

**BY ORDER OF THE COMMANDER
GRAND FORKS AIR FORCE BASE**

**GRAND FORKS AIR FORCE BASE
INSTRUCTION 13-213**



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Nuclear, Space, Missile, Command and Control

AIRFIELD DRIVING INSTRUCTION

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This instruction provides guidance for vehicle and personnel operations at Grand Forks AFB (GFAFB). Procedures established in this instruction apply to personnel assigned to the 319th Air Base Wing (ABW), 69th Reconnaissance Group (69RG), 119th Air National Guard (119ANG), Department of Homeland Security (DHS), other units assigned to GFAFB, and to personnel who transit GFAFB in a temporary duty (TDY) status; complies with requirements established in Air Force Instruction (AFI) 13-213, Airfield Driving, Air Force Joint Manual (AFMAN) 24-306 (I), Manual for the Wheel Vehicle Operator, and AFI 91-203, Air Force Consolidated Occupational Safety Instruction. This instruction requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and maintain records prescribed in the instruction is Title 10, United States Code, Section 8013. Privacy Act System of Records Notice F035 AFPC applies. 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 with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. 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's chain of command.

SUMMARY OF CHANGES

This instruction has been significantly revised and must be reviewed in its entirety. Major changes include the integration of AMC requirements IAW AFI13-213AMCSUP_I, updated airfield driving training procedures and the use of the Airfield Driving Training Program (ADTP).

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Chapter 1

RESPONSIBILITIES AND CONCEPTS

1.1. Concept.

1.1.1. The objective of this Operating Instruction (OI) is to ensure a safe airfield operating environment for aircraft and motor vehicle traffic. To help achieve this goal, unit commanders will ensure personnel assigned to their units are thoroughly familiar with the rules for operating on the airfield. Carelessness, haste, and a disregard for established safety standards are the primary reasons of aircraft/vehicle collisions and/or incidents involving motor vehicles on the airfield. All references to training for airfield drivers extend to those using any mode of motorized or self-propelled transportation. Personnel assigned duties on the airfield will be knowledgeable of AFI13-213, AFI13-213_AMCSUP_I and this publication.

1.2. Responsibilities.

1.2.1. 319th Air Base Wing Commander (319 ABW/CC)

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

1.2.1.2. Has the authority to reinstate airfield driving privileges in writing to perform mission essential duties following suspension/revocation of base driving privileges. Unit Airfield Driving Program Manager (ADPM) must coordinate with the Wing ADPM to finalize reinstatement. Unit ADPM must provide a copy of the 319 ABW/CC approval letter for record. Authority must not be delegated.

1.2.1.3. Approves publication of the Airfield Driving Instruction (ADI).

1.2.1.4. Requests an Air Force Runway Safety Action Team (AFRSAT) through the MAJCOM if there are recurring problems with Controlled Movement Area Violations (CMAV). Reference AFI 13-204, Volume 2, *Airfield Operations Standardization and Evaluations* for additional information.

1.2.1.5. Reviews runway incursion incidents and corrective actions taken.

1.2.2. 319th Mission Support Group Commander (319 MSG/CC).

1.2.2.1. Reviews CMAVs and corrective actions taken.

1.2.2.2. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are three runway incursions within a six month period. The RIPWG shall convene within 30 days after the third runway incursion.

1.2.2.2.1. The RIPWG will include the OSS/CC, Airfield Operations Flight (AOF) AOF/CC, Airfield Manager (AFM), Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or unit ADPMs, and other organizational leadership as determined locally. RIPWG shall take the following actions:

1.2.2.2.1.1. Analyze each runway incursion and corrective actions taken.

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

1.2.2.2.1.3. Develop strategies to prevent the reoccurrence of runway incursions. Examples include but are not limited to:

1.2.2.2.1.3.1. Increase or improve local training or testing materials.

1.2.2.2.1.3.2. Implement mandatory briefings to all airfield drivers, aircrew and ATC personnel as applicable.

1.2.2.2.1.3.3. Limit runway crossings and/or limit crossings to certain taxiways/road intersections.

1.2.2.2.1.4. Increase penalty for CMAVs.

1.2.2.2.1.5. Alter the shape and/or increase the size of the CMA.

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

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

1.2.2.2.1.6.2. Increasing visibility of runway hold position markings by increasing the width of the yellow stripes from 6 to 12 inches. This option requires coordination with Civil Engineer and Flight Safety and a work order request to change is implemented uniformly over the entire airfield.

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

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

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

1.2.2.2.1.6.6. Installing additional FM radio repeaters for Air Traffic Control and the base station/ramp net.

1.2.2.2.1.6.7. Installing Location Signs.

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

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

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

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

1.2.3. Unit Commander.

1.2.3.1. Appoints a primary and alternate unit ADPM in writing, (*normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer*), to manage training and testing requirements of unit personnel who are required to operate a vehicle on the airfield. Forward a copy of the appointment letter to the Wing ADPM. **Note:** See Attachment 5 for format.

1.2.3.2. 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.

1.2.3.3. 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.

1.2.3.4. Certifies personnel are qualified to drive on the airfield. Authority may be delegated in writing to unit ADPMs.

1.2.3.5. Ensures unit personnel complete the required training and testing requirements outlined in this instruction prior to obtaining an AF IMT 483, *Certificate of Competency* to operate a vehicle on the airfield.

1.2.3.6. Limits the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.

1.2.3.7. Revoke the airfield driving privilege of any member who has lost base driving privileges and notify the Wing ADPM in writing. Requests for reinstatement due to mission essential duties must be processed through the 319 ABW/CC and Airfield Manager.

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

1.2.3.8.1. 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.

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

1.2.3.9. Appoints unit airfield driving trainers in writing to conduct and document training as outlined in AFI13-213, AFI13-213_AMCSUP_I and this instruction. Trainers must have completed the AF Training Course. Forward a copy of the appointment letter to the Wing ADPM.

1.2.3.10. Ensures airfield drivers are properly licensed to operate a motor vehicle.

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

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

1.2.3.13. Participates in the RIPWG.

1.2.3.14. Requests Privately Owned Vehicle (POV) passes through the Wing ADPM using a Justification Memorandum for Record (MFR Attachment 6). The MFR must state the need for the passes and the route to be taken by the drivers. POV's are discouraged on the airfield and shall be restricted to an absolute minimum. All vehicle passes must be validated annually. The Wing ADPM or their designated representatives are responsible for issuing/revoking vehicle passes.

1.2.3.15. Informs personnel that each annual POV pass allows only the airfield driver annotated on the approved justification letter, to drive his/her POV (Attachment 6). Passes are vehicle specific and will not be transferred to other vehicles.

1.2.3.16. Instructs unit personnel to remove annual POV passes prior to a PCA, PCS, sale and/or transfer of vehicle, or as deemed necessary, and notify the unit and Wing ADPM in writing.

1.2.3.17. Provides airfield drivers and escorts for all visitors.

1.2.3.18. Informs TDY support personnel to bring their AF IMT 483, *Certificate of Competency* from their permanent duty station if they will be required to drive on the airfield during their visit. This will aid them to receive the minimum briefing and training requirements for airfield access. TDY personnel arriving without an AF IMT 483 from their permanent duty station will have to be trained prior to getting authorization to drive on the airfield. Training for all TDY personnel will be conducted by the ADPM of the respective unit that they are here to support.

1.2.4. Wing Airfield Driving Program Manager (ADPM).

1.2.4.1. The Deputy Airfield Manager (DAFM) or designated AM representative acts as the Wing ADPM and is responsible for the development and overall supervision of airfield driving on Grand Forks AFB.

1.2.4.2. Develops a local Airfield Driving Instruction (ADI) and provides it to unit ADPMs to train their unit personnel operating vehicles on the airfield.

1.2.4.3. Uses Attachment 10 or electronic equivalent to conduct and document training for unit ADPMs.

1.2.4.4. Provides unit ADPMs a copy of the ADI, training curriculum, and testing materials to manage unit ADP.

1.2.4.5. Conducts a review of the ADI and 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.

1.2.4.6. Monitors radios for proper radio terminology/phraseology and discipline.

1.2.4.7. Ensures random spot checks are completed for enforcement and compliance with the ADI. A spot check will include the validation of AF IMT 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.

