

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

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



**1 AUGUST 2013**

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

***EGLIN AFB AND DUKE FIELD  
AIRFIELD DRIVING INSTRUCTION***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes policies, procedures and responsibility for control of vehicles, rules for authorization, and safe operation of vehicles and pedestrians in areas where aircraft are parked, operated, serviced or maintained. It implements AFPD 13-2, *Air Traffic Control, Airspace, and Range Management*; AFI 24-301, *Vehicle Operations*; AFI 31-204, *Motor Vehicle Traffic Supervision*; AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, Chapter 25; AFOSHTD 91-100, *Aircraft Flightline Ground Operations and Activities*; AFPD 24-3, *Operation, Maintenance, and Use of the Wheeled Vehicle Driver*; Technical Order 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*; AFI 13-213, *Airfield Driving*, and establishes procedures for control and operation of vehicles on the airfields of Eglin AFB and Duke Field. This instruction applies to all personnel assigned, attached or deployed to Eglin and Duke Field. This includes contractors and visitors who must operate vehicles on the airfield. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

This document has been substantially revised and requires full review. Major changes include (but are not limited to): 96 TW re-designation, redefined Unit Airfield Driving Program Manager

(ADPM) responsibilities, incorporated electronic file systems, added online Airfield Driving Training Program (ADTP) guidance for users and unit program managers, changed controlled movement areas, changed airfield driving violation repercussions, updated airfield diagram.

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## Chapter 1

### GENERAL INFORMATION

**1.1. This instruction establishes responsibilities and operating procedures for vehicle operations on Eglin AFB and Duke Field airfields.** Airfield driving is for official use only with maximum attention paid to safety and accident prevention. Drivers may not deviate from procedures or principles set forth in this instruction except in the interest of safety. Airfield safety is paramount. Conscientious and safe driving can prevent most accidents.

**1.2. The goal of the Airfield Driving Program (ADP) is to maintain a safe environment for flying operations. Motor vehicles on the airfield** -present a clear and definite danger, both to aircraft and ground personnel. Carelessness, haste and disregard for established safety standards are the primary sources of aircraft-vehicle incidents.

**1.3. The standards set forth in this instruction apply to all motor vehicles on the airfield as well as unit-owned/operated bicycles.**

**1.4. This instruction does not address every possible airfield driving scenario.** Contact Airfield Management (AM) to resolve any questions or for any required clarification.

## Chapter 2

### DUTIES AND RESPONSIBILITIES

#### 2.1. 96 TW Commander

- 2.1.1. Designates personnel and agencies to support the ADP.
- 2.1.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. See AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, Chapter 2 for additional information. Authority must not be delegated.
- 2.1.3. Approves publication of the Airfield Driving Instruction (ADI).
- 2.1.4. Requests an AF Runway Safety Action Team through the MAJCOM if there are recurring problems with runway incursions. See AFI 13-204, Volume 2, *Airfield Operations Standardization and Evaluations*, Chapter 4 for additional information.
- 2.1.5. Reviews runway incursion incidents and corrective actions taken.

#### 2.2. 96 OG Commander

- 2.2.1. Reviews controlled movement area violations (CMAVs) and corrective actions taken.
- 2.2.2. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions (per airfield) within a six month period. **Note:** The RIPWG shall convene within 30 days after the second runway incursion.
  - 2.2.2.1. The RIPWG will include the 96th Operations Support Squadron Commander, Airfield Operations Flight Commander (AOF/CC), Airfield Manager (AFM), Wing ADPM's, Tower Chief Controller, Flight Safety, unit commanders and/or unit ADPMs, and other organizational leadership as determined locally. The RIPWG shall take the following actions:
    - 2.2.2.1.1. Analyze each runway incursion and corrective actions taken.
    - 2.2.2.1.2. Evaluate the airfield driver's operating procedures/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed.
    - 2.2.2.1.3. Develop strategies to prevent the reoccurrence of runway incursions. Examples include but are not limited to:
      - 2.2.2.1.3.1. Increase or improve local training or testing materials.
      - 2.2.2.1.3.2. Implement mandatory briefings to all airfield drivers, aircrew and ATC personnel, as applicable.
      - 2.2.2.1.3.3. Limit runway crossings and/or limit crossings to certain taxiways/road intersections.
      - 2.2.2.1.3.4. Increase penalty for CMAVs.
      - 2.2.2.1.3.5. Alter the shape and/or increase the size of the CMA.

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

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

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

2.2.2.1.3.6.3. Painting runway hold position signs on pavement prior to the runway hold position markings.

2.2.2.1.3.6.4. Painting FAA enhanced taxiway centerline markings prior to the runway hold position markings.

2.2.2.1.3.6.5. Installing runway guard lights, if applicable.

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

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

2.2.2.1.3.6.8. Installing additional FM radio repeaters for ATC and the base station/ramp net.

2.2.2.1.3.6.9. Installing Location Signs.

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

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

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

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

### 2.3. Unit Commander

2.3.1. Appoints a primary and alternate unit ADPM in writing to manage training and testing requirements of unit personnel that are required to operate vehicles on Eglin AFB and/or Duke Field airfields. Forward a copy of the appointment letter to AM.

2.3.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use most qualified SSgt/5-level or civilian equivalent available. **Note:** authority to waive this requirement due to manning constraints/personnel shortages is delegated to the unit commander. Forward a copy of the waiver to the wing ADPM or include the waiver in the appointment letter.

2.3.1.2. Ensures a replacement unit ADPM is appointed in writing and trained by the wing ADPM at least 30 days prior to releasing the current unit ADPM.

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

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

2.3.1.3.2. Units with small numbers of airfield drivers may combine and or consolidate their ADP with another unit.

2.3.2. Appoints unit airfield driver's trainers in writing to conduct practical day and night (as applicable) airfield familiarization training and the practical driving test as outlined in AFI 13-213, and this ADI. Trainers must have completed the AF Train-The-Trainer Course. Forward a copy of the appointment letter to the wing ADPM. **Note:** This letter may be consolidated with the unit ADPM appointment letter.

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

2.3.4. Certifies personnel are qualified to drive on the airfield.

2.3.4.1. Authority will be delegated to unit ADPMs through use of the online Airfield Driver's Training Program (ADTP).

2.3.4.2. Ensures unit personnel complete required training and testing requirements outlined in AFI 13-213, and this instruction prior to obtaining an AF form 483. Airfield experience (e.g., operating vehicles or aircraft) is not a substitute for training and testing requirements.

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

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

2.3.7. Upon suspension/revocation of a unit member's base driving privileges, suspends/revokes the member's airfield driving authorization and notify wing ADPM and unit ADPM in writing.

2.3.8. Ensures all assigned personnel are fully aware that POVs on airfield are strictly limited and only approved by AM.

2.3.9. Participates in the RIPWG.

## 2.4. Eglin/Duke Wing ADPMs

2.4.1. The Eglin Deputy Airfield Manager serves as the wing ADPM to provide overall ADP management and oversight for Eglin AFB. The preferred grade of the wing ADPM is MSgt/E-7 or civilian equivalent.

2.4.2. A civilian equivalent serves as the wing ADPM to provide overall ADP management and oversight for Duke Field.

- 2.4.3. Develop an ADI to establish the Eglin AFB/Duke Field ADP.
- 2.4.4. Use **Attachment 4** to conduct and document training for unit ADPMs.
- 2.4.5. Provide unit ADPMs access to the online ADTP and a copy of the ADI, training curriculum, and testing materials to manage unit ADP.
- 2.4.6. Conduct a review of the ADI to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. Use a Memorandum for Record (MFR), log, or electronic equivalent to document ADI program reviews and maintain a file copy in accordance with Air Force RDS, Table 13-06, Rule 4.00.
- 2.4.7. Conduct quality control measures to monitor the effectiveness of unit airfield driver training programs. At a minimum, the wing ADPM will:
  - 2.4.7.1. Routinely monitor ramp net radio for proper terminology/phraseology and discipline.
  - 2.4.7.2. Conduct random spot checks for enforcement and compliance with the ADI. A spot check will include the validation of AF form 483, current AF Visual Aids (e.g., AFVA 11-240, *Airports Signs and Markings*, AFVA 13-221, *Control Tower Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*), and a current local airfield diagram.
    - 2.4.7.2.1. Report violations detected during spot checks to the AFM, AOF/CC, individual's unit commander and ADPM.
    - 2.4.7.2.2. Report and document results of spot checks (unit/office symbol) in the "Status of Airfield Driving" section of AOB.
  - 2.4.7.3. Inspect each unit ADP at least annually (every 12 months) for program integrity and compliance with the ADI.
    - 2.4.7.3.1. Use **Attachment 5** to review/inspect the unit ADP.
    - 2.4.7.3.2. Provide inspection results to the unit's commander and brief at the next quarterly AOB.
- 2.4.8. Develop proactive approaches utilizing local resources, such as the base paper, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate, inform and update personnel on airfield changes, trends and special events. Examples include but are not limited to exercises, air shows, static displays, driving violations, runway/taxiway closures, and inclement weather driving conditions.
- 2.4.9. Maintain a wing ADPM Continuity Binder or electronic equivalent in the TAB format below.
  - 2.4.9.1. TAB A: Unit ADPM appointment letter(s).
  - 2.4.9.2. TAB B: Airfield Driving Instruction (ADI).
  - 2.4.9.3. TAB C: Annual Program Inspection Results.
  - 2.4.9.4. TAB D: Unit ADPM Training Documentation.
  - 2.4.9.5. TAB E: Current list of unit assigned airfield drivers.

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

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

2.4.9.8. TAB H: Airfield Violations/Corrective actions.

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

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

2.4.10. Conduct semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc. This meeting may be done in conjunction with the base VCO/VCNO meeting.

2.4.10.1. Use an MFR or electronic equivalent to document semi-annual meeting minutes.

2.4.10.2. Maintain a file copy of the current calendar year in Tab J of the wing ADPM Continuity Binder or electronic equivalent.

2.4.11. Coordinate on unit airfield driver's lesson plans and tests.

2.4.12. Ensure unit ADPMs provide appropriate training to TDY personnel and non-base assigned contractors based on type, location, timing and duration of work.

2.4.13. Provide classroom training via online ADTP (MS Power-point briefing when ADTP is not available).

2.4.14. Participate in the RIPWG.

2.4.15. Provide unit ADPMs access to the online ADTP that maintains a standardized spreadsheet to monitor and track unit personnel authorized to drive on the airfield.

