual's Unit Commander and ADPM.

2.4.6.2.2. Report and document results of spot checks (unit/office symbol) in the "Status of Airfield Driving" section of the Airfield Operations Board (AOB).

2.4.6.3. Inspect each unit's ADP at least annually for program integrity and compliance with this instruction. **Note:** Depending on the quality of the program, units may be inspected more frequently. Units that commit a runway incursion/CMA violation will be inspected after the infraction for program compliance.

- 2.4.6.3.1. Utilize **Attachment 18** or electronic equivalent to review/inspect each units ADP.
- 2.4.6.3.2. Provide inspection results to the unit commander and brief at the next quarterly AOB.
- 2.4.7. Develops proactive approaches utilizing local resources, such as the base paper, e-mail advisories, unit briefings, etc. to educate, inform and update personnel on airfield changes, trends and special events. Examples include but are not limited to exercises, air shows, static displays, driving violations, runway/taxiway closures, inclement weather driving conditions, etc.
- 2.4.8. Maintains a Wing ADPM Continuity Binder (or electronic equivalent) in the TAB format below. **Note:** Unit program information may be located in a single binder, or electronic equivalent. A DD Form 2861, *Cross-Reference*, may be used in a TAB to identify the location of the items listed below.
  - 2.4.8.1. TAB A: Unit ADPM appointment letter(s).
  - 2.4.8.2. TAB B: Airfield Driving Instruction (ADI).
  - 2.4.8.3. TAB C: Annual Program Inspection Results.
  - 2.4.8.4. TAB D: Unit ADPM Training Documentation.
  - 2.4.8.5. TAB E: Current list of unit assigned airfield drivers.
  - 2.4.8.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Test(s)/Answer Key(s).
  - 2.4.8.7. TAB G: Unit airfield driving requirements as applicable (e.g. Fire Trucks, Fuel Trucks, K-loaders, etc.).
  - 2.4.8.8. TAB H: Airfield Violations/Corrective actions.
  - 2.4.8.9. TAB I: References (e.g., AFI 13-213, *Airfield Driving*; AFMAN 24-306, *Manual for Wheeled Vehicle Driver*; AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*; AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.). **Note:** References may be a paper or electronic copy.
  - 2.4.8.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Digest Articles, etc.).
- 2.4.9. Conducts semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc.
  - 2.4.9.1. This meeting may be done in-conjunction with the base VCO/VCNO meeting.
  - 2.4.9.2. Use a MFR to document semi-annual meeting minutes and maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder or electronic equivalent.
- 2.4.10. Coordinates and approves unit airfield driving lesson plans and tests. **Note:** Coordinate tests with the 140 WG Safety Office prior to implementation.

2.4.11. Ensures unit ADPMs provide appropriate training to TDY personnel and non- base assigned contractors based on type, location, timing and duration of work. See [Attachment 19](#) and [Chapter 3](#) for training requirements.

2.4.12. Provides classroom training/briefings as determined locally and/or as required.

2.4.13. Participates in the RIPWG.

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

2.4.15. Interviews prospective drivers on their knowledge of runway, apron and general airfield driving procedures prior to issuing AF FORM 483.

2.4.16. Signs AF Form 483 for airfield driving upon satisfactory completion of all training requirements. *Note:* The AFM and Assistant Airfield Manager (AAFMM) are the only personnel authorized to sign AF Form 483. Unit ADPMs are not authorized to sign AF Form 483s.

2.4.17. Establishes contractor routes to and from work areas on the airfield after consultation and concurrence from the AFM.

2.4.18. Notifies Unit ADPM's of construction activity on the airfield and runway closures and opening.

## 2.5. Unit ADPM.

2.5.1. Must meet minimum grade requirements (see paragraph 2.3.1.1.), trained/certified to drive on the airfield, and designated in writing by the unit commander.

2.5.2. Administers the unit airfield driver's training program in accordance with (IAW) AFI 13-213 and this instruction.

2.5.3. Validates unit personnel complete all required airfield driver training and certification (see [Attachment 16 & 17](#)).

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

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

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

2.5.7. Ensures unit personnel authorized to drive on the runway/CMA have completed all required training and AF FORM 483 is annotated "CMA Access" by Airfield Management (AM).

2.5.8. Ensures unit personnel have a valid state or country drivers license to operate privately owned, government (may also require a Government drivers license), or contractor owned/leased vehicles on the airfield.

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

2.5.10. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **Note:** Update the listing of all unit personnel authorized to drive on the airfield at least quarterly and forward an information copy to the Wing ADPM.

2.5.11. Ensures deploying personnel are fully trained and possess a valid AF Form 483 for airfield driving, prior to deployment.

2.5.12. Schedules personnel that will drive on the runway/CMA for color vision testing according to this instruction.

2.5.13. Conducts and documents annual refresher training on unit airfield drivers. As a minimum, includes the following as part of refresher training:

2.5.13.1. Completion of the United States Air Force (USAF) Airfield Driving Computer Based Training (CBT) located on the Advanced Distributed Learning Service (ADLS) website at <https://golearn.csd.disa.mil/>.

2.5.13.2. Night Vision Device (NVD) procedures (if NVD qualified).

2.5.13.3. A review of this instruction.

2.5.13.4. Buckley AFB PowerPoint.

2.5.13.5. Runway incursion prevention test (at least five questions developed by the Wing ADPM with a minimum passing score of 100%). **Note:** The runway incursion prevention test must be secured to prevent compromise. Document completion of refresher training on the reverse side of the individual's AF Form 483. Maintain a copy of the most current refresher training completion date on file in the unit. Notify Wing ADPM of trainee's new refresher due date.

2.5.14. Maintains an ADP Continuity Binder in TAB format outlined in paragraph 2.4.8. **Note:** When approved by the Wing ADPM, contents from a TAB may be maintained in another location or electronically. Use DD Form 2861 to identify location.

2.5.15. Trains unit airfield driver trainers on how to conduct and document training of newly assigned unit airfield drivers, and maintains a copy of this training in TAB D of the unit ADP Continuity Binder.

2.5.16. Attends Wing ADPM semi-annual meeting and/or briefings regarding airfield driving.

2.5.17. Ensures TDY personnel hosted by the unit receive local airfield driving training as outlined in this instruction.

2.5.18. Utilizes **Attachment 18** to conduct and document a self-inspection of unit's airfield driving program at least annually. Forward a copy of the inspection results to the Wing ADPM. **Note:** Units are encouraged to add any additional items unique/peculiar to their organization as required.

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

2.5.20. Proactively conducts random spot checks IAW paragraph 2.4.6.2. and corrects discrepancies/deficiencies noted. Documents for airfield vehicles can be found for ANG members in Y:\Common\Airfield Driving\ADPM\Forms\Forms for Vehicles and on CD provided by Wing ADPM for non-ANG members.

2.5.21. Provides classroom (e.g., one-on-one, mass briefing, etc.) training for local airfield driving certification by utilizing products by the Wing ADPM. Additionally, provides light-gun signal recognition training, practical day and night orientations, and check rides.

2.5.22. Maintains current and accurate training materials. **Note:** All training material/references should be readily available in the event the program manager or alternate is not available.

2.5.23. Notifies the Unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges.

2.5.24. Ensures personnel in their unit that separate (e.g., PCS, PCA, retire, etc.) turn in their AF Form 483 for proper disposition. Notify Wing ADPM.

2.5.25. Coordinates any changes to their unit driving program with the wing ADPM to ensure program integrity and compliance.

2.5.26. Participates in the RIPWG.

2.5.27. Notifies unit airfield drivers of construction activity on the airfield and runway closures and opening.

2.5.28. Annually validate the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA, and forward results to the Wing ADPM.

## **2.6. Airfield Management (AM) Operations**

2.6.1. Serves as the Office of Primary Responsibility (OPR) for the airfield driving program.

2.6.2. Conducts random spot checks for enforcement and compliance with this instruction.

2.6.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately responds to and corrects improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies. Documents corrective action on AF Form 3616, *Daily Record of Facility Operation*.

2.6.4. The AFM, Wing ADPM, or Airfield Management Operations Manager may sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF Form 483 for airfield driving.

2.6.5. Imposes and publishes restricted driving routes as required.

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

2.6.6.1. Escort individuals off the airfield.

2.6.6.2. Confiscate the individuals AF Form 483. *Note:* All AM personnel are authorized to confiscate an individual's AF Form 483.

2.6.6.3. Request a statement of events of the individual committing a driving violation. *Note:* Utilize the Controlled Movement Area/Airfield Violation Worksheet for violations (see [Attachment 7](#)).

2.6.6.4. Document and report the incident to the Wing ADPM and/or the AFM.

2.6.7. Participates in the RIPWG.

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

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

2.7.2. Reports known CMA violations and problems with vehicle operator radio communications to AM.

2.7.3. Assists AM in identifying and locating unauthorized personnel and vehicles on or near CMA.

2.7.4. Provides control tower light gun signal recognition training when requested for training purposes.

2.7.5. Participates in the RIPWG.

## **2.8. Safety (SE)**

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

2.8.2. Coordinates on lesson plans and tests for vehicle operations on the airfield.

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

2.8.4. Participates in the RIPWG.

2.8.5. Reviews CMA violations for trends.

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

2.9.1. Monitors airfield vehicle operations for compliance with this instruction.

2.9.2. Enforces traffic rules and directives on the airfield.

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

- 2.9.4. Detains all unauthorized POVs driving on the airfield and notifies AM.
- 2.9.5. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations.
- 2.9.6. Provides assistance when requested or as needed by AM or the ATCT to apprehend airfield driving violators, and remove unauthorized persons from the airfield.
- 2.9.7. Complies with all procedures outlined in this instruction for entry into the CMA.
- 2.9.8. Participates in the RIPWG.
- 2.9.9. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

## **2.10. 140 WG Medical Group/Medical Treatment Facility**

- 2.10.1. Administers color vision screening as determined in this instruction(see para. 4.5.).
- 2.10.2. Documents color vision test results on **Attachment 16** section III, Airfield Driving Training Documentation and Certification Checklists, as determined in this instruction. **Note:** Individuals that are required to have normal color vision as part of their AFSC still require color vision test by a military or civilian hospital/medical treatment facility optometrist (if a requirement exists to operate on the runway/CMA or their specialty requires normal color vision).
- 2.10.3. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

## **2.11. Base Contracting/Construction Management/Civil Engineer**

- 2.11.1. Informs the AFM of all contracts within the airfield environment to include clear zones, lateral clearance area and other areas as defined in Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Design and Criteria*.
- 2.11.2. Ensure routes to and from the construction site are approved by the AFM and published in the contract.
- 2.11.3. Informs the AFM of all pre-construction and progress meetings involving contracts that require driving on or within the airfield, and within airfield imaginary surfaces.
- 2.11.4. Ensures airfield driving requirements are established in all Statement of Work (SOW) for construction projects affecting the airfield.
- 2.11.5. Reviews UFC 3-260-01, Appendix B, Section 14, prior to the start of any construction projects on the airfield for minimum safety guidelines. Construction projects will require a temporary construction waiver signed by the installation commander IAW UFC 3-260-01, Append. B, Section 1.
- 2.11.6. Coordinates site release dates and work schedules for airfield contractors with the AFM.
- 2.11.7. Confirms availability of site release dates with the airfield manager at least 72 hours prior to project execution. The AFM will de-conflict construction with mission operations, and mitigate operational impact.

2.11.8. Invites the AFM on all pre-construction meetings as well as participating in airfield projects from planning phase through project completion.

2.11.9. Ensures airfield contractors report to airfield management operations (AM Ops) daily to check in prior to heading out to the construction/work site. Additionally, ensures contractors check out with AM Ops after finishing work for the day.

2.11.10. Ensures project officers, contractors and subcontractors comply with the training, certification and procedural requirements of this instruction prior to estimated site release date. As a minimum, training will include safety, airfield orientation, access routes, FOD control, operations near aircraft, runway/CMA training (as required), etc.

2.11.11. Ensures all authorized contractors working within the controlled movement area have at least one person (or escort) capable of operating a radio and communicating with the control tower. *Note:* Airfield management does not have the manpower, assets or capability to provide escorts on a regular basis and/or for the length of the contract period.

2.11.11.1. Contractors are responsible for providing their own radios to communicate with airfield management or tower personnel (as required due to work site location).

2.11.12. Provides the AFM or AAFM a POV Request Letter ([Attachment 26](#)) with a list of vehicles requiring access on the airfield so vehicle passes can be provided (if vehicles are not government owned).

## Chapter 3

### TRAINING REQUIREMENTS

#### 3.1. Obtaining an Airfield Driving License (AF FORM 483)

3.1.1. All personnel (military, DoD civilians, contractors, etc.) assigned/working on Buckley Airfield with a demonstrated need to operate on the airfield must complete all appropriate training listed in this instruction.

3.1.2. Vehicle operators must possess a valid state driver's license and have training for the specific equipment they operate.

3.1.3. Airfield management (140 OSS/OSA) is the only unit authorized to issue AF FORM 483 endorsed for airfield driving. **NOTE:** Training is not required for drivers under escort; however, the escort must be fully qualified/certified to drive on the airfield, and be badged for the appropriate controlled/restricted area.

#### 3.2. Temporary Duty (TDY) Personnel with a Valid Home Station AF FORM 483

3.2.1. Personnel TDY to Buckley AFB with a valid AF FORM 483 and a demonstrated need to operate on the airfield unescorted will accomplish the following:

3.2.1.1. *Non-CMA:* Complete a TDY Briefing (see [Attachment 19](#)) from the host unit airfield driving program manager. **NOTE:** A day and night airfield orientation is highly encouraged, but may not always be possible due to the duration of the TDY.

3.2.1.2. *CMA:* If the TDY member possesses a valid AF Form 483 with CMA access, he/she must pass an airfield map test administered by 140 OSS/OSA. Minimum passing score is 100%. Personnel failing to attain a passing score will require additional training and a retest. Retesting will not be accomplished earlier than 24 hours.

3.2.2. Once training is completed, the individual will bring their home station AF FORM 483 to airfield management (Hangar 909) for endorsement. Airfield management will then annotate/stamp the back side of the individual's AF FORM 483. Driving privileges will only be valid during the TDY inclusive period.

#### 3.3. TDY Personnel and Non-base Assigned Contractors Without a Valid Home Station AF Form 483

3.3.1. Personnel TDY and non-base assigned contractors to Buckley AFB without a valid AF FORM 483 and a demonstrated need to operate on the airfield unescorted will accomplish the following:

3.3.1.1. *Non-CMA:* Complete a TDY Briefing (see [Attachment 19](#)) from the host unit airfield driving program manager. **NOTE:** A day and night airfield orientation is highly encouraged, but may not always be possible due to duration of the TDY.

3.3.1.2. *CMA:* Complete all training IAW 3.4.

3.3.1.2.1. Demonstrate the ability to distinguish between red, green, white, yellow and blue.

3.3.1.2.2. Receive classroom training on procedures contained in this instruction.

- 3.3.1.2.3. Receive light-gun signal familiarization training.
- 3.3.1.2.4. Receive both day and night driving orientation—practical.
- 3.3.1.2.5. Perform both a day and night airfield check ride—practical.
- 3.3.1.2.6. Complete the online Airfield Driving Computer Based Training (CBT) , and obtain a minimum passing score of **80%**.
- 3.3.1.2.7. Complete a General Knowledge Test and obtain a minimum passing score of **80%**.
- 3.3.1.2.8. Complete a Runway Incursion Prevention Test, and obtain a minimum passing score of **100%**.
- 3.3.1.2.9. Complete a Communication Test (required for access onto the CMA), and obtain a minimum passing score of **100%**.
- 3.3.1.2.10. Complete an Airfield Diagram/Layout Test, and obtain a minimum passing score of **100%**. **NOTE:** Due to the rigorous training requirements for personnel without an AF FORM 483, it should be questioned whether there is a demonstrated need to drive on a TDY airfield if there is not a requirement to drive on a home station airfield. TDY personnel/non-base assigned contractors will not be granted access to the CMA unless they have completed all training and testing requirements outlined in this AFI and ADI.

3.3.2. If a sponsoring unit ADPM accomplishes the local training/briefing, forward an information copy to the Wing ADPM. The Wing ADPM or designated representative will issue a temporary AF FORM 483 with applicable restrictions (if any) and expiration date. **NOTE:** Unit ADPMs/Wing ADPM will maintain a file copy of this training in accordance with Air Force RDS, Table 33-42, Rule 04.00(destroy after 3 months or no longer needed; whichever is sooner).

#### **3.4. General Training Criteria (Permanent Party)**

3.4.1. The following training items are required prior to a prospective driver operating on Buckley AFB airfield. Unit ADPMs will administer training for personnel assigned to their unit or hosting.

- 3.4.1.1. Thorough review of this instruction.
- 3.4.1.2. Color vision testing. See paragraph 4.5. for additional guidance.
- 3.4.1.3. ATCT Light-Gun Signals. Light-gun signal training will consist of the trainer reviewing a PowerPoint presentation, video or equivalent describing all signals. The trainer may take the trainee on the airfield and request ATCT to conduct a light-gun test. The trainee in turn will call the colors and explain each meaning to the trainer.
- 3.4.1.4. Day and night airfield orientation. At a minimum, include showing the trainee runway hold line locations, runway/taxiway access points, crossing/entry procedures, Entry Control Point (ECP) locations, CMA entry/exit procedures, runway/taxiway designations, etc. **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

3.4.1.5. Review airfield markings, signs, lighting and any other supplemental training as directed by the unit or wing ADPM. Preferred method of training is on-the-job and/or hands-on training. Classroom and video presentations are also acceptable.

3.4.1.6. Successful completion of the Airfield Driving CBT at the Advanced Distributed Learning System website <https://golearn.csd.disa.mil/>. Ensure a printout of the certificate accompanies the training paperwork.

3.4.1.7. The Wing ADPM will:

3.4.1.7.1. Verify all documentation is complete and accurate.

3.4.1.7.2. Issue and grade all written tests.

3.4.1.7.3. Upon successful completion of testing, issues AF FORM 483 to the student.

3.4.1.8. Successful completion of the written tests includes meeting the minimum passing grade requirements:

3.4.1.8.1. General Knowledge Test - **80%**.

3.4.1.8.2. Airfield Diagram/Layout Test -**100%**.

3.4.1.8.3. Communication/Phraseology Test -**100%** (not required if not operating on the runway/CMA).

3.4.1.8.4. Runway Incursion Prevention Test - **100%**. **NOTE:** Written tests may be consolidated into one test as long as the minimum questions are covered and clearly defined by sections. The wing ADPM will maintain these tests after coordination/review by the Safety Office.

3.4.1.8.5. Personnel failing to meet minimum passing scores in any area will require remedial training endorsed by the unit commander or equivalent (e.g., department head for contractors, etc.).

3.4.1.8.5.1. First Time Failures – Re-test no earlier than 48 hours.

3.4.1.8.5.2. Second Time Failures - As determined by the AFM or AAFM.

3.4.2. Full-time Buckley Employees will complete training within 45 days and Drill Status Guardsmen(DSG's) will complete training within 90 days from training start date.

3.4.3. Only the AFM and AAFM are authorized to issue and endorse AF FORM 483 for airfield driving. Authority is not delegated to unit ADPMs.

### **3.5. Annual Refresher Training**

3.5.1. All personnel driving on the aerodrome are required to undergo annual refresher training. Refresher training consists of the items listed in paragraph 2.5.13.