- 1.2.4.7.1. Reports violations detected during spot checks to the AFM, AOF/CC, individual's Unit Commander and ADPM.
- 1.2.4.7.2. Reports and documents results of spot checks (unit/office symbol) in the "status of airfield driving" section of AOB.
- 1.2.4.8. Inspects each unit ADP at least annually (every 12 months) for program integrity and compliance with the ADI. **NOTE:** Units that have write-ups will be re-inspected thirty days after their annual inspection.
 - 1.2.4.8.1. Use Attachment 11 or electronic equivalent to review/inspect the unit ADP.
 - 1.2.4.8.2. Provides inspection results to the unit's commander and brief at the next quarterly AOB.
- 1.2.4.9. Utilize the ADTP database mass e-mail function to educate, inform and update personnel on airfield changes and trends along with other established methods.
- 1.2.4.10. Maintains a Wing ADPM Continuity Binder (or electronic equivalent) in the TAB format below. Unit program information may be located in a single binder, or electronic equivalent. A DD Form 2861, *Cross-Reference*, may be used in a TAB to identify the location of the items listed below.
 - 1.2.4.10.1. TAB A: Unit ADPM appointment letter(s).
 - 1.2.4.10.2. TAB B: Airfield Driving Instruction (ADI).
 - 1.2.4.10.3. TAB C: Annual Program Inspection Results.
 - 1.2.4.10.4. TAB D: Unit ADPM Training Documentation.
 - 1.2.4.10.5. TAB E: Current list of unit assigned airfield drivers.
 - 1.2.4.10.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Test/Answer Key.
 - 1.2.4.10.7. TAB G: Unit airfield driving requirements as applicable (e.g. Fire Trucks, Fuel Trucks, K-loaders, etc.).
 - 1.2.4.10.8. TAB H: Airfield Violations/Corrective actions.
 - 1.2.4.10.9. TAB I: TAB I: References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 20 and AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities* Chapter 6., AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.
 - 1.2.4.10.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Digest Articles, Current POV Pass Color etc.).
- 1.2.4.11. Conducts semi-annual meetings with unit ADPM's to provide training, brief runway incursions, CMAV's, and trends. Maintains a file of current calendar year's meeting minutes in Tab J of the Wing ADPM Continuity Binder or electronic equivalent.
- 1.2.4.12. Coordinates on unit airfield driving lesson plans and tests.

1.2.4.13. Ensures unit ADPMs provide appropriate training to TDY personnel and Non-base assigned contractors based on type, location, timing and duration of work. See paragraph 2.5 for additional information.

1.2.4.14. Participates in the RIPWG.

1.2.4.15. Wing/Unit ADPMs will utilize the ADTP reports function to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, office symbol, AF IMT 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date.

1.2.4.16. Establishes a list of all AF IMT 483 driving certification codes in the ADTP for use by the certifying official. For example "C"=CMA, "A"=Apron Only, etc.

1.2.4.17. Coordinates as necessary to train/brief contractors, to include subcontractors and designated representatives in accordance with this instruction.

1.2.4.18. Approves/disapproves all requests for restricted POV airfield passes for contractors working on the airfield. Process and monitor the number of POV airfield vehicle passes, AF IMT 483, and Contractor Statements of Understanding issued.

1.2.4.19. **Verifies** that all test questions are accurate, current, and agree with this regulation annually

1.2.5. Unit ADPM.

1.2.5.1. Must be trained and certified to drive on the airfield and the use of the ADTP database.

1.2.5.2. Manages and administers the unit Airfield Driving Program IAW AFI 13-213, AFI13-213_AMCSUP_I and this instruction. Units must maintain a copy of all training records IAW AFI 13-213 _AMCSUP_I para 2.7.10.

1.2.5.3. Ensures unit personnel complete all the required airfield driver training and certification and will review all ADTP test failures with the trainee and provide additional training, as required. (See Attachment 3/4)

1.2.5.3.1. Confirms training and certification on all ADTP Step 2 tasks have been accomplished and properly documented on the ADTP website prior to enabling the unit tests.

1.2.5.3.2. Forwards trainees in the ADTP website up to the wing test. Contact Airfield Management for activation of the wing test. For those individuals who do not have access to the ADTP website forward the documentation of Airfield Training and Certification Letter (Attachment 2), and copy of the Airfield Driver's Computer Based Training (CBT) to the Wing ADPM for processing.

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

1.2.5.5. Ensures AF IMT 483 for unit personnel who are not trained and certified to drive at night indicates restricted access (e.g., "*AUTHORIZED DAYLIGHT HOURS ONLY*").

If the individual later requires driving on the airfield at night, ensure practical airfield familiarization training and a practical driving test is conducted and documented.

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

1.2.5.6.1. Airfield construction contractors are trained, as applicable, for the areas they are working in or need to access to, based upon contract documents.

1.2.5.6.2. The practical driving test, or check ride, will be defined in each unit's program and will ensure the trainee is observed driving by a unit trainer or unit ADPM. The express purpose is for the trainee to demonstrate proficiency. Therefore, the day and night orientation rides do not suffice for this requirement.

1.2.5.7. Ensures unit personnel authorized to drive in the CMA have completed all the required training and AF IMT 483 is annotated "CMA Access".

1.2.5.7.1. Ensure all training documentation and certification is completed prior to moving member to Step 4 in the ADTP process.

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

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

1.2.5.10. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. Review ADTP database at least quarterly. Ensure all personnel are completing training in reasonable time and still have a need to drive on the airfield, out process members as applicable. Personnel who do not complete all training within 90 days should be evaluated for removal and/or possible restarting of training.

Place an MFR stating completion or a copy of current personnel list under Tab: E of the unit continuity binder.

1.2.5.11. Ensures deploying personnel are fully trained and possess a valid AF IMT 483 for airfield driving if required by their deployment checklist.

1.2.5.12. Schedules personnel that will drive on the CMA for color vision testing IAW this instruction.

1.2.5.13. Ensure trainees take a Step 3 general knowledge unit test designed and administered by their Unit ADPM in the ADTP and utilize the ADTP database for all refresher training. Refresher training will be properly documented in the ADTP and a new AF IMT 483 printed with current dates.

1.2.5.14. Maintains an ADP Continuity Binder in the TAB format outlined in paragraph 1.2.4.10.

Note: When approved by the Wing ADPM, contents from a TAB may be maintained in another location or electronically. Use the DD Form 2861 to identify location.

1.2.5.15. Trains unit airfield driver trainers on how to conduct and document training of newly assigned unit airfield drivers and the use of the ADTP database. Maintain a copy of this training in TAB D of the unit ADP Continuity Binder.

1.2.5.16. Attends Wing ADPM semi-annual meeting and/or briefing regarding airfield driving.

1.2.5.17. Provides an orientation briefing and training to TDY support personnel on local airfield procedures, to include a day/night airfield orientation (Attachment 4). Training record can be maintained via the ADTP database. Personnel not authorized CAC cards may be trained and tracked via paper products.

1.2.5.18. Uses Attachment 11 to conduct and document annual self-inspection of unit's ADP. Self-inspection will be conducted no more than 6 months after the Wing ADPM inspection. Forward a copy of the inspection results to the Wing ADPM.

1.2.5.19. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit airfield drivers via the Mass Email Function in the ADTP.

1.2.5.20. Conducts random spot checks for enforcement and compliance with the ADI. Correct all discrepancies noted.

1.2.5.21. Conducts classroom training.

1.2.5.22. Conducts an airfield driving day and night orientation ride for each trainee.

1.2.5.23. Conducts practical driving tests (check rides) for each trainee.

1.2.5.24. Validates that all training items are current and accurate annually, and annotate the review in the unit ADPM Continuity Book.

1.2.5.25. Notifies 319 OSS/OSAA in writing, after an individual's airfield or base driving privileges have been revoked and revoke member license in the ADTP.

1.2.5.26. Briefs unit commanders, supervisors, and airfield trainers and drivers of airfield driving violations and runway intrusions incurred by unit personnel and on any issue, trend change, etc., that may, or will, adversely/favorably impact the unit ADP.

1.2.5.27. Participates in the RIPWG.

1.2.5.28. Schedules training for replacement unit ADPM with the Wing ADPM at least 30 days prior to relinquishing duties.

1.2.5.29. Annually validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Forward results to the Wing ADPM.

1.2.5.30. Ensures all personnel are out-processed out of the ADTP system and sent over to AM to be out-processed from vMPF.

1.2.5.31. Ensure processing in/out with unit ADPM is added to the unit's in/out processing checklist.

1.2.6. Airfield Management.

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

1.2.6.2. Conducts random spot checks for enforcement and compliance with this ADI in conjunction with periodic airfield inspections/checks.

1.2.6.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies.

1.2.6.4. The AFM, Wing ADPM, or NCOIC, Airfield Management Operations will sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF IMT 483 for airfield driving if required by their deployment checklist.

1.2.6.5. Imposes and publishes restricted driving routes as required.

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

1.2.6.6.1. Escorts individuals off the airfield.

1.2.6.6.2. Confiscates individuals AF IMT 483.

1.2.6.6.3. Requests statement of events of individuals completing the airfield driving violation.

1.2.6.6.4. Documents and report the incident to the Wing ADPM, AFM and AOF/CC.

1.2.6.6.5. Suspend member driving privileges in the ADTP.

1.2.6.7. Participates in the RIPWG.

1.2.7. Air Traffic Control Tower (ATCT).

1.2.7.1. Immediately report violations of this instruction to AM. Complete an AF Form 457, *USAF Hazard Report* (HR) or AF Form 651, *Hazardous Air Traffic Report* (HATR), as required and provide a copy to AM.