2.4.16. Issue Permanent Vehicle Passes for base assigned contractor vehicles.

2.4.17. Provide Airfield Driver's Training and issue Temporary Vehicle Passes for TDY/Non-base assigned contractors

2.4.17.1. Revoke airfield driving privileges for runway incursions CMAV events or other airfield driving infractions.

2.4.17.2. Assign all runway incursions an operational category (Operational Error, Pilot Deviation, or Vehicle/Pedestrian Deviation) on the AF form 457/651 if applicable.

2.4.17.3. Highlight any CMAV trends and take corrective actions necessary to prevent future occurrences.

## 2.5. Unit ADPMs

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

2.5.2. Must receive program management training from the wing ADPM and schedule training for replacements 30 days prior to transferring responsibly.

- 2.5.3. Administer the unit airfield driver's training program according IAW AFI 13-213 and this instruction.
- 2.5.4. Ensure unit personnel complete all training (prior to issuance of a AF form 483) through the online Airfield Driver's Training Program (ADTP) located at: <https://private.amc.af.mil/ADTP/Login.aspx>.
- 2.5.4.1. If unable to access the ADTP due to not having a Common Access Card or other circumstances, the unit ADPM will use offline materials.
- 2.5.4.2. Prior approval to use offline products is required from wing ADPM.
- 2.5.5. Use the ADTP to identify, document, and track personnel requiring access to the CMA, non-CMA, or restricted airfield driving as applicable.
- 2.5.6. Ensure that unit personnel who are not trained and certified to drive at night have their AF form 483 restricted to "Limited Daytime Only" (L). NOTE: If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving test is conducted and documented prior to updating the AF form 483.
- 2.5.7. Ensure designated airfield driving trainers conduct day and night (as applicable) airfield familiarization training and practical driving test on unit personnel prior to issuance of an AF form 483. Documentation will be accomplished by certifying the items have been completed in the online ADTP.
- 2.5.8. Train unit airfield driver trainers on how to conduct training of newly assigned unit airfield drivers and how to use the online ADTP for documentation.
- 2.5.9. Ensure unit personnel authorized to drive on the CMA have completed all the required training and restrictions have been added prior to sending them to step 4 in the online ADTP.
- 2.5.10. Ensure unit personnel have a valid state drivers license to operate privately owned, government (may also require a Government driver license), or contractor owned/leased vehicles on the airfield.
- 2.5.11. Ensure operators are qualified to operate the vehicle they intend to drive on the airfield (specialty vehicles).
- 2.5.12. Use the online ADTP to maintain current and accurate airfield driver's training records and listing of unit personnel authorized to drive on the airfield. Associated forms will only be maintained for personnel who do not have access to the ADTP.
- 2.5.13. Ensure deploying personnel are trained and possess a valid AF form 483 for airfield driving.
- 2.5.14. Verify personnel that drive in the CMA complete the Color Vision Testing Memo and checks off completion in step 2. (**Attachment 8**)
- 2.5.15. Ensure that personnel use the online ADTP to conduct and document annual refresher training.
- 2.5.15.1. Ensure airfield driving privileges are suspended for individuals who do not complete annual refresher training on the first day of the preceding month after the refresher training is due.

2.5.15.2. Personnel that are not able to complete refresher training due to deployment and/or TDY must complete it prior to driving on the airfield.

2.5.16. Maintain the electronic ADP Continuity Binder outlined in paragraph 2.4.9. A physical binder must be maintained if the unit ADPM cannot access the electronic ADP Continuity Binder.

2.5.17. Attend wing ADPM semi-annual meeting and/or briefing regarding airfield driving.

2.5.18. Train, escort, or provide a qualified escort for TDY/non-base assigned contract personnel assigned to or hosted by their unit.

2.5.19. Annually validate the number of personnel authorized to drive on the airfield (include justification for individuals required to enter or cross the CMA) and use [Attachment 5](#) to conduct and document a self-inspection of unit's ADP. Forward a copy of the inspection results to the wing ADPM.

2.5.20. Develop procedures to disseminate airfield driving related information (e.g., articles, training, etc.) to unit airfield drivers. The online ADTP has a mass email option for unit ADPMs to send out message traffic.

2.5.21. Conduct random spot checks for enforcement and compliance with the ADI. Correct all discrepancies noted or forward to wing ADPM for assistance. Forward results of spot checks to the wing ADPM.

2.5.22. Provide classroom training if trainees cannot access the online ADTP. Trainees are provided classroom training via the online ADTP.

2.5.23. Maintain current and accurate training and testing materials. All training/testing materials are located on the online ADP Continuity Binder.

2.5.24. Notify unit commander and wing ADPM in writing after revoking an individual's airfield driving privileges.

2.5.24.1. Unit commander and wing ADPM approval is required prior to reinstatement of airfield driving privileges after normal suspension period.

2.5.24.2. Maintain documentation (in online ADP Continuity Binder) of all actions taken for revocations/suspensions/re-instatements.

2.5.25. Ensure trainees, that fail the color vision test, are restricted to "Non-CMA access only" and that under no circumstances will the trainee be allowed to drive in the CMA.

2.5.26. Ensure all unit vehicles have required items from chapter 5.1.3.

2.5.27. Participate in the RIPWG.

## **2.6. 96 OSS/OSAM/OSAO Egin/Duke Airfield Management**

2.6.1. Serve as the Office of Primary Responsibility (OPR) for the ADP.

2.6.2. Conduct random spot checks for enforcement and compliance with the ADI in conjunction with periodic airfield checks.

2.6.3. Routinely monitor radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the Tower or

through the monitoring of radio frequencies. Document corrective actions in the AF form 3616, *Daily Record of Facility Operation*.

2.6.4. The AFM, Eglin/Duke wing ADPM, or NCOIC, AM Ops will sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF form 483 for airfield driving.

2.6.5. Impose and publish restricted driving routes as required.

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

2.6.6.1. Escort individuals off of the airfield.

2.6.6.2. Confiscate individual's AF form 483.

2.6.6.3. Request a statement from individuals suspected of committing an airfield driving violation.

2.6.6.4. Document and report the incident to the wing ADPM, AFM and AOF/CC.

2.6.6.5. Participate in the RIPWG.

2.6.7. Provide airfield driver's training and issue Temporary Vehicle Passes for TDY/Non-base assigned contractors.

## **2.7. 96 OSS/OSAT/OSATD Eglin/Duke ATC Towers**

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

2.7.2. Immediately, report known CMA violations and problems with vehicle operator radio communications to AM.

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

2.7.4. Participate in the RIPWG.

## **2.8. 96 Security Forces**

2.8.1. Monitor airfield vehicle operations and enforce all traffic rules and directives on the airfield.

2.8.2. Detain all unauthorized Privately Owned Vehicles (POVs) driving on the airfield without a Temporary Eglin/Duke Vehicle Pass or a Permanent Eglin/Duke Vehicle Pass and notify AM.

2.8.3. Provide assistance when requested by AM or the Tower to apprehend airfield driving violators and remove unauthorized persons from the airfield.

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

2.8.5. Coordinate with the wing ADPM to establish a designated response location in support of In-Flight/Ground Emergencies and/or other emergency situations.

2.8.5.1. The designated response locations for both Eglin/Duke airfields are at Base Ops. Follow-on support will be directed by the on-scene commander.

2.8.6. Ensure all SFS personnel stop traffic offenders outside the clear zones for all four approach ends of the runways at Eglin AFB.

2.8.7. Participate in the RIPWG.

## **2.9. 96 TW Safety**

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

2.9.2. Coordinates on lesson plans and tests for vehicle operations on the airfield. (Reference AFI 91-203 Paragraph 24.13.2.3)

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

2.9.4. Participates in the RIPWG.

2.9.5. Reviews CMA violations for trends.

## **2.10. 96 MDG**

2.10.1. Provides color vision tests for all personnel (military/civilian/contractor) who need to drive on the CMA.

2.10.2. Coordinates with the wing ADPM to establish a designated response location in support of In-Flight/Ground Emergencies and/or other emergency situations. The established designated response locations are as follows:

2.10.2.1. Eglin. Initial response locations are Rwy 19-King Hangar, Rwy 01-Base Ops, Rwy 12- Twy Foxtrot, and RWY 30-Twy Delta.

2.10.2.2. Duke- EMS personnel are not qualified to drive on Duke Airfield and will be escorted by the Fire Department.

## **2.11. 96 LRS Vehicle Operations**

2.11.1. Provide 24 hour emergency response to remove disabled vehicles that present a safety hazard from the airfield.

2.11.2. Brief personnel who sign out GOVs that they are not authorized to drive on the airfield until they have been approved by Eglin or Duke AM.

## Chapter 3

### TRAINING AND TESTING REQUIREMENTS

#### 3.1. General

3.1.1. All training, testing, and documentation will be completed on the online ADTP located at <https://private.amc.af.mil/ADTP>. If a trainee cannot access the ADTP then paper files must be maintained on file (files can be scanned and saved on local network).

3.1.2. All training requirements are to be accomplished before airfield certification can be granted. All documentation and dates of instruction/orientations will be completed within 30 days of start date.

#### 3.2. ADTP Population (Step 1)

3.2.1. All personnel requiring airfield driving certification will upload their personal information into the online ADTP.

3.2.2. Ensure the correct unit is selected to establish your profile under the associated unit ADPM, which may not be the same as your office symbol.

#### 3.3. ADTP Training (Step 2)

3.3.1. Completion of the following items is required prior to issue AF form 483 for permanently assigned airfield drivers and temporarily assigned airfield drivers who require access to the CMAs:

3.3.1.1. Review Eglin/Duke ADI (Hurlburt ADI if applicable)

3.3.1.2. Eglin/Duke/Hurlburt classroom training briefing.

3.3.1.3. Airfield Driving CBT from ADLS: Must be accomplished within 365 days of the previous CBT completion date. If trainee does not have access, the unit ADPM may administer the offline version.

3.3.1.4. Color Vision Test. Personnel that drive in the CMA will take the Color Vision Certification form to the Flight Medicine Clinic and they will administer the Color Vision Test. Once completed, the trainee must take the memo back to the unit ADPM for certification. Note: unit ADPM can certify the color vision requirement if the trainee shows a current AF 1042 clearing them to fly.

3.3.1.5. Day and night airfield orientations. Unit ADPMs/trainers will complete the airfield orientation for Eglin/Duke/Hurlburt. At a minimum, the practical airfield drivers training involves taking the individual out on the airfield to show them how to get to and from their work areas. Emphasis should be placed on vehicle operating procedures in the vicinity of aircraft and the airfield layout. Use [attachment 6](#) as a guideline.

