

**BY ORDER OF THE COMMANDER
436TH AIRLIFT WING**

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



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Nuclear, Space, Missile, Command and Control

**DOVER AIRFIELD DRIVING
INSTRUCTION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It establishes procedures and requirements for operating government vehicles (GOV) and privately owned vehicles (POV) on the apron areas, taxiways, and runways of Dover AFB. The procedures established in this instruction apply to all personnel, civilian or military (active/guard/reserve), assigned to or working on Dover AFB. Ensure that all records created as a result of processes prescribed in the publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendations for Changes of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by E.O. 9397. System of records notice F011 AF XO A, Aviation Resource Management System (ARMS) (December 26, 2002, 67 FR 78777) applies.

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Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

1.1.1. **References, Abbreviations, Acronyms, and Terms.** References, abbreviations, and acronyms used in this instruction are listed in [Attachment 1](#).

1.1.2. **Changes to This Directive.** Changes to this directive are encouraged. All recommendations must first be coordinated with all agencies affected by the change and Wing Safety before being submitted to 436 OSS/OSAA.

1.1.3. **Office of Primary Responsibility.** 436 OSS/OSAA, Airfield Management, is the Office of Primary Responsibility for the Dover AFB Airfield Driving Program and the Deputy Airfield Manager (DAFM) develops and manages the Airfield Driving Program. Airfield Management trains unit Airfield Driving Program Managers (ADPM) on airfield driving requirements and provides information needed to train personnel operating vehicles on the airfield. ADPMs manage the unit program, and train and certify airfield trainers, if required. These trainers then train unit personnel who have a requirement to drive on the airfield.

Chapter 2

RESPONSIBILITIES

2.1. Host Wing Commander or equivalent.

- 2.1.1. Performs all normal Wing Commander responsibilities as outlined in AFI 13-213, para 2.3.
- 2.1.2. Designate personnel and agencies to support Dover's Airfield Driving Program.
- 2.1.3. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension/revocation of an individual's civilian driver's license and/or base driving privileges. See AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, Chapter 2 for additional information. Authority must not be delegated.
- 2.1.4. Approves publication of the Airfield Driving Instruction (ADI).

2.2. Operations Group Commander or equivalent.

- 2.2.1. Performs all normal Operation Group Commander responsibilities as outlined in AFI 13-213, para 2.4.

2.3. Unit Commander or equivalent.

- 2.3.1. Performs all normal Unit Commander responsibilities as outlined in AFI 13-213, para 2.5.
- 2.3.2. Ensures unit assigned personnel complete the required training and testing requirements outlined in AFI 13-213, para 3.2.4. and this instruction prior to obtaining an AF IMT 483, *Certificate of Competency* to operate a vehicle on the airfield.
- 2.3.3. Newly appointed ADPMs must contact the DAFM (x-4185) to schedule training.
- 2.3.4. Ensure fixed or mobile obstacles are not installed or erected on the airfield without prior coordination and approval from the Airfield Manager (AFM) (see para **3.8.11**).

2.4. Wing Airfield Driving Program Manager (ADPM).

- 2.4.1. Performs all normal Wing ADPM responsibilities as outlined in AFI 13-213, para 2.6.
- 2.4.2. Develops the Airfield Driving Program and provides it to unit ADPM.
- 2.4.3. Trains the Unit ADPMs on airfield driving requirements and the AMC automated airfield driving program located at <https://private.amc.af.mil/ADTP/Login.aspx>.
- 2.4.4. Will utilize local resources, such as the ADTP database mass e-mail function, the Airfield Driving Information File (ADIF), Dover Airlifter, commander's access channel, e-mail advisories, ADPM & VCO/VCNCO Meetings, etc. to educate, update and inform personnel on airfield changes, trends and special events (i.e. exercise activities, air shows, static displays, driving violations, runway/taxiway closures, inclement weather conditions, etc).
- 2.4.5. Maintains an Airfield Driving Program Continuity Binder in the TAB format below.
Note: When approved by the DAFM, contents from a TAB may be maintained in another

location or electronically. Use the DD Form 2861, *Cross-Reference* to identify location. Organize the binder as follows:

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

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

2.4.5.3. TAB C: Annual Program Inspection results.

2.4.5.4. TAB D: Airfield Drivers Training and Certification letters. Completed **Attachment 5** for unit personnel and CBT results.

2.4.5.5. TAB E: List of unit assigned airfield drivers.

2.4.5.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Test/Answer Key. Airfield Driver's written test, Map test, Runway Incursion test and Phraseology test (provided by the DAFM). See Training Curriculum (**Attachment 6**).

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

2.4.5.8. TAB H: Airfield Violations/Corrective actions (maintain each violation for one-year)

2.4.5.9. TAB I: References: DOVERAFBI 13-213, AFMAN 24-306, Chapter 25, AFOSHSTD 91-100, Chapter 6, and AFI 21-101, etc. and other miscellaneous information. **Note:** References may be a paper or electronic copy.

2.4.5.10. TAB J: Supporting documentation/miscellaneous information (procedure changes, email messages, RIPWG, etc.)

2.4.6. Train, certify, and issue temporary airfield authorization to non-assigned individuals such as contractors working on the airfield when not directly supporting a unit with an ADPM.

2.4.7. Establish contractor routes to and from work areas on the airfield to ensure positive control of contractors.

2.4.8. The AFM, DAFM and NCOIC, Airfield Management Operations (NAMO) are responsible for signing AF IMT 483s. Authority for signing AF IMT 483 must not be delegated outside AM.

2.5. Unit Airfield Driving Program Manager (ADPM).

2.5.1. Performs all normal Unit ADPM responsibilities as outlined in AFI 13-213, para 2.7.

2.5.2. Must be trained and certified to drive on Dover AFB airfield and possess a valid AF IMT 483, *Competency Card*, for Dover AFB. Also, must be appointed, in writing, by the unit commander.

2.5.3. Must be trained (including alternate) by the DAFM on managing their unit's airfield driving program and given information to train their personnel. Also, ensures the replacement ADPM is trained by the DAFM to manage the unit airfield driving program at least 30 days prior to relinquishing ADPM duties.

2.5.4. Responsible for training personnel within their respective organizations, to include TDY personnel to drive on the airfield in accordance with AFI 13-213 and this ADI.

2.5.5. Assigns appropriate restrictions, CMA access or ramp qualified, to trainees using the AMC automated airfield driving program. CMA access will display a "C" and ramp qualified will display an "R."

2.5.6. Maintains airfield driving training records, associated forms, and listing of unit personnel authorized to drive on the airfield. This information may be maintained electronically.

2.5.7. Ensures trainee's information is entered after training is complete; the listing must be current at all times.

2.5.8. Ensures personnel that will drive in the CMA receive the required training and color vision testing according to para 3.6. in this instruction and their AF IMT 483 is annotated "C" for CMA Access.

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

2.5.10. Ensures unit airfield drivers' annual refresher training is conducted through the AMC automated airfield driving program located at <https://private.amc.af.mil/ADTP/Login.aspx>.

2.5.11. Ensures rapid distribution to unit airfield drivers of files/documents located in the Airfield Driving Information File (ADIF).

2.5.12. Maintains an Airfield Driving Program Continuity Binder. See para 2.4.5. in this instruction for binder format and requirements. **Note:** This data may be maintained electronically in the Airfield Driving Training Program data base.

2.5.13. Complete a Self-Inspection prior to the annual inspection by using the Self-Inspection Checklist, see Attachment 4. Forward a copy of the inspection results to the Wing ADPM.

2.6. Airfield Management (AM).

2.6.1. Performs all normal Airfield Management responsibilities as outlined in AFI 13-213, para 2.8.

2.7. Air Traffic Control Tower (ATCT).

2.7.1. Performs all normal Air Traffic Control Tower responsibilities as outlined in AFI 13-213, para 2.9.

2.7.2. Maintains two-way radio communications with vehicles operating within the Controlled Movement Area (CMA).

2.7.3. Contacts AM if an airfield violation occurs caused by aircraft, vehicles, or pedestrians entering the CMA without specific control tower approval. This also includes runway incursions.

2.7.4. Conducts Control Tower Light Gun Signals when contacted by ADPMs or trainees.

2.8. Wing Safety.

2.8.1. Performs all normal Wing Safety responsibilities as outlined in AFI 13-213, para 2.10.

2.8.2. Coordinate (with AM and CES) for tire chain approval when an agency requests.

2.8.3. Will receive all AF IMT 651, *Hazardous Air Traffic Report (HATR)*/AF Form 457, *USAF Hazard Report*, after CMAV events to review for trends.

2.9. Security Forces Squadron (SFS).

2.9.1. Performs all normal Security Forces Squadron responsibilities as outlined in AFI 13-213, para 2.11.

2.9.2. Will check IMT 483's for current training while conducting ECP checks.

2.10. Medical Treatment Facility.

2.10.1. Performs all normal Medical Treatment Facility responsibilities as outlined in AFI 13-213, para 2.12.

2.11. Civil Engineering Squadron (CES).

2.11.1. Coordinates (with AM and SE) tire chain approval when an agency requests.

Chapter 3

AIRFIELD DRIVING TRAINING CRITERIA AND TESTING REQUIREMENTS

3.1. General.

3.1.1. All base assigned (military, DoD/contractor, etc.) personnel operating a vehicle on the airfield must be trained on local airfield driving procedures, complete the USAF Airfield Driving CBT and be licensed and/or certified either to operate a privately/government/contractor owned or leased vehicle and possess an AF IMT 483 endorsed for airfield driving. **Note:** Prior experience working on or near an airfield or aircraft (e.g., aircraft maintenance, aircrew, fire and emergency services, security forces, transportation, etc.) is not a substitute for completion of airfield driving training and testing requirements outlined in this ADI.

3.1.2. TDY personnel, escorts and Non-based assigned contractors requiring airfield driving privileges must be authorized/certified to drive on the airfield see [Attachment 7](#).

3.1.3. The Airfield Driver Training Documentation and Certification checklist, see [Attachment 5](#), will be used to document airfield driver training and certification. Note: Unit ADPMs will have trainees utilize the AMC online training course located at <https://private.amc.af.mil/ADTP/Login.aspx>.

3.2. Responsibilities.

3.2.1. AM is responsible for signing/issuing AF IMT 483s. This responsibility may not be delegated to any other agency.

3.2.2. The AM or DAFM is responsible for training Unit ADPMs.

3.2.3. The Unit ADPMs are responsible for training personnel within their unit/organization.

3.3. AF IMT 483 Issuance.

3.3.1. Procedures for Issuing AF IMT 483.

3.3.1.1. There are two types of airfield driving certifications issued for the AF IMT 483: "CMA Access" or "Ramp Qualified." The type of certification is based solely on mission requirements and not on personal preference. Consult the DAFM if there is a question about which certification is required.

3.3.1.1.1. "**CMA Access.**" Will be issued to individuals with an operational necessity for unlimited access to the entire airfield, to include all the Controlled Movement Areas (CMA). Personnel authorized this access will complete all facets of training outlined in this instruction. Annotate the AF IMT 483 in the restrictions area with a "C." **Note:** All personnel requiring CMA access will report to Airfield Management prior to issuance of an AF IMT 483 to conduct a ride-along check with Airfield Management personnel to ensure proper airfield knowledge, procedures, and phraseology while operating a vehicle on the airfield.

3.3.1.1.2. "**Ramp Qualified.**" Will be issued to individuals with an operational necessity for access to the uncontrolled movement areas only (such as the Main Ramp, Hazardous Cargo, South Ramp and Christmas tree, etc...). Personnel with

ramp access only, are not authorized to drive on controlled taxiways or cross runways unless escorted by another vehicle with direct radio communication with ATCT and the vehicle operator has "C" annotated on their AF IMT 483. Personnel with ramp access only will not be required to accomplish Phraseology training, Light Gun Signals training or complete a color vision test. Annotate the AF IMT 483 in the restrictions area with an "R."

3.3.1.2. After the trainee has completed all required airfield driving training, the unit ADPM will notify the AFM/DAFM or NAMO to initiate the online Airfield Driving test.

3.3.1.2.1. The AFM/DAFM or NAMO will validate all training requirements have been completed and the trainee has passed the Airfield Driving test, then digitally sign the individual's AF IMT 483, *Certificate of Competency*. The trainee will print his/her own AF IMT 483.

3.3.1.2.2. Only 436 OSS/OSAA is authorized to sign AF IMT 483s. Authority for digitally signing AF IMT 483 must not be delegated outside AM.

3.3.1.3. Unless electronically filed, all paperwork is returned to the unit ADPM for filing.

3.3.1.4. See AFI 13-213, para 3.2.2. for further guidance.

3.4. Training Criteria.

3.4.1. General.

3.4.1.1. All required training items are loaded on the ADTP for members to use and process.

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

3.4.1.3. Unit ADPM's will ensure trainees complete all requirements in **Attachment 5** and all required training through the AMC on-line training located at <https://private.amc.af.mil/ADTP/Login.aspx>. Training consists of:

3.4.1.3.1. Airfield Driving Computer Based Training (CBT) test. Must receive an 80% score or better. A link to this CBT is provided in the ADTP for all trainees to utilize.