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

1.2.7.2.1. Provide control tower light gun signals when requested for training purposes.

1.2.7.3. Reports known CMA violations and problems with vehicle operator radio communications to AM. Assists AM in identifying and locating unauthorized personnel and vehicles on or near the CMA.

1.2.7.4. Participates in the RIPWG.

1.2.8. Wing Safety Office (SE).

1.2.8.1. Assists AM in establishing a proper airfield driving familiarization program.

1.2.8.2. Coordinates on local directives or operating instructions that establish airfield traffic flow patterns and parking plans.

1.2.8.3. Assists AM in monitoring airfield driving procedures for effectiveness.

1.2.8.4. Ensures all airfield vehicles are marked IAW AFJMAN 24-306, Chapter 25.

1.2.8.5. Reviews ADTP test questions for safety compliance and accuracy.

1.2.8.6. 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, final) to AOF/CC for review/concurrence as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*.

1.2.8.7. Participates in the RIPWG.

1.2.8.8. Reviews CMA violations for trends.

1.2.9. Security Forces.

1.2.9.1. Assists AM in monitoring airfield driving and reporting violations in accordance to this instruction. Ensures POV display a current Grand Forks AFB POV pass.

1.2.9.2. Assists in escorting violators (as requested by the Control Tower or AM) to ARE and issue appropriate citation for violations.

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

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

1.2.9.5. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized persons from the airfield.

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

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

1.2.9.7.1. The designated response location is the parking area north of the Base Ops building. Follow-on support will be directed by the on-scene commander.

1.2.9.8. Participates in the RIPWG.

1.2.10. Medical Group (MDG).

1.2.10.1. Verifies that an individual applying for an airfield driver's license requiring CMA access can distinguish between red, green, white, yellow and blue by ensuring an approved color vision test is documented. Document completion of this screening by stamping, signing, and dating the appropriate section of the member's Airfield Drivers Training and Certification Letter (Attachment 2). In addition, identify on the form whether the individual passed, failed, or any other pertinent remarks.

1.2.10.2. If the records review indicates that a member has a previous failure, the member should be retested. If the member fails, he/she should be tested using the

PIP1/PIP2 Test. This test identifies the areas (red, green, yellow, and blue) and the degree to which the member is deficient.

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

1.2.10.3.1. The designated response location is the parking area north of the Base Ops building. Follow-on support will be directed by the on-scene commander.

1.2.11. Airfield Driving Trainees.

1.2.11.1. Provide feedback to ADPMs and trainers on the quality of training received.

1.2.11.2. Comply with the requirements in this instruction.

1.2.11.3. Direct all questions/request for assistance to their Unit ADPM.

1.2.12. Contracting Office / 319 CES.

1.2.12.1. Ensures contractors understand the requirement to receive an initial local orientation briefing/training from AM prior to driving on the airfield.

1.2.12.2. Ensures contractors understand the requirement to obtain an AF IMT 483 and POV pass from AM after completing initial training.

1.2.12.3. Ensures contractors understand the requirement to receive a daily briefing from AM personnel prior to starting work for the day and notify AM when work is completed for the day.

1.2.12.4. Ensures contractors understand that they will normally operate within a designated area (isolated from the operational airfield environment) leading to the work site as determined/coordinated by AM.

1.2.12.5. Ensures contractors understand that vehicle operators may be banned from operating motor vehicles on the airfield for failing to comply with this instruction. Replacement driver(s) airfield driving training will be the contractor's responsibility.

1.2.12.6. **(CES)** Provides and identifies a construction manager who will be responsible for monitoring contractor operations to ensure contractor personnel and equipment remain within the barricaded or designated work area on the airfield and comply with the provisions of this instruction.

1.2.12.7. **(CES)** Ensures the following requirements are included in the contract specifications for airfield and airfield adjacent projects:

1.2.12.7.1. Access to airfield construction sites or work areas will be in writing and/or depicted on contract drawings.

1.2.12.7.2. Contractors are responsible for providing a positive means of traffic control. This includes all vehicles transiting to, from, and in the construction zone, and alternate routes.

1.2.12.7.3. Submits a plan for positive control of airfield traffic to AM prior to starting work. All change requests will be incorporated into plans before traffic enters the airfield. Traffic plans will include, but are not limited to, the following:

1.2.12.7.4. Use of barricades, signs, etc. for diverting traffic.

1.2.12.7.5. Use of escort vehicles or personnel to direct traffic.

1.2.12.7.6. Must provide a vacuum sweeper to maintain work areas.

1.2.12.7.7. Ensures vehicles are easily identifiable with the company logo to the maximum extent possible.

1.2.12.7.8. Identifies personnel and provides IS one week notice of personnel requiring an AF IMT 483 and POV pass. This should provide enough time for training, completion of all required paperwork, issuance of AF IMT 483s, and POV passes.

Chapter 2

AIRFIELD DRIVING TRAINING CRITERIA AND VEHICLE REQUIREMENTS

2.1. Procedure for obtaining an AF IMT 483 Airfield Driver's License

2.1.1. An individual will contact their Unit ADPM, who will ensure the following.

2.1.1.1. The trainee must have a valid state driver's license.

2.1.1.2. If operating a GOV, the trainee will have a GOV driver's license issued (if required for the vehicle operated) if not already in possession of one.

2.1.1.3. Any restrictions that the trainee has must be noted to ensure they will be able to safely operate on the airfield.

2.1.1.4. The trainee must pass a color vision tests if they are required to operate a vehicle in the CMA.

2.1.1.5. The trainee must go through all airfield driving training items. The Unit ADPM will certify that the training items have been completed.

2.1.1.5.1. Trainees who have access to the ADTP website shall perform the following.

2.1.1.5.1.1. Trainee will log onto the ADTP website (<https://webapp.amc.af.mil/ADTP>).

2.1.1.5.1.2. Review all training items on the ADTP website.

2.1.1.5.2. For trainees who do not have access to the ADTP website use Attachments 2 and 3 for completion of training.

2.1.1.5.3. Receive Day & Nighttime Orientations.

2.1.1.5.4. Complete the Airfield Driving CBT on the ADLS website.

2.1.1.6. The trainee will be given a practice test by the Unit ADPM.

2.1.1.6.1. Individuals who have access to the ADTP website will have their STEP 3 unit test activated by their Unit ADPM.

2.1.1.6.2. Individuals who do not have access to the ADTP website will be given a written practice test.

2.1.1.7. Once the Trainee has obtained a passing score, the Unit ADPM will contact Airfield Management to activate STEP 4 the trainee's wing test.

2.1.1.7.1. Individuals who have access to the ADTP website will have their test activated by Airfield Management. Once the test is activated the individual has 72 hours to complete the test.

2.1.1.7.2. Individuals who do not have access to the ADTP website will be given a written practice test by Airfield Management and their AF IMT 483 will be created in ADTP under the Applications/Create Miscellaneous tab.

2.1.1.8. After the wing test is complete Airfield Management will validate the passing score, and issue the individual their AF IMT 483. For individuals that have access to the ADTP website they will be able to print their own license. For those who do not have access to the website, Airfield Management will print it for them.

2.1.1.9. Only AF IMT 483 printed in the ADTP website signed by the Wing ADPM or their representative are valid.

2.1.2. A licensee is required to take the Airfield Driving CBT, the Airfield Diagram Test, the Runway Incursion Prevention test, and the Refresher Test annually. They will print out a new license upon the completion of the refresher test.

2.1.3. Airfield Driving Trainees will have at least two weeks of familiarization training driving on the airfield daily to ensure competence before receiving their Airfield Driver's License.

2.2. Qualifications for Airfield Driving.

2.2.1. Only personnel who's duties require airfield access and meet qualifications covered in Attachment 2 and 3 should obtain an AF IMT 483.

2.3. Orientation Rides.

2.3.1. The objective of the day and night orientation rides is to familiarize the trainee with the layout of the airfield at Grand Forks AFB. The trainee should be able to recognize and identify various airfield markings, location, and name of each end of the runway, all taxiways, and all ramps. Additionally, the trainee must be able to accurately identify their location at various locations on the airfield.

2.3.1.1. Day Orientation. The Unit ADPM or designated qualified trainer will demonstrate proper driving techniques; identify airfield markings, and airfield facilities. The orientation will include, but are not limited to, Attachment 3:

2.3.1.2. Aprons: Charlie, Bravo

2.3.1.3. Runway access procedures for those whose duties require access to the runway.

2.3.1.4. Controlled Movement Area (CMA) access procedures.

2.3.1.5. Foreign Object Damage (FOD) prevention procedures from non-paved to paved areas and at airfield entry points.

2.3.1.6. Location of runway Visual Flight Rules (VFR) hold lines.

2.3.1.7. Access roads, Stop Bar identified by a 6 inch white line, which indicates the boundary of the CMA

2.3.1.8. Radio phraseology with tower.

2.3.1.9. Taxiway identification (Alpha-Golf).

2.3.2. Night orientation will include all of the above and the trainee must be able to identify the type and location of runway and taxiway lights. Individuals not receiving night orientation/training practical check rides will have their AF IMT 483s restricted i.e. AUTHORIZED DAYLIGHT HOURS ONLY. If the individual later requires a nighttime authorization, the unit ADPM will ensure training is provided (night orientation) and

documented. The Wing ADPM or designated AM representative will update the AF IMT 483 as required.