3.3.1.6. Practical Airfield Evaluation. Use [attachment 6](#) to conduct the evaluation. Document completion by certifying the item in the online ADTP.

3.3.1.7. State driver's license/vehicle qualification verification. Trainee must possess a valid state driver's License and must be certified to operate the vehicle they intend to driver on the airfield.

### **3.4. ADTP Unit Test (Step 3)**

3.4.1. Unit ADPM will edit trainee's restrictions when they are in step 3. The restrictions must match the trainee's training items.

3.4.2. Unit ADPMs will unlock the multiple choice test.

3.4.3. All Unit test failures will be sent back to step 2 by the Unit ADPM for retraining before retesting in step 3.

### **3.5. ADTP Wing Test (Step 4)**

3.5.1. Once trainees have completed Step 3 the unit ADPM will coordinate with the wing ADPM/alternates to unlock the final test.

3.5.2. The minimum passing score is 80% on the wing written test. Exception: Communication, Airfield Diagram and Runway Incursion Prevention questions are all automatic failure regardless of overall percentage.

3.5.3. Retesting:

3.5.3.1. First Time Failures: Trainee will be moved back to Step 2 to review training material.

3.5.3.2. Second Time Failures: Trainees will be moved back to Step 2 to review training material. Drivers can be rescheduled for testing no earlier than 7 days from the second failure.

3.5.3.3. Third Time Failures: Will not be granted driving privileges without unit commander's written approval.

### **3.6. Temporarily Assigned (Non- CMA) Airfield Drivers (TDY/Contractors)**

3.6.1. Prior to driving on the airfield, visiting personnel must either complete airfield driver's training or be escorted by a vehicle driver (from their host unit) who possesses a valid AF form 483.

3.6.2. TDY personnel will be uploaded into the ADTP by the unit ADPM or AM under the host unit.

3.6.2.1. Use the "Applications" icon and load TDY/non-base assigned contractor personnel under "Create TDY" and contractors under "Miscellaneous."

3.6.2.2. Ensure completed training is documented in the comments section.

3.6.3. Required Training:

3.6.3.1. Eglin/Duke Temporary Airfield Driver's Briefing.

3.6.3.2. Airfield Orientation. Unit ADPMs or AM will familiarize individual on route to and from the designated work area, CMAs, approved driving areas, airfield entrances, and approved parking locations.

### **3.7. Annual Refresher Training**

3.7.1. Driving refresher training will be completed in the ADTP. Upon completion of refresher training, a new AF form 483 will be printed with documented training completed automatically.

3.7.2. This training consists of the following:

3.7.2.1. ADLS Airfield Driving CBT.

3.7.2.2. A review of the ADI.

3.7.2.3. A refresher Briefing

3.7.2.4. A Multiple choice test with automatic failure Runway Incursion Prevention questions.

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

### **3.8. Restrictions**

3.8.1. The following restrictions will be added to the AF form 483 by the unit ADPM as applicable:

3.8.1.1. A--Eglin CMA Authorized

3.8.1.2. B--Eglin Non CMA Only

3.8.1.3. C--Duke CMA Authorized

3.8.1.4. D--Duke Non CMA Only

3.8.1.5. E--HRT CMA Authorized

3.8.1.6. F--HRT Non CMA Only

3.8.1.7. G-- Escort Only

3.8.1.8. L--Limited Daytime Only

3.8.2. Personnel stationed at Hurlburt Field may drive on Eglin Airfield if they completed training requirements and have the restriction (E) applied to their Hurlburt AF form 483.

3.8.3. Personnel stationed at Hurlburt Field may drive on Duke Airfield if they completed training requirements and have the restriction (D) applied to their Hurlburt AF form 483.

## Chapter 4

### VEHICLE PASSES (PERMANENT/TDY) REQUIREMENTS

#### 4.1. Eglin/Duke Airfield Permanent Vehicle Passes

4.1.1. AM will procure, issue, and maintain accountability of all permanent vehicle passes. Permanent vehicle passes are required for commercially owned vehicles that are required to meet the needs of the organization permanently assigned to Eglin AFB/Duke Field.

4.1.2. Vehicle passes will be validated annually and color coded. Vehicle passes/decals supportive information will be maintained in the online ADTP.

4.1.3. The requesting organization will ensure passes are treated as controlled items and turned in when no longer required. Passes are for vehicle access on the airfield, not for individuals who do not have an AF form 483. Notify AM when passes are lost, missing or upon recovery of lost or missing passes.

4.1.4. Unit commanders or civilian equivalent will submit a written request to AM using the [Attachment 10](#). AM will issue permanent vehicle passes to organizations having a valid requirement to operate vehicles on the airfield. The requester must ensure all vehicle operators have a valid AF Form 483 while operating on the airfield.

#### 4.2. Eglin/Duke Airfield Temporary Vehicle Passes

4.2.1. Eglin/Duke AM will issue all temporary vehicle passes. Temporary vehicle passes are required for Government leased vehicles and vehicles that are being used for to fulfill commercial contracts on Eglin AFB/Duke Field airfields.

4.2.2. Prior to issuing a temporary vehicle pass, personnel must complete the airfield driver's training requirements and have an AF form 483 for Eglin or Duke.

4.2.3. Eglin/Duke AM will use the online ADTP to document/track all temporary vehicle passes issued.

## Chapter 5

### OPERATING PROCEDURES AND STANDARDS

#### 5.1. General Procedures

5.1.1. Operators will refrain from using the airfield as a shortcut for convenience to other areas. Use perimeter, in-field or other airfield roads to reduce non-essential vehicle traffic on the airfield.

5.1.2. All personnel driving/working on the airfield must be certified to drive on the airfield and possess a current AF IMT 483 or have an escort prior to entry to the airfield.

5.1.2.1. Personnel not assigned to Duke Field and are required to drive on the airfield must call or stop by Duke Airfield Management prior to and completion of driving activities. **NOTE:** All personnel using Duke Field perimeter road are required to complete Airfield Driver's Training (or be escorted by personnel that have a valid AF IMT 483) and monitor the Duke Tower LMR net.

5.1.2.2. Controlled movement area access on Duke Field is restricted to operational hours. Mission essential duties that require drivers to access any part of a CMA outside of these hours, must pre-coordinate with Duke Airfield Management for approval.

5.1.3. All GOVs and authorized POVs, that operate on the airfield will contain the following AFVA/decals and diagrams: **Note:** Decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

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

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

5.1.3.3. AFVA 13-222.

5.1.3.4. Airfield diagram with Hot Spots depicted.

5.1.4. Delivery vehicles/dumpster trucks are not authorized on the airfield without escort. Unescorted vehicles making deliveries must use the street side. Delivery vehicles may be escorted onto the airfield by qualified personnel. The personnel must stay with the vehicle at all times until the vehicle departs the airfield.

5.1.5. Do not drive over in-ground fuel pit covers.

5.1.6. Smoking is not permitted on the airfield.

5.1.7. Cellular/mobile phones must not be used while driving on the airfield. Pull over to a safe location not blocking any aircraft/vehicle access in an area that does not violate paragraph 5.6.

5.1.8. All drivers are responsible for reporting any violations of this instruction or any violation of safety practices to AM.

5.1.9. Airfield driving qualified personnel escorting unqualified personnel, equipment, and/or vehicles must maintain positive control until all parties, equipment, and or vehicles are off the airfield. A briefing will be provided by the escorts to the unqualified personnel so everyone understands the route and/or procedures to follow.

**5.2. Vehicle Malfunctions/Breakdowns.** When a vehicle has a malfunction that prevents operation under its own power, every means will be used to alert taxiing aircraft in the vicinity. At a minimum, the ground vehicle operator will:

5.2.1. Leave the vehicle parking lights or emergency flashers on and raise the vehicle's hood if possible.

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

5.2.3. Operators of other radio-equipped vehicles (e.g., Security Forces, Civil Engineering, Transportation, etc.) must make every effort to assist getting the disabled vehicle off of the airfield, especially if the vehicle is located on parking aprons, taxiways, or runway.

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

5.2.5. In the event of a disabled vehicle on the CMA, the vehicle operator will immediately notify Tower and AM by any means possible to coordinate expeditious removal of the disabled vehicle from the CMA. The vehicle operator will ensure the disabled vehicle is not left unattended in the CMA. The disabled vehicle will be removed using any method in the quickest and safest way possible.

5.2.6. If possible push the vehicle to a safe location that does not block access for taxiing aircraft.

### **5.3. Speed Limits**

5.3.1. The maximum speed limit for general purpose vehicles operating on the airfield taxiways, parking ramps/aprons, access roads, designated traffic lanes, and vehicle parking areas is 15 mph.

5.3.2. The speed limit for vehicles operating in close proximity to aircraft (within 25 feet) is 5 mph.

5.3.3. Special-purpose vehicles (i.e. tugs, forklifts, refueling vehicles, k-loaders) will not exceed 10 mph.

5.3.4. Max vehicle towing speed for aircraft is 5 mph.

5.3.5. General-purpose vehicles will not tow compressors, auxiliary power units, and similar equipment unless properly equipped with hitches designed for that purpose. Tugs or other vehicles with suitable trailer hitches will normally be used. Equipment will never be towed faster than 15 MPH.

5.3.6. Normal runway speed is 25 mph.

5.3.7. Vehicles responding to Red Ball or aircraft maintenance problems are not authorized to exceed speed limits.

5.3.8. AM, CE, Ambulances, Transient Alert, and Security Forces may exceed speed limits in performance of their duties. All drivers must remain safety conscious and alert for other vehicles and aircraft. Vehicles will not automatically assume the right-of-way.

#### **5.4. Emergency Vehicle Operations**

5.4.1. Emergency vehicles will not automatically assume the right-of-way.

5.4.2. Emergency vehicle operators will utilize rotating beacons/strobe lights and headlights during response.

5.4.3. Emergency vehicle operators may not exceed speed limits after an emergency is terminated unless proceeding directly to another emergency.

5.4.4. Emergency vehicles must obtain approval from the tower to access the CMA even when responding to an emergency.

5.4.4.1. Follow-on/support response agencies are required to standby outside of the CMAs until called forward by the Incident Commander.

5.4.4.2. The Incident Commander may request follow-on response in the CMAs; however they will not assume responsibility to escort any vehicles. All follow-on support response agencies must obtain approval from the tower to access the CMAs.

5.4.5. Emergency vehicle operators that respond to an emergency from an unpaved surface must report the fact to AM as soon as practical. A FOD check will be required when the emergency is terminated.