3.5.2. Airfield driving privileges will be suspended for individuals that do not complete annual refresher training on the first day of the preceding month after the refresher training is

due. *Note:* Personnel that are not able to complete refresher training due to deployment, TDY, sickness, etc., must complete it prior to driving on the airfield.

## Chapter 4

### OPERATING PROCEDURES AND STANDARDS

#### 4.1. Vehicle Operations/Pedestrians on the Aerodrome

4.1.1. Personnel driving on the airfield must be locally certified, briefed or escorted prior to entry on the airfield. Sponsoring agencies (e.g., contracting office, civil engineering, etc.) will provide an airfield qualified escort for personnel working on the airfield (as required). Personnel acting as an escort must be authorized/certified to drive on the airfield.

4.1.2. Vehicle operators must have a current state driver's license and current/valid AF Form 483. Ensure these items are in possession before driving on the airfield.

4.1.3. Vehicle operators will not use personal electronic devices such as Personal Digital Assistants (PDAs), iPods, iPads, portable gaming systems, MP3 players, or cell phones while on the airfield. Cell phone use is authorized if the vehicle is safely parked in an area that will not interrupt aircraft operations. **Note:** Hands-free devices are not authorized. Use of these devices has the potential to impair and distract drivers (e.g., prevents recognition of emergency signals/giant voice announcements, alarms, radio calls, etc.).

4.1.4. A current, local airfield diagram will be maintained in all vehicles operating on the airfield.

#### 4.2. Vehicle Operations/Pedestrians Operating in the Controlled Movement Area CMA)

4.2.1. The CMA includes taxiway Golf and Lima east of Golf intersection, runway, 1000' overruns, areas within 157 feet of the runway/overrun edges and helipad. Coordination with the ATCT must be made prior to entry of these areas. Contact the ATCT when off the runway cross the VFR holdline. **Note:** Permission must be granted from the ATCT before proceeding past Hush House when heading east on taxiway LIMA (see [Attachment 9](#)).

4.2.2. Vehicle operators/pedestrians operating in the CMA receive approval from the ATCT prior to entry, and must monitor/maintain radio contact with the tower while in the CMA. **Note:** The acceptable method of communicating with tower personnel is via Land Mobile Radio (LMR). Cell phones, Very High Frequency (VHF) and Ultra High Frequency (UHF) radios are not authorized. Additionally, three-way relayed messages to/from the tower is prohibited.

4.2.3. In the event of a radio failure or loss of communication with the ATCT while driving on the CMA, the tower controller will attempt to make contact with the vehicle operator/pedestrian by using light-gun signals or cycling the runway lights on/off. **Note:** If on the runway during a communication loss, exit to the nearest taxiway or road and contact AM for instructions. If unable to communicate with ATCT or AM via radio, use other means of communication such as a mobile phone (if available); recorded ATCT line 720-847-1530. ATCT will also contact AM Ops to track down vehicles who have lost contact and AMOPS will escort them off the airfield.

4.2.4. Vehicle operators/pedestrians will ensure they contact the ATCT when off the runway and any portion of the CMA with location they exited.

4.2.5. An individual may act as an escort for two or more vehicles that are traveling together. The escort vehicle is responsible for the group and will relay ATCT control instructions/communication for the group. Use the phrase “PLUS #” to indicate how many additional vehicles you are escorting. Escort must maintain positive control of all vehicles/escortees and adhere to Security Forces procedures.

4.2.6. Vehicles operating on any portion of the CMA will have roof-mounted beacon or rotating lights turned on. If these are not available, headlights and flashing hazards lights will be used/turned on.

### 4.3. Vehicle Operations/Pedestrians Operating in the Uncontrolled Movement Areas

4.3.1. The uncontrolled movement area includes the F-16 Apron, Transient Apron, East Apron, Mike Apron, Lima Apron, Army Apron and all taxiways up to VFR holdshort line  
**Exception:** taxiway Golf and Lima east of Golf intersection is a CMA. Drivers in these areas must be airfield driving certified and possess an AF Form 483, but two-way radio communications with the ATCT is not required. Vehicle operators and pedestrians will proceed with caution, be vigilant for aircraft activity and abide by the contents of this instruction even while operating in uncontrolled movement areas.

### 4.4. Control Tower Light-Gun Signals

4.4.1. Decals depicting light-gun signals and their meanings are required in all vehicles operating on the runway/CMA. AFVA 11-240, *USAF Airfield Signs and Markings* and AFVA 13-222, *Runway/CMA Procedures*, are both available to print in color in Y:\Common\Airfield Driving\ADPM\Forms\Forms.

4.4.1.1. AFVA 11-240 is available from the Warehouse Management System (WMS) at <https://wmsweb.afncr.af.mil/wms/>.

4.4.2. Decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver’s side of the vehicle, so it may be flipped down for easy reference.

4.4.3. Light-gun signals and their meanings are depicted in **Figure 4.1.** and **Attachment 5.**

**Figure 4.1. Tower Signals for Control of Airdrome Traffic.**



#### 4.5. Determining an Individual's Color Vision

4.5.1. Personnel training for driving on the CMA must have a color vision test completed by a medical treatment facility/optometrist. **Note:** Some individuals cannot pass the test given by the clinic due to shading of colors. In this case Wing ADPM will personally with the aid of Air Traffic Control, give light gun signal practical test and confirm correct colors can be seen by the trainee. If trainee can pass this practical given by Wing ADPM and ATC, they may be authorized to drive on the CMA.

4.5.2. Personnel who fail color vision testing by clinic and light gun signal practical test by Wing ADPM, may be issued a restricted airfield driver's license, but will not be authorized to operate a vehicle in the CMA. **NOTE 1:** Personnel that do not have a requirement to drive on the CMA will have their AF Form 483 properly annotated, and do not need color vision testing. **NOTE 2:** Contact the appropriate clinic to coordinate color vision testing prior to sending trainee. The 460 SW clinic on the west side of Building 600 will conduct the Color Vision Test for airfield drivers Monday thru Friday, 0730 – 1600; call 720-847-6486. ANG clinic will conduct vision testing on Unit Training Assembly (UTA) weekends; call 720-847-6459.

#### 4.6. Airfield Signs, Marking and Lighting

4.6.1. Airfield signs, markings and their meanings are depicted below and in [Attachment 5](#).

4.6.1.1. Runway Hold Lines consist of a double yellow solid line with a double yellow broken line extending perpendicular to the taxiway centerline line from edge to edge. The marking is painted on the ground and should be in-line with mandatory signs (see Figure 4.2. and [Attachment 11](#)).

**Figure 4.2. Runway VFR Hold Line.**



4.6.1.2. Taxiways are designated by letters. Taxiway location signs have yellow lettering on a black background. These signs indicate the taxiway you are currently on (see Figure 4.3.).

**Figure 4.3. Taxiway Location Sign.**



4.6.1.3. Runways are designated by numbers. Runway 14/32 mandatory signs have white lettering on a red background. All vehicle operators/pedestrians must have two-way radio

contact with the ATCT and approval to proceed prior to passing this sign (see Figure 4.4.)

**Figure 4.4. Runway Mandatory Sign.**



4.6.1.4. Taxiway edge lights are blue, and define the lateral limits and direction of a taxiing route (see Figure 4.5.). They are located on all taxiways, as well as around the perimeter of aircraft parking apron.

**Figure 4.5. Taxiway Edge Light.**



4.6.1.5. Runway edge lights, threshold lights and runway end lights are used to outline the lateral and longitudinal limits of the usable surface of the runway (see Figure 4.6.). Runway 14/32 edge lights are white, with the last 2,000 feet being a combination of white/yellow.

**Figure 4.6. Runway Edge Light.**



**Note:** Vehicles (maintenance, contractors, escorts, etc.) operating near obstacles on the airfield such as taxiway/runway signs, approach lighting systems, etc. will use caution, and in the case of backing up towards these obstructions use a spotter to avoid damage to the vehicle and costly equipment. Report all broken fixtures to airfield management for corrective action.

#### 4.7. Vehicle Traffic Control Devices

4.7.1. There are currently no traffic lights controlling vehicular and/or pedestrian movement on the aerodrome.

#### 4.8. Vehicle Speed Limits

4.8.1. Runway – **45 MPH.**

4.8.2. Taxiways – **25 MPH.**

4.8.3. Aircraft parking apron for general purpose vehicles (e.g., sedans, vans, station wagons, buses, etc.) – **15 MPH. NOTE:** Vehicles responding to alert scramble orders may exceed standard apron speed limits, but must be kept under control and driven with care for the safety of personnel and equipment.

4.8.4. Aircraft parking apron for special purpose vehicles (e.g., tugs, forklifts, K-loaders, tractors, refuelers, stair trucks, etc.) – **10 MPH.**

4.8.5. Vehicles operating within 25 feet of an aircraft – **5 MPH. NOTE:** Good rule of thumb: drive **5 MPH** when inside of restricted areas due to pedestrian and equipment traffic.

4.8.6. Towing speed for Aerospace Ground Equipment (AGE) (e.g., compressors, ground power units, oxygen carts, etc.) – **15 MPH. NOTE:** Towing allowances (number/type of AGE) will be IAW AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*. Do not use rope, chains, cables or other flexible means of towing ground equipment.

4.8.7. Towing speed for aircraft – **5 MPH. NOTE:** Wing walkers will be used during towing operations when required. Towing without aircraft power (chock walks) will only be done as a last resort and must be approved by a Flightline Production Supervisor.

4.8.8. Speeding is not permitted during exercises.

4.8.9. Transient Alert “Follow-Me” vehicles may be operated in excess of speed limits only to accommodate the optimum safe taxiing speed of aircraft and when safety is not compromised. Emergency vehicles responding to an emergency and Airfield Management in performance of duties that require expeditious movement may exceed the speed limit. However, care must be used for the safety of personnel and equipment.

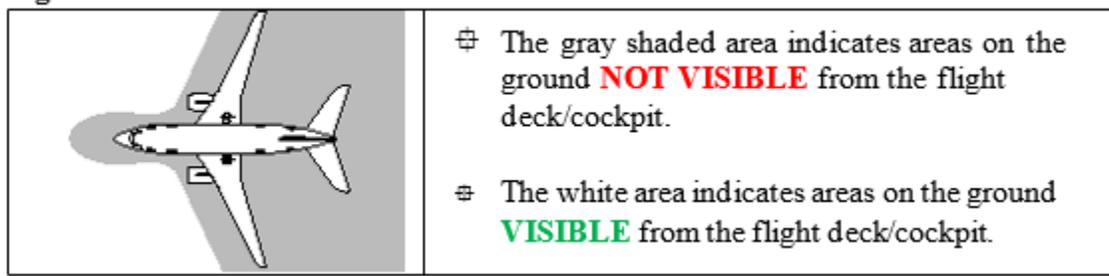
#### 4.9. Operating a Vehicle in the Vicinity of Aircraft

4.9.1. 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 operating prior to engine start and during taxi operations. This is a clear indication to utilize caution around the aircraft.

4.9.2. If a vehicle is operated within 25 feet of an aircraft, the driver must turn in a direction with the driver’s side toward the aircraft.

4.9.2.1. Vehicles transporting distinguished visitors (e.g., surrey buses, staff vehicles, etc.) may approach aircraft with the passenger side facing the aircraft, but not closer than 25 feet from the nearest point of the aircraft.

4.9.3. Pilots have a limited field of view from the cockpit—never assume they can see you. The driver’s side of the vehicle will be visible by the pilot and vice versa (see Figure 4.7.).

**Figure 4.7. Pilot Field of View**

4.9.4. Do not drive vehicles within 10 feet of a parked aircraft (circle of safety) unless the vehicle is required for ground servicing. Use of a spotter and pre-positioned chocks are required within 10 feet of an aircraft.

4.9.5. Vehicles will not be driven underneath the wings or tail of any aircraft.

4.9.6. Vehicles will not operate within 50 feet of fueling/defueling operations unless allowed by applicable Technical Order (T.O.).

4.9.7. Refueling vehicles will not be parked closer than 20 feet to the aircraft fuel intake or air vents, nor within 10 feet of any part of the aircraft. Leave the vehicle door slightly ajar while servicing an aircraft in case of an emergency and the vehicle must be moved quickly.

#### **4.10. Parking/Chocking Requirements and Unattended Vehicles**

4.10.1. Extreme caution must be used during reverse operations around aircraft. Vehicles reversing up to an aircraft must have chocks in position and a spotter/marshaller during the maneuver.

4.10.2. Vehicles will be parked in a manner to eliminate the possibility of striking any portion of an aircraft if the vehicle inadvertently rolls forward/backward. **Note:** Servicing vehicles (i.e., fleet service trucks, fuel trucks, etc.), due to design or particular operation, are sometimes required to park perpendicular to the aircraft.

4.10.3. Vehicles will not be parked or left on the aircraft parking apron or taxiways unless in direct support of a specific airframe/mission and with airfield management approval.

4.10.4. When inside operational aircraft areas, the driver will perform the following steps when exiting the vehicle:

4.10.4.1. Turn off the ignition (to preclude possible gear-jump), set the emergency brakes, place a manual transmission in reverse or an automatic transmission in park, and leave the keys in the ignition. **NOTE:** Aircraft-servicing support vehicles that require the vehicle engine to operate as the power source for auxiliary components may be left unattended while the engine is running (i.e. lavatory-servicing trucks, vehicle-mounted aircraft baggage belt conveyors, water tank trucks, truck-mounted aircraft baggage, truck-mounted air conditioners, fleet-servicing high-lift trucks, refuelers, ambulances, staircase trucks). When the vehicle operator's seat is not occupied; set the parking brake, place the transmission in neutral or park, and chock the rear wheels.

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

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

4.10.6. 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.

4.10.7. All wheeled AGE and maintenance equipment will be braked or, if not equipped with brakes, chocked.

#### **4.11. Lateral Distance Requirements for Mobile Obstacles**

4.11.1. Vehicles operating off paved surfaces in/or around the airfield are considered mobile obstacles and must comply with the following:

4.11.1.1. The lateral clearance distance from taxiway centerline to a fixed or mobile object is 200 feet. When operating off the edges of a taxiway, do not park or operate a vehicle within 200 feet of the taxiway center line. No vehicle or equipment will be parked and left unattended within 200 feet of the taxiway centerline without a Major Command (MAJCOM) approved waiver.

4.11.1.2. The lateral clearance distance from the edge of all aprons and aprons to a mobile obstacle is 50 feet from the wingtip of any aircraft. When operating off the edges of an apron, do not park or operate a vehicle within 50 feet of a taxing aircraft. White solid lines delineate where vehicles can park and allow for adequate apron lateral clearance, not double yellow lines.

4.11.1.3. The lateral clearance distance from the runway centerline to a fixed or mobile object is 1,000 feet. When operating within this area, do not park or leave vehicles unattended. **EXCEPTION:** Transient apron and East Apron.

4.11.2. Additional information on ground support equipment (mobile) and airfield vehicles can be found in Unified Facilities Criteria (UFC) 3-260-01. Deviations to this policy require coordination and approval from 140 OSS/OSA. Ground support equipment will be removed immediately after flying is complete. **NOTE:** Mobile ground support equipment may be located on aprons, but must be positioned to provide minimum wingtip clearance distances prescribed in Table 6-1 of UFC 3-260-01 for all aircraft other than those being serviced with the equipment. Examples of ground support equipment exempt under this category are: aerospace ground equipment, electrical carts, fire extinguisher carts, and portable floodlights. When such equipment is NOT in use, it must be removed from the taxiways and apron edges, and stored in areas that do not violate aircraft clearance requirements for normal operating routes. For the purpose of this instruction, equipment is defined as support equipment in place not more than three hours before aircraft arrival or three hours after aircraft departure.

#### **4.12. Foreign Object Damage (FOD) Control/Prevention**

4.12.1. Vehicle operators must make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (e.g., dirt, grass, etc.). If driving on unimproved surfaces is required, conduct a FOD check upon exit of these areas or returning to paved surfaces. FOD checkpoints are located on each paved surface leading to the airfield. When conducting a FOD check, set gear to PARK or REVERSE (if manual transmission), turn off the ignition, leave keys in vehicle and set the emergency brake.

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

4.12.2.1. Inspection of vehicle tires (pull forward to check tire in contact with the pavement). This is referred to as a “roll-over” FOD check. Remove any foreign materials (e.g., rocks, gravel, etc) as applicable.

4.12.2.2. A visual check to ensure all external vehicle components are secured. Secure all items in a payload vehicle, 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. Additionally, close all truck tailgates and tool compartments prior to entering the airfield.

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

4.12.3. If there is a significant amount of FOD (too much for an operator/pedestrian to pick up), contact airfield management via LMR or phone, who in turn will respond and/or request additional support.

4.12.4. If there is a significant amount of FOD (too much for an operator/pedestrian to pick up), contact airfield management via LMR or phone, who in turn will respond and/or request additional support.

4.12.5. Vehicles operating on the airfield are required to have a FOD container/receptacle.

4.12.6. Hats are not authorized on the airfield due to their FOD potential. See AFI 21-101, **Chapter 14** and AFMAN 24-306, **Chapter 20** for additional guidance.

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

4.13.1. Headlights will be turned on from sunset to sunrise, and during periods of inclement weather or reduced visibility.

4.13.2. Poor weather conditions (e.g., fog, rain, etc.) have the potential to obscure visual cues, airfield markings and signs. Vehicle operators must remain vigilant of their surroundings and operating boundaries.

4.13.2.1. When visibility is less than 92m (300 feet), refueling and explosive loaded vehicles will not be operated unless directed by the wing/installation commander.

4.13.2.2. When visibility is less than 31m (100) feet, vehicles (except emergency response vehicles) will not be operated on the airfield.

4.13.2.3. When visibility is less than 16m (50 feet), it is recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of alert vehicles.

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

4.13.4. Exercise caution to ensure vehicle headlights are not pointed towards taxiing aircraft. Vehicles with daytime running lights (DRLs) will park in a safe location with ignition off, parking brake set, and emergency flashers on until the aircraft passes.

4.13.5. 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 apron. **Note:** The only designated parking area on the airfield for extended periods of time is west and east of Hangar 801, and west of Hangar 909. Exceptions will be made by the AFM on a case-to-case basis and dependent on mission.

#### **4.14. Restrictions for Operating Motorcycles, Mopeds, Scooters, Bicycles, and Other Vehicles**

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

4.14.2. Government owned bicycles used in the course of official government business may only operate on the apron excluding taxiways and runways, provided all safety requirements are met (i.e., reflectors, helmet, etc.) and with prior coordination/approval from Airfield Operations.

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

#### **4.15. Unique Unit Requirements/Operations and Local Restrictions**

4.15.1. Instrument Landing System (ILS) Critical Areas. The Localizer critical area is located on the north end of the airfield, and the Glide Slope critical area is located on the south end of the airfield (see [Attachment 11](#)). During poor weather conditions (cloud ceiling equal to or less than 800 feet and visibility less than or equal to two miles), contact the ATCT for approval into these critical areas. **Note:** Buckley ATCT will notify vehicle operators if there is aircraft activity and weather circumstances dictate holding short of critical areas.

4.15.2. Restricted Areas. There are three distinctly marked restricted areas for local F-16 parking—south of Hangar 801, east of Hangar 801 and the alert aircraft shelters. Entry Control Points (ECPs) must be used when aircraft are in parked in these areas (see [Attachment 10](#)). Do not enter any restricted area without proper authorization. Violations will be handled through 140th Security Forces.