2.4. Practical Check Ride. The unit ADPM will observe, evaluate and document the trainee's knowledge and driving ability on all areas covered in training. The trainee will demonstrate sufficient ability, knowledge of the airfield, and procedures to safely operate a motor vehicle on the airfield. The unit ADPM may immediately stop the practical check ride if the trainee breaks any established airfield driving "rules of the road," operates the vehicle in an unsafe way, or is about to violate the CMA access procedures.

2.5. Non-base Assigned Personnel.

2.5.1. Non-base assigned personnel include anyone not assigned to Grand Forks AFB, (e.g. temporary duty (TDY), foreign military, Higher Headquarters (HHQ) inspectors, contractors) that need to drive on the airfield.

2.5.2. Prior to driving on the airfield, non-base assigned personnel will be trained and tracked via paper products using Attachment 4 and turned in to the Wing ADPM to be loaded on the ADTP TDY/Misc. personnel page to certify receipt of this attachment by the creator of this profile with the restriction "*Non-controlled Only*".

2.5.3. Non-base assigned personnel must possess an AF IMT 483 and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort. **Exception:** The Wing ADPM or a delegated representative may provide a local briefing/training when TDY personnel and non-base assigned contractors driving route(s) do not permit access on or across the CMA.

2.5.4. Non-base assigned personnel will not be granted access to the CMA unless they have completed all CMA training and testing requirements outlined in this AFI and ADTP.

2.5.5. Unit ADPM will utilize Attachment 4 to train their sponsored members.

2.5.6. When a sponsoring unit ADPM accomplishes local training, forward a copy to the Wing ADPM for the member to be loaded on the ADTP TDY/Misc. personnel page.

2.5.7. Electronic training records are maintained in the ADTP.

2.6. Color Vision Requirements.

2.6.1. Airfield drivers with CMA access must have the color vision ability to distinguish between red, green, white, yellow, and blue.

2.6.2. Unit personnel requiring an AF IMT 483 with CMA access must coordinate for color vision screening through the 319 MDG.

2.6.3. Refer to the Officer and Enlisted Classification Directory for AFSCs that have a mandatory requirement for normal color vision in their Air Force Specialty Code (AFSC). Both products are available for viewing and download on the AF Portal. Unit ADPM must still validate individual has normal color vision and/or no waiver to the classification directory standards.

2.6.4. Unit ADPMs must coordinate with the Wing ADPM for individuals who cannot meet color vision requirements. Members who fail the color vision test will not get CMA access authorization on their AF IMT 483; they must be escorted on the CMA at all times.

2.7. Privately Owned Vehicle (POV)/Government Leased Vehicle (GLV) Pass Procedures.

2.7.1. POV may be used as a mode of transportation to work using the designated traffic lanes to cross taxiways only. Personnel will adhere to all rules as specified on signs located at the intersection of all traffic lanes that cross the taxiways. POV may also be driven on the perimeter roads but are not permitted to cross the runway. Temporary POV passes are green placards (with expiration date) placed in the windshield. Annual POV passes are a placard placed in the windshield of the vehicle (the color changes yearly).

2.7.2. The use of POV on the airfield is discouraged and will be kept to the absolute minimum. POV can be authorized to operate on the airfield when deemed necessary to support the mission. POV passes (Attachment 7) are required when operating POV on the airfield.

2.7.2.1. POV pass requests will include:

2.7.2.2. A Justification Memorandum for Record (Attachment 6) signed by the unit commander or Company/Contractor representative. .

2.7.2.3. The memorandum must detail the areas in which the individual needs access with the POV. It must also contain the name of the owner/user, organization, duty phone, vehicle details (make, model, year, color, license/state), pass/permit number and effective period/dates.

2.7.2.4. POV pass recipients must be trained and certified to drive on the airfield IAW this chapter and will receive training from their unit ADPM.

2.7.3. POV passes are valid from the date of issue until the 31st of December each year. On some occasions, passes may be issued with an earlier expiration date.

2.7.3.1. Upon expiration, and/or if no longer needed, the airfield pass must be returned to AM. The reissue of a pass will be contingent upon the individual's continuing need to drive a POV on the airfield.

2.7.4. The AFM, Wing ADPM or designated AM representatives are responsible for issuing vehicle passes/decals. **NOTE:** Authority cannot be delegated outside of AM.

2.7.5. POV passes shall be:

2.7.5.1. Displayed on the inside windshield at all times when operating a POV on the airfield.

2.7.5.2. Safely secured when not on the airfield. Security is the individual's responsibility.

2.7.5.3. Reported to the unit ADPM and AM when lost or missing.

2.7.5.4. A POV pass does not automatically authorize entrance into restricted areas. For more information see AFI 31-101 *Integrated Defense*.

2.7.5.5. POV operators will adhere to the rules for airfield driving as written in this instruction.

2.7.5.6. Permanent party POV passes are limited to no more than two POV passes per member.

2.7.6. GLV's fall into the same category as GOV's and no additional passes are required.

2.8. Classroom Training.

2.8.1. The objective of the classroom training is to familiarize the trainee with the procedures and safety aspects of operating a vehicle on the airfield. The subjects covered during training shall include but are not limited to:

- 2.8.1.1. Location of airfield entry points (Attachment 9)
- 2.8.1.2. Airfield vehicle traffic flow (Attachment 9)
- 2.8.1.3. Speed limits
- 2.8.1.4. Airfield markings
- 2.8.1.5. Vehicle parking
- 2.8.1.6. Control tower light gun signals
- 2.8.1.7. Vehicle procedures for operating on, near, or for crossing runway
- 2.8.1.8. Operation in vicinity of aircraft
- 2.8.1.9. Unique operations and emergencies
- 2.8.1.10. Control tower radio phraseology
- 2.8.1.11. FOD prevention procedures at airfield entry points
- 2.8.1.12. Location of runway VFR holds lines
- 2.8.1.13. Perimeter road access points
- 2.8.1.14. Radio phraseology
- 2.8.1.15. Identification/location of Taxiways Alpha-Golf
- 2.8.1.16. Identification/location of all aprons
- 2.8.1.17. Controlled Movement Area (Chapter 7 and Attachment 12)

2.9. Testing Requirements.

2.9.1. All potential airfield drivers must pass a locally developed, written airfield driving test.

2.9.1.1. The written test will consist of the following items:

- 2.9.1.1.1. Airfield Diagram/Layout. Individuals must achieve a minimum passing score of 100%.
- 2.9.1.1.2. Communications. Individuals must achieve a minimum passing score of 100%.
- 2.9.1.1.3. General knowledge. Individuals must achieve a minimum passing score of 80%.
- 2.9.1.1.4. Runway Incursion Prevention Initial and Refresher Tests. Individuals must achieve a minimum passing score of 100%.

2.9.1.2. All general knowledge questions missed will be reviewed with the trainee and corrected to 100%.

2.9.2. A local airfield diagram/layout test will be given to ensure individuals know the location of runways, taxiways, aprons, perimeter roads, airfield access points, etc. A score of 100% is required to pass.

2.9.3. A phraseology test will be given simulating radio contact with the control tower for individuals who operate vehicles in the CMA.

2.9.4. Completion of the USAF Airfield Driving CBT (accessible on the Advanced Distributed Learning Website, https://golearn.csd.disa.mil/kc/main/kc_frame.asp) is required for all wing and/or base assigned airfield drivers prior to issuance of an AF IMT 483. The CBT includes additional training and a test. A score of 80% is required to pass the CBT test.

2.9.5. Test failures.

2.9.5.1. First time failures will be retrained on wrongly answered questions and will be allowed to retest one week after the first failure.

2.9.5.2. Second time failures will re-accomplish all training items to ensure the trainee is retaining information. The trainee must wait two weeks after the second failure before they may retest.

2.9.5.3. Third time failures will have a letter sent to the unit commander stating that they have failed the Airfield Driving Test three times. Airfield Management will require the unit commander to forward an MFR stating that the individual requires driving on the airfield to accomplish their job. It will also state that they certify the individual is competent on airfield driving before the individual can test a fourth time. Fourth and subsequent failures will be handled on a case by case basis.