#### **5.5. Immediate Vicinity of Aircraft**

5.5.1. Normal vehicle traffic will yield to emergency vehicles displaying emergency lights in operation and aircraft by stopping on the extreme right or left side of the taxiway or by pulling onto other hard surfaces off the taxiway. Do not overtake and pass taxiing aircraft.

5.5.2. If it is necessary to drive off the paved surface to yield to an aircraft, the operator is responsible for checking the vehicle tires for any FOD material and ensuring all tires and the paved surface are clear of FOD. This check will be accomplished immediately upon returning to the paved surface.

5.5.3. All vehicles approaching or operating within 25 feet of an aircraft must approach with driver's side of vehicle towards the aircraft.

5.5.4. Do not drive vehicles within ten feet of a parked aircraft (except when the aircraft is being serviced, loaded, or off-loaded). Use spotters to guide the vehicle's approach to the aircraft.

5.5.5. Never drive vehicles under any part of the aircraft.

5.5.6. Do not back or drive vehicles forward directly toward any aircraft (except as authorized in certain loading, unloading, or fueling operations).

5.5.6.1. Place pre-positioned wheel chocks between the aircraft and the approaching vehicle to keep vehicles from striking the aircraft. Keep chocks in position until vehicles leave from within the ten-foot safety distance requirement.

5.5.6.2. Post guides as a required safety measure.

5.5.6.3. Do not point vehicles directly toward an aircraft when parked on the airfield.

5.5.7. Vehicles and equipment will enter intake critical areas only when it is essential for mission accomplishment.

5.5.8. Drive parallel to aircraft parking rows and use designated vehicle lanes where marked.

5.5.9. Do not pass between an aircraft and a ground marshaller.

5.5.10. No vehicle will come closer than 200 feet to the rear and 25 feet in front or to either side of an aircraft taxiing or when engines are running. Note: Aerial Port personnel will follow ERO procedures and limitations outlined in AMCI.

5.5.11. All vehicles will stop and visually look in both directions prior to crossing a taxiway.

5.5.12. Vehicles will remain at least 100 feet from any helicopter with its rotors in motion.

## **5.6. Vehicle Parking and Chocking/Lateral Distance Requirements for Mobile Obstacles**

5.6.1. Chock all powered vehicles and all equipment mounted on wheels that do not have an integral braking system when left unattended on the airfield.

5.6.2. Leave vehicles unlocked with keys in the ignition when parked on the airfield.

5.6.3. All vehicles parked and left unattended in designated vehicle parking spots on the parking aprons will have ignition turned off and vehicles secured/locked. Vehicles must be in reverse (standard transmission), park (automatic transmission), or neutral (diesel), and have emergency brake set.

5.6.4. All vehicles will be parked so they will not interfere with taxiing or towed aircraft or potential paths of taxiing or towed aircraft.

5.6.5. At Eglin, no vehicles will be left unattended in the approach areas to all four runways or Cobbs Overrun (grassy field off the approach end runways 01/30). At Duke, No vehicles will be left unattended in the approach areas of the runway, ALZ, LHA deck or STOVL pads.

5.6.6. The minimum lateral clearance distance requirements for fixed/mobile obstacles on the airfield are defined in UFC 3-260-01 and must be maintained as follows:

5.6.6.1. 1000' clearance from runway centerline to a fixed/mobile object.

5.6.6.2. 200' clearance from taxiway centerline to a fixed/mobile object.

5.6.6.3. The distances are variable near the apron edge. Contact AM for clarification.

## **5.7. Jet Blast**

5.7.1. C-130 max power engine run spots are designated on the following spots:

5.7.1.1. 96 TW Ramp on Bravo parking row spots 4/5 (outside spots closest to TWY R) and Alpha parking row spot 3. Do not drive directly behind these spots while engine runs are in progress. Use the flightline road if necessary.

5.7.1.2. Transient aircraft-TWY M West. Use perimeter road and enter from either the west end of TWY M West or from Hardstand 1/TWY L.

5.7.1.3. Transient aircraft-TWY M East between RWY 1/19 and TWY R (aircraft facing south). Use the perimeter road to go around while engine runs are in progress.

5.7.1.4. C-130 (and larger) max power engine run-ups for Duke are designated on spot Bravo-13. Do not drive directly behind this spot while engines are operating (this includes flightline road).

5.7.2. When operating near the following aircraft the recommended safe distance is as follows:

5.7.2.1. C-5, E-4, KC-10, B-747, or similar aircraft – 500'

5.7.2.2. KC-135, B-52, B-1, B-2, or similar aircraft – 350'

5.7.2.3. F-22, F-15, F-16, F-18, A-10, F-35 or similar aircraft – 200'

5.7.2.4. H-60, H-53, H-47, or similar aircraft – 100'

## **5.8. Aerospace Ground Equipment (AGE) Operations**

5.8.1. AGE, fire extinguishers, forklifts and similar equipment, will be removed and stored in designated AGE storage areas when not directly supporting an aircraft.

5.8.2. Large pieces of AGE, when towed in tandem, must not block the driver's vision of the last item being towed.

5.8.3. Use pintle hook safety pins to secure pintle hooks and trailer hitches.

5.8.4. Do not tow an aircraft within 25 feet of obstructions without wing walkers monitoring the clearance between the aircraft and the obstruction.

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

5.9.1. At night or in inclement weather, the headlights of vehicles on the airfield will be operated on low beam and not be aimed directly at moving aircraft.

5.9.2. When encountering a moving aircraft at night, turn off headlights and leave the parking lights on. Turn headlights back on when the aircraft is out of range.

5.9.3. Vehicles with daytime running lights will stop and park in a safe location, turn off the ignition, set the parking brake and activate emergency flashers until the aircraft is out of range.

5.9.4. Four way flashers must remain on at all times when within the airfield environment during inclement weather (periods of low visibility).

5.9.5. Operators will reduce speeds when visibility is limited. **CAUTION:** Airfield signs and markings may not be visible.

5.9.6. Top-mounted rotating amber/red/white emergency lights must be in operation for vehicles routinely operating on the runways IAW T.O. 36-1-191.

## **5.10. Control Tower Visual Blind Spots**

5.10.1. Eglin Airfield – due to the location of the tower and the height of numerous buildings, the control tower cannot see these portions of the airfield:

- 5.10.1.1. General Aviation Ramp
- 5.10.1.2. Sky Hawk Ramp
- 5.10.1.3. Wash Rack
- 5.10.1.4. Taxiway S
- 5.10.1.5. North of King Hangar
- 5.10.1.6. SOF ramp
- 5.10.1.7. Christmas Tree Area (33<sup>rd</sup> ramp)

5.10.2. Duke Airfield – due to the location of the tower and the surrounding terrain, the control tower cannot see this portion of the airfield:

- 5.10.2.1. Twy B west of Twy A, up to perimeter road entrance at Twy B
- 5.10.2.2. Portions of Twy A north of Twy Delta and Bravo Row parking spots north of Twy D that are blocked by the sunshade.

## **5.11. Foreign Object Damage (FOD) Control and Prevention**

5.11.1. Paved access roads will be used for all vehicles transiting to and from the airfield. Entry onto the airfield via a non-paved access point is prohibited unless getting out of the way of aircraft or in the performance of airfield duties.

5.11.2. Prior to entering any airfield entrance or from an unpaved surface, all vehicles will be checked by the driver for any foreign objects. At a minimum, a FOD check will consist of the following:

- 5.11.2.1. An inspection of vehicle tires (pull forward to check tire in contact with pavement). Remove foreign materials (e.g., rocks, gravel, etc.) as applicable.
- 5.11.2.2. A visual check to ensure all external vehicle components are secured. Secure any/all items loaded on payload vehicle, including all tie down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the airfield.
- 5.11.2.3. A thorough walk around of the vehicle to check for damaged, loose, or worn parts.

5.11.3. Stop and pick up any object found capable of resulting in FOD or contact AM to request an airfield sweeper.

5.11.4. Tracked vehicles are prohibited from operating on the airfield. Special consideration must be approved by the Eglin/Duke Airfield Manager.

## **5.12. Bicycle Operations**

5.12.1. Bicycles are not permitted to operate on the runways or taxiways. Organizational bicycles (government owned) are permitted only on parking aprons.

5.12.2. During night operations, bicycles will be equipped with a headlight visible from 200 feet, a rear reflector, and the rider must wear a reflective vest or belt.

5.12.3. The use of privately owned bicycles on the airfield is strictly prohibited.

**5.13. Pedestrian Movement.** At a minimum, pedestrians on the airfield must adhere to the following procedures:

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

5.13.2. At Duke Field, no pedestrian movements are authorized on perimeter road without coordination from AM

5.13.3. Walk facing oncoming traffic.

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

5.13.5. Do not enter the CMA without two-way radio contact and approval from the tower.

**5.14. Vehicle Traffic Control Devices/Lights for Crossing Active Taxiways**

5.14.1. Eglin Airfield

5.14.1.1. ILS Critical Area Traffic Control Stop Signs. The ILS Critical Area Traffic Control Stop Signs are located at the approach end of Rwy 12 on perimeter road. These two devices mark the boundary of the ILS critical area. When the RED light is steady, you must STOP and yield for approaching aircraft. When the light is blinking, you must STOP and look both ways before proceeding. See [Figure 5.1](#)

**Figure 5.1. ILS Critical Area Stop Sign (Rwy 12 approach end):**



5.14.1.2. Crossing Rwy 19 Approach End Stop Sign. Vehicles must stop and look both ways at both stop signs for aircraft and vehicles before proceeding. Vehicles must remain within the white lines – do not turn right or left; proceed straight ahead through the intersection. See [Figure 5.2](#)

**Figure 5.2. Crossing Rwy 19 Approach End Stop Sign:**

5.14.1.3. Crossing Twy D1/D2 on perimeter road and Northwest Florida Regional Airport. Vehicles must stop and look both ways at both stop signs for aircraft and vehicles before proceeding. Vehicles must remain within the white lines – do not turn right or left; proceed straight ahead through the intersection. See [Figure 5.3](#)

**Figure 5.3. Crossing Twy D1/D2 Stop Sign:**

5.14.1.4. Crossing of Second and Barrancas Street on the taxiway leading to the Climatic Hangar Area. The traffic light will be utilized for all aircraft, equipment, and vehicles (such as tugs, tractors, etc) whose forward movement is insufficient to allow for an expeditious crossing. Other vehicles will refrain from using the light unless unacceptable delays are encountered before a safe crossing is possible. Vehicles approaching the light on the street will be allowed a safe distance in which to stop. When the street traffic has been stopped and the intersection is clear, proceed with the crossing. All vehicles will utilize the designated crossing area; the vehicle operator is responsible for ensuring the traffic light is turned off when crossing has been completed. Pedestrians and personnel on bicycles are permitted to cross at this intersection, but they may not use the light. See [figure 5.4](#)

**Figure 5.4. Crossing of Second and Barrancas street Stop Sign:**



5.14.2. Duke Airfield. Localizer Critical Area Stop Sign. This stop sign is located at Duke Field at the approach end of Rwy 36 on perimeter road. This stop sign marks the boundary of the Localizer critical area and is controlled by the tower. Entering this area without permission may disrupt the aircraft's instrument reception. If you do not have a radio, contact the number on the sign. If you do not have a radio or phone, do not proceed. See [Figure 5.5](#)

**Figure 5.5. ILS Critical Area Stop Sign (Duke):**



## 5.15. Night Vision Devices (NVD)

5.15.1. Wearing NVDs while driving is not authorized at Eglin AFB.

5.15.2. Units wearing NVDs while driving at Duke Field must have an Operating Instruction (OI) and Letter of Procedure (LOP) requested from their unit commander. This will be coordinated through AM, and approved by 96 OSS/CC prior to any activities. The OI/LOP must contain at a minimum:

5.15.2.1. Vehicle speed limits. **Note:** Per AFMAN 24-306, vehicle speeds during blackout operations will be limited to 10 MPH.