4.15.3. Airfield Entry Points. Enter the airfield via Aspen Street Gate #3, Breckenridge Avenue Gate #15, or the East Apron Gate #20 (see [Attachment 13](#)) for routine, day-to-day activities. Each vehicle operator using an airfield perimeter (security) gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator shall also ensure no unauthorized vehicles or persons gain access to the airside while the gate is open.

4.15.4. Entering the Runway. Vehicle operators may enter the runway from the Main Apron via Taxiway KILO or LIMA. From the east side of the runway, operators can enter from Taxiways, MIKE, NOVEMBER, YANKEE, and FOXTROT (South Hammerhead). Vehicle operators must have ATCT approval prior to entering taxiways Golf and Lima at Golf intersection, runway and helipad at VFR hold lines, and drivers will report off the runway and helipad with location exited once past the runway hold line.

4.15.5. Vehicle Supplemental Traction Devices. Safety chains or studded tires are not required, used or authorized on the aerodrome.

4.15.6. Night Driving. To conserve energy, airfield lighting is normally turned off during darkness unless there is aircraft activity. If access is needed to the CMA, contact the ATCT to request lighting be turned on. Another reason for airfield lighting to be turned off is for Army Aviation Support Facility (AASF) Night Vision Goggle (NVG) training. Vehicle operators will not drive on the airfield with NVG devices. The ATCT will notify Army aircraft of vehicles on the airfield during NVG training.

4.15.7. In-Ground Fuel Pits. There are no in-ground refueling pits located on the airfield.

4.15.8. Jet Blast Hazards. All spots on the aircraft parking apron are authorized engine run-up areas to 80%. Vehicle operators and personnel must avoid all areas behind an aircraft performing or about to perform an engine run.

4.15.9. The ATCT controls all vehicle, pedestrian and aircraft movement on the taxiway Lima east of Golf intersection, runway and helipad.

4.15.10. Driving over Aircraft Arresting Gear. Vehicle operators will not drive over the MB100 textile braking system (cable) in the north overrun. If BAK 12/Type H is raised you may only drive over recessed portion near shoulder where it sags into ground.

4.15.11. Hot Spots. Taxilane north of the alert shelters is a hot spot on the main parking apron (see [Attachment 10](#)) due to the potential for aircraft and vehicles to converge on each other. Vehicle operators must have situational awareness of arriving and departing aircraft to avoid a circumstance that would impede taxiing aircraft.

4.15.12. Aerospace Ground Equipment (AGE) Storage Area. AGE hold areas exist on the asphalt pavement south of the Main F-16 Apron and on the asphalt pavement west of Hangar 909.

4.15.13. Designated Smoking Areas.

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

4.15.13.2. Smoking is prohibited on the aircraft parking aprons or within any portion of the CMA and infield areas.

4.15.13.3. The designated smoking areas on the airfield are located under the east side awning of Hangar 801, west side of Hangar 909 and NW corner of bldg. 911.

4.15.14. Designated Jogging Areas. Jogging or any other form of physical fitness or sporting activity (e.g., cycling, wing fun runs, etc.) on the airfield is prohibited. Deviations to this policy require wing leadership authorization and approval via AAFM/AFM coordination.

#### **4.16. Control Tower/Vehicle Radio Problem Areas and Tower Blind Spots**

4.16.1. There are no known radio dead spots.

4.16.2. Tower visual blind spots are depicted in [Attachment 12](#).

#### **4.17. Emergency Response Vehicle Operations**

4.17.1. Emergency response vehicles (e.g., Fire Department, Hospital, Security Forces, etc.) responding to an emergency (real world and exercise) will request ATCT approval prior to entering taxiways Golf and Lima at Golf intersection, runway and helipad at VFR holdlines.

An emergency does not automatically grant access onto taxiways/runway, and speed limits must be consistent with conditions and equipment being operated.

4.17.2. Vehicles not directly involved or supporting an emergency will leave the airfield, and stop/yield the right-of-way to emergency vehicles as required. Vehicles may withdraw to Airfield Operations (Hangar 909) or their work center until the emergency is terminated.

4.17.3. Follow-on/support response agencies are required to standby either on the parking apron or hold lines on taxiways until call forward by the Fire Chief or On-Scene Commander.

#### **4.18. Use of Perimeter Roads, In-field, Service or Other Roads**

4.18.1. The aerodrome does not have a complete service road around the airfield. Service roads are either paved or unpaved, and typically used by airfield management, United States Department of Agriculture (USDA), Safety, Security Forces, Airfield Systems Maintenance (ASM), Civil Engineering (CE) and Contractors with prior approval for construction projects. **NOTE:** Sunlight Way near the control tower is used for Combat Arms Training and Maintenance (CATM) instructors and trainees. Contractors with prior approval for construction may also use this road.

#### **4.19. Vehicle Traffic Flow**

4.19.1. Drivers must use the most direct route to their destination and minimize the distance traveled on the airfield. On taxiways and runway, drivers will operate vehicles in the direction of travel (right hand side) and use appropriate turn signals (see [Attachment 6](#)). **NOTE:** Do not drive on taxiway or runway centerlines unless required in performance of official duties (e.g., airfield checks, inspections, sweeper operations, aircraft towing, etc.).

#### **4.20. Vehicle Yielding Rules**

4.20.1. Ground vehicle operators will yield the right of way to all aircraft and:

4.20.1.1. Will not cross a taxiway or cross in front of an approaching aircraft that is within 200 feet or until the aircraft has passed by at least 500 feet.

4.20.1.2. Will remain at least 100 feet away from any helicopters with rotors in motion.

4.20.1.3. Will yield the right-of-way to any vehicle crossing intersection.

4.20.1.4. Will yield the right-of-way to all emergency response and/or alert vehicles with rotating lights in motion.

#### **4.21. Disabled Vehicles on the Airfield**

4.21.1. If a vehicle has a malfunction that prevents operation under its own power, every means will be used to alert personnel and/or taxiing aircraft in the vicinity. At a minimum, the ground vehicle operator will:

4.21.1.1. Leave the vehicle parking lights or emergency flashers ON if the malfunction occurs during the hours of darkness or on the CMA.

4.21.1.2. If the vehicle has two-way radio capability, make the following transmission: "All agencies BREAK BREAK – this is (vehicle call sign) with an emergency for airfield

management and tower.” State the nature of the emergency and report the position on the airfield. If no radio is available, contact airfield management via cell phone.

4.21.1.3. Operators of other radio-equipped vehicles (e.g., security forces, civil engineering, transient alert, fire department, etc.) should make every effort to assist getting the disabled vehicle off the airfield, especially the runway, taxiways and parking apron paved areas.

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

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

4.21.1.5.1. Vehicle operators will ensure the disabled vehicle is *not* left unattended in the CMA, taxilane/taxiway or in the aircraft movement area.

4.21.1.5.2. Disabled vehicles will be removed using any method in the quickest and safest way possible.

## **4.22. Airfield Tours**

4.22.1. Large-scale events and tours of the airfield will be conducted and coordinated through the 140 WG/460 SW Public Affairs Office. The Public Affairs Office will notify airfield management of any event that involves tours of the airfield and provide details (e.g., who, what, when, where the tour will take place) so flying operations are not impacted.

## **4.23. Passengers/Cargo in Vehicles Operating on the Airfield**

4.23.1. Personnel will not ride on any part of a vehicle not intended for carrying passengers, nor will they ride in or upon trailers.

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

4.23.3. Passengers will use available seat belts at all times while the vehicle is in motion (Technical Order (T.O.) 36A-1-6).

4.23.4. 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 in place while passengers are transported and the doors are open.

4.23.5. Side doors on passenger vans will be closed while the vehicle is in motion.

4.23.6. Passengers are prohibited from riding on towed equipment.

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

4.23.8. Cargo will be secured using ropes, chains, or chocks to prevent injury or damage caused by falling or sliding. Cargo extended beyond the body of the vehicle will have a red flag attached during daylight hours or a red warning reflector/light during hours of darkness.

## **4.24. Pedestrian Movement on the Airfield**

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

4.24.2. Pedestrians on the airfield will walk facing oncoming traffic.

4.24.3. Personnel will not sit or recline on the apron in a manner that interferes with normal ground vehicle and aircraft operations.

4.24.4. Personnel will not enter CMA; taxiways Golf and Lima east of Golf Intersection, runway and helipad without two-way radio contact and approval from the control tower.

#### **4.25. End of Runway (EoR) Procedures**

4.25.1. Ground support equipment such as fire bottles, light-alls, etc. on the parking apron will be removed from the airfield immediately when flying operations have ended for the day.

#### **4.26. Privately Owned Vehicle (POV)/Government Leased Vehicle Passes (Permanent)**

4.26.1. Permanent Passes for POV/Government Leased Vehicles are not issued for the aerodrome.

#### **4.27. POV/Government Leased Vehicle Passes (Temporary)**

4.27.1. POVs on the airfield are highly discouraged. A Memorandum for Record (MFR) from the unit commander/company representative requesting POVs on the airfield may be submitted annually if mission requirements dictate. Unit commanders/company representative must ensure documentation is accurate and validated annually or resubmit when POV information changes. Personnel requiring access onto the airfield will be airfield driving qualified or be escorted.

4.27.2. Passes (see [Attachment 26](#)) will normally be issued for short-term TDY and airfield construction projects only and not for convenience. **Note:** Use of POV and Government Leased Vehicle on the airfield for deployed unit missions, inspection teams, etc. may be authorized by the AFM.

4.27.3. MFRs requesting vehicle passes endorsed by the unit commander or company representative will contain the following information:

4.27.3.1. Owner/User.

4.27.3.2. Organization.

4.27.3.3. Duty Phone.

4.27.3.4. Vehicle Make, Model, Year, Color, and License/State.

4.27.3.5. AF Form 483 Certificate Number.

4.27.3.6. Pass/Permit number (issued by airfield management).

4.27.3.7. Area of Operation(s)/location.

4.27.3.8. Justification.

4.27.3.9. Effective period/dates.

4.27.4. Passes will be displayed on the dashboard (drivers side) of the vehicle, and be valid for the duration of the contract/project/mission. Extensions are permitted but must be coordinated and approved by the AFM.

4.27.5. Prior to issuing a temporary pass(es), a one-on-one or mass briefing will be given by the Wing ADPM.

4.27.6. All passes will be returned to the wing ADPM upon expiration or when no longer needed.

4.27.7. When necessary (e.g., operating on the runway/CMA), personnel will have a radio capable of two-way radio contact with the control tower. Airfield management will not normally provide radios for contractors, since this should already be included in the contract requirements. Contact ATCT when entering/exiting perimeter gates **EXCEPTION:** When performing duties on Main and Transient Aprons. **NOTE:** Only the AFM or AAFM may issue vehicle passes/decals. Authority must not be delegated outside of AM. Passes will be issued Tuesday thru Friday 0700L - 1500L. Maintain vehicle passes/decals supportive information in accordance with Air Force RDS, Table 13-01, Rule 01.00.

#### **4.28. Unmanned Aerial System (UAS) Operations**

4.28.1. The Army Aviation Support Facility (AASF) performs run-ups of unmanned aerial systems on the Army Apron. They are not allowed to leave the ground due to Class D airspace restrictions. All personnel involved in UAS operations will be fully trained and qualified IAW this instruction.

## Chapter 5

### ENFORCEMENT, REPORTING AND VIOLATION CONSEQUENCES

#### 5.1. Enforcement

5.1.1. Airfield driving violations put ground personnel, aircrews and high value assets at risk. Unit commanders and ADPMs will be notified by the AFM or AAFM in writing when airfield driving privileges are revoked. The following will be used as a baseline guide and is not intended to cover every possible violation/scenario.

5.1.2. The AFM, SE and Wing ADPM will work as a team to assign all runway incursions an operational category (i.e., Operational Error, Pilot Deviation and Vehicle/Pedestrian) defined in [Attachment 1](#) for trend analysis. The AFM will ensure these classifications are annotated in the recommendation section of AF FORM 457 or the narrative section of AF FORM 651.

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

#### 5.2. Runway Intrusions/CMA Violations

5.2.1. Runway intrusions (also known as incursions) are the most serious CMA violation and is the result of an unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing of aircraft regardless of impact of aircraft safety. These incidents can be caused by aircraft, vehicles, pedestrians, or communication errors. Normally, intrusions are caused by communication errors, lack of familiarity with an airfield, loss of situational awareness, distractions, etc.

5.2.2. The tower/ground controller will immediately notify airfield management of all runway intrusions/CMA violations, who in turn will respond and escort the individual(s) off the airfield to complete a runway/CMA violation worksheet (see [Attachment 7](#)). **Note:** FAA Form 8020-25, **Investigation of Vehicle or Pedestrian Deviation Report**, may also be used as necessary.

5.2.2.1. The AFM or AAFM will investigate the incident along with Safety and ATCT personnel as necessary. The unit commander or company representative of the individual who committed a runway incursion will be notified that one of their unit personnel was involved in a CMAV and the incident is under investigation. This notification will be made within 24 hours or the next duty day of the alleged incident, whichever occurs first.

5.2.2.1.1. The Wing ADPM and SE 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.

5.2.2.1.2. Results of an investigation will be forwarded to 140 OSS/CC, through the AFM, and to the violator's commander. If driving privileges are suspended/revoked, the individual will be completely retrained to the standards contained in this

instruction. A subsequent runway intrusion in most cases will result in a permanent suspension/loss of airfield driving privileges.

5.2.2.2. Runway intrusions/CMA violations will be reported IAW AFMAN 91-223, *Aviation Safety Investigations and Reports*, **Chapter 6**.

5.2.2.2.1. For intrusions/violations that had an adverse impact on flight operations (arrivals, departures, etc.), an AF FORM 651, **Hazardous Air Traffic Report**, will be submitted to the 140 Wing Safety Office within 24 hours of the incident.

5.2.2.2.2. For intrusions/violations that did not impact flying operations, an AF FORM 457, **USAF Hazard Report** will be submitted to the 140 Wing Safety Office within 24 hours of the incident. **NOTE:** MAJCOM Airfield Operations division (A3) will be notified within 24 hours of any CMAV/HATR incident.

5.2.3. The AF FORM 457 or AF FORM 651 will include the following information in the narrative section:

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

5.2.3.2. Individuals experience working on or near the airfield and date trained.

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

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

5.2.3.5. Location (or approximate location) where the CMAV occurred (e.g., runway/taxiway intersections, distance from thresholds, overruns, etc.). **NOTE:** The Wing ADPM will maintain a copy of the AF FORM 651s/457s, actions taken, results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15.00 (see AFI 91-202, *The US Air Force Mishap Program* and AFMAN 91-223). A copy of the final runway incursion Air Force Safety Automated System (AFSAS) report may be obtained from Wing Safety and/or MAJCOM OPR for airfield operations.

5.2.4. All incidents will be documented and briefed at quarterly Airfield Operations Board meetings. Units must provide specific information (who, what, when, where, how) for trend analysis, and documentation kept for the current and previous calendar years. **Note:** Trends will be highlighted showing upward/downward incident rates (as applicable).

### 5.3. General Airfield Driving Violations

5.3.1. Personnel witnessing a general airfield driving infraction (e.g., speeding, not performing FOD checks, etc.) should immediately notify airfield management and give a brief description and location of the incident. Airfield management personnel will respond and escort the individual off the airfield and complete a violation worksheet (see **Attachment 7**).

5.3.2. Violations without an aircraft incident will result in refresher training with emphasis on areas concerning the violation. Subsequent and repeated violations may result in the loss of an individual's AF FORM 483 and certification.

#### 5.4. AF FORM 483 Suspension, Revocation, and Reinstatement

5.4.1. Gross or repeated violations of safety or airfield driving rules, or an overall demonstrated lack of ability on the part of ground vehicle operators 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.

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

5.4.1.2. The AFM, AAFM, unit commanders, unit ADPMs, SFS personnel and other designated representatives are authorized to temporarily suspend, confiscate and revoke an individual's AF FORM 483/airfield driving privileges from any individual violating the provisions of this instruction or performing unsafe acts on the airfield--without debate. **Note:** Unit commanders and ADPMs may confiscate, suspend and revoke airfield driving privileges for personnel assigned to their unit *only*.

5.4.1.2.1. Suspension or revocation of a driver's AF FORM 483 should be based on the severity and/or number of infractions committed by an individual (see Table 5.1.). Recommendations for permanent revocation requires 140 OSS/CC review and concurrence.

5.4.1.2.2. Any individual who has their AF FORM 483 revoked must accomplish all training criteria as an initial airfield driver prior to certification (excluding color vision testing). The unit commander will send a letter (see [Attachment 28](#)) to the 140 OSS/CC and Wing ADPM requesting reinstatement of airfield driving privileges, and include successful completion of all training IAW this instruction.