2.10. Requirements for AF IMT 483, *Certificate of Competency*

2.10.1. Individuals must have a valid state driver's license.

2.10.2. Individuals operating a GOV must have a GOV license (if required for the vehicle operated).

2.10.3. Individuals must complete all items in paragraph 2.1.

2.11. Refresher Training Guidance. As a minimum, refresher training will include completion of the ADLS airfield driving CBT, the Airfield Diagram test, the Runway Incursion test, and ADTP website refresher/retraining test.

2.12. Replacement of Lost AF 483. Login to ADTP website to reprint current AF IMT 483 or contact your Unit ADPM for assistance.

2.13. Quality Control.

2.13.1. Personnel will, as a minimum, have their GFAFB AF IMT 483, GOV license (if required for the vehicle operated) and civilian license or equivalent in their possession at all times when driving/operating any vehicle on the airfield.

2.13.2. Documentation for all training must be accomplished within 30 days of the date the AF 483 will be digitally signed. Lapses between training dates that exceed the 30 day window will not be accepted.

2.13.3. The Wing ADPM or designated AM representative will annually inspect all unit airfield driving programs using the Unit Airfield Driving Program Inspection/Self-Inspection Checklist (Attachment 11) Annual inspections will focus on program integrity, compliance and support.

2.13.4. Units will be rated as either satisfactory or unsatisfactory. All unsatisfactory results will be re-inspected 30 days later.

2.13.5. Unit commanders will receive the results of all inspections.

2.13.6. Inspection results will be briefed to the 319 ABW/CV at the quarterly AOB.

2.13.7. The Unit ADPM will keep all individual training documentation items on file (either paper or electronic copies) until the member departs the unit or Grand Forks AFB.

2.14. Unique Situations.

2.14.1. During situations, in which the normal vehicle operations are adversely altered on the airfield, the driver should ensure he/she is kept updated on all airfield changes.

2.14.2. Basic airfield driving procedures and rules do not change. It is only the layout of the airfield which changes.

2.14.3. Special areas of concern are airfield route changes due to construction, exercises, and aircraft operations.

2.14.4. Airfield closures as a result of construction to taxiways and ramps that adversely alter normal vehicle movement will be posted on the airfield status display located in AMOPS and transmitted on the ADTP database using the mass e-mail function.

2.14.5. Updates during exercises should be sought from your duty section or Unit Control Center.

Chapter 3

VIOLATION AND ENFORCEMENT PROCEDURES

3.1. Runway/Controlled Movement Area Violations (CMAV)

3.1.1. A Runway/CMAV is when a vehicle enters onto the CMA without permission from the Tower to do so.

3.2. Airfield Driving Program Enforcement Procedures.

3.2.1. AM and Wing Safety are the primary airfield safety observers on the airfield.

3.2.2. AM will conduct random checks of airfield driver's to ensure they have the proper documentation and driving knowledge.

3.2.3. Personnel assigned to AM, unit commanders and their appointed ADPMs have the authority to suspend/revoke airfield driving privileges. However, the authority to suspend/revoke airfield driving privileges by unit commanders and unit ADPMs are limited to their unit personnel only. **Note:** The difference between a suspension and revocation is the duration. A suspension is 30 days or less, whereas a revocation is more than 30 days. See Table 3.1.

3.2.4. At a minimum, entering the runway and/or CMA without contact and/or approval from the Control Tower will result in an automatic 30-day suspension of airfield driving privileges. Retraining must be accomplished.

Note: Certain situations may dictate a longer suspension/revocation of license.

3.2.5. The authority making the temporary suspension must immediately notify AM and explain the circumstances that led to the suspension. Upon receipt, AM determines whether or not to continue the suspension, revocation, or reinstate the individual's airfield driving privileges.

3.2.6. All personnel assigned to AM are authorized to confiscate the AF IMT 483 along with suspending/revoking the airfield driving privileges of anyone who is in violation of the airfield driving rules. The details of any suspension/revocation will be recorded and forwarded to the respective unit commander and the ADPM. The driver will also be informed that he/she must immediately leave the airfield, or have an authorized airfield driver drive his/her vehicle.

3.2.7. Anyone with the authority to temporarily suspend/revoke an individual's airfield driving privileges must be an authorized airfield driver.

3.2.8. Provide AM with all relevant facts surrounding the incident that explains the details of the incident. Further, any statement must be made within 1 duty day of the incident that prompted the recommendation.

3.2.9. It is the responsibility of all personnel working or driving on the airfield to report unsafe driving practices to AM.

3.2.10. The Wing ADPM or his appointed representative will: record the violator's name, rank, organization, operational category, and all other pertinent information surrounding the

incident and confiscate the individual's AF IMT 483, POV pass, and/or Contractor Statement of Understanding.

3.2.11. AM may coordinate with Security Forces Squadron (SFS) personnel to escort any individual to AM that drives on the runway or into the CMA without contact and/or approval from the Control Tower.

3.2.12. The Wing ADPM may return any confiscated form(s), e.g. AF IMT 483, to the airfield driver's unit ADPM after the suspension/revocation has been completed and the individual has been retrained.

3.2.13. AM will determine the duration of each suspension/revocation on a case-by-case basis.

3.3. Violation Reporting, Enforcement, and Reinstatement Procedures.

3.3.1. Unit Commanders, ADPMs (for unit assigned personnel), AM and SF personnel have the authority to temporarily suspend airfield driving privileges in case of a violation.

3.3.2. Vehicles entering the runway and/or CMA without Control Tower approval will be handled in the following manner:

3.3.2.1. The Control Tower will log the date and time of occurrence; and provide AM with the runway intruder's description and position. AM will take immediate action to identify and escort the intruder off the airfield by any means available. **Note:** If manning does not permit, AM can coordinate for security forces personnel to respond to the incident.

3.3.2.2. The intruder will be escorted to AM, so the facts surrounding the incident can be gathered and proper checklist completed.

3.3.2.3. Unit Commander and Unit ADPM will be notified within 24 hours or the next duty day of the alleged incident, whichever occurs first. Wing ADPM must be notified immediately of any CMAV event. AM will notify AMC/A3AP within 24 hours of a CMAV/HATR incident. Initial notification may be verbal or electronic, but must be made within the prescribed 24 hours of an incident. A written follow-up is due within 72 hours.

3.3.2.4. For an actual or suspected runway incursion, the individual's AF IMT 483 must be surrendered to AM and member profile in the ADTP will be suspended until an investigation and retraining is completed. Only the Wing ADPM can reactivate the member's profile.

3.3.2.5. Runway Incursions and CMAV events must be reported to Wing Safety as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*, Chapter 6.

3.3.2.6. If a runway or CMA violation has an adverse impact on flight operations (arrivals, departures, taxiing, etc.), Control Tower or AM will submit an AF Form 651 to Wing Safety.

3.3.2.7. For runway and CMA violations and intrusions that did not affect aircraft operations, AM will submit an AF Form 457 to Wing Safety to document unsafe procedures, practices or conditions.

3.3.2.8. The AOF/CC, Wing Safety, and Wing ADPM will work as a team to assign all runway incursions an operational category defined in Attachment 1 of AFI13-213_AMCSUP_I for trend analysis. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF IMT 457, *USAF Hazard Report* or narrative section of the AF IMT 651, *Hazardous Air Traffic Report* (HATR).

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

3.3.2.10. The Wing ADPM and Wing Safety 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.

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

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

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

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

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

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

3.3.3. Reinstatement Procedures.

3.3.3.1. The unit commander and ADPM will ensure appropriate corrective actions are taken.

3.3.3.2. Retraining will be consistent with the nature of the violation.

3.3.3.3. Retested on the provisions of this instruction.

3.3.3.4. Wing ADPM will issue a new AF IMT 483 and UN-suspend the member's ADTP profile.

3.3.4. The details of all CMAV's and other violations/suspension events will be briefed at the next AOB and documented in the minutes. This will include the following: who, when, where, what, type vehicle/aircraft, corrective actions taken to prevent a reoccurrence and highlight any trends found.

3.3.5. The Wing ADPM will maintain a copy of the AF IMT 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 AFI 91-223, *Aviation Safety Investigations and Reports*). A copy of the final runway incursion AFSAS report may be obtained from Wing Safety and/or MAJCOM OPR for AO.

3.4. Reasons for Suspension/Revocation. Suspension/Revocation of an individual's airfield driving privileges can include, but are not limited for the following reasons:

- 3.4.1. Committing a CMAV.
- 3.4.2. Driving without proper airfield documents
 - 3.4.2.1. Driving without a GOV and/or state driver's license.
 - 3.4.2.2. Driving without, or with an expired, POV pass.
- 3.4.3. Driving between an aircraft and marshalled.
- 3.4.4. Driving vehicles with window views obstructed due to snow and/or ice.
- 3.4.5. Driving unsafe vehicles (bald tires, directional and/or headlights out).
- 3.4.6. Expired AF IMT 483.
- 3.4.7. Failure to properly display POV passes.
- 3.4.8. Failure to yield the right-of-way to aircraft and/or emergency response vehicles.
- 3.4.9. Failure to conduct FOD checks.
- 3.4.10. Ignoring posted signs.
- 3.4.11. Not wearing seat belts.
- 3.4.12. Reckless driving.
- 3.4.13. Speeding.
- 3.4.14. Individuals who do not complete annual refresher training on the first day of the preceding month after the refresher training is due. Personnel that were not able to complete refresher training (e.g. deployed, TDY, etc.) must complete it prior to driving on the airfield.