3.4.1.3.2. Classroom training.

3.4.1.3.3. Complete curriculum located in **Attachment 6**. See statement in Step 2 for documentation/certification by the trainee and Unit ADPM: "Member trained using attachment 6."

3.4.1.3.4. Trainees will receive both day and night orientations on the airfield to include airfield access points, perimeter roads, ramps, and runways and taxiways.

3.4.1.3.5. Practical airfield driver test consisting of the trainee driving and being quizzed by the trainer.

3.4.1.3.6. Communication Test.

- 3.4.1.3.7. Airfield Diagram/Layout Test.
 - 3.4.1.3.8. General Knowledge Test.
 - 3.4.1.3.9. Runway Incursion Test.
 - 3.4.1.3.10. Color Vision Test, administered by the Medical Treatment Facility.
- 3.4.2. Refresher Training.
- 3.4.2.1. All qualified vehicle operators will re-accomplish the airfield driving refresher training every 12 months from the initial training date at Dover AFB until PCS.
 - 3.4.2.2. Minimum refresher training requirements:
 - 3.4.2.2.1. Complete Airfield Driving CBT located on the ADLS.
 - 3.4.2.2.2. Review the ADI.
 - 3.4.2.2.3. Complete a runway incursion prevention test (at least 5 questions with a minimum passing score of 100%).
 - 3.4.2.3. Unit ADPMs confirm refresher training has been accomplished. The driver is responsible to re-print the AF IMT 483 from the ADTP site and dispose of the previous license immediately to avoid confusion.
 - 3.4.2.4. Failure to obtain required annual refresher training within thirty (30) days of the month of initial training date will result in the automatic suspension of the individual's driving privileges. The unit ADPM will suspend driving privileges until all training and documentation is accomplished. **Note:** Personnel that were not able to complete refresher training (e.g. deployed, TDY, etc.) must complete it prior to driving on the airfield.

3.5. Testing Requirements.

- 3.5.1. The Airfield Driver's Written, CMA/Phraseology and Local Airfield Diagram Test is administered to ensure individuals know the operating procedures, standards, proper radio contact with the control tower for operating vehicles in the CMA, and location of runways, taxiways, aprons, perimeter roads, airfield access roads, etc... The test is part of the AMC online training program. Trainees must score at least 80% on the test to pass.
- 3.5.2. Wing ADPM must coordinate tests with Wing Safety prior to implementation. Each test must include the OPR and currency date.
- 3.5.3. All tests are controlled items. All Step 3 and Step 4 tests are contained in and administrated by the ADTP. Step 3 tests are enabled by the unit ADPM for their members. Step 4 tests, or wing test, (initially) will be enabled by the Wing ADPM. Subsequent tests (if member fails) will be enabled by the Unit ADPM. NOTE: All tests are enabled for 72 hours and members have 1 hour to finish after test start).
- 3.5.4. The unit Step 3 test is a general knowledge test with questions from all applicable test question databases (unit, wing, MAJCOM, or USAF). A Step 3 test's purpose is to gauge the member's knowledge level and help pinpoint deficient areas prior to taking the Step 4 wing test. Unit ADPMs shall work with the wing ADPM in development of unit tests to ensure sufficient coverage of all knowledge areas.

3.5.5. Unit ADPMs will conduct additional training for those members that fail the wing test. Enable their next attempt at the unit test once remedial training is accomplished, but no sooner than 24 hours after the failed attempt. Subsequently, upon passing the unit retest, coordinate with wing ADMP to enable retaking the wing test(s).

3.5.6. The Step 4 test is comprised of a series of questions covering required sections within the training to make up the whole test. If a member fails the first attempt at the Step 4 test they must wait a minimum of two days before a retest will be administered. A second failure results in remedial training and a 7-day waiting period before retesting. A third failure will result in the trainee reaccomplishing all training in Step 2 and a 3-month waiting period before retesting.

3.5.7. See AFI 13-213 AMC SUP, para 3.2.4. for additional guidance.

3.6. Color Vision Requirements.

3.6.1. All personnel who have a requirement to drive a vehicle in the CMA will be administered the color vision test at the base medical treatment facility Optometrist (436 MDG).

3.6.2. Individuals that fail to pass the color vision test can be issued a "Limited Access" AF IMT 483 but will not be issued a "CMA Access" AF IMT 483.

3.6.3. Personnel who have a mandatory requirement for normal color vision (entry and retention) in their Air Force Specialty Code (AFSC) are exempt from color vision testing portion of the Airfield Driving Program. **Note:** The unit ADPM must provide the DAFM a current copy of AFSC specialty job description.

3.6.4. For civilian employees, proper color vision is a requirement for employment and a color vision exam will be accomplished during the pre-employment exam. If the member fails color vision screening, they must be referred to an optometrist to determine the level of deficiency.

3.7. Airfield Diagram.

3.7.1. See [Attachment 8](#)

3.8. Operating Procedures and Standards.

3.8.1. See AFI 13-213, para 3.2.7. for additional guidance.

3.8.2. Definitions.

3.8.2.1. Airfield: Includes runways, taxiways, aircraft parking and servicing ramps (flightline), taxilanes, infield, access roads, perimeter roads, buildings, hangars, facilities and airfield entry points.

3.8.2.2. Airfield Access Roads: All roads within the airfield environment not designated as a runway, taxiway or ramp.

3.8.2.3. Airfield Management: Controlling Agency for airfield operations to include construction and airfield driving.

3.8.2.4. Air Traffic Control Tower: The building from which the air traffic control unit controls the movement of aircraft and vehicles on and around the airfield.

- 3.8.2.5. Closed Runway: A runway that is unusable for aircraft operations.
- 3.8.2.6. Controlled Movement Area (CMA): The CMA consists of the following: all runways, including 200' from all runway edges, all overruns including 200' from overrun edges (Exception: inner marker at RWY 01 approach end and perimeter road at RWY 32 approach end is not part of the CMA), infield areas between TWY B and RWY 01/19, and the following taxiways: TWY B, TWY D, TWY F, and TWY C (except between TWY B CMA boundary line to RWY 14 hold lines). The CMA establishes control over aircraft and vehicular traffic. The Control Tower exercises direct radio control over the CMA. If you intend to drive within the CMA, you must have established two-way radio contact with the Tower. Telephone coordination is never acceptable.
- 3.8.2.7. Controlled Movement Area Violation (CMAV) Event: An airfield violation caused by aircraft, vehicles or pedestrians entering the CMA without specific control tower approval. This definition includes runway incursions and infractions caused by communication errors.
- 3.8.2.8. Crew Change Area: The crew change area is along Taxiway A abeam the Control Tower. All vehicles will use extreme caution when an aircraft is in the crew change area. Position all vehicles so that no contact is made between aircraft and vehicles, should the aircraft move forward.
- 3.8.2.9. Entry Control Point: Access points to the airfield and restricted areas.
- 3.8.2.10. Emergency Response Vehicle: Includes vehicles responding to an accident or incident, i.e. fire department, airfield management, security forces.
- 3.8.2.11. Fixed/Mobile Obstacle: Obstacles on the airfield that may cause wing tip clearance issues if not properly identified, i.e. AGE equipment, vehicles.
- 3.8.2.12. Flightline: Any area or facility including aprons, hardstands, and ramps on or in which aircraft may be parked, stored, serviced, or maintained.
- 3.8.2.13. Foreign Object Damage and Debris (FOD): Used to denote any foreign object, which could cause damage to aircraft.
- 3.8.2.14. Hot Cargo Area: Area on the airfield where hazardous cargo is loaded and/or unloaded.
- 3.8.2.15. Hot Spot: A runway safety related problem area or intersection on an airfield.
- 3.8.2.16. ILS Critical Area: The area designated around the ILS antenna which is sensitive to objects, personnel, and vehicles entering into and disrupting the signal.
- 3.8.2.17. Informational Sign: Yellow background with a black inscription.
- 3.8.2.18. Jet Blast: Area behind an aircraft that can become a hazard when engines are operating.
- 3.8.2.19. Light Gun: Lighting instrument used by ATCT when radio communication is inhibited.
- 3.8.2.20. Mandatory Sign: Red background with a white inscription. Used to denote an entrance to a runway or critical area.

3.8.2.21. Movable Obstacles: Moving or parked vehicles, construction equipment, aerospace ground equipment, fire extinguishers, aircraft chocks, maintenance stands, etc, posing a hazard to aircraft.

3.8.2.22. Overrun: Non-operational portion of the end of the runway.

3.8.2.23. Perimeter Roads: Perimeter roads must be used to the maximum extent possible to minimize non-essential vehicle movement crossing runways.

3.8.2.24. Ramps (Aprons): A defined area on the airfield intended to accommodate aircraft for the purpose of loading or unloading passengers or cargo, refueling, parking, or maintenance. Ramps for Dover are the Main Ramp: The entire area parallel to Runway 14/32 from midfield to the northwest. Lies east of and includes the ramp access lane and contains aircraft parking rows "H" through "CC." Transient Ramp: The area separated from the Main Ramp by a taxilane, containing aircraft parking rows "A" through "G." South Ramp: Aircraft parking area south of Taxiway Echo, joining approach ends of Runways 1 and 32. Hazardous Cargo Area: Three (3) parking spots at the eastern point of Taxiway Delta designated as the primary hazardous cargo loading and unloading site. Christmas Tree Area: The seven concrete alert aircraft parking pads located southeast of the approach end of Runway 01 and south of the Taxiway Foxtrot hold line.

3.8.2.25. Ramp Access Lane. An area southwest of the entire Main and Transient Ramps, primarily used as an access lane for vehicles servicing and supporting aircraft parked on "A" through "CC" spots. This is an integral part of the aircraft parking ramp, requiring a POV Pass. (See [Attachment 8](#))

3.8.2.26. Restricted Areas. A legally established military zone under Air Force jurisdiction into which persons may not enter without a line badge or specific authorization. Vehicles requiring access to/from restricted areas will do so only at designated entry/exit control points (ECPs - see Attachment 7). If you must "break red" and enter at other than an ECP, coordinate through your work center to obtain permission from Security Forces before doing so.

3.8.2.27. Runways. Dover AFB has two runways. Runway 01/19 and Runway 14/32. All runway entrances are protected by runway holding position markings and signs to prevent unauthorized entry. Runways are part of the CMA and require approval from the control tower prior to entering or crossing.

3.8.2.28. 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.

3.8.2.29. Secondary Crew Change Area. The secondary crew change area is located on Taxiway Charlie, between Runway 14 and Taxiway Alpha.

3.8.2.30. Taxilane. A designated path marked through parking, maintenance, or hangar aprons, or on the perimeter of aprons to permit the safe ground movement of aircraft operating under their own power.

3.8.2.31. Taxiways. A designated path on the airfield other than apron areas on which aircraft move under their own power to and from landing, service, and parking areas. Note: For the purpose of this instruction, taxiway is used interchangeably with taxilane.

3.8.2.32. Vehicles. Any mechanical device moving on the ground, including bicycles, golf carts and motorcycles, excluding aircraft.

3.8.2.32.1. Government Vehicle (GOV). All motorized vehicles owned by the US Government. Includes Government leased vehicles that have Government plates.

3.8.2.32.2. Government Leased Vehicle. All motorized vehicles leased by the US Government. (Example: Inspection teams arriving on base and Motor Pool does not have enough vehicles to lend out. The Government will then lease vehicles from downtown for those teams.)

3.8.2.32.3. Special Purpose Vehicles. Government vehicles designed for a special purpose, such as tugs, forklifts, K loaders, etc., required for airfield mission support.

3.8.2.32.4. Parked vehicles. Vehicles, which are unattended, where no one is sitting in the driver's seat.

3.8.2.32.5. Priority/Emergency Vehicles. Crash/Fire Department vehicles, Ambulances, Security Forces, Airfield Management vehicles and Snow Removal vehicles responding to emergency or immediate response situations. These vehicles have priority over all other vehicles. ****Note:** When conducting snow removal Snow Removal Vehicles have priority over all other vehicles when on runways, taxiways, and ramps.

3.8.2.32.6. Privately Owned Vehicle (POV). All motorized vehicles not owned by the US Government; to include rentals on military orders.

3.8.2.32.7. Stopped vehicle. Vehicles, not moving, with the operator in full control of the vehicle.

3.8.2.33. Vehicle Service Road: Marked area on the airfield used specifically by vehicles to move safely about the airfield.

3.8.2.34. AF IMT 483, *Certificate of Competency*. The form issued to airfield drivers after having undergone airfield drivers training according to this instruction. The AF IMT 483 is valid until PCS and must be revalidated every 12 months or when it's decertified. If decertified, the AF IMT 483 is revoked and the individual is prohibited from driving on the airfield. Airfield driving training is required for re-issue of the certificate.