5.15.2.2. Driver and assistant driver responsibilities.

5.15.2.3. NVD-related accident reporting procedures.

5.15.2.4. Airfield driving/NVD licensing procedures. **Note:** Annotate "NVD Qualified" on the AF form 483.

5.15.2.5. Qualification/Annual refresher training requirements.

5.15.2.6. NVD instructor qualification requirements.

5.15.3. Vehicles operating with lights-out during periods of reduced airfield lighting must use hazard warning flashers or mount an infrared strobe on the vehicle's roof so the Tower and aircrew can observe the vehicle on the airfield. **Note:** Vehicles must still maintain two-way radio communications with the Tower while operating within the CMA.

5.15.4. Vehicle routes shall be designated. Non-participating vehicles will not interact with participating NVD vehicles on any controlled movement area. **Note:** Vehicle operations should be kept to a minimum during periods of reduced airfield lighting configurations.

## Chapter 6

### CONTROLLED MOVEMENT AREA AND PROCEDURES

#### 6.1. Eglin CMAs

6.1.1. The Eglin CMAs consist of Rwy 19/1 and 12/30, overruns, all taxiways between the runways and the VFR hold position markings, and the grassy infields between the runways and 100ft from the runway edge.

6.1.2. Airfield Drivers must stop and hold at the "INST/ILS" marking/sign on Twy V.

**6.2. Duke Field CMA.** The Duke CMAs consist of Rwy 18/36, ALZ, overruns, all taxiways between the runways and the VFR hold position markings and the grassy infields between the runways and 100ft from the runway edge.

#### 6.3. Procedures

6.3.1. Vehicle operators with identified color vision impairment will not be assigned duties requiring access into the controlled movement area.

6.3.2. Vehicles operating in the controlled movement area must use rotating beacon lights or hazard/warning flashers IAW T.O. 36-1-191.

6.3.3. Pilots operating aircraft will not escort vehicles on/across the runway.

6.3.4. Tower is the only controlling agency authorized to approve vehicles on or across the runway/CMA.

6.3.5. All personnel will use perimeter roads to the maximum extent possible. Limit vehicle traffic crossing the runway to those performing mission essential duties and only to an absolute minimum. Vehicles crossing the runways will do so at one of the intersections below unless operational necessity dictates otherwise. During non-emergency situations only cross the runway if duties dictate, otherwise use access roads whenever possible.

6.3.5.1. Authorized runway crossing points at Eglin are Twys D, H, and J.

6.3.5.2. Authorized runway crossing points at Duke are Twys C, D, and F.

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

#### 6.4. Radio Communications

6.4.1. Radio communications are a critical link in the ATC system. The single most important element in communicating with the tower is to understand instructions. It is essential to acknowledge each radio communication with controllers by using the appropriate call sign.

6.4.2. All vehicles operating in the controlled movement area will maintain direct two-way radio communications with the tower at all times unless being escorted by another vehicle who is maintaining two-way radio communications. Personnel working outside the vehicle

must have a hand radio or have someone in the vehicle monitoring communications at all times.

6.4.3. Observe proper radio discipline at all times. Transmissions will be brief, clearly spoken and include only information pertinent to the situation. All instructions received will be repeated by the vehicle operator for verification before taking any action. If in doubt, ask the tower to repeat the transmission.

6.4.4. In the event radio communications have been lost with the tower, exit the runway and controlled movement area immediately. Communications must be restored before returning into the CMA/runway. Signs that you may have lost communications with the tower are:

6.4.4.1. If the tower is using light gun signals then, outside the CMA, the driver should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun.

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

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

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

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

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

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

## 6.5. Radio Techniques

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

6.5.2. The microphone should be very close to your lips and, after pressing the “microphone button”, a slight pause may be necessary to be sure the first word is transmitted clearly. Speak in a normal, conversational tone.

6.5.3. When releasing the microphone button, wait a few seconds before calling again. The controller may be looking for you on the airfield, transmitting on a different frequency, or scanning the runway to enable your request.

6.5.4. Be alert to the sounds or the lack of sounds in the receiver. Check your volume, recheck your frequency, and make sure that your microphone is not stuck in the transmit position. Frequency blockage can, and has, occurred for extended periods due to unintentional transmitter operation. This type of interference is commonly referred to as a “stuck mike,” and controllers may refer to it in this manner when attempting to correct the problem.

6.5.5. Be sure that you are within the performance range of your radio equipment and the ground station equipment.

## 6.6. Phraseology

6.6.1. Vehicle operators must contact the tower each time they proceed onto or leave the CMA. Before proceeding into a CMA, vehicle operators must advise the controller of three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are. Vehicle operators must always acknowledge all communications so Ground Control and other persons know that the message was received. Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists. VHF/UHF transmissions are reserved for the primary use of aircraft and tower personnel.

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

**VEHICLE OPERATOR:** “EGLIN GROUND, FOUR TWO THREE.”

**TOWER:** “FOUR TWO THREE, EGLIN GROUND.”

**VEHICLE OPERATOR:** “GROUND, FOUR TWO THREE, REQUEST TO CROSS RUNWAY ONE NINE AT TAXIWAY GOLF.”

**TOWER:** “FOUR TWO THREE, CROSS RUNWAY ONE NINE AT TAXIWAY GOLF, REPORT WHEN OFF.”

6.6.2.1. Always read back instructions verbatim before taking any action and allow time for correction, if misinterpreted. If you are unsure what the controller has transmitted, or if you do not understand an instruction, you **MUST** ask the controller to “SAY AGAIN”. Good communication only occurs when each party knows and understands what the other is saying.

**VEHICLE OPERATOR:** “GROUND, FOUR TWO THREE UNDERSTANDS APPROVED TO CROSS RUNWAY ONE NINE AT TAXIWAY GOLF. WILL REPORT WHEN OFF.”

6.6.2.2. Vehicle operator visually scans the runway prior to entry, and then proceeds across the runway.

**VEHICLE OPERATOR:** “GROUND, FOUR TWO THREE IS OFF RUNWAY ONE NINE AT TAXIWAY GOLF.”

**TOWER:** “FOUR TWO THREE, ROGER.”

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

**TOWER:** "FOUR TWO THREE, EGLIN GROUND, HOLD SHORT RUNWAY ONE NINE AT TAXIWAY GOLF."

**VEHICLE OPERATOR:** "GROUND, FOUR TWO THREE, COPY HOLDING SHORT RUNWAY ONE NINE AT TAXIWAY GOLF."

See Table 6.1 Common Use Phrases.

**Table 6.1. Common Use Phrases**

<b>What Is Said:</b>	<b>What It Means:</b>
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. <b>Note:</b> Use of this phrase does not authorize requestor to -Go Ahead with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay, Expedite	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.

Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

**6.7. Phonetic Aviation Alphabet.** Because some letters have similar sounds, like B and P, the international aviation community uses the following words to reduce confusion. For example, Twy B would be referred to as Twy Bravo on the radio. See [Table 6.2 for Phonetic Aviation Alphabet](#):

**Table 6.2. Phonetic Aviation Alphabet**

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

### 6.8. Call Signs for Vehicles That Operate in CMA

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

6.8.2. For standardization, AM personnel will only use the radio call signs listed below.

6.8.2.1. Airfield Manager (Airfield – 1).

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

6.8.2.3. NCOIC, AM, NCOIC, AM Training and AM Ops personnel or civilian equivalents (Airfield 3, 4, 5, etc.).

6.8.3. For other airfield drivers, see Table 6.3. Vehicle Call Signs. TWI 33-101 and 919 MXG OI 21-101 have additional call signs.

**Table 6.3. Vehicle Call Signs**

AGENCY	CALLSIGN
96 OG/CC/CD	OG 1/2/3
96 OSS/CC/DO	Ops 1/2
AM	Airfield 1/2/3/4
Airfield Ops Staff	AOF1/2/3
ATCALs Maintenance	ATCALs 1/2/3
Transient Alert	TA1/2
CE Barrier MX	Barrier1/2
Sweepers	423/424
R.A.T. Pack	422
C.E. Lighting	729/728
Test Ops SOF	Test Ops SOF
96 TW Safety	Flight Safety
33 Safety	Nomad Safety
53 Safety	Skull Safety
33 SOF	NOMAD 6
96 MXG	See TWI 33-101
96 CS	Cable 1/2/3
AFMC Customer Support Team (ILS MX)	CST 1/CST 2
Duke Security Forces	Delta One
919 Safety	Talon Safety
919 MXS	See 919 MXG OI 21-101
413 FLTS	Huey 1/Huey Tow

**6.9. Control Tower Light Gun Signals.** All vehicle operators are required to know and comply with the following light gun signals:

- 6.9.1. Steady Green Light: “Cleared to Cross”, “Proceed”, “Go”.
- 6.9.2. Steady Red Light: “STOP! Vehicle will not be moved”.
- 6.9.3. Flashing Red Light: “Clear active taxiway/runway”.
- 6.9.4. Flashing White Light: “Return to starting point”.
- 6.9.5. Red and Green Light: “General warning. Exercise extreme caution.” During alerts and emergency conditions all non-essential personnel will withdraw to AM or their work control center until the emergency is terminated. The withdrawal of contractors will be at the discretion of AM.