Table 3.1. Matrix for Determining Suspension/Revocation Following Airfield Driving Incident

Category of Incident	1 st Offense	2 nd Offense	3 rd Offense
Severe (i.e. RWY incursion, aircraft involved if 651 has to be filed)	30-90 day suspension and retraining	Permanent Revocation	N/A
Moderate (i.e. CMAV non-runway incursion, no aircraft involved)	3-30 day suspension	30-90 day suspension and retraining. Consider Permanent Revocation	Permanent Revocation
Compliance (i.e. slight speeding, no FOD check, etc.)	1-3 day suspension	3-30 day suspension	Permanent Revocation

3.5. Procedures for report and documenting other airfield driving incidents/violations.

- 3.5.1. At a minimum, obtain the following information and turn it in to the Wing ADPM:
 - 3.5.1.1. Name/Rank of the individual, unit, duty phone, Unit Commander or unit ADPM.

3.5.1.2. Details of incident/violation (including date, time, location, nature, other pertinent facts, etc.).

Chapter 4

OPERATING ON THE AIRFIELD

4.1. Speed Limits on the Airfield.

- 4.1.1. All vehicles within 25 feet of aircraft: 5 MPH.
- 4.1.2. Special purpose vehicles (e.g. bobtail, tug, k-loader): 10 MPH.
- 4.1.3. Night Vision Device (NVD) wearers/blackout operations: 15 MPH.
- 4.1.4. General purpose vehicles and POVs:
 - 4.1.4.1. Apron 15 MPH
 - 4.1.4.2. Taxiways 30 MPH
 - 4.1.4.3. Runway 45 MPH
 - 4.1.4.4. Frontage Road 25 MPH
- 4.1.5. Speed limits for towing aircraft, equipment, and trailers.
 - 4.1.5.1. Aircraft tow vehicle: 5 MPH.
 - 4.1.5.2. The maximum towing speed for Aerospace Ground Equipment (AGE) such as compressors, ground power units, oxygen carts, and similar equipment: 15 MPH. General purpose vehicles will not be used to tow this equipment unless properly equipped with hitches designed for that purpose. Pintle hook safety or cotter pins will be used during all towing operations. Safety chains are not required to tow AGE. Towing allowances (number/type of AGE) will be IAW AFOSHTD 91-100, *Aircraft Flightline Ground Operations and Activities*.
 - 4.1.5.3. Do not use ropes, chains, cables or other flexible means of towing ground servicing equipment.
 - 4.1.5.4. AGE towing vehicles may be placed in neutral and left running while the driver completes hook-up operations. This facilitates movement of the AGE towing vehicle by hand to align the pintle and hook. Drivers must shut off the vehicle, set the parking brake, and place the vehicle in park or reverse if the AGE equipment will not be towed immediately following hook-up.
- 4.1.6. Drivers will use good judgment during inclement weather and snow operations.
- 4.1.7. When passing an extremely slow-moving vehicle on the airfield, your overtaking speed must not exceed the authorized speed limit imposed for your vehicle type.
- 4.1.8. Speed limit exceptions. The following vehicles may exceed speed limits only when personnel and property are not endangered (will travel at a safe rate of speed). Drivers will use good judgment (not all emergencies require exceeding the speed limit) when exceeding the speed limit and will use any/all emergency lights and sirens to help alert nearby drivers.
 - 4.1.8.1. Emergency response vehicles responding to real-world emergencies.
 - 4.1.8.2. Snow removal vehicles performing snow removal operations.

4.1.8.3. "Follow Me" vehicles to accommodate the optimum safe taxiing speed of aircraft.

4.1.8.4. AMOPS, 319 ABW/CC, and 319 MSG/CC vehicles in the performance of official duties.

4.1.8.5. Any vehicle when the Control Tower advises you to "expedite" or uses the term "immediately."

4.1.8.6. "Hawkeye" chase vehicles performing Unmanned Aircraft Systems launch and recovery operations.

4.2. Right of Way Procedures.

4.2.1. Vehicle operators will yield to aircraft, either taxiing or being towed, by moving to a position clear of the intended path of the aircraft.

4.2.1.1. Pulling to the edge of the taxiway shoulder does not constitute yielding to aircraft. Vehicle meeting aircraft must change direction and proceed to the nearest available taxiway or vehicle access road and allow for proper wing tip clearance.

4.2.2. Under no circumstances will vehicles halt in front of, drive between, or drive into the path of taxiing aircraft.

4.2.3. Airfield drivers must be cautious for aircraft with engines operating, and scan the immediate area for the presence of a marshaller. At no time will any vehicle pass between an aircraft and a ground marshaller in position.

4.2.4. Vehicles in traffic lanes will have right of way over other non-emergency vehicles.

4.2.5. Vehicles responding to an emergency have the right of way over all non-emergency vehicles.

4.2.6. During snow removal operations all vehicles must yield the right-of-way to, and remain clear of, Snow removal equipment and the AM vehicle while RSC/RCR checks are in progress.

4.2.7. Proximity to Aircraft (including helicopters).

4.2.7.1. Vehicles will not be backed, parked, or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft, except as authorized for operations such as loading or unloading, servicing, towing, or as prescribed in the applicable aircraft handbook.

4.2.7.2. Helicopter operations. A clear zone of 200 feet either side of helicopter operations is required to permit a safe departure or approach route. A minimum clearance of 100 feet should be maintained around helicopters that are parked with rotors turning.

4.2.7.2.1. Personnel will avoid operating vehicles in the vicinity of the helicopter landing areas because of the inherent hazards involved (e.g. high velocity down wash and small rotor blade to ground clearance.) Personnel outside of vehicles with no eye or hearing protection are more vulnerable when operating near helicopters.

4.2.7.2.2. Anytime an airfield vehicle operator observes a helicopter landing or departing, or preparing to depart, they will immediately stop to determine its intended direction/intentions. Vehicle operators may turn on their emergency flashers to

indicate to the helicopter pilot that the driver has observed the helicopter. Under no circumstances will vehicles drive under or across the flight path of a departing or arriving helicopter. If in doubt as to what a helicopter is doing, always err on the side of caution and choose another route that will take you away from it.

4.2.8. Vehicles will operate right of taxiway centerline in reference to the direction of travel. Remain on concrete portion between centerline and asphalt shoulders.

4.2.9. Under no circumstances will vehicles park, block, or drive in the path of taxiing aircraft or one that is being towed. When a vehicle must avoid interfering with the progress of a towed or taxiing aircraft, they will reverse direction or pull onto the nearest available access road and remain behind the wing tip safety clearance lines/vehicle stop sign. As a last resort, vehicles should be driven off paved surfaces to ensure adequate wingtip clearance (200 feet from the taxiway centerline) for the aircraft. Vehicles leaving paved surfaces must complete a rollover FOD check immediately upon reentering to the paved surface.

4.3. Vehicle Operations and Safety Procedures. Vehicles will not be parked in the immediate vicinity of any aircraft, except as authorized for support. A spotter will be used when a vehicle is backed towards an aircraft. Pre-positioned wheel chocks will be used to prevent vehicles from being backed into aircraft. Vehicles will be parked in a manner to allow departure without backing unless a spotter is used.

4.3.1. Vehicles shall only park in non-designated areas when the mission requires it. All vehicles parked in non-designated areas must ensure vehicles do not impede the flow of traffic and be parked only long enough for the occupants to perform necessary actions.

4.3.1.1. Vehicles will not drive over in-ground fuel pits located on aircraft parking spots. Fuel pits are located on the Charlie Ramp and Charlie Extension.

4.3.2. All vehicles will approach parked aircraft with the driver's side of the vehicle toward the aircraft. A spotter will be used when a vehicle is backed towards an aircraft. Pre-positioned wheel chocks will be used to prevent vehicles from being backed into aircraft.

4.3.3. All personnel will use seat belts/shoulder harness (when provided) while the vehicle is in motion.

4.3.4. Military and Department of Defense (DOD) civilian personnel will not ride in the back of or in/on other areas of any vehicle not normally intended for occupants. However, in unique situations where military necessity dictates, personnel may ride in these areas provided the following rules are complied with:

4.3.4.1. Remain seated while the vehicle is in motion and keep arms and legs within the vehicle body.

4.3.4.2. Do not ride in the doorways or sit on the engine cover of metro vans (also called step vans or bread trucks.) Rear door nets will be in place while passengers are transported while the doors are open.