3.8.2.35. Wingtip Clearance. The distance from the tip of an aircraft's wing to fixed or mobile objects on the airfield.

3.8.3. Operating a Vehicle on the Airfield.

3.8.3.1. Vehicles operating on the airfield should remain to their right at all times when approaching oncoming vehicle traffic.

3.8.3.2. Faster moving vehicles will pass to the left of slower vehicles without exceeding the speed limit. "See paragraph 3.8.9. **Vehicle Speed Limits.**"

3.8.3.3. Vehicular traffic is prohibited from driving over in-ground fuel pit covers.

3.8.3.4. Vehicles will give way to all emergency response vehicles with rotating emergency lights in operation. *Exception:* Snow removal vehicles have the right-of-way over all non-emergency response vehicles. Any airfield vehicle operator who encounters snow removal vehicles will move to the side and hold their position until the snow removal vehicles passes. If the snow removal vehicle stops and it is safe, the vehicle may proceed.

3.8.3.5. Vehicle operators will be especially alert for moving aircraft. Drivers of fire fighting, Security Forces, ambulances, and other emergency response vehicles will not obstruct aircraft movement. The exception would be during an attempted hijack.

3.8.3.6. Vehicles are permitted to operate on the airfield only when justified by performance of duties. At no time will any vehicle be operated on the airfield for the purpose of convenience or saving man-hours. This is an airfield driving violation and is justification for suspending airfield driving privileges.

3.8.4. Operating a Vehicle in the CMA.

3.8.4.1. No vehicle or person may enter the CMA without specific approval from the Control Tower. All vehicle operators will maintain two-way radio communication with the control tower. **Note:** Telephone coordination is not acceptable to gain permission to enter the CMA.

3.8.4.2. Before entering a taxiway, bring your vehicle to a complete stop. Visually check and ensure the taxiway is free of taxiing aircraft. Establish two-way radio communications and receive permission from the Control Tower.

3.8.4.3. Routine vehicle traffic operating on the taxiways will stay to the immediate right of the taxiway/taxilane centerline and avoid driving on taxiway shoulders. When leaving vicinity of aircraft, make a 90 degree turn and proceed back to the yellow taxiway/taxilane centerline.

3.8.4.4. When requesting to cross the runway or access onto the runway, state the runway crossing or access point and destination.

3.8.4.5. All vehicles will hold short of all CMA hold lines (200 feet from runway edge) and stop bars until the control tower's approval is received.

3.8.4.6. When driving on the runway, vehicles will stay to the immediate right of the runway centerline. **Note:** Emergency response vehicles, AM and Civil Engineering may deviate from normal traffic patterns while performing official duties.

3.8.4.7. During periods of inclement weather or at night, the Control Tower may instruct vehicles to hold short at the instrument hold lines located approximately 650 feet from the edge of Runway 01 (See [Attachment 9](#) for depictions of the various hold lines and critical areas).

3.8.4.8. Vehicles operating in the CMA must use rotating beacon lights or emergency flashers.

3.8.4.9. In the event of vehicle/control tower radio failure follow these emergency actions:

3.8.4.9.1. The runway lights will be flashed on and off at the highest setting and/or the Control Tower light gun signals will be used. At that time, all vehicles will exit the CMA beyond the hold lines until radio contact can be re-established.

3.8.4.9.2. If unable to contact the tower while in the CMA, exit the CMA immediately and use other available means to contact the tower. Call 677-5263 and advise the tower controllers you are "off" the CMA and if you were experiencing radio problems.

3.8.5. Convoy and Escort Responsibilities.

3.8.5.1. Personnel acting as convoy escort must:

3.8.5.1.1. Be authorized to drive on the airfield and fully aware of associated responsibilities.

3.8.5.1.2. Brief drivers being escorted on route, speed limits and procedures.

3.8.5.1.3. Maintain convoy in a close formation and gain runway access or crossing for all vehicles from the control tower.

3.8.5.1.4. Ensure all vehicles cross the runway and notify the control tower when complete.

3.8.5.1.5. Take full responsibility for driver's actions and not allow drivers to deviate from the escort convoy.

3.8.6. Control Tower Light Gun Signals.

3.8.6.1. All vehicles that operate on the airfield will have AFVA 11-240, *Airport Signs and Markings*, signal decal (available for order at <http://www.e-publishing.af.mil/>), AFVA 13-222, *Runway/Controlled Movement Area (CMA), Procedures*, decal, and an airfield diagram (see **Attachment 8**) in their vehicle at all times.

3.8.6.2. The decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference. The tower signal decal will be displayed in plain view of the driver in all government vehicles.

3.8.6.3. These light signals are used to control aircraft and vehicles on the airfield when communications cannot be established. All vehicle operators must know and comply with the following signals:

3.8.6.3.1. Steady Green Light: "Clear to cross", "Proceed", "Go."

3.8.6.3.2. Steady Red Light: "STOP! Vehicle will not move."

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

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

3.8.6.3.5. Red and Green Light: "General warning. Exercise extreme caution." **Note:** During alerts and emergency conditions all non-essential personnel will withdraw to their Work Control Center until the emergency is terminated. The withdrawal of contractors will be at the discretion of Airfield Management.

3.8.7. Airfield Markings (see **Attachment 9**).

3.8.8. Airfield Signs (see [Attachment 9](#)).

3.8.8.1. Mandatory Signs: Red background with white legend. Vehicles will contact the Control Tower and obtain approval before proceeding beyond the sign and adjacent hold markings.

3.8.8.2. Informational Signs:

3.8.8.2.1. Location - Black background with yellow legend. Informs driver of current location.

3.8.8.2.2. Directional - Yellow background with black legend. Informs driver of destination.

3.8.8.2.3. The following airfield markings are unique to Dover:

3.8.8.2.3.1. Taxiway A, Main Ramp Clearance. A white line is painted behind the C-5's on spots E thru CC. When a C-5 is taxiing on Taxiway "A" centerline, there is 25' wing tip clearance between that line and the rear of the parked airplanes.

3.8.8.2.3.2. Taxilane on Main Ramp. A white line is painted on either side of the taxi lane between spot E and Delta Row that indicates wing-tip clearance. If all vehicles and equipment are behind these lines, a C-5 has the necessary 25' wing tip clearance while taxiing.

3.8.8.2.3.3. Vehicle Stop Bar, Delta Taxiway. A short white line is painted perpendicular on Delta Taxiway, near the Hazardous Cargo Pad. The white line is a vehicle stop bar representing the beginning of the CMA; vehicles will stop and contact Tower before proceeding.

3.8.9. Airfield Lighting.

3.8.9.1. Runway lights: White lights located on the runway edges. These high-intensity lights run the length of the runway and identify the runway edge.

3.8.9.2. Taxiway Lights: Blue lights used to outline taxiways.

3.8.9.3. Dover AFB airfield is illuminated by a variety of lights (ramp lighting, taxiway, runway, etc). Two lights you will encounter while driving at night on the CMA are taxiway lights and High Intensity Runway Lights (HIRL), see [Attachment 10](#). Taxiway lights are used to outline the edges of taxiways during reduced periods of darkness and/or restricted visibility. They emit a blue color. HIRL's are used to outline the edges of the runways. HIRL's emit a white light and are evenly spaced the full length of the runway.

3.8.9.4. Taxiway Entrance/Exit Lights: Double blue lights used to identify entrances and exits.

3.8.9.5. Airport Rotating Beacon: Green and split (double peaked) white light. The beacon is on during the hours of darkness or inclement weather.

3.8.10. Vehicle Speed Limits.

3.8.10.1. No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing traffic, road, and weather conditions. The following speed limits

apply to all vehicles: **Note:** If vehicle type is specifically restricted to a lower speed by AFJMAN 24-306, *Manual for The Wheeled Vehicle Driver*, those limits apply.

3.8.10.2. Within the Aircraft Parking Area/Ramp, Access Lane, Vehicle Parking Areas:

3.8.10.2.1. General Purpose Vehicles 15 mph

3.8.10.2.2. Special Purpose Vehicles (tractors, tugs forklifts, etc.) 10 mph

3.8.10.2.3. Vehicles Towing Aircraft 5 mph

3.8.10.3. Within 25 feet of an aircraft 5 mph

3.8.10.4. Tow speed for two or more maintenance stands 5 mph

3.8.10.5. Tow speed for one maintenance stand 10 mph

3.8.10.6. Maximum tow speed for AGE (e.g. compressors, ground power units, oxygen carts) 15 mph

3.8.10.7. Transient Alert "FOLLOW ME" vehicles 25 mph

3.8.10.8. Vehicle speeds during blackout operations 10 mph

3.8.10.9. Taxiways/runways (exceptions below) 40 mph

3.8.10.9.1. Emergency vehicles responding to an emergency may operate at any prudent speed commensurate with safety.

3.8.10.9.2. Airfield Management vehicle when responding to an emergency, when asked to expedite by the Control Tower while on the runway(s), or when determining the Runway Condition Reading (RCR).

3.8.10.10. Perimeter Roads: The perimeter road is marked with various speed limits. Obey the posted speed limit.

3.8.10.11. Snow and ice removal vehicles will operate at a speed commensurate with safety during snow and ice control operations.

3.8.11. Operating Vehicles in the Vicinity of Aircraft.

3.8.11.1. All vehicles will approach parked aircraft with the driver's side nearest the aircraft.

3.8.11.2. Do not drive vehicles between two aircraft parked on adjacent parking spots.

3.8.11.3. Vehicle operators will not approach within 50 feet of an aircraft being towed. Any airfield vehicle operator who encounters taxiing or towing operations will move off the taxiway, and hold their position until the aircraft passes by. If the aircraft stops and it is safe, the vehicle may proceed.

3.8.11.4. Never drive between a ground marshaler and an aircraft.

3.8.11.5. Except for "FOLLOW ME" vehicles, vehicles will not be parked in front of or driven into the path of taxiing aircraft. Vehicles will not be driven between a taxiing aircraft and its FOLLOW ME guide.

3.8.11.6. Headlights of a stopped vehicle shining towards a moving aircraft at night will be turned off immediately so the pilot's night vision will not be affected. The vehicle

parking lights or emergency flashers will be turned on so its position will be known. The headlights of the vehicle will remain off until the aircraft is out of range. Headlights will be turned ON prior to putting the vehicle in motion.

3.8.11.7. Drivers operating vehicles on the taxiways and parking ramps will give way to taxiing aircraft. An aircraft with landing and/or taxi lights operating or rotating beacon indicates it is about to start engines, has engines running, or is about to taxi. Vehicles will exit the taxiways by the shortest route. Only as a last resort will the vehicle drive off prepared surfaces to ensure adequate clearances for the aircraft.

3.8.11.8. Ramp road does not provide adequate wing tip clearance from Echo to Papa parking spots. When aircraft are taxiing or being towed vehicles must move to the south of ramp road or clear the area completely.

3.8.11.9. Do not disregard these rules because of an exercise.

3.8.12. Vehicle Parking and Chocking Requirements.

3.8.12.1. Vehicles will not be backed or parked in the immediate vicinity (25 feet to front 200 feet to rear) of any aircraft, except as authorized for operations such as loading or unloading, servicing, or towing. A spotter will be posted when a vehicle is backed towards an aircraft. Pre-positioned wheel chocks will be used to prevent vehicles from being backed into aircraft. **Note:** The white rectangle boxes are very close to within 25 feet, these spots are approved.

3.8.12.2. All unattended vehicles will be parked so they will not interfere with the aircraft being towed or taxied. Ignition will be turned off; keys will be left in the ignition; and the gear lever will be put in reverse gear for vehicles with manual transmissions and in the "park" position for vehicles with automatic transmissions.

3.8.12.3. All vehicles parked and left unattended will have brakes set or will have chocks placed both in front of and behind one of the rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles. The only vehicles exempt from these requirements are alert and emergency vehicles responding to an alert or emergency (i.e. ambulance and fire department).

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

3.8.12.5. When aircraft engines are operating or being started, no vehicle will be parked or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft, except as prescribed in the applicable aircraft tech order. Large frame aircraft require additional separation criteria. Do not operate vehicle within 300 feet to the rear of B-747, C-5, C-17, KC-10, KC-135 type aircraft when engines are running at low power settings. Increase this distance to 800 feet to the rear when the engines are running at high power settings. Vehicles parked at the side of the aircraft will be located clear of the wingtips, clearly visible to personnel in the aircraft cockpit.

3.8.12.6. Vehicles will not be left unattended except in designated vehicle or AGE parking areas.

3.8.12.7. Vehicles parked in front of or behind an aircraft will be parked perpendicular to the aircraft. Vehicles parked beside an aircraft will be parked parallel to the aircraft. At

all times, the vehicle operator's door will be closest to the aircraft. Vehicle movements around an aircraft will be counter-clockwise, no closer than 25 feet unless involved in aircraft servicing, loading/unloading operations.