## Chapter 7

### AIRFIELD MARKINGS, SIGNS, AND RUNWAY/TAXIWAY LIGHTING

#### 7.1. Airfield Signs and Markings

7.1.1. There are two types of airfield signs, mandatory and informational.

7.1.1.1. Mandatory signs, such as a rwy hold sign, must be followed. These signs are recognizable by their white inscription on a red background. See [Figure 7.1](#)

**Figure 7.1. Mandatory Signs**



7.1.1.2. Informational signs indicate a specific location or destination, and/or provide useful information, such as taxiway designations/directions. Informational signs have black inscription on a yellow background or the inverse of this color scheme. See [Figure 7.2](#).

**Figure 7.2. Informational Signs**



7.1.1.3. Visual Flight Rules (VFR) hold line. The VFR hold line marking marks the boundaries of the controlled movement area. This marking consists of two solid six-inch wide yellow lines and two dashed six-inch wide yellow lines running across each taxiway at least 100 feet from the runway edge. Entering this area without clearance from the control tower will cause an aircraft on approach or takeoff to abort. You must hold short and receive permission from the tower prior to entering the runway, and notify the tower when you exit the runway. See [Figure 7.3](#)

**Figure 7.3. VFR Hold line**



7.1.1.4. Instrument Hold Line. Airfield Drivers must stop and hold at the instrument hold lines on Twy Victor during inclement weather. Tower will advise when this area is active. See [Figure 7.4](#)

**Figure 7.4. Instrument Hold Line**



## 7.2. Runway/Taxiway Lighting

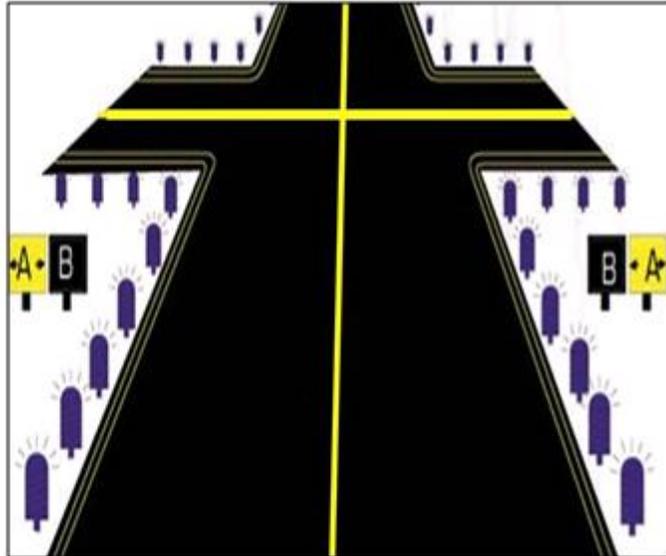
7.2.1. Runway edge lights are white. See [Figure 7.5](#)

**Figure 7.5. Runway Edge Lighting**



7.2.2. Taxiway lights are blue except where taxiways intersect and do not continue on. Amber taxiway ends lights are installed at these locations. See **Figure 7.6**.

**Figure 7.6. Taxiway Edge Lighting**



## Chapter 8

### REPORTING, ENFORCEMENT AND VIOLATION CONSEQUENCES

**8.1. AM, unit commanders, unit ADPMs, and SFS personnel have authority to suspend/revoke airfield driving privileges.**

**8.2. All personnel operating on the airfield -are responsible for identifying airfield driving violations and notifying AM immediately.** The Eglin/Duke wing ADPM, unit commander, and unit ADPMs must all be notified in writing anytime airfield driving privileges are suspended/revoked. This notification will be made within 24 hours or the next duty day of the alleged incident, whichever occurs first.

**8.3. Controlled Movement Area Violation (CMAV).** A CMAV is an airfield violation caused by aircraft, vehicles, or pedestrians entering the CMA without specific control tower approval. This definition also includes runway incursions. A runway incursion is a CMAV event that involves the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. Runway Incursions are further classified into three operational categories (Operational Error, Pilot Deviation, and Vehicle/Pedestrian).

8.3.1. Anyone who witnesses a runway incursion/CMAV event will immediately notify the control tower, AM, and if possible stop the individual outside of the CMA until AM arrives on scene.

8.3.2. Individuals crossing any Runway/ALZ hold lines at Eglin/Duke without approval from the tower will immediately:

8.3.2.1. Lose both their government vehicle and airfield driving privileges for a minimum of 30 days. See **Table 8.1**

8.3.2.2. Be suspended in the ADTP. They must re-accomplish all required initial Airfield Driver's training from step 2. Unit ADPM will notify their unit commander and wing ADPM when suspending airfield driving privileges in the online ADTP. The unit ADPM will use **Attachment 10** to request restoring an individual's airfield driving privileges.

8.3.3. AM will use the Eglin/Duke Airfield Driving Violation Incident Report, **Attachment 11**, for obtaining statements from individuals and/or witnesses involved in airfield driving violations/incidents.

8.3.4. The AOF/CC, SE, and wing ADPM will work as a team to assign all runway incursions an operational category. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF form 457, *USAF Hazard Report* or narrative section of the AF form 651, *Hazardous Air Traffic Report (HATR)*.

8.3.5. AOF/CC will notify MAJCOM AO within 24 hours of a CMAV/HATR incident.

8.3.6. The Eglin/Duke wing ADPM is responsible for taking immediate actions to correct any identified systematic problems and ensuring interim control measures are applied until permanent corrections are made.

8.3.7. The Eglin/Duke wing ADPM and SE must inspect the unit ADP of personnel that commit a runway incursion as a part of the investigation. Emphasis will be placed on how the unit trained the individual and their compliance with the ADI. The results will be reported to the unit commander.

8.3.8. Runway Incursions and CMAV events must be reported to 96 TW/SE as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*, Ch 6.

8.3.8.1. Runway Incursions that involve aircraft/flight operations (unauthorized vehicles crossing a rwy while an aircraft is landing/taking off) require an AF form 651. The Eglin/Duke tower will forward to AOF/CC for processing with 96 TW/SE.

8.3.8.2. For specific incidents of runway incursions and other controlled movement area violations that did not involve aircraft/aircraft operations, the AF form 457 will be used and reported to the Eglin/Duke Airfield Manager. After collecting all information, the Eglin/Duke wing ADPM will forward AF form 457 to AOF/CC for processing with 96 TW/SE.

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

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

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

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

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

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

8.3.9.6. The wing ADPM will maintain a copy of the AF form 651s/457s, actions taken; results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15.00 (see AFI 91-202, *The US Air Force Mishap Program* and AFMAN 91-223, *Aviation Safety Investigations and Reports*). A copy of the final runway incursion report will be obtained from SE and/or MAJCOM.

8.3.10. CMAV events must be briefed at the AOB.

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

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

#### **8.4. Non CMA Violations (e. g., careless driving, vehicle accidents, not yielding to aircraft). See [Figure 8.1](#)**

8.4.1. Immediately report all non-CMAV events to AM Ops.

8.4.2. AM Ops will, verify/update the violator's information on the ADP Violator Log, respond to the airfield, issue the appropriate consequences IAW table 8.1., and forward

paperwork to the Eglin/Duke wing APDM. For violations not covered in table 8.1., the violator will be escorted to Base Ops to complete **attachment 11**. The Eglin/Duke AFM/wing ADPM will issue the appropriate consequences.

**Table 8.1. Airfield Driving Violation Assessment**

<b>Violation</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
<b>CMAV</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>ILS critical area Violation</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Not Yielding to Aircraft (taxing/towed)</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Abandoned Vehicle w/out Coord</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Wing-tip Clearance/Parking Violations</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Vehicle Accidents</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Careless Driving/Excessive Speed</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>AF Form 483 Expired/Not Available</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>Not Conducting FOD Check</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>Invalid/No POV Pass</b>	<b>A</b>	<b>B</b>	<b>B</b>
<b>No vehicle decals</b>	<b>A</b>	<b>B</b>	<b>B</b>

**Table 8.1. LEGEND**

A. Verbal warning and log violation.

B. 15 day airfield driving suspension, Unit ADPM briefing on the infraction, letter from Unit/CC requesting reinstatement.

C. 30 day airfield driving suspension, Unit ADPM briefing on the infraction, letter from Unit/CC requesting reinstatement, and complete all initial training from step 2.

D. 180 day airfield driving suspension, Unit ADPM briefing on the infraction, letter from Unit/CC requesting reinstatement, and complete all initial training from step 2.

E. Permanent airfield driving privileges revoked.

**Note:** This list is not all inclusive. Other violations will be addressed by the Eglin/Duke Airfield Manager/wing ADPM. All violations are tracked annually; multiple violations will only be assessed within the calendar year.

DAVID A. HARRIS, Brig Gen, USAF  
Commander

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

AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*, 1 September 2010  
AFI 13-204 Volume 3, *Airfield Operations Procedures and Programs*, 1 September 2010  
AFI 13-213, *Airfield Driving*, 1 June 2011  
AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010  
AFI 24-301, *Vehicle Operations*, 1 November 2008  
AFMAN 24-306, *Manual for Wheeled Vehicle Driver*, 1 July 2009  
AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000  
AFMAN 37-139, *Records Disposition Schedule (will convert to AFMAN 33-322, Vol 4)*  
AFOSHTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, 1 May 1998  
AFI 91-202, *US Air Force Mishap Prevention*, 5 August 2011  
AFMAN 91-223, *Aviation Safety Investigations and Reports*, 6 July 2004  
AF Pamphlet 13-2, *Air Traffic Control, Airspace, and Range Management*, 7 August 2007  
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Air Force Enlisted Classification Directory (AFECD), 1 August 2009  
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T.O. 36-1-191, *Technical & Managerial Reference for Vehicle Maintenance*, 30 November 2009  
UFC 3-260-1, *Airfield and Heliport Planning and Design*, 17 November 2008

**Federal Aviation Administration (FAA) Advisory Circulars (AC).**

FAA Advisory Circular 150/5210-20, *Ground Vehicle Operations on Airports*, 31 March 2008  
FAA Joint Order 7110.508, *Ground Vehicle Traffic*, 30 September 2009  
FAA Joint Order 7110.65, *Air Traffic Control*, 11 February 2010