4.3.4.3. Keep side doors on passenger vans closed when the vehicle is in motion.

4.3.4.4. Do not ride on tugs or towing vehicles unless a suitable seat with back and side guard or other safety device is installed.

4.3.4.5. All cab positions with seat belts will be occupied before anyone is placed in the utility box.

4.3.4.6. Before personnel sit in the bed of a pickup truck, they will ensure any objects that might cause unsafe footing are removed. All occupants will sit only on the floor of the bed with their backs against the cab, or the sides of the bed (not against the tailgate). No portion of any occupant's body will overhang the vehicle's sides or rear.

4.3.5. Using the airfield for convenience is prohibited.

4.3.6. Vehicles will not pass an aircraft that is taxiing or being towed.

4.3.7. Vehicle operators will not drive/park beneath any portion of an aircraft, unless required for the performance of duty. Exception: Operation of Bobcats for snow removal under and around aircraft. Use of a spotter for these vehicles is mandatory. When backing a vehicle during loading or unloading, a spotter must be used and pre-positioned wheel chocks will be placed between the aircraft and approaching vehicle to prevent vehicles from striking the aircraft.

4.3.8. Vehicle operators will not operate a vehicle within 50 feet of any fueling or defueling operation unless specifically authorized by MAJCOM directives, and never if a fuel spill has occurred.

4.3.9. Airfield drivers must be vigilant and maintain situational awareness for aircraft with engines operating and scan the immediate area for the presence of a marshaler. At no time will any vehicle pass between an aircraft and a ground marshaler in position or between an aircraft and "Follow Me" vehicle.

4.4. Unattended Airfield Vehicles.

4.4.1. An unattended vehicle (when the vehicle operator's seat is not occupied) must be turned off, the keys left in the ignition, and doors unlocked.

4.4.2. Vehicles will not be left unattended with the engine running with the exception of maintenance vehicles under the following circumstances:

4.4.2.1. Personnel will actively be performing aircraft maintenance.

4.4.2.2. The ambient air temperature, not the wind chill, is zero degrees Fahrenheit or colder.

4.4.2.3. The vehicle is in "park".

4.4.2.4. One of the vehicle's drive wheels is chocked in front and behind the tire.

4.4.2.5. The vehicle is pointed in a direction that poses the least risk to nearby aircraft if it were to begin moving.

4.4.3. Set the parking brake, or position chocks under the rear wheel (front wheel if front wheel drive), drivers side. The use of chocks instead of the parking brake is highly encouraged when the temperature is at or below 32 degrees Fahrenheit.

4.4.4. The gear will be put in "reverse" (manual transmissions), or "park" (automatic transmissions).

4.4.5. Use chocks to secure all vehicles and wheeled equipment that do not have an integral braking system when left parked on the aircraft-parking ramp.

4.4.6. Vehicles can be parked in the left lane of the marked traffic lane located on the Charlie Ramp and in designated parking spots when supporting aircraft. When parked, the keys will be left in the ignition, the parking brakes and/or chocks will be used. Vehicle operators are responsible for making sure their vehicle does not impede the movement of aircraft.

4.4.7. Ensure unattended vehicles remain outside the path, or possible path, of any aircraft on Bravo Ramp.

4.4.8. Wheeled AGE and maintenance equipment will be broken or chocked.

4.4.9. Vehicle operators will not leave vehicles parked within 200 feet of taxiway centerlines nor within 125 feet from the edge of aprons.

4.4.10. Emergency vehicles that must remain in operation at the scene of an emergency may be parked with the engine running, the parking brake set, the transmission in neutral, or parked and the rear wheels chocked when the vehicle operator's seat is not occupied.

4.5. Disabled Vehicles

4.5.1. The driver of a vehicle that is malfunctioning, broken down or preventing operation under its own power shall:

4.5.1.1. Make every effort to move vehicle from blocking the flow of traffic.

4.5.1.2. Use all available means to alert taxiing aircraft that the vehicle has broken down if it is located in an area of the airfield where it may impede the progress of taxiing/towed aircraft.

4.5.1.3. Leave the vehicle parking lights or hazard lights on if a malfunction occurs.

4.5.1.4. Immediately use any means available (two-way radio, cell phone, etc.) to contact your duty section and AM, state the nature of the problem and your location on the airfield. Have them contact Vehicle Management for support.

4.5.1.5. Stay with the vehicle and try to flag down another vehicle for assistance.

4.5.1.6. 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.

4.5.1.6.1. Operators of other radio-equipped vehicles (e.g. AM, SF, CE, LRS, 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.

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

4.5.1.7.1. The vehicle operator will ensure the disabled vehicle is not left unattended in the CMA.

4.5.1.7.2. The disabled vehicle will be removed using any method in the quickest and safest way possible.

4.5.1.8. Driver shall notify vehicle maintenance as soon as the vehicle is made safe.

4.6. Jet Blast. Watch for jet blast/rotor hazards due to parked aircraft with their engines running. Propeller/rotor wash and jet blast can propel debris and objects causing damage to other aircraft, vehicles or injuring personnel. When aircraft engines are operating or being started, no vehicle will be parked or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft, except as prescribed in the applicable aircraft handbook. Vehicles parked at the side of the aircraft will be located clear of the wingtips, clearly visible to personnel in the aircraft cockpit.

4.7. Restricted Visibility.

4.7.1. When visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the wing or installation commander.

4.7.2. When visibility is less than 100 feet, POVs and airfield vehicles (except emergency, snow removal and alert vehicles) will not be operated on the airfield. Flashing lights will be used on all vehicles temporarily parked on the aircraft parking ramps during the periods of lowered visibility.

4.7.3. When visibility is less than 50 feet, it is recommended that a walking guide equipped with a flashing or luminescent wand be used.

Chapter 5

RESTRICTIONS

5.1. Vehicle Lighting.

5.1.1. Vehicle flashers or emergency lights (rotating beacons) will be used while driving inside the CMA.

5.1.2. At night or in inclement weather. Flashers/parking lights will be used by all vehicles parked on the airfield at night, or in inclement weather, when the vehicle location could cause a hazard to aircraft movement. Headlights and vehicle flashers or emergency (rotating beacons) will be used during reduced visibility and inclement weather to improve visibility of the vehicle being driven.

5.1.3. During hours of darkness, when approaching a moving aircraft to preclude interference with the pilot's vision, vehicles shall:

5.1.3.1. Turn headlights off and use parking lights when aircraft are approaching to show position of vehicle. After the aircraft has passed, headlights shall be turned back on.

5.1.3.2. Vehicle operators will exercise caution to ensure headlights (to include those with daytime running lights) do not point toward taxiing aircraft or towing operations, so aircraft or tow vehicle operators are not blinded.

5.2. Vehicle Traffic Lanes/Routes.

5.2.1. Vehicles shall use designated traffic lanes to the maximum extent possible where available.

5.2.2. Vehicle operators will drive to the immediate right of the taxiway centerline and avoid driving on taxiway shoulders unless in direct support of an aircraft. Normal traffic flow will be used as much as possible. Use caution when driving on taxiway alpha near A1, A2, and A3, restricted area protrudes into taxiway alpha.

5.2.3. Personnel crossing taxiways or aprons must give way to taxiway traffic (aircraft and vehicles). All vehicles will stop prior to crossing a taxiway; and visually determine that the area is clear of taxiing/towed aircraft and vehicles before proceeding.

5.2.4. With the exception of "Follow Me" vehicles, vehicles will not be driven into the path of taxiing aircraft.

5.2.5. Emergency vehicles may deviate from normal traffic patterns when responding to an emergency.

5.3. Other Modes of Pedestrian Movements and Procedures.

5.3.1. Control of pedestrians on the airfield, or into airfield restricted areas will be IAW AFI 31-101.

5.3.2. Motorcycles, mopeds and bicycles, may be used as a mode of transportation to work using the designated traffic routes for crossing taxiways only. Personnel will adhere to all rules as specified on signs located at the intersection of all access roads that cross the

taxiways. Motorcycles, mopeds and bicycles must be equipped with an operational tail lamp, headlamp, tail reflector, and reflector pedals. All appropriate safety gear will be worn.

5.3.3. Pedestrians are required to walk facing oncoming traffic.

5.3.4. Jogging is not permitted within the airfield area.

5.3.5. Airfield visitors must be escorted by the sponsoring agency. The sponsoring agency is responsible for coordinating all aspects (e.g. photos, aircraft tours, restricted area access, etc.) involving visitors with the respective agencies.

Chapter 6

FOD PREVENTION AND CONTROL

6.1. FOD Prevention and Control Measures.

6.1.1. To reduce the potential of FOD to aircraft and support equipment, vehicles will remain on paved surfaces to the maximum extent possible.

6.1.2. Vehicles that must operate on unimproved surfaces (e.g. dirt or grass) will enter and depart paved surfaces at a 90-degree angle and at the slowest possible speed to reduce the spread of potential FOD. A rollover FOD check of all tires will be performed immediately when entering a taxiway or runway from an unimproved surfaces.