3.8.12.8. Do not drive vehicles directly toward an aircraft, and never drive under any part of an aircraft, except during approved servicing/loading operations.

3.8.13. Fixed and Mobile Obstacle Criteria.

3.8.13.1. A fixed or mobile obstacle is anything posing a threat to aircraft movements, e.g., fire bottles, maintenance stands, vehicles, AGE, etc.

3.8.13.2. Obstacles must remain at least 1,000 feet from runway centerlines, 200 feet from taxiway centerlines, 3,000 feet from runway ends and 1,500 feet either side of runway end centerline. For Apron clearance take ½ the wingspan of the most demanding aircraft and add 50ft.

3.8.13.2.1. At least 162 feet (C-5 wingtip plus 50 feet) of the main parking ramp, south parking ramp, or the Hazardous Cargo Area.

3.8.13.3. The apron clearance requirement does not apply to equipment prepositioned for aircraft recovery which must be parked clear of roadway and taxi/tow lines, nor to equipment in established equipment (AGE sub-plots) parking areas.

3.8.13.4. Equipment may be pre-positioned on parking ramps or hardstands not more than three hours before aircraft arrival or three hours after aircraft departure. Examples of such equipment are AGE, electrical carts, forklifts, tow bar trailers, fire extinguisher carts, material handling equipment, airfield maintenance stands, and portable floodlights.

3.8.13.5. If mission necessity or manning restrictions require the pre-positioning of equipment outside the authorized window, the servicing unit must coordinate with and receive Airfield Management approval before staging the equipment.

3.8.14. Foreign Object Damage and Debris (FOD) Control and Prevention.

3.8.14.1. FOD prevention is the responsibility of all personnel operating on the airfield. Vehicle operators and passengers will be alert to and remove foreign objects located on the airfield. **Note:** Per the 436 AW/CV: a waiver is approved for the exemption of equipment and tire FOD checks prior to entering the airfield from all paved roads leading into the airfield area. See [Figure A9.12](#)

3.8.14.2. Do not operate vehicles on unpaved surfaces, unless dictated by operational necessity to avoid aircraft movement or in an emergency. Operators will stop and perform a visual inspection of the vehicle and its tires when returning to paved surfaces and remove all foreign material from the tires. Vehicles should then be driven at least 100 yards along the outer edge of hard surfaces to discard remaining foreign material.

3.8.14.3. All vehicles will maintain FOD cans to dispose of FOD either removed from their vehicles or found while driving on the airfield.

3.8.15. Cellular/Mobile Phone Use.

3.8.15.1. POV/GOV operators will not use cell phones unless the vehicle is safely parked on the airfield. Cell phone use should be for official/business use only. The

wearing of other portable headphones, earphones, or other listening devices (except for hands free cellular devices) while operating a motor vehicle is prohibited. Use of approved devices may impair driving and may prevent recognition of emergency signals, alarms or radio calls.

3.8.15.1.1. Drivers will pull their vehicle over and come to a complete stop clear of taxiing aircraft and maintaining wingtip clearances prior to answering/making a cellular/mobile phone call.

3.8.16. Restricted Visibility or Night Operations.

3.8.16.1. Headlights will be used during hours of darkness and restricted visibility (example: haze, fog, rain, etc.).

3.8.16.2. During periods of reduced ground level visibility (300 feet or less) smoking will not be permitted on the airfield (including aircraft parking ramp). This includes rain, fog, snow, or any weather or man-made phenomenon.

3.8.16.3. Reflective belts will be worn on the airfield during periods of reduced ground level visibility (300 feet or less).

3.8.16.4. When visibility is 100 feet or less, personnel will remain on, or within the immediate vicinity of the aircraft. Extreme caution shall be exercised when approaching the vehicle parking boxes forward of the aircraft.

3.8.16.5. Vehicles will stop and hold at an "INST" holding position during Instrument Flight Rules (IFR) conditions.

3.8.17. Vehicle Headlights/Day-time Running Lights Procedures.

3.8.17.1. If a vehicle's headlights are directed toward a taxiing aircraft during nighttime operations, the driver will immediately turn off the headlights and turn on the parking lights. All vehicles will use emergency warning flashers (directional lights, front and rear) when parked on the airfield during the hours of darkness or inclement weather. **Note:** If vehicle will be unattended for extended periods of time the use of vehicle mounted battery powered flashing lights is authorized to prevent 4-way vehicle flashers from draining batteries to unacceptable levels.

3.8.17.2. Vehicles with daytime running lights will park in a safe location with the ignition off, parking brake set, and emergency flashers on. Exceptions to this procedure are:

3.8.17.2.1. Vehicles parked in designated parking boxes "white rectangles."

3.8.17.2.2. Specialized aircraft service vehicles (Calavars, passenger staircase trucks, latrine servicing trucks) after the vehicles are positioned at the aircraft being serviced.

3.8.17.2.3. Vehicles exempted under these circumstances must be reflectorized to indicate length, width and height IAW T.O. 36-1-3, *Painting, Marking, and Lighting Requirements for USAF Vehicles*.

3.8.18. Bicycles, Tricycles and Other Vehicles.

3.8.18.1. Organizational bicycle and tricycle operators must comply with this instruction and normal safety rules of the road, i.e. lights, horns, etc. Approved helmets for bicycles

will be worn on all federal installations per AFI 91-207. Privately owned bikes and tricycles are not allowed.

3.8.18.2. GOVs in the performance of official duties. GOVs operating in areas used by aircraft (taxied, towed or parked) must be marked in accordance with Technical Order 36-1-3, *Painting, Marking and Lighting Requirements for Air Force Vehicles*.

3.8.18.3. POV and rental vehicles possessing an airfield POV pass in the performance of official duties. The airfield POV pass remains with the vehicle at all times when operating a vehicle on the airfield.

3.8.18.4. Contractor vehicle possessing an airfield POV pass in the performance of contracted duties. Contractor vehicles will be marked or flagged to be visually identifiable.

3.8.18.5. Golf-type cart or similar utility vehicle in the performance of official duties. These vehicles will follow all rules established for general and special purpose vehicles and will be equipped with forward and rear lamps if operated at night.

3.8.18.6. Unauthorized Vehicles and Activities: Motorcycles, scooters and mopeds are not authorized to operate on the airfield.

3.8.19. Local Unit Requirements, Operations, and Restrictions.

3.8.19.1. Parking in Main Ramp Area.

3.8.19.1.1. Park vehicles within the painted white rectangles in front and to either side of each aircraft parking spot (See [Attachment 12](#)). Position the vehicles forward and to the left within the rectangle to allow room for additional vehicles.

3.8.19.1.2. After approaching an aircraft from the front, vehicles will turn right and park perpendicular to the fuselage of the aircraft. A maximum of two (2) rows of vehicles will be parked adjacent to the aircraft.

3.8.19.1.3. To park on the right side of an aircraft (opposite side of most aircraft crew entrance doors), proceed to the adjacent aircraft at which the vehicle is to be parked, positioning the vehicle within the parking rectangle as described above.

3.8.19.1.4. Escort officials may not deviate from this procedure to accommodate a distinguished visitor (DV) due to safety.

3.8.19.1.5. Park organizational bicycles near the nose of a parked aircraft. Position bicycles upright, using a kick stand, and parked in a position that will not interfere with the maintenance or servicing of the aircraft.

3.8.19.1.6. When passenger loading or unloading, the bus or van will park 20 feet from the passenger steps with the front of the vehicle pointed toward the rear of the aircraft. After the vehicle is properly positioned, turn the front wheels away from the aircraft.

3.8.19.2. Personnel performing duties in buildings adjacent to the airfield will not park on the airfield. Temporary exceptions must be approved by the AFM.

3.8.19.3. Do not park vehicles during inclement weather in the Instrument Landing System (ILS) critical areas. (See [Attachments 11.1 and 11.2](#)).

3.8.19.4. Parking procedures around flare-loaded aircraft.

3.8.19.4.1. Standing, stopping, or parking directly in front of aircraft while loading/unloading flares will be limited to no closer than 350 ft. Anytime the aircraft visor is open while flares are loaded; the Countermeasures Dispensing System becomes a forward firing ordnance. Ref: DOVERAFBI 91-102.

3.8.19.4.2. When flares are being loaded, vehicles not directly involved with the loading will not use the parking boxes in front of the aircraft. Use parking locations adjacent the aircraft instead.

3.8.19.5. Transient Alert Vehicle Procedures: FOLLOW ME vehicles used for guiding aircraft will be equipped with signs, easily visible at night, reading, "Stop" and "Follow-Me." They will be equipped with two-way radios for communication on Control Tower frequencies.

3.8.19.5.1. Transient Alert vehicles performing "FOLLOW ME" services to arriving aircraft are granted approval to access portions of Taxiways Bravo and Delta without Control Tower approval. Portions are as follows:

3.8.19.5.1.1. Taxiway Bravo - from Alpha parking row to the hold line at Runway 14/32.

3.8.19.5.1.2. Taxiway Delta - from Taxiway Alpha to the hold line at Runway 14/32.

3.8.19.5.2. During periods of reduced visibility, the Control Tower cannot see taxiways so normal entry authorizations will apply.

3.8.19.5.3. Transient Alert vehicles not performing "FOLLOW ME" services will adhere to current procedures for entering all CMA's.

3.8.19.6. Jet Blast Areas:

3.8.19.6.1. Vehicles with direct radio contact with the Control Tower will make certain no aircraft engines are running prior to entering Taxiway Alpha behind the parked aircraft. Maintain radio contact with the Control Tower until your vehicle exits the area.

3.8.19.6.2. Vehicles without direct radio contact with the Control Tower will contact Airfield Management at 677-4192 to determine if aircraft engines are running before operating a vehicle behind parked aircraft. Use your control center to contact Airfield Management.

3.8.19.6.3. During aircraft loading operations, a 25K or 60K loader may operate behind the aircraft when the aircraft engines are running at idle speed (based on weight of the K loader and low profile). The Air Terminal Operations Center (ATOC) will coordinate with the Command Post maintenance representative so ground support personnel conducting engine runs can direct and control throttle adjustment and vehicle traffic flow.

3.8.20. Hot Spots.

3.8.20.1. All vehicles driven on the airfield will contain a Hot Spots map provided by Airfield Management.

3.8.20.2. Hot Spots on the airfield include the following areas. Use extreme caution when entering or driving in these areas:

3.8.20.2.1. Hot Cargo Pad – Taxiway Delta is a controlled movement area starting at the hold short line located just outside the Hot Cargo Pad. Contact tower for approval to enter.

3.8.20.2.2. Taxiway Delta – Intersects Taxiway Bravo and Runways 14/32 in close proximity of each other. Observe hold short lines and maintain radio contact with tower at all times.

3.8.20.2.3. Christmas Tree parking ramp – Taxiway Foxtrot is a controlled movement area starting at the hold short line located just north of the aircraft parking ramp. Contact tower for approval to enter.

3.8.21. Procedures for Use of Perimeter, In-field, or Other Airfield Roads.

3.8.21.1. Use perimeter roads, in-field, or other airfield roads to access the airfield to the maximum extent possible to reduce non-essential vehicle traffic on the airfield.

3.8.21.2. Vehicles needing to transit various areas, but not in the performance of assigned duties, are to use the perimeter road.

3.8.22. Procedures to Limit Vehicle Traffic Crossing the Runway.

3.8.22.1. Keep vehicular traffic in the CMA to an absolute minimum.

3.8.22.2. Runway crossings are restricted to vehicles transporting hazardous materials, vehicles engaged in the continued operation of the airfield (snow plows, Airfield Management, mowers, etc.), K-loaders, tugs, responding emergency vehicles, and those vehicles that have been designated as too large to transit the perimeter road. Only mission essential vehicles will cross the runway. **Note:** When crossing a runway is required during flying operations, the preferred crossing point is the departure end.

3.8.22.3. Runway crossing for convenience or to save man-hours is prohibited. The primary route to the far side of the airfield, i.e. South Ramp, Hazardous Cargo Area or Christmas Tree, is perimeter road.

3.8.22.4. Work details consisting of two or more persons will assign one individual to communicate specifically with the Control Tower using two-way radio communication for access to the CMA. This individual will not communicate with any other persons/units (over a radio) while the work detail is in a CMA. Radios are primarily the work detail unit's responsibility to provide. AM can provide a radio on a case by case basis.

3.8.23. Control Tower Visual Blind Spots and Vehicle Radio Problem Areas.

3.8.23.1. The following areas are identified as Control Tower visual blind spots:

3.8.23.1.1. Taxiway Bravo South from the Fire Department entrance to the Rwy 01 hammerhead.

3.8.23.1.2. Taxiway Alpha on the main ramp from parking spot Kilo to Charlie Charlie when aircraft are parked in those spots.