***Adopted Forms.***

AF form 457, *USAF Hazard Report*, 1 August 2002  
AF form 483, *Certificate of Competency*, 1 August 2002  
AF form 651, *Hazardous Air Traffic Report (HATR)*, 28 May 2002  
AF form 3616, *Daily Record of Facility Operation*, 31 March 2003  
AFVA 11-240, *USAF Airport Signs and Markings*, 2 June 2004  
AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*, 30 July 2009

*Abbreviations and Acronyms*

**AAC**—Air Armament Center  
**ADI**—Airfield Driving Instruction  
**ADLS**—Advanced Distributed Learning Service  
**ADP**—Airfield Driving Program  
**ADPM**—Airfield Driving Program Manager  
**ADTP**—Airfield Driver’s Training Program  
**AF**—Air Force  
**AFFSA**—Air Force Flight Standards Agency  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFM**—Airfield Manager  
**AFRDS**—Air Force Records Disposition Schedule  
**AFRSAT**—AF Runway Safety Action Team  
**AFSC**—Air Force Specialty Code  
**AGE**—Aerospace Ground Equipment  
**ALZ**—Assault Landing Zone  
**AM**—Airfield Management  
**AOB**—Airfield Operations Board  
**AOF/CC**—Airfield Operations Flight Commander  
**AOI**—Airfield Operations Instruction  
**ATCT**—Air Traffic Control  
**ATCALs**—Air Traffic Control and Landing Systems  
**CAC**—Common Access Card  
**CBT**—Computer Based Training  
**CE**—Civil Engineering  
**CMA**—Controlled Movement Area  
**CMAV**—Controlled Movement Area Violation  
**ECP**—Entry Control Point  
**FAA**—Federal Aviation Administration  
**FOD**—Foreign Object Debris  
**GOV**—Government Owned Vehicle

**HATR**—Hazardous Air Traffic Report

**IAW**—In Accordance With

**ILS**—Instrument Landing System

**INST**—Instrument

**JSF**—Joint Strike Fighter

**LHA**—Landing Helicopter Assault

**LOP**—Letter of Procedure

**MAJCOM**—Major Command (refers to the MAJCOM office of Primary Responsibility for Airfield Operations in this AFI)

**MFR**—Memorandum for Record

**MPH**—Miles per Hour

**NCOIC**—Non-Commissioned Officer in Charge

**NVD**—Night Vision Devices

**OG**—Operations Group

**OI**—Operating Instruction

**OPR**—Office of Primary Responsibility

**PCA**—Permanent Change of Assignment

**PCS**—Permanent Change of Station

**POFZ**—Precision Obstacle Free Zone

**POV**—Privately Owned Vehicle

**RAT**—Rapid Assessment Team

**RDS**—Records Disposition Schedule

**RIPWG**—Runway Incursion Prevention Working Group

**RWY**—Runway

**SAV**—Staff Assistance Visit

**SE**—Safety

**SFS**—Security Forces

**SOF**—Supervisor of Flying

**TA**—Transient Alert

**TDY**—Temporary Duty

**TW**—Test Wing

**TWY**—Taxiway

**UHF/VHF**—Ultra/Very High Frequency

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer

**VFR**—Visual Flight Rules

### *Terms*

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

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

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

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

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

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

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

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

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

**Airfield Management**—A function that conducts airfield inspections and checks for safety and compliance with planning and design criteria. Plans, organizes, and directs airfield activities to include airfield construction/repairs, ADP, ice/snow removal operations, Bird/Wildlife control, etc. Procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system such as Flight Information Publications, aeronautical charts and maps, Notice to Airmen (NOTAM), local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

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

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

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

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

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

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

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

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

**Expedite**—Used by Tower when prompt compliance is required to avoid the development of an imminent situation.

**Flightline**—any area or facility including apron, hardstand and ramps on or in which aircraft may be parked, stored, serviced or maintained.

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

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

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

**Hold or Hold Short**—Used by Tower to indicate you must stay where you are currently located or for you to hold at the Runway Hold line/VFR hold line prior to receiving approval into the CMA.

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

**Hot Spot**—a runway safety related problem area or intersection on an airfield. Typically, it is a complex or confusing taxiway/taxiway or taxiway/runway intersection. A confusing condition may be compounded by a miscommunication between a controller and a pilot, and may cause an aircraft separation standard to be compromised. The area may have a history of surface incidents or the potential for surface incidents.

**Immediately**—Used by Tower when compliance is required to avoid an imminent situation.

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

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

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

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

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

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

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

**Perimeter Road**—a road around the runway perimeter designed to connect the access roads.

**Precision Obstacle Free Zone**—A section of airspace above an area beginning at the runway threshold, at the threshold elevation, and centered on the extended runway centerline.

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

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

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

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

**Restricted Area**—an area on the airfield designated for the use by aircraft/equipment requiring security protection level. Marked with signs prior to entering, Red Lines will indicate the boundaries.

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

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

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

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

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

**2) Pilot Deviation (PD)**—the action of a pilot that results in the violation of Tower instructions, AFI and/or FARs.

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

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

**Stand By**—used by controllers indicating a pause while other duties of a higher priority are attended to. Also means to standby for clearance/approval.

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

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

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

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

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

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

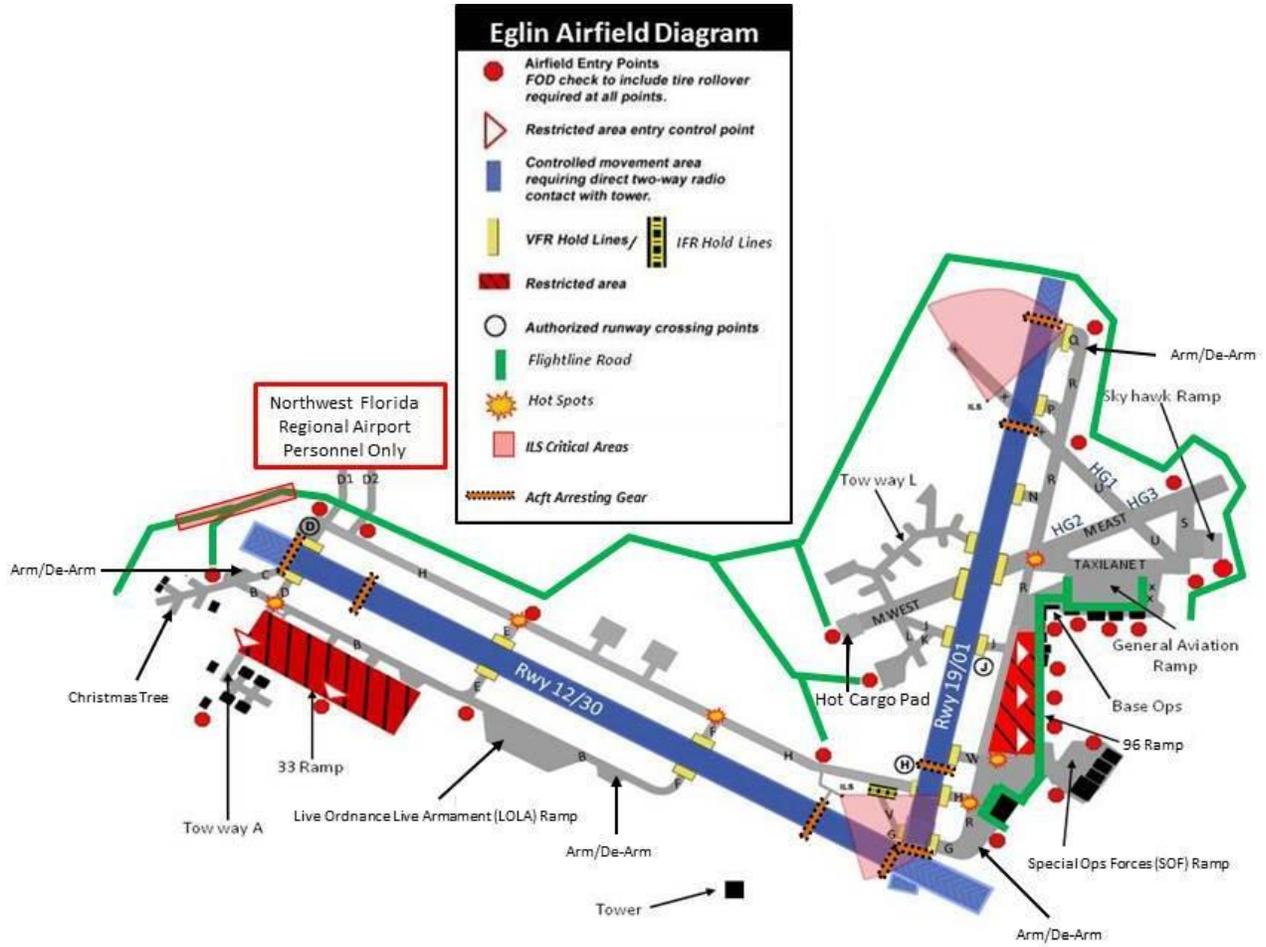
**Words Twice**—Communication is difficult. Please say every phrase twice.