Table 5.1. Violations and Consequences Matrix.

| VIOLATION   | CONSEQUENCES |
|---|--------------|
| Entering the taxiway/runway/CMA without Control Tower approval.   | 1, 2, 3      |
| Any action endangering airborne aircraft, aircraft intending flight or taxiing aircraft.  | 1, 2, 3      |
| Exceeding speed limits specified in this instruction.   | 1, 2, 3, 4   |
| Any reckless action that violates military or civilian laws.  | 1, 2, 3, 4   |
| Failure to or improperly conducting FOD checks.   | 1, 2, 3      |
| Failure to keep safe distances from aircraft specified in this instruction.   | 1, 2, 3      |
| <p><b>CONSEQUENCES:</b> This matrix includes the most common airfield driving infractions and is not meant to be all inclusive.</p> <ol style="list-style-type: none"> <li>1. Confiscate AF FORM 483.</li> <li>2. Notify unit commander (or company representative), ADPM and Wing Safety.</li> <li>3. Suspend and/or revoke airfield driving privileges.</li> <li>4. Possible citation and points assessed by SFS.</li> </ol> <p>1st OFFENSE: 14 to 30 day suspension of airfield driving privileges.<br/> 2nd OFFENSE: Six month suspension of airfield driving privileges. A second runway or CMA violation will most likely result in a permanent ban of airfield driving privileges.<br/> 3rd OFFENSE: Permanent revocation of privileges.</p> |              |

DAVD N. MILLER, JR., Colonel, USAF  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

**AFI 13-204V2**, *Airfield Operations Standardization and Evaluations*, 1 September 2010

**AFI 13-204V3**, *Airfield Operations Procedures and Programs*, 1 September 2010

**AFI 13-213**, *Airfield Driving*, 01 Jun 2011

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

**AFI 24-301**, *Vehicle Operations*, 5 May 2016

**AFI 36-2101**, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

**AFI 91-202**, *The US Air Force Mishap Prevention Program*, 24 June 2015

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

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

**AFMAN 31-116**, *Air Force Motor Vehicle Traffic Supervision*, 18 December 2015

**AFMAN 91-223**, *Aviation Safety Investigations and Reports*, 16 May 2013

**AFOCD**, *Air Force Officer Classification Directory*, 31 January 2012

**FAA Advisory Circular 150/5210-20**, *Ground Vehicle Operations on Airports*, 31 March 2008

*Adopted Forms*

AF FORM 457, *USAF Hazard Report*

AF FORM 483, *Certificate of Competency*

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

AF FORM 3616, *Daily Record of Facility Operation*

*Abbreviations and Acronyms*

**AAFMM**—Assistant Airfield Manager

**AASF**—Army Aviation Support Facility

**ADI**—Airfield Driving Instruction

**ADLS**—Advanced Distributed Learning System

**ADP**—Airfield Driving Program

**ADPM**—Airfield Driving Program Manager

**AF**—Air Force

**AFB**—Air Force Base

**AFFSA**—Air Force Flight Standards Agency

**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFM**—Airfield Manager  
**AFOCD**—Air Force Officer Classification Directory  
**AFRDS**—Air Force Records Disposition Schedule  
**AFRSAT**—Air Force Runway Safety Action Team  
**AFSAS**—Air Force Safety Automated System  
**AFSC**—Air Force Specialty Code  
**AFVA**—Air Force Visual Aid  
**AGE**—Aerospace Ground Equipment  
**AM**—Airfield Management  
**AM Ops**—Airfield Management Operations  
**AOB**—Airfield Operations Board  
**AOF/CC**—Airfield Operations Flight Commander  
**AOI**—Airfield Operations Instruction  
**ASM**—Airfield Systems Maintenance  
**ATCAL**S—Air Traffic Control and Landing Systems  
**ATCT**—Air Traffic Control Tower  
**CATM**—Combat Arms Training and Maintenance  
**CBT**—Computer Based Training  
**CE**—Civil Engineering  
**CMA**—Controlled Movement Area Controlled  
**CMAV**—Movement Area Violation  
**DoD**—Department of Defense  
**DRL**—Daytime Running Lights  
**ECP**—Entry Control Point  
**EoR**—End of Runway  
**FAA**—Federal Aviation Administration  
**FOD**—Foreign Object Damage/Debris  
**GOV**—Government Owned Vehicle  
**GSA**—Government Services Administration  
**HATR**—Hazardous Air Traffic Report

**IAW**—In Accordance With

**ILS**—Instrument Landing System

**IOMS**—Infrastructure Operations and Maintenance Services

**LMR**—Land Mobile Radio

**MAJCOM**—Major Command

**MFR**—Memorandum for Record

**MOPP**—Mission Oriented Protective Posture

**MPH**—Miles Per Hour

**MSGT**—Master Sergeant

**NCOIC**—Noncommissioned Officer in Charge

**NVD**—Night Vision Detection

**NVG**—Night Vision Goggles

**OG**—Operations Group

**OPR**—Office of Primary Responsibility

**OSA**—Airfield Operations Flight

**OSS/CC**—Operations Support Squadron Commander

**PCA**—Permanent Change of Assignment

**PCS**—Permanent Change of Station

**PDA**—Personal Digital Assistant

**POFZ**—Precision Obstacle Free Zone (not applicable to BAFB)

**POV**—Privately Owned Vehicle

**RGL**—Runway Guard Light

**RIPWG**—Runway Intrusion Prevention Working Group

**RWY**—Runway

**SAV**—Staff Assistance Visit

**SE**—Safety

**SFS**—Security Forces Squadron

**SSGT**—Staff Sergeant

**SW**—Space Wing

**SWI**—Space Wing Instruction

**TDY**—Temporary Duty

**T.O**—Technical Order

**UAS**—Unmanned Aerial System

**UFC**—Unified Facilities Criteria

**UHF**—Ultra High Frequency

**USAF**—United States Air Force

**USDA**—United States Department of Agriculture

**UTA**—Unit Training Assembly

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer

**VHF**—Very High Frequency

**WG**—Wing

**WMS**—Warehouse Management System

### *Terms*

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

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

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

**Airfield**—An area prepared for the accommodation (including any buildings, installations, and equipment) of landing and take-off of aircraft. The terms airfield, airport and aerodrome may be used interchangeably.

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

**Airfield Driving Program Manager (ADPM)**—The civilian or military individual selected by the squadron/unit commander to administer the organization's vehicle program, to include operation of vehicles on the airfield and associated training.

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

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

aircraft through the national and international airspace system such as Flight Information Publications (FLIPs), aeronautical charts and maps, Notice to Airmen (NOTAM), local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

**Airfield Management Operations (AM Ops)**—A facility located near the airfield that provides aircrews with flight plan processing and planning services. This facility is also referred to as Base Operations at some installations.

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

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

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

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

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

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

**Flightline**—Any area or facility including apron, hardstand and aprons on or in which aircraft may be parked, stored, serviced or maintained. The terms flightline, airfield and aerodrome may be used interchangeably.

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

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

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

**Host Wing/Installation Commander**—The individual with ultimate responsibility for operating the airfield. See also Wing Commander.

**Hot Spot**—A runway safety related problem area or intersection on an airfield. Typically, it is a complex or confusing taxiway/taxiway or taxiway/runway intersection. A confusing condition

may be compounded by a miscommunication between a controller and a pilot, and may cause an aircraft separation standard to be compromised. The area may have a history of surface incidents or the potential for surface incidents.

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

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

**Major Command (MAJCOM)**—For the purpose of this instruction, includes all USAF Major Commands plus the Air National Guard Readiness Center, Air Force Reserve Command, Direct Reporting Units, and Field Operating Agencies.

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

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

**Precision Obstacle Free Zone (POFZ)**—A section of airspace above an area beginning at the runway threshold, at the threshold elevation, and centered on the extended runway centerline (not applicable to Buckley AFB).

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

**Apron**—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. The terms apron and apron may be used interchangeably.

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

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

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

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

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

**2)—Pilot Deviation (PD)**—The action of a pilot that results in the violation of ATC instructions, AFI's and/or Federal Aviation Regulations (FARs).

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

**Taxilane**—Apron 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 apron to runway.

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

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

**Wing Commander**—The individual with ultimate responsibility for operating the airfield. Also referred to as Host Wing/Installation Commander.

## Attachment 2

### RADIO COMMUNICATION, PHRASEOLOGY, DISCIPLINE AND TECHNIQUE

#### A2.1. General

A2.1.1. Radio communications are a critical link in the air traffic control system. The single, most important thought in communicating with air traffic control tower personnel is understanding. It is essential to acknowledge each radio transmission with air traffic controllers by using appropriate call-signs and terminology.

A2.1.2. Brevity is also an important aspect in communicating with ATCT personnel. Controllers must know what you want to do before they can properly respond to vehicle operator and pedestrian requests. Conversely, vehicle operators and pedestrians must know what the controller expects from them.

A2.1.3. Vehicle operators and pedestrians must maintain vigilance in monitoring air traffic control radio communications frequencies for situational awareness, especially when operating on the runway and/or CMA. **Note:** Always monitor the appropriate radio frequency when operating on the runway or within the CMA.

A2.1.4. Never assume anything.

A2.1.5. Always ask for assistance if you have any doubt about whether to proceed.

A2.1.6. If the instructions you receive from the tower controller are unclear, ask that they be repeated again by stating, "Say Again".

A2.1.7. If there is anything about the controllers instructions you do not understand, ask for further explanations—do not assume.

A2.1.8. Vehicle operators and pedestrians must give aircraft and ground control transmissions priority unless an emergency exists.

A2.1.9. The tower controller has ultimate authority over all traffic entering the runway/CMA and will issue specific instructions that approve/disapprove the movement of vehicles, equipment and personnel on the runway/CMA. **Note:** No activity on the runway/CMA is authorized without tower authorization.

#### A2.2. Radio Technique

A2.2.1. Listen before transmitting. If someone else is talking, the keying of another transmitter/radio will be ineffective and probably override/block out the other receiver, causing the other vehicle operator/pedestrian to repeat his or her call.

A2.2.2. Think before keying the transmitter/radio, and know what to say before you need to say it.

A2.2.3. The radio should be close to your lips, and after pressing the transmit button a slight pause may be necessary before you start speaking. Speak in a normal, conversational tone. **Note:** The tower controller may have difficulty in hearing your requests if there is sufficient background noise (e.g., wind, chatter, etc.).

A2.2.4. After releasing the transmit button, wait a few seconds before calling again. The controller may be looking for your location on the airfield, transmitting on a different frequency, or scanning the runway/CMA to enable your request.

A2.2.5. Be sure that you are within the performance range of your radio and ground station equipment. Refer to the airfield diagram or this instruction to determine radio blind spots/dead zones.

A2.2.6. Be alert to the sounds or the lack of sounds in the receiver/radio. Check the volume, frequency/channel, battery level and make sure the transmit button is not stuck in the transmit position. Frequency blockage can, and has, occurred for extended periods due to unintentional transmitter operation. This type of interference is commonly referred to as a “stuck/hot mike”, and controllers may refer to it in this manner while attempting to correct the problem.

A2.2.7. Vehicles operating on the runway/CMA on a daily basis should have a permanent radio mounted in the vehicle to communicate with tower controllers. A hand-held radio should only be used as a backup or when communication is required outside the vehicle. **Note:** Conduct an operational test of the radio before entering the airfield.

A2.2.8. Air traffic controllers will not issue or use unconditional instructions (blanket approval) when authorizing vehicles to enter the runway for the purpose of airfield inspections/checks or any other operation.

A2.2.9. The tower controller will instruct vehicle operators and pedestrians requiring access on the taxiways/runway/CMA on the Tower Net. Fire Department in an actual emergency may contact tower on a different channel.

### **A2.3. Phraseology**

A2.3.1. Vehicle operators and pedestrians must contact the tower controller each and every time they proceed onto or leave the runway/CMA. When proceeding onto the CMA, you must advise the controller of three critical pieces of information: **WHO** you are (call sign), **WHERE** you are and **WHAT** your intentions are. Operators must always acknowledge all communications so the tower/ground controller knows that the message was received.

A2.3.2. A typical runway/CMA entry transmission sequence is as follows:

**Figure A2.1. Typical Runway/CMA Entry Transmission Sequence is as Follows.**

|   |  |
|---|--|
| <b>VEHICLE OPERATOR:</b>  | <i>BUCKLEY GROUND, SWEEPER1</i>  |
| <b>TOWER/GROUND CONTROLLER:</b>   | <i>SWEEPER1, BUCKLEY GROUND</i>  |
| <b>VEHICLE OPERATOR:</b>  | <i>"BUCKLEY GROUND, SWEEPER1<br/>REQUESTS ACCESS ONTO RUNWAY 14<br/>VIA TAXIWAY KILO"</i>                |
| <b>TOWER/GROUND CONTROLLER:</b>   | <i>"SWEEPER1, PROCEED ONTO RUNWAY<br/>14 VIA TAXIWAY KILO AND ADVISE<br/><br/>WHEN OFF"</i>              |
| <b>VEHICLE OPERATOR:</b>  | <i>"SWEEPER1, UNDERSTAND APPROVED<br/>ON RUNWAY 14 VIA TAXIWAY KILO,<br/><br/>WILL ADVISE WHEN OFF."</i> |
| <b>Note:</b> When entering the taxiways/runway/CMA, visually scan the area prior to entering, and then proceed as directed. |  |

A2.3.3. Conversely, the tower controller may not always approve a request, depending on aircraft traffic or other activity. For example:

**Figure A2.2. Example of Tower Controller Approve a Request, Depending on Aircraft Traffic or Other Activity.**

|   |  |
|---|--|
| <b>VEHICLE OPERATOR:</b>  | <i>"BUCKLEY GROUND, LIGHTING1"</i>   |
| <b>TOWER/GROUND CONTROLLER:</b>   | <i>"LIGHTING1, BUCKLEY GROUND"</i>   |
| <b>VEHICLE OPERATOR:</b>  | <i>"BUCKLEY GROUND, LIGHTING1<br/>REQUESTS ACCESS ONTO RUNWAY 14<br/>FROM TAXIWAY LIMA"</i>                                    |
| <b>TOWER/GROUND CONTROLLER:</b>   | <i>"LIGHTING1, BUCKLEY GROUND HOLD<br/>SHORT OF RUNWAY 14 ON LIMA."</i>  |
| <b>VEHICLE OPERATOR:</b>  | <i>"BUCKLEY GROUND, LIGHTING1<br/><br/>UNDERSTAND HOLD SHORT OF<br/><br/>RUNWAY 14 ON LIMA."</i>                               |
| <b>NOTE:</b> There is no need to repeat the request. When the tower/ground controller is available to communicate with you again, he/she will contact you. Continuing with the above example: |  |
| <b>TOWER/GROUND CONTROLLER:</b>   | <i>"LIGHTING1, BUCKLEY GROUND"</i>   |
| <b>VEHICLE OPERATOR:</b>  | <i>"BUCKLEY GROUND, LIGHTING 1"</i>  |
| <b>TOWER/GROUND CONTROLLER:</b>   | <i>"LIGHTING1, BUCKLEY GROUND<br/>PROCEED ONTO RUNWAY 14 VIA<br/>LIMA AND ADVISE WHEN OFF"</i>                                 |
| <b>VEHICLE OPERATOR:</b>  | <i>"BUCKLEY GROUND, LIGHTING1<br/><br/>UNDERSTAND APPROVED ON<br/><br/>RUNWAY 14 VIA LIMA, WILL ADVISE<br/><br/>WHEN OFF."</i> |

A2.3.4. ALWAYS read back instructions verbatim before taking any action and allow time for correction if misinterpreted. If you are unsure what the controller has transmitted, or if you do not understand an instruction, you **MUST** ask the controller to repeat it. Good communications only occurs when each party knows and understands what the other is saying.

A2.3.5. Use extreme caution when you hear the phrase "Go Ahead". Tower/ground controllers use this to mean "state your request". It **NEVER** means to proceed.

A2.3.6. DO NOT use the word "clear" or "cleared" or other variation when reporting on/off the runway or CMA. This word is reserved for pilots and air traffic controllers only.

**EXCEPTION:** Vehicle operators and pedestrians may reply “loud and clear” in response to tower controller requests for radio transmission quality or clarity.

A2.3.7. Never use Citizens Band (CB) lingo, law enforcement “ten” codes or personnel names while operating on the airfield. For example, “Good Buddy” and “10-4” are not authorized terms.

**Figure A2.3. Approved Phrases While Operating on the Airfield.**

| PHRASE                              | DEFINITION   |
|-------------------------------------|--|
| <i>Acknowledge</i>                  | Let me know you have received and understand this message.   |
| <i>Advise Intentions</i>            | Let me know what you plan to do.   |
| <i>Affirmative</i>                  | Yes.   |
| <i>Confirm</i>                      | My version is ... is that correct?   |
| <i>Correction</i>                   | An error has been made in the transmission, and the correct version follows.   |
| <i>Expedite</i>                     | Speed up/accelerate what you need to do.   |
| <i>Go Ahead</i>                     | State your request (NEVER means to proceed).   |
| <i>Hold</i>                         | Stop and stay where you are.   |
| <i>Hold Short</i>                   | Proceed to, but hold short of a specified point. <b>Note:</b> Hold and hold short are used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control. |
| <i>How do you hear me?</i>          | Question relating to the quality of the transmission or to determine how well the transmission is being received.  |
| <i>Immediately or without delay</i> | Phrase used by ATCT when such action compliance is required to avoid an imminent situation.  |
| <i>Negative</i>                     | “No”, or permission is not granted, or that is not correct.  |
| <i>Out</i>                          | The radio conversation is ended and no response is expected.   |
| <i>Over</i>                         | My radio transmission has ended, and I expect a response.  |
| <i>Proceed</i>                      | You are authorized to begin or continue moving.  |
| <i>Read Back</i>                    | Repeat my message back to me (to ensure understanding).  |

#### A2.4. Aviation/Phonetic Alphabet

A2.4.1. Because some letters have similar sounds (e.g., B and P), the international aviation community uses the following words to reduce and avoid confusion. For example, Taxiway F is referred to as Taxiway FOXTROT. Vehicle operators and pedestrians must know and use the following phonetic alphabet when operating on the airfield:

Figure A2.4. Aviation/Phonetic Alphabet Numbers.

| Letter | Word    | Pronunciation | Letter | Word     | Pronunciation |
|--------|---------|---------------|--------|----------|---------------|
| A      | Alfa    | AL-FAH        | N      | November | NO-VEM-BER    |
| B      | Bravo   | BRAH-VOH      | O      | Oscar    | OSS-KER       |
| C      | Charlie | CHAR-LEE      | P      | Papa     | PAH-PAH       |
| D      | Delta   | DELL-TAH      | Q      | Quebec   | KEH-BECK      |
| E      | Echo    | ECK-OH        | R      | Romeo    | ROW-ME-OH     |
| F      | Foxtrot | FOKS-TROT     | S      | Sierra   | SEE-AIR-RAH   |
| G      | Golf    | GOLF          | T      | Tango    | TANG-GO       |
| H      | Hotel   | HOH-TEL       | U      | Uniform  | YOU-NEE-FORM  |
| I      | India   | IN-DEE-AH     | V      | Victor   | VIK-TER       |
| J      | Juliet  | JEW-LEE-ETT   | W      | Whiskey  | WISS-KEY      |
| K      | Kilo    | KEY-LOH       | X      | Xray     | ECKS-RAY      |
| L      | Lima    | LEE-MAH       | Y      | Yankee   | YANK-KEY      |
| M      | Mike    | MIKE          | Z      | Zulu     | ZOO-LOO       |
|        |         |               |        |          |               |
| 1      | One     | WUN           | 6      | Six      | SIX           |
| 2      | Two     | TOO           | 7      | Seven    | SEV-EN        |
| 3      | Three   | TREE          | 8      | Eight    | AIT / ATE     |
| 4      | Four    | FOW-ER        | 9      | Nine     | NIN-ER        |
| 5      | Five    | FIFE          | 0      | Zero     | ZEE-RO        |