3.8.23.1.3. The Civil Air Terminal parking ramp.

3.8.23.2. Use caution when operating in Control Tower blind spots. When operating in these areas and talking to the control tower via two-way radio, ensure the vehicle location is clearly stated.

3.8.23.3. No radio blind spots or problem areas have been identified.

3.8.24. Emergency Vehicle Operations.

3.8.24.1. Emergency Responders.

3.8.24.1.1. When the Primary Crash Net is activated, all responding Crash/Fire Dept. vehicles will have immediate access to all Taxiways without being required to contact the Control Tower for approval. Crash/Fire Department vehicles will not enter any portion of the Runway without contacting the Control Tower and receiving permission to enter the Runway.

3.8.24.1.2. Once permission is granted from the Control Tower, only Crash/Fire Department vehicles and Airfield Management vehicles will enter the Runway when responding to emergencies. All other vehicles responding to emergencies will position on a suitable taxiway or in the Main Parking Area. Ambulances, if needed, will be requested by Fire Chief and will call tower to enter the Runways.

3.8.24.1.3. Vehicles responding to emergencies will advise the Control Tower of their intentions. Crash/Fire Department vehicles already operating on controlled portions of the airfield when the emergency begins will advise the Control Tower of their intentions immediately.

3.8.24.1.4. Control Tower will ensure responding emergency vehicles are given priority and will hold all other ground traffic that may interfere with emergency responses.

3.8.24.1.5. During emergencies, response vehicles may use the most prudent route to their required location; however the Control Tower's approval is still required to enter the CMAs.

3.8.24.1.6. Security Forces will remain at the Transient or North ramp and will not proceed onto the CMA unless requested by the Fire Chief. Security Forces will ask tower ground control for permission to proceed into the CMA.

3.8.24.2. Airfield Drivers.

3.8.24.2.1. During emergency situations (actual or simulated), vehicles or equipment will not be driven or parked in front of emergency vehicles. All vehicles will be at least 25 feet to the rear of emergency vehicles or parked upwind of the scene of the emergency. Permission to enter the emergency scene area must be obtained from the On-Scene Commander.

3.8.24.2.2. Towed and taxiing aircraft and emergency response vehicles have the right-of-way over all other vehicle traffic.

3.8.25. **Vehicle Traffic Control Devices.** The Wing does not use traffic control devices on the airfield. Procedures are not applicable.

3.8.26. **Night Vision Device (NVD).** The Wing does not require the use of NVDs on the airfield. NVD procedures are not applicable.

3.8.27. Procedures for Traction Devices.

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

3.8.27.2. Vehicles equipped with studded tires are not permitted to operate on the airfield.

3.8.28. Established Smoking Areas.

3.8.28.1. No smoking within 50 feet of any parked aircraft.

3.8.28.2. Smoking areas have been established at the following locations:

3.8.28.2.1. Parking spots "E" through "CC", smoking is permitted on the position alpha numeric designation marker west of taxi flow line. If the painted position marker cannot be found due to snow, estimate a position 40 feet west of the yellow center line.

3.8.28.2.2. All other ramps, smoking is permitted at least 50 feet from the aircraft.

3.8.28.2.3. All drivers should be alert for pedestrian traffic on any parking ramp.

3.8.29. Snow Control Procedures.

3.8.29.1. Access of non-ice/snow control vehicles onto the CMA once snow removal operations have begun are as follows:

3.8.29.2. The vehicles requiring access onto the CMA must contact the Control Tower IAW DOVERAFBI 13-201, Chapter 3. The Ground Control will instruct vehicle to "Hold Short."

3.8.29.3. Ground Control will coordinate the vehicle's request to include: number of vehicles, start location, route, and destination or operation, with SNOWMAN. SNOWMAN will advise Ground Control "STANDBY."

3.8.29.4. SNOWMAN will verify ice/snow removal equipment positions/operations for possible conflicts and will advise snow removal personnel of the vehicles requested operation. Once conflicts are resolved or information is relayed, notify Ground Control "Vehicle access approved."

3.8.29.5. Ground Control will approve CMA access IAW DOVERAFBI 13-201, Chapter 3 and state "Use caution, snow removal operations in-progress."

3.8.29.6. Ground Control will notify snow control once the vehicle operation is completed.

3.8.29.7. Ground Control may limit simultaneous two-way crossing at taxiway Delta from the main ramp and hot cargo area once snow removal operations have commenced.

3.9. Reporting, Enforcement and Violation Consequences.

3.9.1. General.

3.9.1.1. All personnel on the airfield are responsible for identifying and reporting Controlled Movement Area Violations (CMAV) events, to include runway incursions and other airfield driving infractions to Airfield Management immediately.

3.9.1.2. Airfield Management and Security Forces personnel have the authority to revoke airfield driving privileges pending an investigation of the violation/infraction. If Security Forces apprehends the individual, they will escort violators to Airfield Management and report the individual.

3.9.1.3. Unit Commander, Unit ADPM and AM must be notified immediately of any CMAV event. AM will notify MAJCOM OPR for AO within 24 hours of a CMAV/HATR incident. Initial notification may be verbal or electronic, but must be made within the prescribed 24 hours of an incident. A written follow-up is due within 72 hours.

3.9.1.4. Unit Commanders and unit ADPM may revoke airfield driving privileges for personnel assigned to their unit.

3.9.1.5. The Unit Commander, DAFM, and unit ADPM must be notified when an individual's airfield driving privileges have been revoked.

3.9.1.6. Runway Incursions and CMAV events will be briefed quarterly at the Airfield Operations Board (AOB). A complete description of each incident to include: What, When, Where and How, type vehicle/aircraft involved, and action taken to prevent a reoccurrence.

3.9.1.7. All trends are to be highlighted and the AFM/DAFM will use the violation trend data to validate the unit's training program and make program improvements.

3.9.2. Violations.

3.9.2.1. Major Violations: Major violations can cause serious personnel injury, loss of life, damage to property, or severely impair the mission. Every violation is treated in a serious manner.

3.9.3. CMAV Events.

3.9.3.1. Runway Incursion: Any occurrence involving an aircraft, vehicle, person, or object that enters the runway or any other surface used for takeoff and landing of aircraft regardless of impact on aircraft safety without the approval of the Control Tower. This is the most serious of CMA violations; action must be taken to eliminate the potential for reoccurrence.

3.9.3.2. Taxiway/CMA Violation: Any occurrence involving an aircraft, vehicle, person, or object that enters any portion of a controlled Taxiway without the approval of the Control Tower.

3.9.3.3. Other major violations: include, but are not limited to: failure to yield right-of-way to a moving aircraft, failure to yield right-of-way to emergency vehicles, excessive speed (estimated 10 mph over limit), failure to report disabled vehicles in the CMA to the control tower and Airfield Management, and operating a vehicle on the airfield without

the required qualifications, certification, or authorization, or under a suspended AF IMT 483.

3.9.3.4. Minor Violations: Minor violations are less severe than those of major violations, but still warrant review. Minor violations include, but are not limited to: improperly parking a vehicle on the airfield, failure to obey speed limits, failure to check vehicle for foreign objects before entering the airfield, driving a POV on the airfield without prior approval from Airfield Management, failure to report disabled vehicles on the taxiways and aircraft parking ramps to tower and AMOPS, and failure to obtain the required annual refresher course within thirty (30) days of the 12th month of the initial training course.

3.9.4. Enforcement and Reporting Procedures.

3.9.4.1. When made aware of or upon notice of a violation of an airfield instruction, procedure, or a CMAV occurrence notify the Control Tower. ATCT will:

3.9.4.2. Notify AMOPS immediately.

3.9.4.2.1. Direct the driver to report to AMOPS.

3.9.4.2.2. If unable to contact the driver either by radio or in person, notify the Security Forces (SF) Desk. If SF can locate the driver, they will ensure the driver is brought to AMOPS (Bldg 501).

3.9.4.3. AMOPS will:

3.9.4.3.1. Interview the driver to determine the cause of the event, the intended actions, and the driver's previous training. The individual must surrender their AF IMT 483 to Airfield Management then complete an OSAA Form 4, Airfield Violation Report, of the incident.

3.9.4.3.2. Notify AFM/DAFM of the violation. If after duty hours, notifications may be delayed until the next duty day at the discretion of the Airfield Management Operations Supervisor.

3.9.4.4. AFM/DAFM will:

3.9.4.4.1. Contact the Control Tower to see if the violation had an adverse impact on flight operations. Determine the type of violation that occurred based on that information and from the violators statement.

3.9.4.4.1.1. For CMAV events that had an **adverse impact** on flight operations (example, a runway incursion during arrivals, departures, etc.) an AF Form 651, *Hazardous Air Traffic Report*, must be submitted to Wing Safety within 24 hours. (also see AFI 91-202, *US Air Force Mishap Prevention Program*).

3.9.4.4.1.2. For CMAV events that **did not impact** aircraft operations, the AF Form 457, *USAF Hazard Report*, will be used and reported to Wing Safety within 24 hours.

3.9.4.4.1.2.1. All runway incursions will be assigned an operational category for trend analysis.

3.9.4.4.1.2.2. Operational Error (OE) - A failure of the air traffic control

system that results in loss of separation.

3.9.4.4.1.2.3. Pilot Deviation (PD) - The action of a pilot that results in the violation of ATC instructions, AFIs, and/or FARs.

3.9.4.4.1.2.4. 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.

3.9.4.4.2. Report violation/infraction to the individual's unit commander and unit ADPM. 436 AW/SE will be notified for any CMAV events (to include runway incursions).

3.9.4.4.3. After the investigation, the AFM/DAFM will determine the corrective course of action and notify all appropriate agencies with a brief narrative of the violation and corrective action taken to prevent reoccurrence.

3.9.4.4.4. If a valid CMAV event is determined to have occurred, as a minimum, the violator(s) unit commander, ADPM, and 436 AW/SE will be notified of the violation, suspension action, and corrective action, as required.

3.9.4.4.5. Member profile in the ADTP will be suspended. Only the Wing ADPM can un-suspend the member's profile.

3.9.4.5. For other infractions committed, the AFM/DAFM will document the violation and notify the individual's ADPM and unit commander.

3.9.4.6. Any further action is at the discretion of the unit commander.

3.9.4.7. Airfield Management will maintain a record of violations for the last 12 months plus the previous calendar year.

3.9.4.8. In the event of an accident between vehicles or between vehicles and aircraft, immediately report the accident to SF Desk through your control center, and to AMOPS.

3.9.5. Violation Consequence.

3.9.5.1. Major Violation:

3.9.5.1.1. Drivers committing a major violation will automatically lose their airfield driving privileges for a minimum of 3 to 6 months.

3.9.5.1.2. For a second major violation, the violator will be permanently barred from driving on the airfield and a letter will be sent to the 436 AW/CC.

3.9.5.2. Minor Violation:

3.9.5.2.1. Drivers committing a minor violation for the first time will be given a warning.

3.9.5.2.2. Driver's committing a second minor violation will lose their airfield driving privileges for 14 days and be required to complete refresher training.

3.9.5.2.3. Multiple minor violations during the same period may result in suspension of driving privileges for a period of 30 days or as determined by the DAFM.

3.9.5.3. Suspension/revocation of civilian driver's license will result in the same for airfield driving privileges.

3.9.6. **Re-issue of the Airfield Driver's License, AF IMT 483.**

3.9.6.1. The Unit ADPM will submit a reinstatement letter to 436 OSS/OSAA if reissue of AF IMT 483 is desired after the suspension period. The letter will verify and document proof of the successful completion of re-training of the violator. (See **Attachments 16 and 17** for sample letters)

3.9.6.2. The AFM/DAFM will re-evaluate the individual(s) for recertification and may restore their airfield driving privileges. Airfield driving privileges are revoked until the individual is re-certified to drive on the airfield.

3.10. **TDY Personnel and Non-based Assigned Contractors.**

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

3.10.2. TDY and non-base assigned contractors must possess a Dover AFB AF IMT 483 and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort (see **Attachment 7**). **Exception:** The AFM/DAFM, NAMO, or unit ADPMs may provide a local briefing/training when TDY and contractor personnel driving route(s) do not permit access on or across CMA.

3.10.2.1. As a minimum, the local training/briefing will include the following:

3.10.2.1.1. Airfield signs, markings, and lighting.

3.10.2.1.2. Speed limits for aircraft parking aprons, taxiways, and special purpose vehicles.

3.10.2.1.3. Operating vehicles in the immediate vicinity of aircraft.

3.10.2.1.4. Parking and chocking requirements.

3.10.2.1.5. Lateral distance requirements for mobile obstacles on taxiways and aprons.

3.10.2.1.6. FOD control/prevention.

3.10.2.1.7. Runway incursion prevention.

3.10.2.1.8. Airfield violations and consequences.

3.10.2.1.9. Proper radio terminology and phraseology.

3.10.2.1.10. Airfield layout:

3.10.2.1.10.1. Location of all restricted areas and entry control points.

3.10.2.1.10.2. Location/identification of all control movement area boundaries.

3.10.2.1.10.3. Location of free zones.

3.10.2.1.10.4. Practical airfield familiarization training.

3.10.2.1.10.5. Procedures for nighttime driving, reduced visibility and inclement

weather.