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

Attachment 2

EGLIN AIRFIELD DIAGRAM

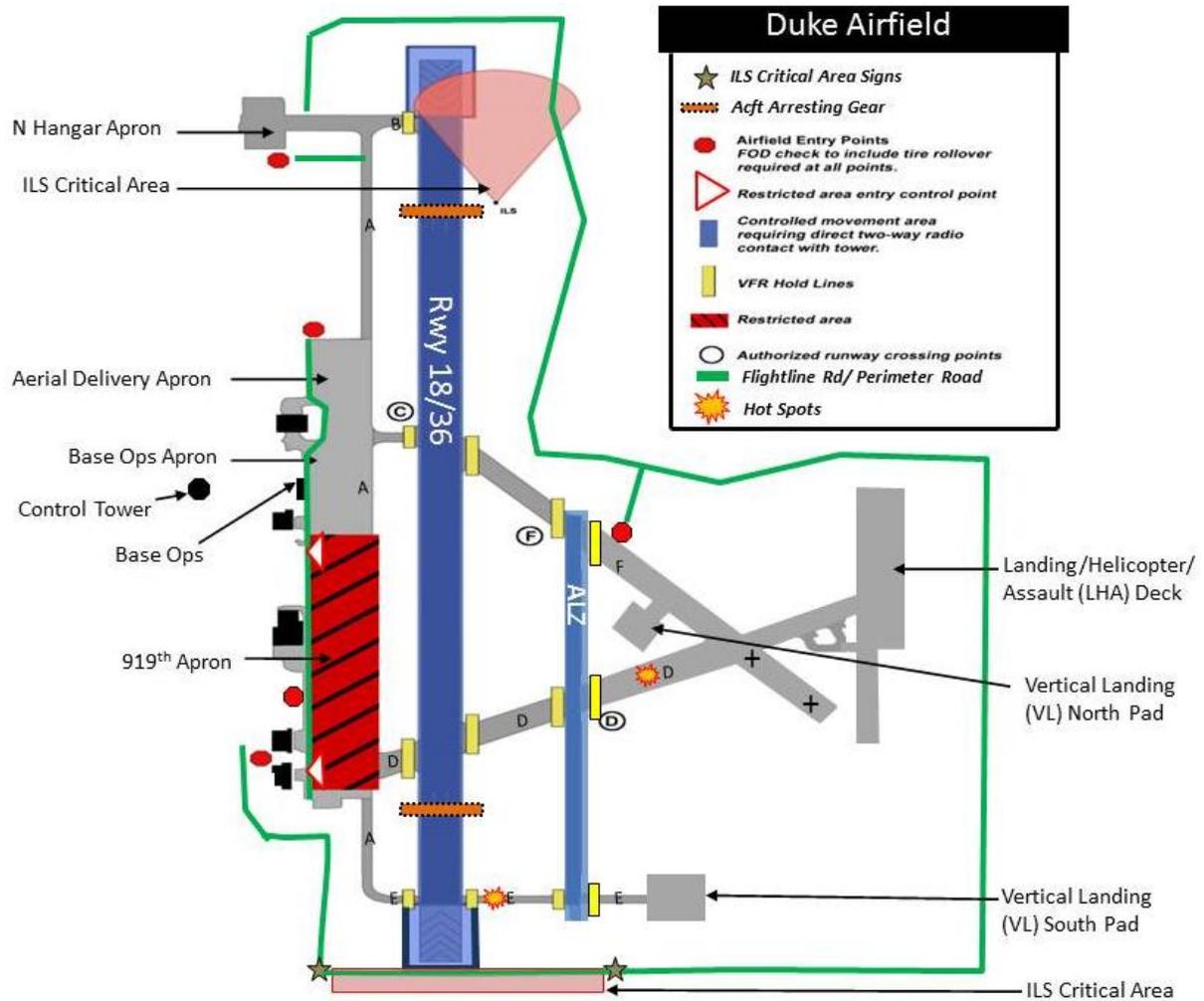
Figure A2.1. Eglin Airfield Diagram



Attachment 3

DUKE FIELD AIRFIELD DIAGRAM

Figure A3.1. Duke Field Airfield Diagram



## Attachment 4

## UNIT ADPM TRAINING CHECKLIST

Figure A4.1. Unit ADPM Training Checklist

UNIT ADPM TRAINING CHECKLIST			
<b>SECTION I – TRAINEE INFORMATION</b> ( <i>Completed by Wing ADPM</i> )			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING</b> ( <i>Completed by Trainee and Wing ADPM</i> )			
	<b>Date Completed</b>	<b>Trainee Initials</b>	<b>Wing ADPM</b>
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AF Pamphlet 48-133, <i>Physical Examination Techniques</i> for additional information.			
7. Airfield Driver's training requirements.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area access for personnel.			
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF form 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit AFPM on an actual			

training session and practical check ride.			
<b>SECTION III – TRAINING CERTIFICATION</b>			
<b>TRAINEE</b>			
I certify that they have received and completed all of the above training requirements and will comply with Eglin AFB and Duke Field Airfield Driving Instruction (ADI).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM or designated representative</b>			
Name (Last, First, MI):	Rank, Civilian Grade	Signature:	Date:

Attachment 5

UNIT AIRFIELD DRIVING PROGRAM SELF INSPECTION CHECKLIST

Figure A5.1. Unit Airfield Driving Program Self Inspection Checklist

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

2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
<b>3. TDY personnel/Non base assigned Contractors.</b>			
3.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF form 483 from their home base)? ADPM should question the need to issue AF form 483 if TDY personnel do not have an AF form 483 from their home station.			
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
<b>4. Training.</b>			
4.1. Are potential airfield drivers receiving academic/classroom training by the ADPM?			
4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?			
4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?			
4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?			
4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			
4.6. Are drivers receiving annual refresher training within the established time lines?			
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 form 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 Tower?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio “read back” requirement? (A random interview of unit vehicle operators may be conducted.)			
<b>5. Miscellaneous.</b>			
5.1. Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit’s Airfield Driving Program?			
5.3. Are vehicles used on runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
<b>SECTION III – COMMENTS/NOTES</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
<b>SECTION IV – CERTIFICATION</b> <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
<b>UNIT ADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

## Attachment 6

## AIRFIELD DRIVING PRACTICAL EVALUATION FORM

Figure A6.1. Airfield Driving Practical Evaluation Form

<b>Airfield Driving Practical Evaluation</b>			
	<b>GO</b>	<b>NO GO</b>	<b>N/A</b>
1. Know the location of the CMAs/runway hold lines and CMA requirements			
2. Demonstrate knowledge of airfield locations- taxiways/aprons/age storage/etc			
3. Know the speed limit requirements of vehicles the trainee will operate			
4. Demonstrate the proper distance to the aircraft when an aircraft is running			
5. Demonstrate proper driving techniques aprons/taxiways			
6. Demonstrate procedures for checking FOD prior to entering the airfield			
7. Demonstrate procedures for operating a vehicle in the vicinity of aircraft			
8. Operator can demonstrate proper parking procedures			
9. Know what to do if an emergency vehicle is seen or heard			
10. Be able to answer questions about the right-of-way			
11. Demonstrate operating the vehicle safely			
12. Know where to enter and exit a restricted area entry control point			
13. Know procedures for backing a vehicle towards an aircraft			
14. Know procedures for night time driving when approaching a moving aircraft			
15. Know procedures for Light Gun Signals/decals			
<b>The following items are for airfield drivers who are qualified to drive on the CMAs</b>			
16. Know how to operate the radio and the frequencies programmed into it.			
17. Demonstrate procedures form entering/ exiting/crossing the CMAs			
18. Demonstrate procedures for escorting vehicles into/out-of/across the CMAs			

<b>SECTION I – TRAINEE INFORMATION</b> ( <i>Completed by Unit ADPM</i> )						
Name (Last, First, Middle Initial)		Rank, Civilian Grade or equivalent		Unit/Office Symbol or Company Name		Duty Phone
			Date Completed	Trainee's Initials	Trainer's Initials	(N/A)

## Attachment 7

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

Figure A7.1. 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 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 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 SYMBOL	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#####
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Email: John.Doe@blank.af.mil

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

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

TSgt Jane C Davis	OSAA	XXX-XXXX	BLK#####
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Email: Jane.Davis@blank.af.mil

SSgt Michael Johnson	OSAA	XXX-XXXX	BLK#####
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Email: Michael.Johnson@blank.af.mil

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

XXXX X. XXXXX, Lt Col USAF

Commander

## Attachment 8

## COLOR VISION TESTING MEMO

Figure A8.1. Color Vision Testing Memo

MEMORANDUM FOR 96 OSS/OSAM

FROM: 96 AMDS/SGPFE

SUBJECT: Color Vision Testing for Airfield Driver's Training

1. In accordance with Eglin Airfield Driving Instruction, \_\_\_\_\_ was administered a color vision test for the purpose of operating government vehicles and equipment on the airfield.

2. Color Plate Test:

Date taken: \_\_\_\_\_

Score: OD: \_\_\_\_ / \_\_\_\_ OS: \_\_\_\_ / \_\_\_\_

Results: \_\_\_\_\_

*(Pass/Fail)*

3. If you have any questions or concerns, please contact Flight Medicine at 883-8272.

\_\_\_\_\_  
Occupational Health Technician

Eglin AFB FL 32542

Attachment 9

REQUEST FOR REINSTATEMENT MEMO

Figure A9.1. Request for Reinstatement Memo

<p>MEMORANDUM FOR 96 OSS/CC 96 OSS/OSAM</p> <p>FROM: (unit)</p> <p>SUBJECT: Approval Request for Reinstatement of Airfield Driving Privileges</p> <ol style="list-style-type: none"><li>1. John Driver has completed (length of time) required and all retraining items.</li><li>2. I certify the above individual is qualified to drive on the airfield and should have their privileges reinstated to operate vehicles on Eglin/Duke airfield.</li><li>3. If you have any questions regarding this matter please contact the (UADMP) at XXX-XXXX</li></ol> <p>JOHN D. COMMANDER, Lt Col, USAF (Commander Signature Block/Civ equivalent)</p>
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## Attachment 10

## PERMANENT AIRFIELD VEHICLE PASS REQUEST MFR

Figure A10.1. Permanent Airfield Vehicle Pass Request MFR

(date)		
MEMORANDUM FOR 96 OSS/OSAM		
FROM: (Company)		
SUBJECT: Permanent Airfield Vehicle Pass Request		
(your company) requires permanent airfield vehicle passes for the following vehicles:		
VEHICLE	LICENSE NO.	VIN NO.
2008 GMC Sierra (TA-1)	Y77789	123456789101112
2008 GMC Sierra (TA-2)	Y77789	123456789101112
2008 GMC Sierra (TA-3)	Y77789	123456789101112
All vehicles are used to perform duties of (what your personnel are doing on the airfield and the location on the airfield-96 Ramp/33 Ramp/etc).		
Only drivers who have a valid State Drivers License and an AF form 483 will be allowed to operate on the airfield.		
JOE MANAGER (company) Manager Address/phone number		

Attachment 11

EGLIN/DUKE AIRFIELD DRIVING VIOLATION INCIDENT REPORT

Figure A11.1. Eglin/Duke Airfield Driving Violation Incident Report

Date\_\_\_\_\_

Name /Rank: \_\_\_\_\_

Organization / Squadron / Duty Section / Duty  
phone:\_\_\_\_\_

Supervisors Name / Rank / Duty Phone:\_\_\_\_\_

Violation:\_\_\_\_\_

Where were you seated in the vehicle? (Circle one)  
Driver - Passenger Front Seat - Passenger Left Rear Seat - Passenger Right Rear Seat

Describe the vehicle involved in the violation:  
Brand & Make\_\_\_\_\_ Vehicle Tag Number\_\_\_\_\_

Statement:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver & passengers: Your supervisor will be contacted by Airfield Driving Program Manager. You must surrender your AF form 483. You are prohibited from driving on the airfield until an investigation into the circumstances/events is completed.

*Signature & Date:* \_\_\_\_\_