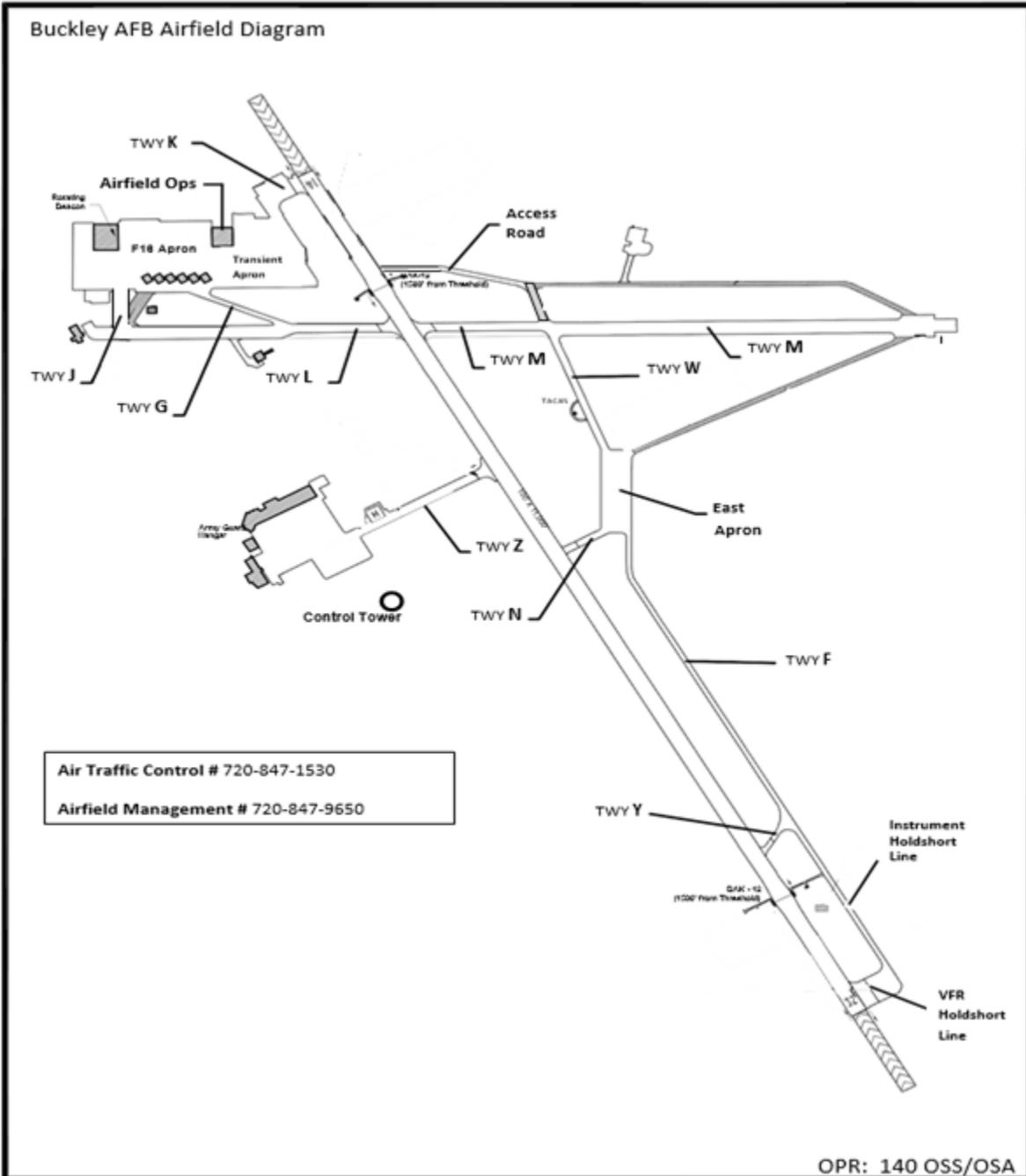
### Attachment 3

#### QUICK FACTS/GENERAL POINTS TO REMEMBER

- A3.1.** Know and understand vehicle operating procedures and NEVER deviate from them.
- A3.2.** Be patient, observant, and non-assuming.
- A3.3.** Drive slowly.
- A3.4.** Always know your exact location and be aware of activity around you.
- A3.5.** Never drive under any part of an aircraft or allow its wing to pass over your vehicle.
- A3.6.** Maintain a safe distance from parked or taxiing aircraft.
- A3.7.** Aircraft ALWAYS have the right of way.
- A3.8.** Display proper identification and security access permits.
- A3.9.** Make sure your vehicle is properly equipped for the area you operate, i.e., radio, beacons, reflective markings, lighting, etc.
- A3.10.** Pilots have a limited field of view from the cockpit—don't assume they can see you.
- A3.11.** Be aware of emergency vehicles—always yield to them.
- A3.12.** Report any accident, not matter how minor, to your supervisor immediately.
- A3.13.** Use extreme caution when driving at night and/or in poor weather conditions.
- A3.14.** Realize you can become disoriented even in the best conditions—when disoriented, stop and request assistance (as required).
- A3.15.** Be alert to any foreign object debris (FOD)—either pick it up or notify someone who can.
- A3.16.** When driving in the controlled movement area (CMA):
  - A3.16.1.** DO NOT enter the CMA and NEVER drive your vehicle/walk on or across the runway unless you have a mission requirement and permission from the control tower.
  - A3.16.2.** Monitor your two-way radio with the tower at all times.
  - A3.16.3.** After receiving permission from the tower, proceed only after you have looked in all directions—including up.
  - A3.16.4.** Repeat all instructions from the tower verbatim and read back all hold short instructions.
- A3.17.** Always drive on the far right side of the taxiway if there is no access road that runs parallel to the taxiway. Use caution and vigilance, and ensure you do not run over taxiway lights (see [Attachment 6](#)).

Attachment 4  
AIRFIELD DIAGRAM

Figure A4.1. Airfield Diagram.



Attachment 5

AIRPORT SIGNS, MARKINGS AND LIGHT GUN SIGNALS.

Figure A5.1. Airport Signs Markings and Light Gun Signals.

| Airport Signs – Action and Purpose   | ATCT LIGHT GUN SIGNALS   | Airport Markings  |
|--|--|---|
| <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</b> SIGN: Entry Not Authorized</p> <p><b>TAXIWAY LOCATION</b> SIGN: Twy on Which Vehicle/Aircraft is Located</p> <p><b>RUNWAY LOCATION</b> SIGN: Rwy on Which Vehicle/Aircraft is Located</p> | <p><b>STEADY GREEN</b> → Cleared to Cross, Proceed or Go</p> <p><b>FLASHING GREEN</b> → Not Applicable</p> <p><b>STEADY RED</b> → STOP</p> <p><b>FLASHING RED</b> → Clear the Taxiway / Runway</p> <p><b>FLASHING WHITE</b> → Return to Starting Point on Airport</p> <p><b>ALTERNATING RED/GREEN</b> → Exercise Extreme Caution</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 ATC</p> |
| <p><b>RUNWAY HOLD SIGN:</b> Boundary of Rwy Protected Area</p> <p><b>INSTRUMENT HOLD SIGN:</b> Instrument Hold Position</p> <p><b>DIRECTION SIGN:</b> Defines Direction &amp; Designation of Intersecting Twy(s)</p> <p><b>RUNWAY EXIT SIGN:</b> Defines Direction &amp; Designation of Exit Twy from Rwy</p> <p><b>OUTBOUND DESTINATION SIGN:</b> Defines Direction to Take-Off Rwy</p> <p><b>OUTBOUND DESTINATION SIGN:</b> Outbound Destination Sign to Different Rwys</p>        | <p><b>15-33</b> Runway Hold Position</p> <p><b>ILS</b> ILS Critical Area Markings</p>  | <p><b>TAXIWAY EDGE:</b> Defines Edge of Usable Full Strength Taxiway Pavement. Adjoining NOT Usable</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>15-33</b> Runway Hold Position</p> <p><b>ILS</b> ILS Critical Area Markings</p>  | <p><b>GROUND FREQUENCY</b></p> <p>AFVA 11-240, 1 May 2013<br/>Prescribed by AF 13-213<br/>CPE: HQ AFPA USA<br/>USAF Airport Signs and Markings</p>  |

**PREVENT RUNWAY INCURSIONS -- "READ BACK" ALL TOWER INSTRUCTIONS VERBATIM!**

AIRFIELD VISUAL AID SAFETY PLACARD



| ATCT LIGHT GUN SIGNALS                |   | AIRPORT SIGN SYSTEMS   |   |
|---------------------------------------|---|--|---|
| COLOR AND TYPE OF SIGNAL              | MOVEMENT OF VEHICLES, EQUIPMENT & PERSONNEL | TYPE OF SIGN AND ACTION OR PURPOSE   | TYPE OF SIGN AND ACTION OR PURPOSE  |
| STEADY GREEN                          | CLEARED TO CROSS, PROCEED OR GO             | <b>4-22</b> TWY/RWY HOLD POSITION: Hold short of runway on taxiway               | RSA/OFZ BOUNDARY: Exit boundary of rwy protected areas                    |
| FLASHING GREEN                        | NOT APPLICABLE                              | <b>26-8</b> RWY/RWY HOLD POSITION: Hold short of intersecting runway             | ILS CRITICAL AREA BOUNDARY: Exit boundary of ILS critical area            |
| STEADY RED                            | STOP  | <b>8-APCH</b> RWY APCH HOLD POSITION: Hold short for acft on approach            | TWY DIRECTION: Defines direction & designation of intersecting taxiway(s) |
| FLASHING RED                          | CLEAR THE TAXIWAY / RUNWAY                  | <b>ILS</b> ILS CRITICAL AREA HOLD POSITION: Hold short of ILS apch critical area | RWY EXIT: Defines direction & designation of exit twy from rwy            |
| FLASHING WHITE                        | RETURN TO STARTING POINT ON AIRPORT         | NO ENTRY: Identifies paved areas where aircraft entry is prohibited              | OUTBOUND DESTINATION: Defines directions to take-off runways              |
| ALTERNATING RED / GREEN               | EXERCISE EXTREME CAUTION                    | <b>B</b> TAXIWAY LOCATION: Identifies twy on which vehicle/aircraft is located   | INBOUND DESTINATION: Defines directions for arriving aircraft             |
| <b>4-22</b> HOLDING POSITION MARKINGS | <b>ILS</b> ILS CRITICAL AREA MARKINGS       | <b>22</b> RUNWAY LOCATION: Identifies rwy on which vehicle/aircraft is located   | TAXIWAY ENDING MARKER: Indicates twy does not continue                    |

**PREVENT RUNWAY INCURSIONS -- "READ BACK" YOUR AIR TRAFFIC INSTRUCTIONS!**

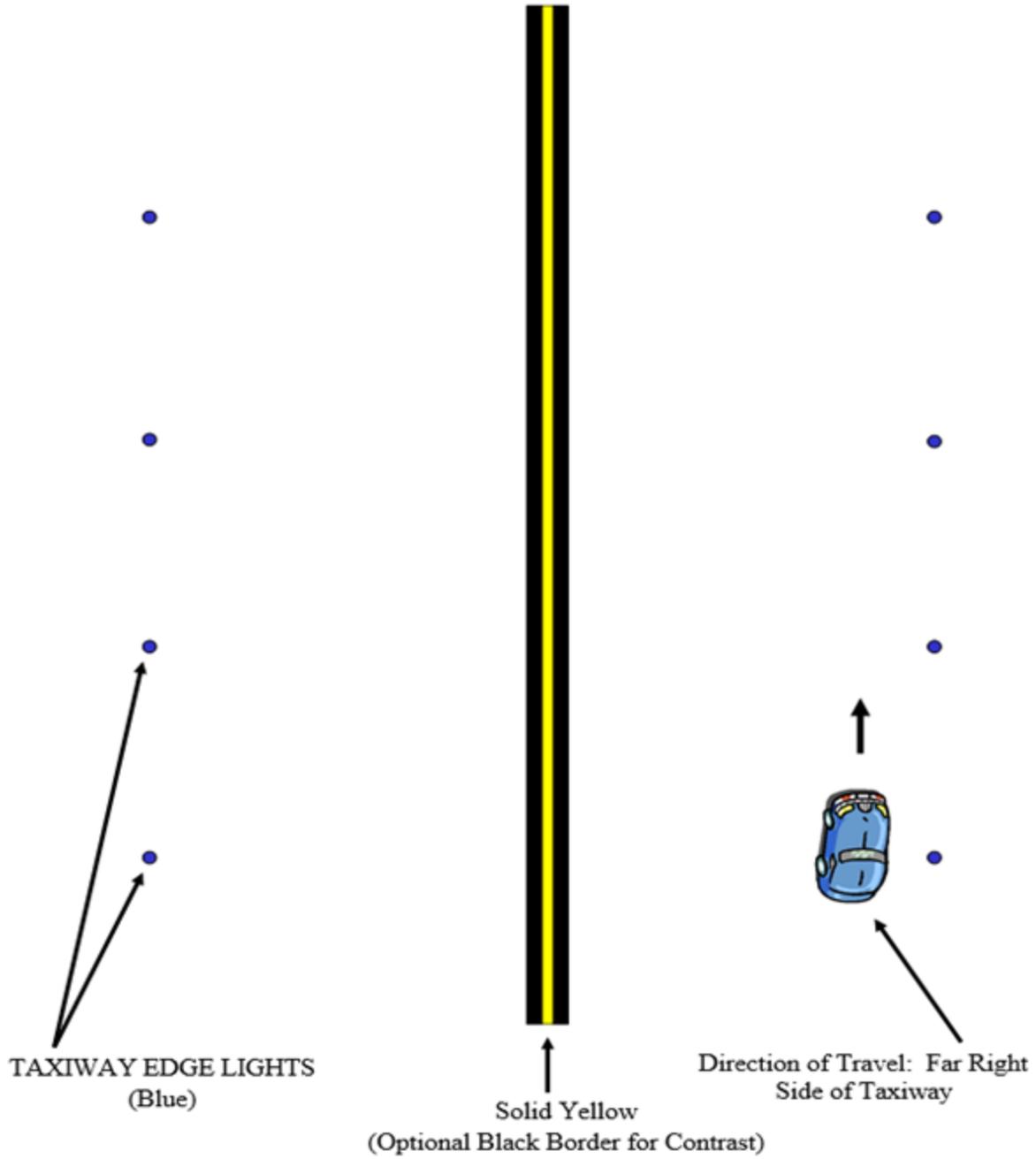
FAA - Airport Certification Program

References: Airmen's Information Manual (AIM), and Advisory Circular 150/5340-18C, Standards for Airport Sign Systems

Attachment 6

VEHICLE TRAFFIC FLOW ON TAXIWAYS

Figure A6.1. Vehicle Traffic Flow on Taxiways.



Attachment 7

CONTROLLED MOVEMENT AREA/AIRFIELD VIOLATION (CMAV) WORKSHEET.

Figure A7.1. Controlled Movement Area Airfield Violation (CMAV) Worksheet.

| ALL PURPOSE CHECKLIST  |   | PAGE 01                  | OF 02                    | PAGES                    |
|--|---|--------------------------|--------------------------|--------------------------|
| TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA<br>CONTROLLED MOVEMENT AREA / AIRFIELD VIOLATION WORKSHEET<br>Buckley AFB, Aurora, CO 80011 |   | OPR<br>140<br>OSS/OSA    | DATE                     |                          |
| NO.  | ITEM<br><i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>   | YES                      | NO                       | N/A                      |
|  | <p>PROCEDURES: This side of the form is to be completed by Airfield Management, Air Traffic Control or any other individual/agency identifying a Controlled Movement Area Violation (CMAV) or other infraction by a pedestrian/vehicle operator while operating on the airfield at Buckley AFB.</p> <p>1. Was an aircraft involved?</p> <p>NOTE 1: If an aircraft and/or aircraft operation WAS involved, submit AF IMT 651, Hazardous Air Traffic Report (HATR) to the Wing Safety Office within 24 hours of the incident.</p> <p>NOTE 2: If an aircraft and/or aircraft operation WAS NOT involved, submit AF IMT 457, USAF Hazard Report to the Wing Safety Office within 24 hours of the incident.</p> <p>NOTE 3: Notify MAJCOM Airfield Operations within 24 hours of a CMAV/HATR incident.</p> <p>2. If an aircraft WAS involved, provide the following information:</p> <p>- Aircraft Callsign: _____</p> <p>- Type Aircraft: _____</p> <p>- Location of Aircraft: _____</p> <p>- Aircraft was (circle one): TAXIING ARRIVING DEPARTING OTHER (describe)</p> <p>3. Date, time, and location of incident:</p> <p>4. What was observed / narrative comments:</p> <p>5. Rank, Name, Unit, Phone Number of person filing worksheet / report:</p> <p>6. Signature and Date:</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| AF IMT 2519 (Continued).   |  |  |         |                          |                          |                          |
|--|--|--|---------|--------------------------|--------------------------|--------------------------|
| ALL PURPOSE CHECKLIST  |  |  |         |                          |                          |                          |
|  |  |  | PAGE 02 | OF 02                    | PAGES                    |                          |
| NO.  | ITEM<br><i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>                                |  |         | YES                      | NO                       | N/A                      |
|  | <p>PROCEDURES: This side of the form is to be completed by the individual involved in an airfield or Controlled Movement Area violation.</p> |  |         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.   | Full Name and Rank: _____  |  |         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.   | Organization / Unit / Office Symbol: _____   |  |         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.   | Duty Phone: _____  |  |         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.   | Supervisor's Name / Phone Number: _____  |  |         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.   | Airfield Driving Program Manager Name / Phone Number: _____  |  |         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.   | Commander's Name / Phone Number: _____   |  |         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.   | Date / Time of incident: _____   |  |         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.   | Vehicle Type and Registration Number: _____  |  |         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.   | Pick the one that applies (circle one)<br>ASSIGNED 460th SW      ASSIGNED 140th      TDY      Contractor      Escort                         |  |         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.  | Home Station, Unit and Phone Number: _____   |  |         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.  | Description of incident (use additional paper if necessary):   |  |         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I have been briefed on the nature of my violation(s) of 460SWI 13-213 and understand I must comply with the procedures in the above directive in the future. I also understand copies of this worksheet along with AF IMT 457, USAF Hazard Report or AF IMT 651, Hazardous Air Traffic Report, as applicable, will be sent to the 140th Wing Safety Office and unit commander / supervision. |  |  |         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12.  | Signature and Date: _____  |  |         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |





## Attachment 9

**CONTROLLED MOVEMENT AREA & UNCONTROLLED MOVEMENT AREAS  
(CMA & NON-CMA)**

**Figure A9.1. Controlled Movement Area and Uncontrolled Movement Areas CMA and NON CMA.**



**NOTE:** Non-CMA is all areas inside the airfield fence not depicted in **RED**. Although these areas are not controlled by ATCT, you need to inform Airfield Management and contact ATCT when on and off the airfield. **Exception:** Performance of Local F16 Mission on the Main Apron and Transient Mission on Transient Apron.

Attachment 10  
RESTRICTED AREAS AND HOT SPOTS

Figure A10.1. Restricted Areas.



Figure A10.2. Restricted Area.

Restricted Area 

Figure A10.3. Hot Spots.



Attachment 11

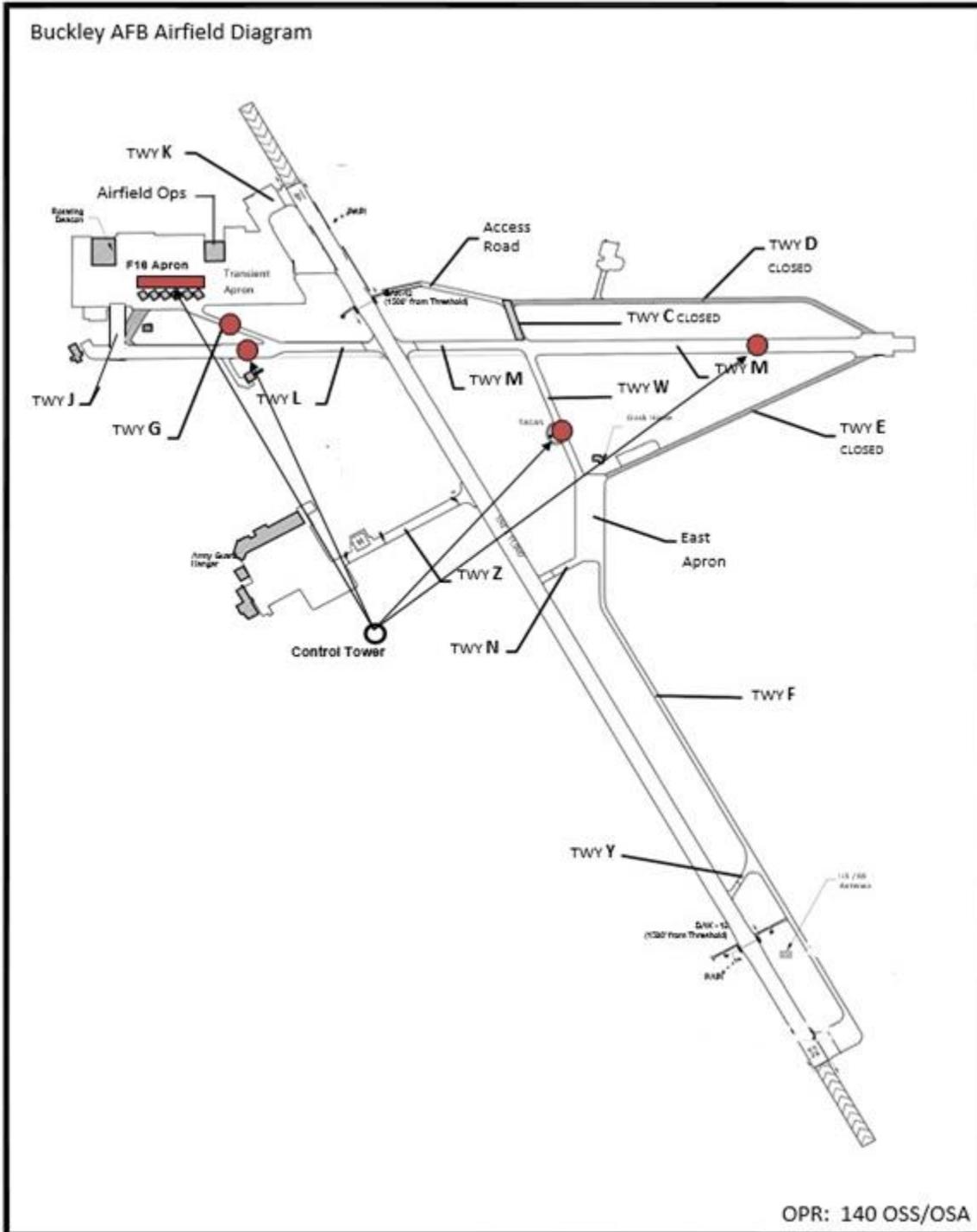
RUNWAY HOLD POSITION MARKINGS AND CRITICAL AREAS

Figure A11.1. Runway Hold Position Markings and Critical Areas.