3.10.2.1.10.6. Procedures for reporting an accident or vehicle maintenance problems.

3.10.2.2. Use a MFR, log, or electronic equivalent to document the name/unit of the individuals that received the briefing/training and issue a temporary AF IMT 483 with the restriction "R" for Ramp Access Only and expiration date. **Note:** If a sponsoring unit ADPM accomplishes the local training/briefing, forward an information copy to the DAFM.

3.10.2.3. DAFM will maintain a copy of this training in accordance with Air Force RDS, Table 33-42, Rule 04.00.

3.10.2.4. Contractors will have it written into their contracts that they will adhere to the provisions in DOVERAFBI 13-213 if operating on the airfield.

3.11. Privately Owned and Government Leased Vehicle Passes.

3.11.1. POVs and Government Leased Vehicles access to the airfield is prohibited without an Airfield Vehicle Pass issued by Airfield Management. An example of a Government Leased Vehicle that requires a pass includes but is not limited to rental vehicles used in support of exercise team evaluators. The AFM or DAFM will approve and strictly control the passes to ensure the total number of passes. Current AF policy in AFI 13-213 and security directives are to discourage and restrict the use of POVs on the airfield to an absolute minimum.

3.11.2. Airfield Vehicle Passes are controlled items and are issued by Airfield Management.

3.11.3. Personnel whose duties require an airfield Vehicle Pass, annual or temporary, will complete the memorandum in [Attachment 13](#). When completed, forward to the AFM or DAFM (436 OSS/OSAA or via email). The AFM/DAFM will review the request to ensure it meets AF guidance for approval. Personnel requesting vehicle passes must meet all training requirements in this instruction.

3.11.4. While operating in Force Protection Condition (FPCON) Bravo and higher, POV passes are not authorized inside restricted areas.

3.11.5. All passes will be returned to Airfield Management when no longer required, and users will notify Airfield Management of any changes.

3.11.6. Base assigned/temporary personnel are limited to no more than 2 POV passes.

3.11.7. AMOPS will maintain vehicle passes/decals supportive information in accordance with Air Force RDS, Table 13-01, Rule 01.00.

3.11.8. Annual Airfield Vehicle Passes will be validated annually.

3.12. Temporary Airfield Vehicle Pass/Colored Cones.

3.12.1. Issued for short-term use on the airfield, normally to contractors performing contract work on the airfield or to TDY personnel with a valid need to drive on the airfield. A limited number of passes are available to be signed out from AMOPS. Personnel requesting Temporary Airfield Vehicle Passes/Colored Cones must meet all training requirements of this instruction.

3.12.2. Temporary Airfield Vehicle Passes/Colored Cones are normally valid for that day only. Members may request the pass to be valid for the duration of their stay with the approval of the AFM or DAFM.

3.12.3. Temporary Airfield Vehicle Passes/Colored Cones issued in support of construction or special projects will be issued for the duration of the project, but limited to the construction site area or specific project.

3.12.4. When a Temporary Airfield Vehicle Pass/Colored Cone is issued, AMOPS notifies the Security Forces Squadron (SFS) Desk with the cone number, a general description of the vehicle, the driver's name, and the area it will be operated in.

3.12.5. The cones design/color will be changed as necessary to ensure integrity.

3.12.6. Cones are displayed on the driver's side roof of the vehicle so it is clearly visible prior to entering the airfield. Display the cone on your dashboard during periods of inclement weather (snow and ice coating on vehicle or high winds).

3.12.7. After exiting the airfield, remove the cone from the roof or dashboard and secure it. Ensure cones are secured when not in use. Return the cone to AMOPS when you are finished using it.

3.13. Disabled Vehicles.

3.13.1. If you are in the CMA, immediately inform the Control Tower of your location, the vehicle problem, and the estimated length the vehicle will be out of commission. Use every means to alert taxiing aircraft in the vicinity. Contact the Mobile Maintenance section of Transportation through your control center. Do not leave the vehicle unattended. Control Tower will inform Airfield Management, who can respond.

3.13.2. The vehicle operator will avoid blocking the runway, taxiway, or roadway. Make all efforts to remove defective vehicles from aircraft parking and movement areas to prevent interference with airfield operations.

3.13.3. If vehicle is radio-equipped (security police, civil engineering, transportation, etc.), contact their control center and have the information relayed to Airfield Management (677-4192) and Tower.

3.13.4. Stay with the vehicle and continue attempts to get the attention of the taxiing aircraft, if vehicle is not equipped with a radio.

3.14. Pedestrian Movement.

3.14.1. See AFI 13-213, para 3.2.12. for guidance.

Chapter 4

RADIO COMMUNICATIONS, PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

4.1. General.

4.1.1. See AFI 13-213, para 4.1.

4.2. Radio Techniques.

4.2.1. See AFI 13-213, para 4.2.

4.3. Phraseology.

4.3.1. See AFI 13-213, para 4.3. for additional guidance.

4.3.1.1. Use the following guidelines and phraseology in communicating with the control tower:

Table 4.1. Communication With the Control Tower

Vehicle Operator	"Dover Ground, Airfield One (<i>use your call sign</i>)."
Control Tower response	"Airfield One, Dover Ground."
Vehicle Operator	"Dover Ground, Airfield One is on taxiway Charlie. Request permission to cross runway 14."
Control Tower response	"Airfield One, proceed across runway 14 from taxiway Charlie, report when off."
Vehicle Operator	"Airfield One proceeding across runway 14 from taxiway Charlie, will report when off."
Vehicle Operator	"Dover Ground, Airfield One is on taxiway Charlie. Request to cross runway 14."
Control Tower response	"Airfield One, Hold short runway 14 at taxiway Charlie."
Vehicle Operator	"Airfield One, Holding short runway 14 at taxiway Charlie."
Control Tower response	"Airfield One, proceed across runway 14 from taxiway Charlie, report when off."
Vehicle Operator	"Airfield One proceeding across runway 14 from taxiway Charlie, will report when off."
Vehicle Operator	"Airfield One is off runway 14, on taxiway Charlie."
Wait for the tower controller to respond	"Airfield One, roger."

4.3.1.2. The only word authorizing a vehicle to operate near, enter or cross any CMA is "PROCEED." The word "PROCEED" may be accompanied with other words or phrases. "ROGER" does not mean approval of a request.

4.3.1.3. The driver will acknowledge receipt of tower's instructions by repeating the instructions verbatim back to the tower. Under no circumstances will the driver proceed into the CMA if there is any uncertainty concerning the approval of the request.

4.3.1.4. If the driver does not understand the Tower's instructions, ask the Tower to repeat it with "Say again". Tower will repeat and explain the instructions when time allows. There must not be any misunderstanding of the instructions issued. If the driver fails to repeat back the tower instructions verbatim after the second attempt, the tower controller will disapprove the request and advise the driver to contact Airfield Management.

4.3.1.5. "HOLD" will indicate disapproval of a driver's request. "HOLD" may be accompanied with other words or phrases; however, if this word is used, DO NOT ENTER the CMA.

4.3.1.6. Once the Control Tower deems it safe to cross the runway they will authorize the crossing.

4.3.1.7. Notify the Control Tower as soon as possible after exiting the CMA.

4.3.1.7.1. When reporting off a CMA, the driver will ensure a response indicating the tower understands the vehicles have exited. **Note:** The control tower is often busy on other frequencies and may take some time to respond. Be patient and wait at least one full minute before calling again.

4.3.1.8. Radio discipline.

4.3.1.8.1. The phrase "CLEAR" must not be used by personnel or vehicle operators in the CMA or in communication with ATCT. **Exception:** Vehicle operators may reply "Loud and Clear" in response to an ATCT request for radio transmission quality or clarity.

4.3.1.8.2. Keep all radio calls to a minimum and make each transmission, short and clear. Do not use the net for conversations between workers and work centers.

4.3.1.8.3. Before speaking, ensure no one else is talking on the radio. Use the proper phraseology. Citizen's Band (CB) lingo and obscene, sarcastic, and superfluous language is not authorized.

4.3.1.9. Vehicle Call Signs.

4.3.1.9.1. Vehicle drivers operating in the CMA must use a call sign coordinated by the Airfield Manager (AFM). To avoid duplication units will coordinate with the AFM when wishing to change call signs, or when initiating new call signs. Only the AFM can approve vehicle call signs.

4.3.1.9.2. Drivers will ensure the tower always uses their exact call sign during communications with the tower. Hearing the correct location of your vehicle but the wrong call sign or no call sign does not give approval for your request. For example, your vehicle's call sign is Airfield 1 and you are requesting to cross the runway from

Taxiway Bravo. The tower gives approval to proceed across the runway from Taxiway Charlie, but does not state your call sign. You do not have approval to cross the runway until the tower states your call sign, even if it appears obvious you are the only vehicle at that location.

4.3.1.9.3. Vehicle Call Signs are:

Table 4.2. Vehicle Call Signs.

436 AW/CC	Command 1
436 AW/CV	Command 2
436 OG/CC	Ops 1
436 MXG/CC	Viper 1 / Viper xx
436 MSG/CC	Support 1
436 MDG/CC	Med 1
512 AW/CC	Hagar 1
512 AW/CV	Hagar 2
512 OG/CC	512 Ops 1
Aerial Port	Ramp xx
Airfield Lighting	Dover Lama
Airfield Management	Airfield 1-3
AMXS Transient Alert	Archer xx, Raptor xx, Mako xx, Golf xx
Chaplain	Chaplain xx
Comm Maintenance	Comm xx
Crew Transport	Transport xx
EOD	EOD xx
Fuels	POL xx
MXS	Excel xx, AGE xx, Cobra xx
Safety	Safety xx
Supply	Scorpion xx
Vehicle Maintenance	Mobile Maintenance xx

4.4. Common Use Phrases.

4.4.1. See AFI 13-213, Table 4.4.

4.5. Phonetic Aviation Alphabet.

4.5.1. See AFI 13-213, Table 4.5.

Chapter 5

QUALITY CONTROL

5.1. Airfield/Program Spot Checks.

5.1.1. The DAFM will monitor unit's airfield driver training programs for effectiveness.

5.1.1.1. Conduct spot checks to monitor compliance with airfield driving procedures.

5.1.1.2. Monitor radios for proper radio terminology/phraseology and discipline.

5.1.1.3. Report and document results of spot checks (unit/office symbol) in the "status of airfield driving" section of AOB.

5.1.2. The Airfield Driving Information File (ADIF), base paper, commander's access channel (TV), e-mail advisories, unit briefings, etc. will be utilized to educate, inform, and update personnel on airfield changes and trends (exercise activities, driving violations, closures, inclement weather conditions, etc.).

5.2. Annual Program Inspection.

5.2.1. The DAFM will conduct an annual inspection and will focus on program integrity, compliance with this ADI, and support.

5.2.2. As a minimum the following will be reviewed/inspected:

5.2.2.1. Currency of the unit ADPM appointment letter.

5.2.2.2. Availability and currency of the ADI, prescribed forms, and other associated publications.

5.2.2.3. List and number of unit assigned airfield drivers.

5.2.2.4. Currency of training and testing materials.

5.2.2.5. Training documentation of unit assigned airfield drivers.

5.2.2.6. Completion of refresher training.

5.2.3. Inspection results will be provided to the unit commander and ADPMs then briefed quarterly at the AOB.

RICHARD G. MOORE, JR., Colonel, USAF
Commander

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

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

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

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

AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 August 2011

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

AFVA 13-221, *Control Tower Light Signals*, 1 November 2001

DOVERAFBI 13-201, *Airfield and Air Traffic Operations*, 17 March 2008

AFOSHSTD 91-100, Chapter 6, *Aircraft Flight Line – Ground Operations and Activities*, 1 May 1998

T.O. 36-1-3, *Painting, Marking, and Lighting Requirements for USAF Vehicles*,

T.O. 35B5-23-1, *Operation and Servicing Instruction with IPB for Aircraft Tow Bar Assembly*, 15 April 2007

Prescribed Forms.

No Forms prescribed by this publication.

Adopted Forms.

AF IMT 457, *USAF Hazard Report*

AF IMT 483, *Certificate of Competency*

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

AF IMT 3616, *Daily Record of Facility Operation*

DD Form 2861, *Cross-Reference*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1313, *Driving Record*

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

Abbreviations and Acronyms

ADI—Airfield Driving Instruction

ADIF—Airfield Driving Information File

ADP—Airfield Driving Program

ADPM—Airfield Driving Program Manager

AFI—Air Force Instruction

AFM—Airfield Manager
AFMAN—Air Force Manual
AFRSAT—AF Runway Safety Action Team
AFSC—Air Force Specialty Code
AGE—Aerospace Ground Equipment
AM—Airfield Management
AMOPS—Airfield Management Operations
AO—Airfield Operations
AOB—Airfield Operations Board
AOF/CC—Airfield Operations Flight Commander
ATC—Air Traffic Control
ATCT—Air Traffic Control Tower
ATOC—Air Terminal Operations Center
CBT—Computer Based Training
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
COP—Community of Practice
DAFM—Deputy Airfield Manager
DOD—Department of Defense
DV—Distinguished Visitor
ECP—Entry Control Point
FAA—Federal Aviation Administration
ADPM—Airfield Driving Program Manager
FOD—Foreign Objects Damage and Debris
FPCON—Force Protection Condition
GOV—Government Vehicles
HATR—Hazard Air Traffic Reports
ILS—Instrument Landing System
INST—Instrument
MAJCOM—Major Command
MFR—Memorandum for Record
MOPP—Mission Oriented Protective Posture

MSG/CC—Mission Support Group Commander
NAMO—NCOIC Airfield Management Operations
NVD—Night Vision Device
OG/CC—Operations Group Commander
OPR—Office of Primary Responsibility
OSS/OSAA—Operations Support Squadron/Airfield Management Operations
PCS—Permanent Change of Station
POV—Privately Owned Vehicles
RA—Restricted Area
RCR—Runway Condition Reading
RIPWG—Runway Incursion Prevention Working Group
RGL—Runway Guard Light
RWY—Runway
SF—Security Forces
SFS—Security Forces Squadron
TDY—Temporary Duty
TWY—Taxiway
VCNCO—Vehicle Control Noncommissioned Officer
VCO—Vehicle Control Officer
VFR—Visual Flight Rules

Attachment 2

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

A2.1. Unit Airfield Driving Program Manager and Trainer(s) Appointment Letter.

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

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

NAME/Email	OFFICE SYM	DP	483 # _____
------------	------------	----	-------------

PRIMARY:

MSgt Ann B. Smith	OSAA	XXX-XXXX	BLK#####
-------------------	------	----------	----------

Email: Ann.Smith@blank.af.mil

ALTERNATE:

TSgt John E. Doe	OSAA	XXX-XXXX	BLK#####
------------------	------	----------	----------

Email: John.Doe@blank.af.mil

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

NAME/Email	OFFICE SYM	DP	483 # _____
------------	------------	----	-------------

TSgt Jane C. Davis	OSAA	XXX-XXXX	BLK#####
--------------------	------	----------	----------

Email: Jane.Davis@blank.af.mil

SSgt Michael Johnson OSAA XXX-XXXX BLK#####

Email: Michael.Johnson@blank.af.mil

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

XXXX X. XXXXX, Lt Col, USAF

Commander

Attachment 3

UNIT ADPM TRAINING CHECKLIST

Figure A3.1. Unit ADPM Training Checklist.

UNIT ADPM TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION (<i>Completed by Wing ADPM</i>)			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING (<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 91-100, <i>Aircraft Flightline – Ground Operations and Activities</i> , Chapter 6.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AFI 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government			

Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF IMT 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit AFPM on an actual training session and practical check ride.			
16. AF IMT483 CERTIFICATE #	STAMP:		
SECTION III – TRAINING CERTIFICATION (<i>Completed by the Trainee and Wing ADPM or designated representative</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
Note: A local form or electronic equivalent may be used as long as it includes all information listed above.			

Attachment 4

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

Figure A4.1. Unit Airfield Driver Program Self Inspection Checklist.

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST			
SECTION I – GENERAL INFORMATION <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
Unit	Office Symbol or Company Name	Date:	
SECTION II – INSPECTION ITEMS <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
	Yes	No	Not Applicable
1. Unit Commander.			
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?			
2. Unit Airfield Driving Program (ADPM) Manager.			
2.1. Is the Unit ADPM trained and certified to drive			

on the airfield?			
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			
2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?			
2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and date refresher training is due)?			
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
3. TDY personnel/Non base assigned Contractors.			
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?			
4. Training.			
4.1. Are potential airfield drivers receiving classroom training by the ADPM (<i>as determined locally</i>)?			
4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?			
4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?			

4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?			
4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			
4.6. Are drivers receiving annual refresher training within the established time lines?			
4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?			
4.8. Are trainees administered a General Knowledge Test?			
4.9. Are trainees administered a Runway Incursion Prevention Test?			
4.10. Are trainees administered a Communication Test to individuals requiring CMA access?			
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio "read back" requirement? (A random interview of unit vehicle operators may be conducted.)			
5. Miscellaneous.			
5.1. Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit's Airfield Driving Program?			
5.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			

SECTION III – COMMENTS/NOTES <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
SECTION IV – CERTIFICATION <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
UNIT ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
Note: A local form or electronic equivalent may be used as long as it includes all information listed above.			

Attachment 5

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

Figure A5.1. Airfield Driving Training Documentation and Certification Checklist.

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by the Unit ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee and Unit Trainer)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Trainee possesses a valid <i>(List State of Issue)</i> Driver's License <i>(List restrictions)</i> .			
2. Trainee possesses a valid Government Driver's License.			
3. USAF Airfield Driving Computer Base Training. [Score:]			
4. Airfield Driver Training Classroom <i>(as determined locally)</i> .			
5. Airfield Driving Qualification Training Checklist/ Curriculum. (See Attachment 6)			
6. Practical Day Airfield Driver Familiarization Training (See Attachment 6, Item 4)			
7. Practical Night Airfield Driver Familiarization Training as applicable. (See Attachment 6, Item 4)			
8. Practical Driving Test. Includes day and night (as applicable)			
9. Communications Test. [Score:]			
10. Airfield Diagram/Layout Test. [Score:]			
11. General Knowledge Test (Written). [Score:]			
12. Runway Incursion Prevention Test. [Score:]			

SECTION III – Color Vision Test for CMA drivers only. *(Completed by Hospital/Medical Treatment Facility Optometry For)*

Check applicable.			
Normal Color Vision.			
Color Blind/Deficient.			
Name (Last, First, MI):	Grade:	Signature:	Date:

SECTION IV – TRAINER CERTIFICATION *(Completed by Authorized Airfield Driving Training Instructor)*

I certify that the trainee has received all required qualification training requirements annotated above.

Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
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SECTION V – TRAINEE ACKNOWLEDGEMENT *(Completed by Trainee)*

I have received and completed all of the above training requirements and will comply with Local Base Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).

Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
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SECTION VI – UNIT CERTIFICATION *(Completed by Unit Commander or Unit ADPM)*

I certify that the above trainee has successfully completed all training requirements to operate a vehicle at Local Base. Check all applicable restrictions and or special access.

- Ramp only
- Daylight Hours only
- Other *(Specify)*

Name (Last, First, MI):	Grade:	Signature:	Date:
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SECTION VII – AIRFIELD DRIVING AUTHORIZATION *(Completed by the Wing ADPM or designated representative)*

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF IMT483 CERTIFICATE #	
Name (Last, First, MI):	Grade:	Signature:	Date:
Note: A local form or electronic equivalent may be used as long as it includes all information listed above.			

Attachment 6

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)

Figure A6.1. Airfield Driving Qualification Training Checklist (Curriculum).

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM)</i>				
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone	
	Date Completed	Trainee's Initials	Trainer's Initials	Not Available (N/A)
1. Definitions and terms. Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.				
1.1. Runway				
1.2. Controlled Movement Area (CMA)				
1.3. Controlled Movement Area Violation (CMAV)				
1.4. Runway Incursion				
1.5. Taxiway				
1.6. Ramp/Apron				
1.7. Foreign Object Damage (FOD) control/prevention				
1.8. Overrun				
1.9. Taxilane				
1.10. Light Gun				
1.11. Jet Blast				
1.12. Vehicle Service Road				
1.13. Hot Cargo Area				
1.14. Arm/De-Arm Area – N/A				
1.15. Aircraft Arresting Gear – N/A				

1.16. ILS Critical Area				
1.17. Mandatory Sign				
1.18. Informational Sign				
1.19. Emergency Response Vehicle				
1.20. Circle of Safety – N/A				
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)				
2. Vehicle operator requirements. 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.				
3. Aircraft Operations. 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.				
4. Practical Day and Night (as applicable) Airfield Familiarization Training. 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.				
5. Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following airfield lighting.				
5.1.1. Runway.				
5.1.1.1. Edge Lights.				
5.1.1.2. Approach Lights.				
5.1.2. Taxiway.				
5.1.2.1. Edge Lights.				
5.1.2.2. Centerline Lights.				
5.1.2.3. Guard Lights (as applicable).				
5.2. Familiarize trainee with the following airfield signage.				
5.2.1. Runway Hold Sign.				
5.2.2. Taxiway Location Sign.				
5.2.3. ILS Critical Area Sign.				
5.2.4. Direction Sign.				
5.2.5. Distance Remaining Sign.				

5.3. Familiarize trainee with the following airfield markings.				
5.3.1. Runway.				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. VFR Hold Line.				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas.				
5.3.5. Non-Movement Area Boundary Marking as applicable.				
5.3.6. Non Standard Airfield Markings as applicable.				
5.3.7. Aircraft Arresting Gear Marking as applicable.				
5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.6. Familiarize trainee with the location of Free Zones as applicable.				
5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques.				
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.				
5.9. Familiarize trainee with the location and use of traffic control devices.				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.				

5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Hot Spots as required locally.				
5.16. Identify Smoking Areas as applicable.				
6. Communications. 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.				
7. Other.				
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. Note: 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. Note: Required for all personnel that require access on or across the runway.				

SECTION III – TRAINING CERTIFICATION (<i>Completed by the Trainee, Unit ADPM and Wing ADPM</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in <u>State Local Base</u> Airfield Driving Instruction (ADI). Check all applicable restrictions. Ramp only Daylight Hours only Other (<i>Specify</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative (<i>as required</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
Notes:			
<ol style="list-style-type: none"> 1. A local form or electronic equivalent may be used as long as it includes all information listed above. 2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for the practical training requirements in items 4 and 7 above. 			

Attachment 7

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

Figure A7.1. TDY Personnel/Non-Base Assigned Contractors Training Checklist.

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

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

WING ADPM or designated representative (<i>as required</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
Notes: 1. A local form or electronic equivalent may be used as long as it includes all information listed above. 2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for items 12 and 16 above.			

Attachment 9

AIRFIELD SIGNS AND MARKINGS

A9.1. Airfield sign indicates you are approaching a Runway Instrument Hold Line (red background indicates a mandatory action).

Figure A9.1. Runway Instrument Hold Sign.



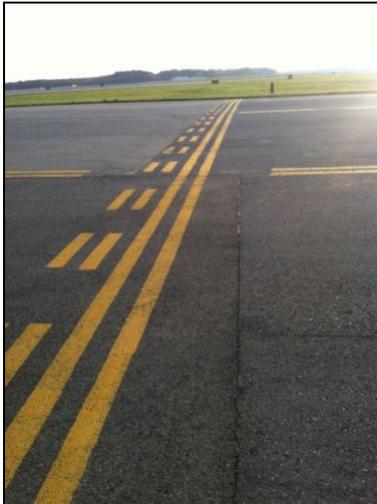
A9.2. Airfield marking used to denote an Instrument Hold Line – approx. 650' from Runway edge.

Figure A9.2. Instrument Hold Line Pavement Marking.



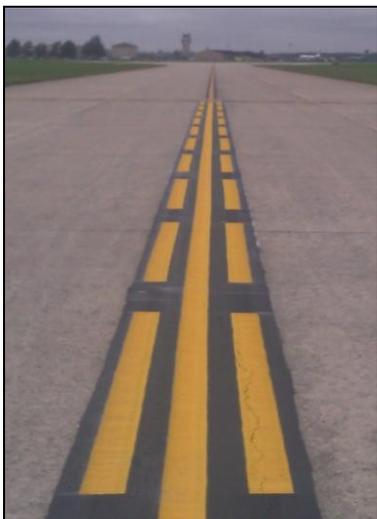
A9.3. Airfield marking depicts a VFR Hold Line – 200' Runway edge.

Figure A9.3. VFR Hold Line Marking.



A9.4. Enhanced Taxiway Markings inform the pilot/vehicle driver they are approaching a hold marking and must contact ATCT before proceeding across the hold marking.

Figure A9.4. Enhanced Taxiway Marking.



A9.5. CMA Boundary Line.

Figure A9.5. CMA Boundary Line.



A9.6. This airfield sign informs you are on Runway 32 (black background indicates location) and approaching Runway 01/19 (red background indicates a mandatory action).

Figure A9.6. Runway 32 Sign.



A9.7. This picture indicates the South Ramp (S) is to your left, and you are approaching an Instrument Hold Line.

Figure A9.7. South Ramp Sign.