Attachment 12  
TOWER VISUAL BLIND SPOTS

Figure A12.1. Tower Visual Blind Spots.



## Attachment 13

## PRIMARY AIRFIELD ENTRY POINTS

Figure A13.1. Primary Airfield Entry Points.



**Note:** There are no open access points to the airfield. All entry points to the airfield are fenced, locked and requires Security Forces or Airfield Management personnel to open. Airfield support agencies such as CE, ASM, USDA, etc. that have a requirement on the airfield have the combinations to applicable gates. Each vehicle operator using an airfield perimeter (security) gate shall ensure the gate closes behind the vehicle prior to leaving the vicinity of the gate. The vehicle operator shall also ensure no unauthorized vehicles or persons gain access to the airside while the gate is open.

## Attachment 14

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

**Figure A14.1. Unit Airfield Driving Program Manager and Trainer(s) Appointment Letter (Sample).**

|  |                                    |
|--|------------------------------------|
| MEMORANDUM FOR 140 OSS/OSA   | Date                               |
| FROM: (Unit Commander Office Symbol)   |                                    |
| SUBJECT: Appointment of Unit Airfield Driving Program Manager (ADPM) and Trainer(s)  |                                    |
| <p>1. The following individuals are appointed as unit ADPM (primary/alternate) and trainers. Individuals have received training LAW AFI 13-213, <i>Airfield Driving</i> BAFBI 13-213, <i>Airfield Driving Instruction</i>. The primary and alternate program managers 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.</p> |                                    |
| NAME/EMAIL   | UNIT      PHONE      AF FORM 483 # |
| PRIMARY:   |                                    |
| MSgt Ann B. Smith<br>Email: <a href="mailto:Ann.Smith@blank.af.mil">Ann.Smith@blank.af.mil</a>   | XXXX      XXX-XXXX      XX-XXXX    |
| ALTERNATE:   |                                    |
| TSgt John E. Doe<br>Email: <a href="mailto:John.Doe@blank.af.mil">John.Doe@blank.af.mil</a>  | XXXX      XXX-XXXX      XX-XXXX    |
| 2. The following individuals are appointed as Airfield Driving Program Trainers:   |                                    |
| NAME/Email   | UNIT      PHONE      AF FORM 483 # |
| TSgt Jane C. Davis<br>Email: <a href="mailto:Jane.Davis@blank.af.mil">Jane.Davis@blank.af.mil</a>  | XXXX      XXX-XXXX      XX-XXXX    |
| SSgt Michael Johnson<br>Email: <a href="mailto:Michael.Johnson@blank.af.mil">Michael.Johnson@blank.af.mil</a>  | XXXX      XXX-XXXX      XX-XXXX    |
| 3. This letter supersedes all previous letters, same subject.  |                                    |
| XXXX X. XXXXX, Lt Col, COANG<br>COMMANDER, 140th Operations Support Squadron   |                                    |
| <b>NOTE:</b> Letterheads will differ for 140 WG, 460 SW and partner units.   |                                    |

## Attachment 15

## AIRFIELD DRIVING PROGRAM MANAGER TRAINING CHECKLIST

Figure A15.1. Airfield Driving Program Manager Training Checklist.

| UNIT ADPM TRAINING CHECKLIST   |                                     |                                    |            |
|--|-------------------------------------|------------------------------------|------------|
| <b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by Wing ADPM)</i>   |                                     |                                    |            |
| Name (Last, First, Middle Initial)   | Rank, Civ. Grade or equiv.          | Unit/Office Symbol or Company Name | Duty Phone |
| <b>SECTION II – QUALIFICATION TRAINING</b> <i>(Completed by Trainee and Wing ADPM)</i>   |                                     |                                    |            |
|  | 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. AFOSHSTD 91-203, Chapter 24 <i>Aircraft Flightline – Ground Operations and Activities.</i>  |                                     |                                    |            |
| 4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Mngmt.</i>  |                                     |                                    |            |
| 5. Testing requirements to include test security/compromise.   |                                     |                                    |            |
| 6. Color vision testing requirements. See AF Pamphlet 48-133, <i>Physical Examination Techniques</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 access for personnel.   |                                     |                                    |            |
| 12. TDY personnel/Non-based assigned contractors briefing and or training requirements.  |                                     |                                    |            |
| 13. Escort procedures.   |                                     |                                    |            |
| 14. Procedures for issuing revoking and reissuing an AF IMT 483, <i>Certificate of Competency.</i>   |                                     |                                    |            |
| 15. Participate with the Unit AFPM on an actual training session and practical check ride.   |                                     |                                    |            |
| 16. AFIMT483 CERTIFICATE #   | STAMP:                              |                                    |            |
| <b>SECTION III – TRAINING CERTIFICATION</b> <i>(Completed by Trainee and Wing ADPM or designated rep.)</i>   |                                     |                                    |            |
| <b>TRAINEE</b>   |                                     |                                    |            |
| I certify that they have received and completed all of the above training requirements and will comply with the Buckley AFB, Airfield Driving Instruction. |                                     |                                    |            |
| 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 16

**AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST**

Figure A16.1. Airfield Driving Training Documentation and Certification Checklist.

| <b>AIRFIELD DRIVING TRAINING<br/>DOCUMENTATION AND CERTIFICATION CHECKLIST</b>   |                            |                                    |                           |
|--|----------------------------|------------------------------------|---------------------------|
| <b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by the Unit ADPM)</i>   |                            |                                    |                           |
| Name (Last, First, Middle Initial)   | Rank, Civ. Grade or equiv. | Unit/Office Symbol or Company Name | Duty Phone                |
|  |                            |                                    |                           |
| <b>SECTION II – QUALIFICATION TRAINING</b> <i>(Completed by the Trainee and Unit Trainer)</i>  |                            |                                    |                           |
|  | <b>Date Completed</b>      | <b>Trainee's Initials</b>          | <b>Trainer's Initials</b> |
| 1. Trainee possesses a valid <i>(State of Issue _____)</i> Driver's License <i>(restrictions _____)</i> .                            |                            |                                    |                           |
| 2. Trainee possesses a valid Government Driver's License.  |                            |                                    |                           |
| 3. Trainee possesses Chem. Gear Qual. AF IMT 483   |                            |                                    |                           |
| 4. USAF Airfield Driving Computer Based Training. [Score:     ]  |                            |                                    |                           |
| 5. Airfield Driver Training Classroom <i>(as directed locally)</i> .   |                            |                                    |                           |
| 6. Airfield Driving Qualification Training Checklist/ Curriculum.  |                            |                                    |                           |
| 7. Practical Day Airfield Driver Familiarization Training (See Qual. Trng Cklist, item 4)  |                            |                                    |                           |
| 8. Practical Night Airfield Driver Familiarization Training as applicable.(See Qual. Trng Cklist, item 4)                            |                            |                                    |                           |
| 9. Practical Driving Test. day and night (as applicable)   |                            |                                    |                           |
| <b>Testing administered by Wing ADPM</b>   |                            |                                    |                           |
| 10. Airfield Diagram/Layout Test. [Score:     ]  |                            |                                    |                           |
| 11. Runway Incursion Prevention Test [Score:     ]   |                            |                                    |                           |
| 12. Communications Test. [Score:     ]   |                            |                                    |                           |
| 13. General Knowledge Test. [Score:     ]  |                            |                                    |                           |
| <b>SECTION III – Color Vision Test for CMA drivers only.</b> <i>(Completed by Hospital/Medical Treatment Facility Optometry Lab)</i> |                            |                                    |                           |
| Check applicable.<br><input type="checkbox"/> Normal Color Vision.<br><input type="checkbox"/> Color Blind/Deficient.                |                            |                                    |                           |
| Name (Last, First, MI):  | Grade:                     | Signature:                         | Date:                     |
|  |                            |                                    |                           |

|   |        |                          |       |
|---|--------|--------------------------|-------|
| <b>SECTION IV – TRAINER CERTIFICATION</b> <i>(Completed by Authorized Airfield Driving Training Instructor or Unit ADPM)</i>  |        |                          |       |
| I certify that the trainee has received all required qualification training requirements annotated above.   |        |                          |       |
| Name of Trainer (Last, First, MI):  | Grade: | Signature:               | Date: |
| <b>SECTION V – TRAINEE ACKNOWLEDGEMENT</b> <i>(Completed by Trainee)</i>  |        |                          |       |
| I certify that I have received and completed all of the above training requirements and will comply with Buckley AFB Airfield Driving Instruction. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without first contacting and receiving approval from the Air Traffic Control Tower (ATCT). |        |                          |       |
| Name of Trainee (Last, First, MI):  | Grade: | Signature:               | Date: |
| <b>SECTION VI – UNIT CERTIFICATION</b> <i>(Completed by Unit Commander or Unit ADPM)</i>  |        |                          |       |
| I certify that the above trainee has successfully completed all training requirements to operate a vehicle on Buckley AFB Airfield. Check all applicable restrictions and or special access.  |        |                          |       |
| <input type="checkbox"/> Ramp only<br><input type="checkbox"/> Daylight Hours only<br><input type="checkbox"/> Other ( <i>Specify</i> )   |        |                          |       |
| Name (Last, First, MI):   | Grade: | Signature:               | Date: |
| <b>SECTION VII – AIRFIELD DRIVING AUTHORIZATION</b> <i>(Completed by the Wing ADPM or designated representative)</i>  |        |                          |       |
| <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved  |        | AF IMT 483 CERTIFICATE # |       |
| Name (Last, First, MI):   | Grade: | Signature:               | Date: |

Attachment 17

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

Figure A17.1. Airfield Driving Qualification Training Checklist (Curriculum).

| <b>AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)</b>   |                                    |                                    |                    |     |
|---|------------------------------------|------------------------------------|--------------------|-----|
| <b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by Unit ADPM)</i>  |                                    |                                    |                    |     |
| Name (Last, First, Middle Initial)  | Rank, Civilian Grade or equivalent | Unit/Office Symbol or Company Name | Duty Phone         |     |
|   | Date Completed                     | Trainee's Initials                 | Trainer's Initials | 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   |                                    |                                    |                    |     |
| 1.3. Controlled Movement Area Violation   |                                    |                                    |                    |     |
| 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 systems.   |  |  |  |     |
| 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.  |  |  |  | N/A |
| 5.1.2.3. Guard Lights (as applicable).   |  |  |  | N/A |
| 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).   |  |  |  | N/A |
| 5.3.6. Non-standard airfield markings as applicable.   |  |  |  | N/A |
| 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 reduced visibility/ inclement weather driving                                      |  |  |  |     |

|   |  |  |  |     |
|---|--|--|--|-----|
| techniques.   |  |  |  |     |
| 5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.   |  |  |  |     |
| 5.9. Familiarize trainee with the location and use of traffic control devices.  |  |  |  | N/A |
| 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.   |  |  |  | N/A |
| 5.15. Familiarize trainee with Hot Spots as required locally.   |  |  |  |     |
| 5.16. Identify Smoking Areas as applicable.   |  |  |  |     |
| <b>6. Communications.</b> Training Outcome(s): Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.  |  |  |  |     |
| 6.1. Ground Vehicle Communications.   |  |  |  |     |
| 6.2. Procedural Words and Phrases.  |  |  |  |     |
| 6.3. Aviation Phonetic Alphabet.  |  |  |  |     |
| 6.4. Aviation Terminology.  |  |  |  |     |
| 6.5. Procedures for Contacting the ATCT.  |  |  |  |     |
| 6.6. Light Gun Signals (Description of ATCT Light Gun signals).   |  |  |  |     |
| 6.7. ATCT and or vehicle blind spots.   |  |  |  |     |
| <b>7. Other.</b>  |  |  |  |     |
| 7.1. Review ADI.  |  |  |  |     |
| 7.2. Runway Incursion Prevention Training.  |  |  |  |     |
| 7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. <b>Note:</b> Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA. |  |  |  |     |
| 7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. <b>Note:</b> Required for all personnel that require access 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 certify that I have received and completed all of the above training requirements and will comply with Buckley AFB Airfield Driving Instruction. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without first contacting and receiving approval from the Air Traffic Control Tower (ATCT). |                                     |            |       |
| Name (Last, First, MI):   | Rank, Civilian Grade or equivalent: | Signature: | Date: |
| <b>UNIT ADPM</b>  |                                     |            |       |
| I certify that the above individual has completed all local training requirements outlined in the Buckley AFB Airfield Driving Instruction. Check all applicable restrictions.  |                                     |            |       |
| <input type="checkbox"/> Ramp only<br><input type="checkbox"/> Daylight Hours only<br><input type="checkbox"/> Other ( <i>Specify</i> )   |                                     |            |       |
| Name (Last, First, MI):   | Rank, Civilian Grade or equivalent: | Signature: | Date: |
| <b>WING ADPM or designated representative</b> <i>(as required)</i>  |                                     |            |       |
| Name (Last, First, MI):   | Rank, Civilian Grade or equivalent: | Signature: | Date: |

**Note:** Electronic media such as videos, CBTs, PowerPoint presentations, etc. may be used to provide training on all items *except* for the practical training requirements in items 4 and 7 above.

## Attachment 18

## AIRFIELD DRIVING PROGRAM MANAGER SELF-INSPECTION CHECKLIST.

Figure A18.1. Airfield Driving Program Manager Self-Inspection Checklist.

| <b>UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST</b>  |                               |           |            |
|--|-------------------------------|-----------|------------|
| <b>SECTION I – GENERAL INFORMATION</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>  |                               |           |            |
| Unit   | Office Symbol or Company Name | Date:     |            |
| <b>SECTION II – INSPECTION ITEMS</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>  |                               |           |            |
|  | <b>Yes</b>                    | <b>No</b> | <b>N/A</b> |
| <b>1. Unit Commander.</b>  |                               |           |            |
| 1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?  |                               |           |            |
| 1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?  |                               |           |            |
| 1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?  |                               |           |            |
| 1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway? |                               |           |            |
| 1.5. Is the unit commander notified when individuals commit a violation?   |                               |           |            |
| 1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?   |                               |           |            |
| 1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?   |                               |           |            |
| <b>2. Unit Airfield Driving Program Manager (ADPM).</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?  |                               |           |            |

|   | Yes | No | N/A |
|---|-----|----|-----|
| 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 with all required documentation?  |     |    |     |
| 2.7. Are the training and testing materials current and accurate?   |     |    |     |
| <b>3. TDY Personnel/Non-Base Assigned Contractors.</b>  |     |    |     |
| 3.1. Are TDY personnel/Non-base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station. |     |    |     |
| 3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?  |     |    |     |
| <b>4. Training.</b>   |     |    |     |
| 4.1. Are potential airfield drivers receiving academic/classroom training by the ADPM?  |     |    |     |
| 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?   |     |    |     |

|   | Yes                                 | No         | N/A   |
|---|-------------------------------------|------------|-------|
| 4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Refresher training being documented on the back of AF IMT 483? |                                     |            |       |
| 4.8. Are trainees administered 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/exit procedures and radio "read back" requirement? (random interview of unit vehicle operators may be conducted.) |                                     |            |       |
| <b>5. Miscellaneous.</b>  |                                     |            |       |
| 5.1. Is AFVA 11 -240, Airfield Visual Aid Safety Placard and AFVA 13-222 Runway/CMA Procedures are 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 CMA equipped with Infrared Red Lights/Roof-mounted rotating beacons or use Emergency Flashers?  |                                     |            |       |
| 5.4. Is 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 19

TDY PERSONNEL / NON-BASE ASSIGNED CONTRACTOR TRAINING CHECKLIST.

Figure A19.1. TDY Personnel Non Base Assigned Contractor Training Checklist.

| TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST   |                                     |                                    |                    |
|--|-------------------------------------|------------------------------------|--------------------|
| <b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by Unit ADPM or Wing ADPM)</i>  |                                     |                                    |                    |
| Name (Last, First Middle Initial)  | Rank, Civ. Grade or equiv.          | Unit/Office Symbol or Company Name | Duty Phone         |
| <b>SECTION II – QUALIFICATION TRAINING</b> <i>(Completed by the Trainee, Unit ADPM or designated Trainer)</i>  |                                     |                                    |                    |
|  |                                     | Date Completed                     | Trainee's Initials |
| 1. Verified Drivers License  | State _____ Exp. Date _____         |                                    |                    |
| 2. Government Drivers License verified   |                                     |                                    |                    |
| 3. Current AF Form 483 Cert. # _____ Exp. Date _____ **  |                                     |                                    |                    |
| 4. Explain difference between mandatory/informational airfield signs.  |                                     |                                    |                    |
| 5. Explain the different types of airfield markings (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield markings.   |                                     |                                    |                    |
| 6. Explain different types of airfield lighting systems (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield lighting.   |                                     |                                    |                    |
| 7. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramp and taxiways.  |                                     |                                    |                    |
| 8. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient aircraft.  |                                     |                                    |                    |
| 9. Explain req. for parking & chocking vehicles and equip. on airfield.  |                                     |                                    |                    |
| 10. Identify lateral distance requirements for mobile obstacles on   |                                     |                                    |                    |
| 11. Discuss Foreign Object Damage (FOD) control/prevention measures.   |                                     |                                    |                    |
| 12. Identify methods/practices to prevent a runway incursion.  |                                     |                                    |                    |
| 13. Explain different types of airfield violations and their consequences.   |                                     |                                    |                    |
| 14. Identify the proper radio terminology and phraseology.   |                                     |                                    |                    |
| 15. Provide a local Airfield Diagram. (attached)   |                                     |                                    |                    |
| 16. Studied Airfield Diagram (CMA only) Wing ADPM will test  |                                     |                                    |                    |
| 17. Identify all restricted areas and entry control points.  |                                     |                                    |                    |
| 18. Identify all Control Movement Area boundaries.   |                                     |                                    |                    |
| 19. Identify Free zones, when applicable.  |                                     |                                    |                    |
| 20. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.  |                                     |                                    |                    |
| 21. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.   |                                     |                                    |                    |
| 22. Explain procedures for reporting accident or vehicle maint. problems.  |                                     |                                    |                    |
| <b>SECTION III – TRAINING CERTIFICATION</b> <i>(Completed by Trainee, Unit ADPM and Wing ADPM as required)</i>   |                                     |                                    |                    |
| <b>TRAINEE</b>   |                                     |                                    |                    |
| I certify that I have received and completed all of the above training requirements and will comply with Buckley AFB Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT). |                                     |                                    |                    |
| Name (Last, First MI):   | Rank, Civilian Grade or equivalent: | Signature:                         | Date:              |
| <b>UNIT ADPM</b>   |                                     |                                    |                    |
| I certify that the above individual has completed all local training requirements outlined in Buckley AFB Airfield Driving Instruction (ADI). Check all applicable restrictions.   |                                     |                                    |                    |
| <input type="checkbox"/> Ramp only<br><input type="checkbox"/> Daylight Hours only<br><input type="checkbox"/> Other (Specify): _____  |                                     |                                    |                    |
| Name (Last, First MI):   | Rank, Civilian Grade or equivalent: | Signature:                         | Date:              |
| <b>WING ADPM or designated representative</b>  |                                     |                                    |                    |
| <b>Airfield Diagram Test Score _____</b><br>** If no current AF Form 483 from home station & <b>ABSOLUTELY</b> necessary issue Temp IDY# _____ Expires _____   |                                     |                                    |                    |
| Name (Last, First MI):   | Rank, Civilian Grade or equivalent: | Signature:                         | Date:              |

Note: Electronic media such as videos, CBTs, PowerPoint presentations, etc. may be used to provide training on all items *except* for items 15, 16, 20 above and Airfield Diagram Test given by Wing ADPM.