A9.8. This sign states you are on Taxiway Bravo (black background indicates location) and are approaching Taxiway Alpha (yellow background indicates information; notice the direction the arrow is pointing).

Figure A9.8. Taxiway Bravo Sign.



A9.9. This sign states your location on Taxiway Bravo (black background indicates location), and are approaching Runway 14-32 (red background indicates mandatory action).

Figure A9.9. Taxiway Bravo & Runway 14-32 Sign.



A9.10. This sign gives you four pieces of information. You are located on Runway 32 (black background). You are approaching Taxiway Bravo to the very left (notice down arrow), Taxiway Delta to the left (notice up arrow), and Taxiway Bravo again to the right (notice up arrow).

Figure A9.10. Taxiway Sign.



A9.11. Airfield Stop Sign at CMA Hold Lines

Figure A9.11. Airfield Stop Sign.



A9.12. FOD checkpoint sign. This sign indicates where vehicles will stop and check for FOD and loose obstacles. See para 3.8.13. for additional guidance.

Figure A9.12. FOD Checkpoint Sign



Attachment 10**AIRFIELD LIGHTING FIXTURES**

A10.1. Taxiway light fixture. Raised light with blue lens.

Figure A10.1. Taxiway Light Fixture



A10.2. Runway edge light fixture. Raised light with white lens or with red and white lens.

Figure A10.2. High Intensity Runway Light



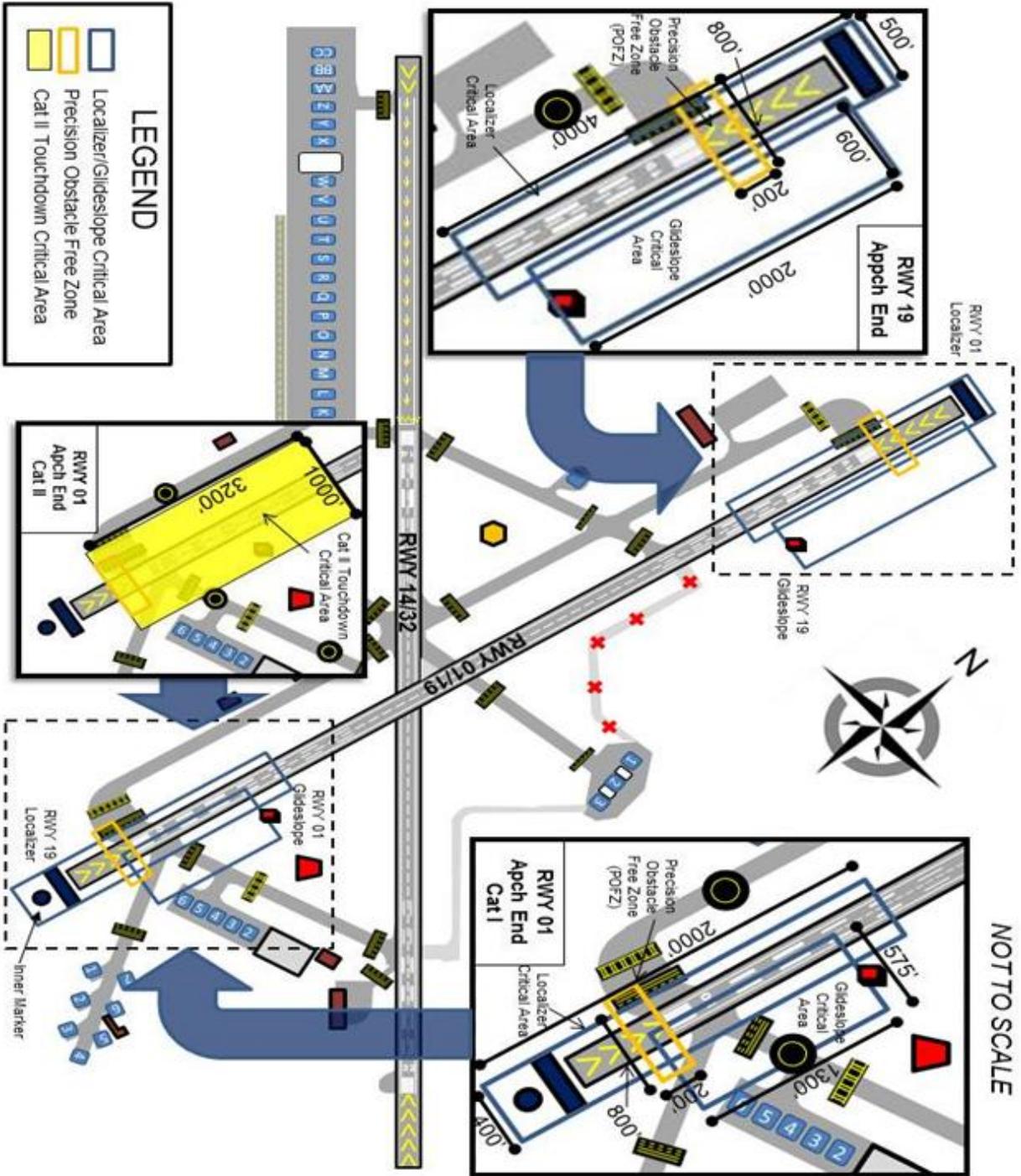
A10.3. Elevated Runway Guard Light (Wig-Wag) is a light fixture with dual alternating yellow light signals intended to warn a pilot or driver of a ground vehicle that they are about to enter a runway.

Figure A10.3. Runway Guard Lights (Wig-Wag).



Attachment 11
CRITICAL AREAS

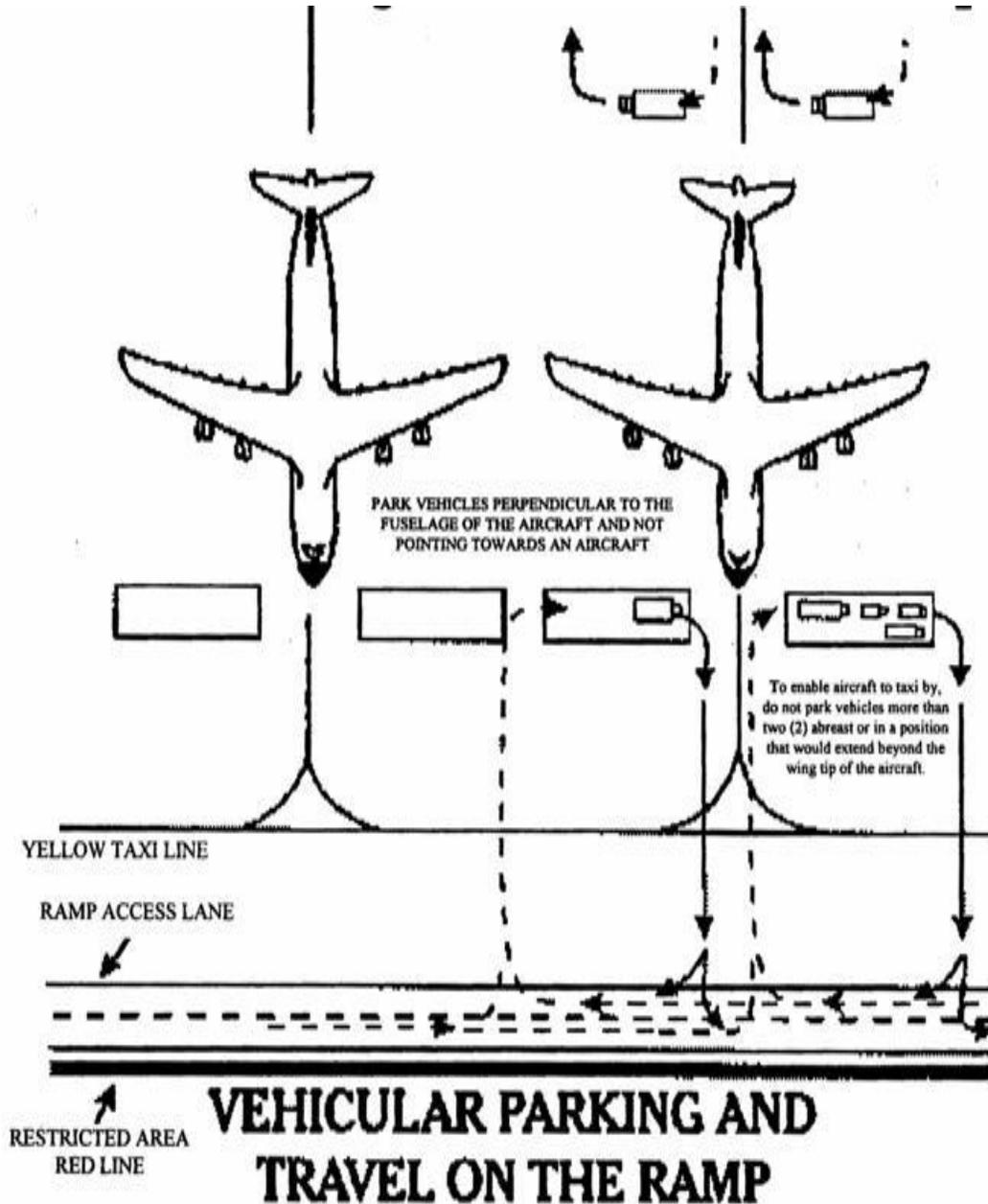
Figure A11.1. RWY 19 GLIDESLOPE/RWY 01 LOCALIZER, RWY 01 GLIDESLOPE/RWY 19 LOCALIZER.



Attachment 12

VEHICLE PARKING AND TRAVEL ON THE RAMP

Figure A12.1. Vehicle Parking and Travel on the Ramp.



Note: When transiting on the ramp use of the access road is encouraged. The traffic flow example does not prohibit Supervision, Pro-Supers and Quality Assurance traveling from spot to spot.

Attachment 13

ANNUAL AIRFIELD/TEMPORARY VEHICLE PASS REQUEST

Figure A13.1. Annual/Temporary Vehicle Airfield Pass Request.

(DATE)

MEMORANDUM FOR: 436 OSS/OSAA

FROM: (Office Symbol)

SUBJECT: Request for Annual Airfield Vehicle Pass for My Privately Owned Vehicle (POV)

1. Request to be issued a Dover AFB POV airfield vehicle pass: (ANNUAL / TEMPORARY)

a. Rank/Printed name (Last, First, MI): _____

b. Organization/Office symbol/Duty phone: _____

c. Vehicle description (Make, Model, Year, Color): _____

d. License Plate Number and State: _____

e. State Drivers License Number: _____

f. AF IMT 483, Certificate of Competency, last refresher date: _____

g. Justification and Areas of Operation: _____

h. Effective Date: _____ i. Pass/Permit number: _____

2. I certify that I have the appropriate insurance coverage and will comply with DAFBI 13-202 while driving my POV on Dover AFB Airfield.

3. I will contact the 436 OSS/OSAA, ext. 4186 when the pass is no longer needed, prior to PCS/PCA, separation, sale of vehicle, or when disposing of the vehicle.

Individual Signature Block

1st Ind, UNIT COMMANDER

MEMORANDUM FOR 436 OSS/OSAA

Recommend Approval/Disapproval

Unit Commander's Signature Block

--

Attachment 14

REVOCATION OF DOVER AIRFIELD DRIVING PRIVILEGES

Figure A14.1. Revocation of Dover Airfield Driving Privileges.

<i>(DATE)</i>
MEMORANDUM FOR: 436 OSS/OSAA
FROM: <i>Office Symbol</i>
SUBJECT: Revocation of Dover Airfield Driving Privileges
1. I have revoked the airfield driving privileges for <i>(Rank, Name / Last, First MI)</i> of <i>(Squadron)</i> effective immediately.
2. I have informed <i>(Rank, Name / Last, First, MI)</i> that they are no longer authorized to drive on Dover's Airfield. <i>(Rank, Name)</i> also understands that if they subsequently go to another base for TDY or deployment, they are not authorized to drive on that base's airfield.
3. <i>(Rank, Last Name)</i> understands that they must retrain and recertify according to the provisions of DOVERAFBI 13-202 in order to be authorized to drive again on the Dover Airfield.
<hr/> <i>Unit Commander's Signature Block</i>

Attachment 15

REINSTATEMENT OF DOVER AIRFIELD DRIVING PRIVILEGES

Figure A15.1. Reinstatement of Dover Airfield Driving Privileges.

<i>(DATE)</i>
MEMORANDUM FOR: 436 OSS/OSAA
FROM: <i>Office Symbol</i>
SUBJECT: Reinstatement of Dover Airfield Driving Privileges
1. I request to reinstate airfield driving privileges for <i>(Rank, Name / Last, First MI)</i> of <i>(Squadron)</i> effective immediately.
2. Please see the attached and completed Attachment 6 . I certify <i>(Rank, Name / Last, First, MI)</i> has completed all required training IAW DOVERAFBI 13-202.
RICHARD G. MOORE, JR., Colonel, USAF Commander, 436th Airlift Wing