## Attachment 20

## GENERAL KNOWLEDGE TEST (SAMPLE)

Figure A20.1. Sample General Knowledge Test.

1. Ground vehicle operators will never pass under any part of an aircraft, especially the wings.
  - A. True
  - B. False
  
2. Who is required to have two-way radio contact with the control tower when on the airfield, or have an escort with this capability?
  - A. Airfield Management personnel only
  - B. Personnel operating within the controlled movement area (CMA)
  - C. Transient Alert and Fire Department personnel only
  - D. Maintenance personnel only
  
3. What does a steady green ATCT light gun signal indicate to the movement of vehicles, equipment, and personnel?
  - A. Cleared to cross; proceed; go
  - B. Exercise extreme caution
  - C. Stop; do not proceed
  - D. Return to starting point
  
4. When approaching a parked aircraft, the \_\_\_\_\_ of the vehicle should be towards the aircraft.
  - A. Drivers side
  - B. Passenger side
  - C. Front portion
  - D. Rear portion
  
5. What distance can a vehicle be parked or operated near an aircraft when the engines are in operation or about to be started?
  - A. 20 feet in front and 100 feet to the rear
  - B. 25 feet in front and 200 feet to the rear
  - C. 15 feet in front and 150 feet to the rear
  - D. 10 feet in front and 100 feet to the rear
  
6. Except in unusual circumstances, general purpose vehicles will not operate at speeds greater than \_\_\_\_\_ while on the airfield.
  - A. 05 MPH
  - B. 10 MPH
  - C. 15 MPH
  - D. 25 MPH

Answers: 1. A; 2. B; 3. A; 4. A; 5. B; 6. C

## Attachment 21

## RUNWAY INCURSION PREVENTION TEST (SAMPLE)

Figure A21.1. Sample Runway Incursion Prevention Test.

1. Runway incursions are caused by the following errors, except
  - A. Ground vehicle/controller communication errors
  - B. Lack of airfield familiarity
  - C. Concentrated bird activity on the airfield
  - D. Loss of situational awareness
  
2. What is the following sign an example of?



- A. Taxiway Location Sign
- B. GPS Coordinates
- C. Taxiway Entrance Sign
- D. Runway Mandatory Sign

3. What is the following marking an example of?



- A. Taxiway Edge Marking
- B. Runway Edge Marking
- C. Runway Hold Marking (VFR)
- D. Vehicle Roadway Marking

4. What agency must you get approval from to enter the runway/CMA?

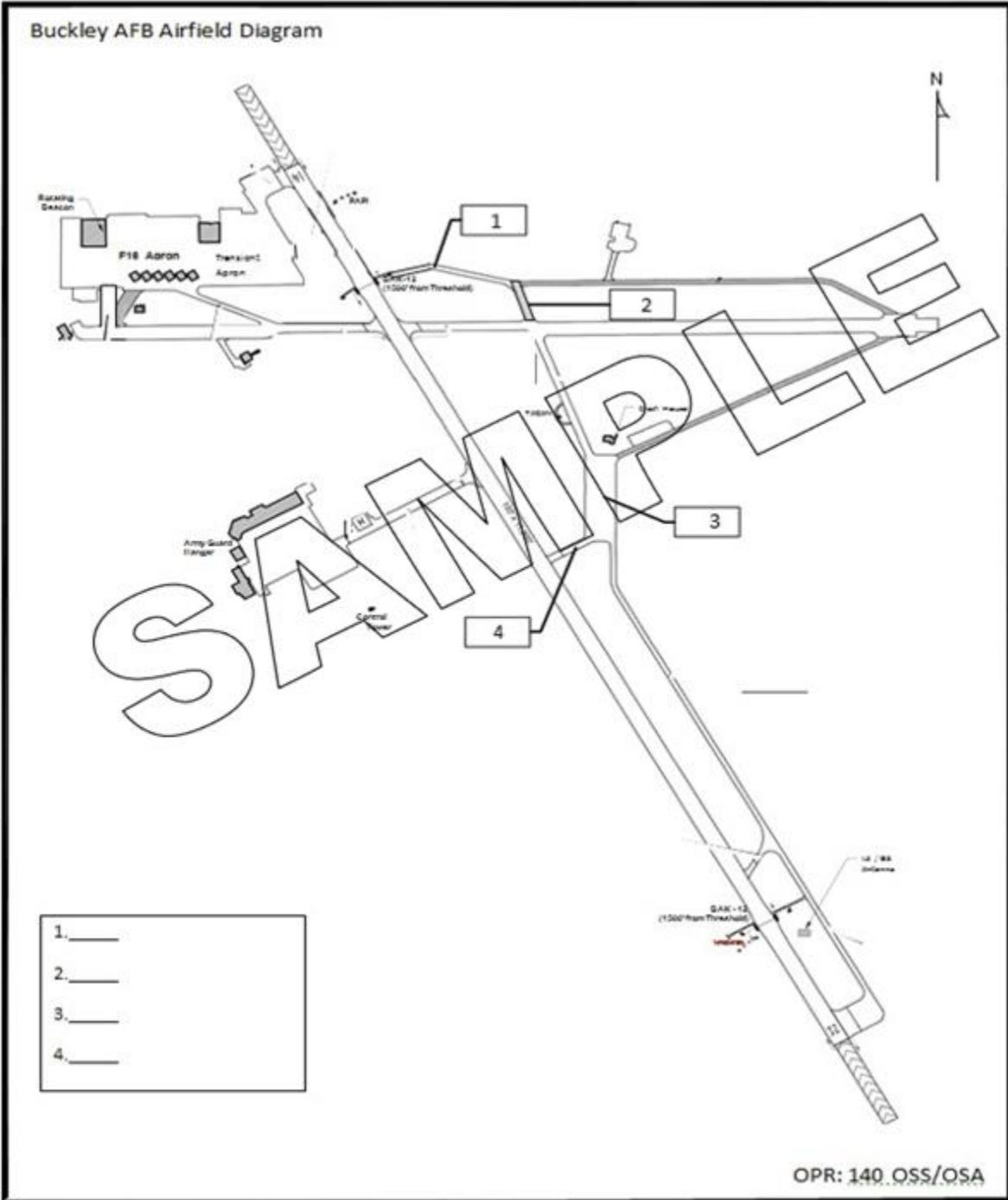
- A. Air Traffic Control Tower (Buckley Ground)
- B. Buckley Support
- C. Buckley Command Post
- D. Buckley Airfield Operations

Answers: 1. C; 2. D; 3. C; 4. A

Attachment 22

AIRFIELD DIAGRAM/LAYOUT TEST (SAMPLE)

Figure A22.1. Sample Airfield Diagram Layout Test.



## Attachment 23

## COMMUNICATION/PHRASEOLOGY TEST (SAMPLE)

Figure A23.1. Sample Communication Phraseology Test.

1. What is the correct way to initially call up and get the tower controller's attention prior to entering the controlled movement area?
  - A. "SWEEPER1, BUCKLEY GROUND"
  - B. "BUCKLEY GROUND, THIS IS SWEEPER, COME ON BACK"
  - C. "BUCKLEY GROUND, SWEEPER1"
  - D. "SWEEPER1 TO BUCKLEY GROUND"
  
2. There is no requirement to call the tower/ground controller when exiting the runway/CMA.
  - A. True
  - B. False
  
3. When the tower/ground controller gives a vehicle operator or pedestrian instructions, they must be repeated verbatim back to ensure understanding.
  - A. True
  - B. False
  
4. It is permissible to use the word "CLEAR" when reporting off the runway/CMA.
  - A. True
  - B. False
  
5. What three critical pieces of information does the tower controller need to know when requesting permission onto the runway/CMA?
  - A. **WHO** you are, **WHERE** you are, **WHAT** your intentions are.
  - B. **WHO** you are, **WHERE** you are, **WHEN** you are going onto the runway/CMA.
  - C. **HOW** you are, **WHAT** your intentions are, **WHEN** you are going in the CMA.
  - D. **WHERE** you are, **WHO** you are, and **WHY** you think you need access onto the runway.
  
6. What word used in aviation phraseology by a tower controller means to "state your request" but NEVER means to proceed?
  - A. *Come Back*
  - B. *Go Ahead*
  - C. *Read Back*
  - D. *Proceed*

Answers: 1. C; 2. B; 3. A; 4. B; 5. A; 6. B

## Attachment 24

## VEHICLE CALL SIGN LISTING

**A24.1. Vehicle/Pedestrian Call Signs.** Vehicle drivers and/or pedestrians operating on the runway/CMA must use a distinct call sign coordinated by the Wing ADPM to avoid duplicating and confusing names. Call signs will consist of a code word and may have a numerical suffix attached. *Note:* Do not use a call sign that is also a part of air traffic control phraseology such as TAXI. The following call signs are routinely used on the aerodrome:

**Figure A24.1. Call Signs Routinely Used on The Aerodrome.**

| Unit        | Call Sign      | Position  |
|-------------|----------------|---|
| 140 WG      | ASPEN1         | 140th Wing Commander                            |
| 140 WG      | ASPEN2 ASPEN3  | 140th Wing Vice Commander                       |
| 140 OG      | ASPEN4 ASPEN5  | 140th Operations Group Commander 140th          |
| 140 MSG     | MOBILE SOF     | Mission Support Group Commander 140th           |
| 140 MXG     |                | Maintenance Group Commander                     |
| 140 OG      |                | 140 Operations Group Supervisor of Flying (SOF) |
| 140 OSS     | AIRFIELD1      | Airfield Manager                                |
| 140 OSS     | AIRFIELD2      | Assistant Airfield Manager                      |
| 140 OSS     | AIRFIELD3      | Airfield Management Operations Personnel        |
| 140 OSS     | REX1-9         | Transient Alert                                 |
| 140 OSS     | DEICER1        | Transient Alert Deicing Truck                   |
| 140 MXG     | BLOODHOUND1-4  | Quality Assurance                               |
| 140 AMS     | RAMROD1-2      | Production Supervisors                          |
| 140 AMS     | BLUE1-12 RED1- | Crew Chiefs                                     |
| 140 AMS     | 4 MAGIC1-7     | Alert Maintenance/Pilots                        |
| 140 AMS     | BLACK1-11      | Avionics  |
| 140 AMS     | SABRE1-12      | Weapons   |
| 140 AMS     |                | Weapons Load Crews                              |
| 140 MOF     | BOXER1-4       | Maintenance Operations Center (MOC)             |
| 140 MXS     | GATOR1-12      | Munitions                                       |
| 140/460 SFS | PAPA2          | Area 4(Alert)                                   |

|             |             |   |
|-------------|-------------|---|
| 140/460 SFS | PAPA3       | Area 8 & 9(Non Alert) 140               |
| 140 WG      | SAFETY1     | WG Safety office                        |
| 140 CE      | BARRIER1    | Operations, Barrier Maintenance         |
| 140 CE      | INDIA38     | Grounds Supervisor                      |
| 140 CE      | INDIA53     | Electrician/Structural Supervisor Fire  |
| 460 CEF     | CHIEF1-2    | Chief                                   |
| 460 CEF     | CRASH1-3    | Aircraft Rescue and Firefighting (ARFF) |
| 460 CEF     | ENGINE1-2   | Fire Department                         |
| 460 SCS     | ATCAL1-5    | Airfield Systems Maintenance Freight    |
| FTF         | DAWG1-2     | Transfer Facility Aerial Port           |
| USDA        | WILDLIFE1-3 | United States Department of Agriculture |

**Note:** This list is not all inclusive, and contains only those ground vehicle operators/units that routinely operate on and/or have day-to-day mission essential requirements to drive on the airfield and within the CMA. It does not include those operators who occasionally communicate with tower personnel. Agencies and units not listed will coordinate call signs with airfield management (who in turn will coordinate with control tower personnel, as applicable) prior to entering the airfield or CMA.

## Attachment 25

## AIRFIELD DRIVING PROGRAM MANAGER COMPACT DISK (CD) CONTENTS

Figure A25.1. Airfield Driving Program Manager Compact Disk Contents.

| <b>MANUALS/INSTRUCTION</b>   | <b>TITLE</b>   |
|--|--|
| AFI 13-213   | <i>Airfield Driving.</i>                                       |
| AFJMAN 24-306  | <i>Manual for the Wheeled Vehicle Driver.</i>                  |
| AFI 91-203   | <i>Air Force Consolidated Occupational Safety Instruction.</i> |
| AFI 21-101   | <i>Aircraft and Equipment Maintenance Management</i>           |
| BAFBI 13-213   | <i>Airfield Driving Instruction.</i>                           |
| 00-25-172  | <i>Ground Handling Manual (driving around aircraft)</i>        |
| 150_5210_20  | <i>Ground Vehicle Operations on Airports</i>                   |
| <b>FORMS/LETTERS</b>   |  |
| Unit Airfield Driving Program and Trainer(s) Appointment Letter.     |  |
| Airfield Driving Training Documentation and Certification Checklist. |  |
| Airfield Driving Qualification Training Checklist (Curriculum).      |  |
| Airfield Driving Program Manager Self-Inspection Checklist.          |  |
| TDY Personnel/Non-Base Assigned Contractor Training Checklist.       |  |
| Reinstatement Letter Sample  |  |
| DD2861 Cross Reference   |  |
| AFVA 11-240 USAF Airport Signs and Markings                          |  |
| AFVA 13-222 Runway/Controlled Movement Area (CMA) Procedures         |  |
| Airfield Diagram   |  |
| <b>POWERPOINT PRESENTATIONS</b>                                      |  |
| Buckley Airfield Driving Presentation                                |  |
| AFFSA Runway Incursion Prevention Unit Briefing ADPM Training        |  |
| TDY Briefing CMA/Ramp Only   |  |

Attachment 26

CONTRACTOR/TDY PERSONNEL VEHICLE PASS SAMPLES

Figure A26.1. Temporary POV Pass CMA Authorized.

| Buckley AFB, CO – Temporary AIRFIELD POV PASS<br>CMA - Authorized   |             |                         |              |                       |
|---|-------------|-------------------------|--------------|-----------------------|
| PERMIT NUMBER:<br>BKF -   | ISSUE DATE: | EXPIRATION DATE:        | ABIS NUMBER: | ABIS EXPIRATION DATE: |
| USER/OPERATOR OF VEHICLE:   |             | CELL PHONE #:           |              | RANK:                 |
| UNIT/COMPANY:   |             | REASON FOR PASS:        |              |                       |
| VEHICLE DESCRIPTION   |             |                         |              |                       |
| YEAR:   | MAKE/MODEL: | COLOR:                  |              |                       |
| LICENSE PLATE NUMBER:   |             | INSURANCE AGENCY:       |              |                       |
| AUTHORIZED AREAS OF USE   |             |                         |              |                       |
| *NOT AUTHORIZED IN RESTRICTED AREAS*  |             |                         |              |                       |
| Circle One: <b>Escort Required / NO Escort Required</b>   |             |                         |              |                       |
| I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE AIRFIELD VEHICLE TRAFFIC PROCEDURES AND WILL COMPLY WITH THOSE PROCEDURES WHEN OPERATING A VEHICLE ON THE AIRFIELD. THIS PASS WILL BE TURNED IN TO AIRFIELD MANAGEMENT PRIOR TO POS RETIREMENT, SEPARATION, CONTRACT TERMINATION, OR WHEN NO LONGER REQUIRED. PASS SHALL BE REISSUED ANNUALLY AT THE END OF CALENDAR YEAR. |             |                         |              |                       |
| RANK/NAME (PRINTED):  |             | SIGNATURE:              |              |                       |
| AUTHORIZING PERSONNEL   |             |                         |              |                       |
| RANK/NAME:<br>Mr. Lawrence Aragon   |             | POSITION:<br>A SPTM AFM |              | SIGNATURE:            |
| CONTROLLED ITEM NOT TRANSFERABLE. ALL VIOLATIONS REPORT TO AIRFIELD MANAGEMENT.   |             |                         |              |                       |

| VIOLATION   | CONSEQUENCES |
|---|--------------|
| Entering the runway-rampway-CMA without Control Tower approval.                       | 1, 2, 3      |
| Any action endangering airborne aircraft, aircraft landing flight or taxing aircraft. | 1, 2, 3      |
| Exceeding speed limits specified in this instruction.                                 | 1, 2, 3, 4   |
| Any reckless action that violates military or civilian laws.                          | 1, 2, 3, 4   |
| Failure to or improperly conducting FOD checks.                                       | 1, 2, 3      |
| Failure to keep safe distances from aircraft specified in this instruction.           | 1, 2, 3      |

**CONSEQUENCES:** This matrix includes the most common airfield driving infractions

1. Confiscate AF DMT 4E3.
2. Notify unit commander, ADPM and Wing Safety.
3. Suspend and/or revoke airfield driving privileges.
4. Possible citation and points assessed by SFS.

**1<sup>st</sup> OFFENSE:** 14 to 30 day suspension of airfield driving privileges.  
**2<sup>nd</sup> OFFENSE:** Six month suspension of airfield driving privileges. A second runway or CMA violation will most likely result in permanent loss of airfield driving privileges.  
**3<sup>rd</sup> OFFENSE:** Permanent revocation of privileges.

**Note:** An Airfield Diagram, ATCT light gun signals and phone numbers to ATCT and Airfield Management are depicted on the reverse side of the pass.

Figure A26.2. Temporary POV Pass Non CMA Main Apron Only.

**Buckley AFB, CO – Temporary AIRFIELD POV PASS**  
**Non-CMA / Main Ramp Only**

|   |             |                          |                   |   |
|---|-------------|--------------------------|-------------------|---|
| PERSON NUMBER:<br>BKF   | ISSUE DATE: | EXPIRATION DATE:         | 483 NUMBER:       | 483 EXPIRATION DATE:                                    |
| USER/OPERATOR OF VEHICLE:   |             | CELL PHONE #:            |                   | RANK:   |
| UNITY/COMPANY:  |             | REASON FOR PASS:         |                   |   |
| VEHICLE DESCRIPTION   |             |                          |                   |   |
| YEAR:   | MAKE/MODEL: |                          | COLOR:            |   |
| LICENSE PLATE NUMBER:   |             |                          | INSURANCE AGENCY: |   |
| AUTHORIZED AREAS OF USE:  |             |                          |                   |   |
| *NOT AUTHORIZED IN RESTRICTED AREAS or Controlled Movement Areas**  |             |                          |                   | Circle One: <b>Escort Required / NO Escort Required</b> |
| <small>                 I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE AIRFIELD VEHICLE TRAFFIC PROCEDURES AND WILL COMPLY WITH THOSE PROCEDURES WHEN OPERATING A VEHICLE ON THE AIRFIELD. PASS WILL BE TURNED IN TO AIRFIELD MANAGEMENT PRIOR TO PCS, RETIREMENT, SEPARATION, CONTRACT TERMINATION, OR WHEN NO LONGER REQUIRED. PASS SHALL BE RENEWED ANNUALLY AT END OF CALENDAR YEAR.             </small> |             |                          |                   |   |
| RANK/NAME (PRINTED):  |             | SIGNATURE:               |                   |   |
| AUTHORIZING PERSONNEL   |             |                          |                   |   |
| RANK/NAME:<br>Mr. Lawrence Aragon   |             | POSITION:<br>Assist. AFM |                   | SIGNATURE:  |
| <small>CONTROLLED ITEM - NOT TRANSFERABLE. IF NOT TO BE REPORT TO AIRFIELD MANAGEMENT.</small>  |             |                          |                   |   |

**Enter the airfield via Aspen Ave Gate #3 and/or Breckinridge Ave Gate #15. Gain approval from Airfield Management for entry at alternate locations.**

**FOD Check - enter airfield returning to paved surface from unpaved surface**

**Speed Limit - Aircraft parking apron for general purpose vehicles (e.g. sedans, vans, station wagons, buses, etc.) - 15 MPH.**

**Ground vehicle operators will yield the right of way to all aircraft and all emergency response and/or alert vehicles with rotating lights in motion.**

**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. If a vehicle is operated within 25 feet of an aircraft, the driver must turn in a direction away from the driver's side toward the aircraft.**

**Do not drive vehicles within 10 feet of a parked aircraft (circle of safety) unless the vehicle is required for ground servicing. Use of a spotter and positioned chocks are required within 10 feet of an aircraft.**

**The lateral clearance distance from the edge of all ramps and aprons to a mobile obstacle is 50 feet from the wingtip of any aircraft. When operating off the edges of a ramp or apron do not park or operate a vehicle within 50 feet of a moving aircraft.**

**Restricted Areas. The aircraft parking apron has three restricted areas for local F-16 parking. Immediately south of Hangar 801 and East of Hangar 801. The alert aircraft shelters are a restricted area behind the fence on the south portion of the Main Ramp. Entry Control Points (ECP) must be used when aircraft are in restricted area. DO NOT enter the restricted area without proper authorization. Violations will be handled through 140<sup>th</sup> Security Forces.**

| VIOLATION  | CONSEQUENCES |
|--|--------------|
| Entering the runway/taxiway/CMA without Control Tower approval                           | 1, 2, 3      |
| Any action endangering airborne aircraft, aircraft intending flight or taxiing aircraft. | 1, 2, 3      |
| Exceeding speed limits specified in this instruction.                                    | 1, 2, 3, 4   |
| Any reckless action that violates military or civilian laws.                             | 1, 2, 3, 4   |
| Failure to or improperly conducting FOD checks.  | 1, 2, 3      |
| Failure to keep safe distances from aircraft specified in this instruction.              | 1, 2, 3      |

**CONSEQUENCES:** This matrix includes the most common airfield driving infractions

- Confiscate AF IMT 483.
- Notify unit commander, ADPM and Wing Safety.
- Suspend and/or revoke airfield driving privileges.
- Possible citation and points assessed by SFS.

**1<sup>st</sup> OFFENSE:** 14 to 30 day suspension of airfield driving privileges.

**2<sup>nd</sup> OFFENSE:** Six month suspension of airfield driving privileges. A second runway or CMA violation will most likely result in permanent loss of airfield driving privileges.

**3<sup>rd</sup> OFFENSE:** Permanent revocation of privileges.

**Note:** An Airfield Diagram, ATCT light gun signals and phone numbers to ATCT and Airfield Management are depicted on the reverse side of the pass.

Figure A26.3. Temporary Government Leased Vehicle Pass CMA Authorized.

### Buckley AFB, CO – Temporary AIRFIELD Gov't Lease Vehicle PASS CMA - Authorized

|  |                      |                       |             |                      |
|--|----------------------|-----------------------|-------------|----------------------|
| PERMIT NUMBER<br>IMT -   | ISSUE DATE:          | EXPIRATION DATE:      | 483 NUMBER: | 483 EXPIRATION DATE: |
| USER/OPERATOR OF VEHICLE:  |                      | CELL PHONE #:         |             | RANK:                |
| UNIT/COMPANY:  |                      | REASON FOR PASS:      |             |                      |
| <b>VEHICLE DESCRIPTION</b>   |                      |                       |             |                      |
| YEAR:  | MAKE/MODEL:          | COLOR:                |             |                      |
| LICENSE/STATE NUMBER:  | COMPANY LEASED FROM: | INSURANCE AGENCY:     |             |                      |
| AUTHORIZED AREAS OF USE:   |                      |                       |             |                      |
| *NOT AUTHORIZED IN RESTRICTED AREAS* <span style="float: right;">Circle One: <b>Escort Required / NO Escort Required</b></span>  |                      |                       |             |                      |
| I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE AIRFIELD VEHICLE TRAFFIC PROCEDURES AND WILL COMPLY WITH THOSE PROCEDURES WHEN OPERATING A VEHICLE ON THE AIRFIELD. PASS WILL BE TURNED IN TO AIRFIELD MANAGEMENT PRIOR TO PCS, RETIREMENT, SEPARATION, CONTRACT TERMINATION, OR WHEN NO DRIVER REQUIRED. PASS SHALL BE RENEWED ANNUALLY AT END OF CALENDAR YEAR. |                      |                       |             |                      |
| RANK/NAME (PRINTED):   |                      | SIGNATURE:            |             |                      |
| <b>AUTHORIZING PERSONNEL</b>   |                      |                       |             |                      |
| RANK/NAME:<br>Mr. Lawrence Aragon  |                      | POSITION:<br>Asst AFM |             | SIGNATURE:           |
| CONTROLLED ITEM. NOT TRANSFERABLE. IF LOST/FIND REPORT TO AIRFIELD MANAGEMENT.   |                      |                       |             |                      |

**Enter the airfield via Aspen Ave Gate #3 and or Breckinridge Ave Gate #15. Gain approval from Airfield Management for entry at alternate locations.**

**FOD Check - enter airfield returning to paved surface from unpaved surface**

**Speed Limit - Aircraft parking apron for general purpose vehicles (e.g. sedans, vans, station wagons, buses, etc.) - 15 MPH.**

**Ground vehicle operators will yield the right of way to all aircraft and all emergency response and/or alert vehicles with rotating lights in motion.**

**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. If a vehicle is operated within 25 feet of an aircraft, the driver must turn in a direction with the driver's side toward the aircraft. USE HAZARD LIGHTS ON CMA.**

**Do not drive vehicles within 10 feet of a parked aircraft (circle of safety) unless the vehicle is required for ground servicing. Use of a spotter and pre-positioned checks are required within 10 feet of an aircraft.**

**The lateral clearance distance from the edge of all ramps and aprons to a mobile obstacle is 50 feet from the wingtip of any aircraft. When operating on the edges of a ramp or apron do not park or operate a vehicle within 50 feet of a moving aircraft.**

**Restricted Areas. The aircraft parking apron has three restricted areas for local F-16 parking. Immediately south of Hangar #01 and east of Hangar #01. The alert aircraft shelters are a restricted area behind the fence on the south portion of the Main Ramp. Entry Control Point (ECP) must be used when aircraft are in restricted area. **DO NOT** enter the restricted area without proper authorization. Violations will be handled through 140<sup>th</sup> Security Forces.**

| VIOLATION  | CONSEQUENCES |
|--|--------------|
| Enter the taxiway/runway CMA without Control Tower approval.                             | 1, 2, 3      |
| Any action endangering airborne aircraft, aircraft intending flight or taxiing aircraft. | 1, 2, 3      |
| Exceeding speed limits specified in this instruction.                                    | 1, 2, 3, 4   |
| Any reckless action that violates military or civilian laws.                             | 1, 2, 3, 4   |
| Failure to or improperly conducting FOD checks.  | 1, 2, 3      |
| Failure to keep safe distances from aircraft specified in this instruction.              | 1, 2, 3      |

**CONSEQUENCES:** This matrix includes the most common airfield driving infractions

- Confiscate AF IMT 483.
- Notify unit commander, ADPM and Wing Safety.
- Suspend and/or revoke airfield driving privileges.
- Possible citation and points assessed by SFS.

**1<sup>st</sup> OFFENSE:** 14 to 30 day suspension of airfield driving privileges.

**2<sup>nd</sup> OFFENSE:** Six month suspension of airfield driving privileges. A second runway or CMA violation will most likely result in permanent loss of airfield driving privileges.

**3<sup>rd</sup> OFFENSE:** Permanent revocation of privileges.

**Note:** An Airfield Diagram, ATCT light gun signals and phone numbers to ATCT and Airfield Management are depicted on the reverse side of the pass.

Figure A26.4. Temporary Government Leased Vehicle Pass Non CMA Main Apron Only.

**Buckley AFB, CO – Temporary AIRFIELD Gov't Lease Vehicle PASS  
Non-CMA / Main Ramp Only**

|  |                      |                                 |             |
|--|----------------------|---------------------------------|-------------|
| PERMIT NUMBER:<br><b>BKF -</b>   | ISSUE DATE:          | EXPIRATION DATE:                | 483 NUMBER: |
| USER/OPERATOR OF VEHICLE:  | CELL PHONE #:        |                                 | RANK:       |
| UNIT/COMPANY:  | REASON FOR PASS:     |                                 |             |
| <b>VEHICLE DESCRIPTION</b>   |                      |                                 |             |
| YEAR:  | MAKE/MODEL:          | COLOR:                          |             |
| LICENSE PLATE NUMBER:  | COMPANY LEASED FROM: | INSURANCE AGENCY:               |             |
| AUTHORIZED AREAS OF USE:   |                      |                                 |             |
| **NOT AUTHORIZED IN RESTRICTED AREA S or Controlled Movement Areas** Circle One: <b>Escort Required / NO Escort Required</b>   |                      |                                 |             |
| I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE AIRFIELD VEHICLE TRAFFIC PROCEDURES AND WILL COMPLY WITH THOSE PROCEDURES WHEN OPERATING A VEHICLE ON THE AIRFIELD. PASS WILL BE TURNED IN TO AIRFIELD MANAGEMENT PRIOR TO PCS, RETIREMENT, SEPARATION, CONTRACT TERMINATION, OR WHEN NO LONGER REQUIRED. PASS SHALL BE RENEWED ANNUALLY AT END OF CALENDAR YEAR. |                      |                                 |             |
| RANK/NAME (PRINTED):   |                      | SIGNATURE:                      |             |
| <b>AUTHORIZING PERSONNEL</b>   |                      |                                 |             |
| RANK/NAME:<br><b>Mr. Lawrence Aragon</b>   |                      | POSITION:<br><b>Assist. AFM</b> |             |
|  |                      | SIGNATURE:                      |             |

CONTROLLED ITEM - NOT TRANSFERABLE. IF LOST/FOUND REPORT TO AIRFIELD MANAGEMENT.

**Enter the airfield via Aspen Ave Gate #3 and/or Breckinridge Ave Gate #15. Gain approval from Airfield Management for entry at alternate locations.**

**FOD Check - enter airfield returning to paved surface from unpaved surface**

**Speed Limit - Aircraft parking apron for general purpose vehicles (e.g. sedans, vans, station wagons, buses, etc.) - 15 MPH.**

**Ground vehicle operators will yield the right of way to all aircraft and all emergency response and/or alert vehicles with rotating lights in motion.**

**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. If a vehicle is operated within 25 feet of an aircraft, the driver must turn in a direction with the driver's side toward the aircraft.**

**Do not drive vehicles within 10 feet of a parked aircraft (circle of safety) 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 lateral clearance distance from the edge of all ramps and aprons to mobile obstacle is 50 feet from the wingtip of any aircraft. When operating off the edges of a ramp or apron do not park or operate a vehicle within 50 feet of a moving aircraft.**

**Restricted Areas. The aircraft parking apron has three restricted areas for local F-16 parking. Immediately south of Hangar 804 and East of Hangar 801. The alert aircraft shelters are a restricted area behind the fence on the south portion of the Main Ramp. Entry Control Points (ECP) must be used when aircraft are in restricted area. *DO NOT* enter the restricted area without proper authorization. Violations will be handled through 140<sup>th</sup> Security Forces.**

| VIOLATION  | CONSEQUENCES |
|--|--------------|
| Entering the taxiway/runway/CMA without Control Tower approval.                        | 1, 2, 3      |
| Any action endangering airborne aircraft, aircraft pending flight or taxiing aircraft. | 1, 2, 3      |
| Exceeding speed limits specified in this instruction.                                  | 1, 2, 3, 4   |
| Any reckless action that violates military or civilian laws.                           | 1, 2, 3, 4   |
| Failure to or improperly conducting FOD checks.  | 1, 2, 3      |
| Failure to keep safe distances from aircraft specified in this instruction.            | 1, 2, 3      |

**CONSEQUENCES:** This matrix includes the most common airfield driving infractions

- Confiscate AF IMT 483.
- Notify unit commander, ADPM and Wing Safety.
- Suspend and/or revoke airfield driving privileges.
- Possible citation and points assessed by SFS.

**1<sup>st</sup> OFFENSE:** 14 to 30 day suspension of airfield driving privileges.

**2<sup>nd</sup> OFFENSE:** Six month suspension of airfield driving privileges. A second runway or CMA violation will most likely result in permanent loss of airfield driving privileges.

**3<sup>rd</sup> OFFENSE:** Permanent revocation of privileges.

**Note:** An Airfield Diagram, ATCT light gun signals and phone numbers to ATCT and Airfield Management are depicted on the reverse side of the pass.

## Attachment 27

## MEMORANDUM FOR RECORD SUSPENSION OF AIRFIELD DRIVING PRIVILEGES SAMPLE

Figure A27.1. Sample Suspension of Airfield Driving Privileges.



**COLORADO AIR NATIONAL GUARD  
140TH WING  
BUCKLEY AIR FORCE BASE COLORADO**

XX XXX XXXX

MEMORANDUM FOR (UNIT COMMANDER)  
(WING SAFETY OFFICE)

FROM: 140<sup>th</sup> OSS/CC

SUBJECT: Controlled Movement Area Violation (CMAV)

1. On (date), (individual rank & name) responded to a grass fire just north of Taxiway "Bravo" and failed to properly obtain contact with the control tower that ultimately led to a runway intrusion.
2. Fire Department (Chief 2) and Airfield Management (Airfield 2) were on the runway assessing the fire. Security Forces driver (individual rank & name) was observed by control tower personnel to be at or over the runway hold line at Taxiway "Alfa", but was not able to contact or verify the exact location of the vehicle. Tower contacted Airfield 2 to assist in verifying the location of the vehicle. Airfield 2 made visual contact and asked Chief 2 to determine if he was escorting the security forces driver. Chief 2 advised he was not escorting security forces, only his two tanker vehicles. As Airfield 2 was talking with Chief 2, he witnessed the security forces vehicle enter Runway 14 at Taxiway "Alfa" and proceed to the fire trucks. Airfield 2 advised tower the vehicle was on the runway and that he would make contact.
3. When questioned, (individual rank & name) stated he was being escorted by the Fire Chief and did not make direct contact with Tower. By not contacting tower for permission onto the controlled movement area (CMA) or assuming he was escorted and/or cleared onto the CMA is a direct violation of 460 SWI 13-213, *Airfield Driving Program*, paragraph 4.2.2.
4. Runway intrusions are serious offenses that can lead to loss of life and/or multimillion dollar resources, and are reportable incidents to higher headquarters. (individual rank & name) airfield driving privileges are revoked for 30 days effective (date). He is required to enter remedial training and re-certified on all airfield driving requirements, with emphasis on CMA procedures. At the end of the 30 day period, (individual rank & name) may take his airfield driving exam at airfield operations with a newly completed documentation of training and a Memorandum for Record signed by the wing commander certifying member was retrained and requesting reinstatement of airfield driving privileges. A new AF IMT 483, **Certificate of Competency** will be issued upon successful completion of the written exam.
5. Please direct any questions concerning this issue or procedures to (Wing ADPM) at DSN xxx-xxxx, or via email to (first.last@ang.af.mil).

FIRST LAST, LtCol, COANG  
Commander

Attachments:  
1. AF IMT 457, **USAF Hazard Report**  
2. Buckley AFB Controlled Movement Area / Airfield Violation Worksheet

"Building America's First Team Together"

## Attachment 28

## MEMORANDUM FOR RECORD REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES (SAMPLE)

Figure A28.1. Sample Memorandum for Record Reinstatement of Airfield Driving Privileges.

|   |   |
|---|---|
|    | <b>DEPARTMENT OF THE AIR FORCE</b><br>460TH SPACE WING (AF SPC) |
|   | XX XXX XXXX   |
| MEMORANDUM FOR 140 OSS/CC & WING ADPM   |   |
| FROM: SQ/CC   |   |
| SUBJECT: Reinstatement of Airfield Driving Privileges for (RANK & NAME)   |   |
| 1. On (date), (individual rank & name) responded to a grass fire north of Taxiway "Bravo" and failed to properly obtain contact with the control tower that ultimately led to a runway intrusion. Request reinstatement of his airfield driving privileges.   |   |
| 2. JUSTIFICATION: State mission essential reasons why airfield driving privileges should be given back to individual (e.g., low manning).   |   |
| 3. CORRECTIVE ACTION: During the 30 day suspension period, (individual rank & name) has undergone extensive remedial training to include runway incursion prevention testing. A breakdown of training and testing follows:  |   |
| A. Individual Study – Eight hours.<br>B. Classroom Training – Three hours.<br>C. Written Testing and CBT – Two hours.<br>D. Practical Training – Three hours.   |   |
| 4. I am confident a repeat of this or any similar type of incident will not occur. Please direct any questions to (SQ/CC of violator) and/or (unit ADPM of violator) at DSN xxx-xxxx, or via email to ( <a href="mailto:squadron.commander@ang.af.mil">squadron.commander@ang.af.mil</a> ) and/or ( <a href="mailto:unit.adpm@ang.af.mil">unit.adpm@ang.af.mil</a> ). |   |
| FIRST LAST, Col, USAF<br>Commander  |   |
| GUARDIANS OF THE HIGH FRONTIER  |   |