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

6.1.2.1.1. Inspection of vehicle tires (pull forward to check tire in contact with pavement). Remove foreign materials (e.g., rocks, gravel, etc.) as applicable.

6.1.2.1.2. 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.

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

6.1.3. All airfield personnel have a responsibility in the FOD Control Program to remove FOD from the airfield when it is observed.

6.1.4. All vehicle operators have a specific responsibility to ensure the vehicle they are driving is clean and all the equipment carried in/on the vehicle is properly stored and secured to prevent a FOD hazard.

6.1.5. All personnel will stop vehicles and check for FOD at FOD checkpoints and any other entrance onto an aircraft movement area. Checks will ensure the vehicle and its tires are free of debris (rocks, mud chunks, etc.). Debris must be removed before proceeding

6.1.6. Vehicle operators encountering a large amount of debris (rocks, dirt, pavement material, etc.) while on the airfield will notify AM to have a sweeper sent to the area. AM will notify the airfield sweeper of requests to remove FOD.

Chapter 7

CONTROLLED MOVEMENT AREA (CMA) PROCEDURES

7.1. Runway Access Procedures.

7.1.1. The CMA (see Attachment 12) consists of:

7.1.1.1. The runway and overruns.

7.1.1.2. All areas between the runway and the VFR hold lines/signs.

7.1.1.3. The first 185ft of all vehicle access roads leading from the west edge of the runway, defined by a white “stop bar” painted on the access road and a “STOP, CMA” sign located adjacent to the stop bar.

7.1.1.4. The first 400ft of the vehicle access leading from the north overrun, defined by a “stop bar” and a “STOP CMA” sign.

7.1.1.5. The southern boundary is located just north of the south localizer support shelter (1,900ft from end of runway) and is marked with a white “stop bar” and “STOP, CMA” sign.

7.1.1.5.1. A white stop bar is also located just off the south end of the south overrun. This stop bar is for FOD checks and is marked with a “Check for FOD” sign.

7.1.1.6. The boundaries of the CMA in the grassy areas will be defined as a line parallel to the runway located at the same distance as the VFR hold lines on the east side of the runway, and the stop bars located on the vehicle access roads on the west side. This line will extend beyond the end of the runway and terminate at a point adjacent to the stop bars located on the north/south vehicle access roads. See airfield/CMA diagram on Attachment 12.

7.1.1.7. All vehicles/personnel requesting entry onto the runway from Taxiways Charlie, Delta, Echo, Foxtrot, and Golf will remain east of the runway VFR hold lines. For vehicles entering the CMA from access roads, remain behind the white Stop Bars. Establish radio contact with the Control Tower via the airfield FM “Ramp” net. Fire Department vehicles are permitted to use the “crash” FM net. Only the Control Tower can give approval for access. **Note:** When crossing the runway during flying operations, the preferred crossing point is the departure end.

7.1.1.8. Maintain radio contact with the Control Tower the entire time while operating within the CMA. Monitor the radio to ensure that radio failure has not occurred. If radio contact is lost, vehicle operators will exit the CMA immediately and will stay out of the CMA until communication with the Control Tower is restored. A request for approval back into the CMA is required.

7.1.1.9. Notify the Control Tower as soon as vehicles, personnel, and/or equipment have departed the CMA.

7.1.2. Emergency signals/procedures to exit the runway.

7.1.3. When the Control Tower needs a vehicle to depart the runway and the vehicle is unresponsive to radio calls/Tower light gun signals, the Control Tower will apply the following procedures:

7.1.3.1. When the runway lights are on, increase and/or decrease brightness by one or more steps and then return them to the original setting.

7.1.3.2. When the runway lights are off, turn them on and then turn them off again.

7.1.3.3. Upon observing the above procedures, vehicles/personnel will *immediately* depart the runway via the nearest taxiway, taking any equipment with them, and remain behind the hold line. Once the vehicle/personnel are safely off the runway, contact with the Control Tower or Airfield Management will be made. Do not delay exiting the runway in order to find out “why.”

7.1.3.4. During alerts and emergency conditions all non-essential personnel will withdraw to AM or their work center until the emergency is terminated. This notice will be transmitted over the radio or by tower utilizing the light gun flashing the Red and Green Light: “General warning. Exercise extreme caution.”

7.1.4. If the vehicle operator exits a vehicle while on the runway or within the CMA, a portable hand-held radio will be used for monitoring at all times.

7.1.5. Entering the CMA and crossing the runway merely for convenience is strictly prohibited. Crossing the runway is limited to vehicle operators/traffic performing mission essential duties. During flying operations, if feasible, the preferred crossing point is the departure end of the runway.

7.1.6. Maintenance, crews may work in the grass infield areas with prior coordination with AM, but must request approval to proceed within 225 feet east side of the runway and 185 feet west side of the runway pavement edge from the Control Tower. Direct two-way radio communication with Control Tower must be maintained at all times.

7.1.7. Non-controlled movement area consists of all remaining portions of the airfield (i.e., taxiways, parking ramps and perimeter road). Control Tower approval is not required to operate in these areas.

7.1.8. Drivers must report when off the runway and when leaving the CMA.

7.2. Radio Communications with the Control Tower.

7.2.1. Vehicle operators shall look both ways for aircraft landing, departing, or taxiing prior to calling the Control Tower.

7.2.2. Normal communications to the Control Tower will be initiated. The Control Tower is often busy on other frequencies and may take some time to respond. Vehicle operators should be patient and pause before repeating initial call up. When proceeding onto a movement area, vehicle operators must advise the controller of three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are.

7.2.3. All vehicle operators will ensure the Control Tower uses their exact call sign. Hearing the correct location of your vehicle but the wrong call sign does not give approval for your request. For example, if your vehicle’s call sign is OPS 1 and you are requesting access on the runway or CMA and the Control Tower gives approval for OPS 4 to proceed on runway,

you would not have approval to enter the runway until the Control Tower states the correct call sign, even if it appears obvious that you are the only vehicle at that location.

7.2.4. Prior to moving the vehicle, operators must repeat all instructions verbatim.

7.2.5. Due to the complexity of air traffic control operations, other instructions may also be given, so it is imperative that vehicle operators listen carefully and repeat *exactly* the instructions they are given.

7.2.6. The *only* word that authorizes a vehicle to enter the CMA or runway is “PROCEED”. The word “PROCEED” may be accompanied with other words or phrases.

7.2.7. “HOLD” will indicate disapproval of an operator’s request. “HOLD” may be accompanied with other words or phrases; however, if this word is used, the vehicle operators will NOT ENTER the runway or CMA, will read back hold instructions, and will standby until approval is granted. Operators must transmit what they are holding short of e.g. “HOLD SHORT OF RUNWAY.” Simply saying “HOLD SHORT” alone is not enough.

7.2.8. When reporting off the runway, the vehicle operator will ensure receipt of a response indicating the Control Tower understands they are no longer on the controlled movement area or runway.

7.2.9. To help eliminate miscommunication and possible compromise of safety, *it is imperative that proper radio phraseology be adhered to. At no time will personnel use the words “CLEAR,” “CLEARED” or “CLEARANCE.”*

7.2.10. When a vehicle operator experiences a radio failure on a runway or taxiway, they must vacate the runway as quickly and safely as possible and contact the ATCT or AM by other means, such as a cellular telephone to advise of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun.

7.2.11. The following is the proper sequence of communication with Control Tower:

7.2.11.1. Airfield **Driver:** State who you are calling and your call sign. Example: “Tower, Airfield 4.”

7.2.11.2. Control **Tower:** Acknowledges you and states their call sign. Example: “Airfield 4, Tower”.

7.2.11.3. Airfield **Driver:** State where you currently are and your request (what you need to do/where you need to go). Example: “Tower, Airfield 4 on Taxiway Charlie requests permission on to Runway 35.”

7.2.11.4. Control **Tower:** Approves request or communicates other instructions. Example: “Airfield 4 proceed on Runway 35, advise when off.”

7.2.11.5. Airfield **Driver:** Read back verbatim Tower instructions. Example: “Tower, Airfield 4 proceeding on Runway 35, will advise when off.”

7.2.12. Control Tower will advise you to HOLD SHORT of the runway if your request is not approved due to aircraft traffic or other circumstances. Driver must read back hold short instructions: “Tower, Airfield 4 holding short at taxiway Charlie.” They will advise you when to proceed as per your request.

7.2.12.1. Once off the runway and across the runway VFR hold line; call the Control Tower and report off the runway. Example; Airfield Driver: “Tower, AFLD 1, is off the runway at Taxiway Golf.”

7.2.12.2. The Control Tower may not respond right away due to communications with an aircraft.

7.2.12.3. If at any time you do not hear or understand Control Tower instructions, request the tower to repeat them. Example; Airfield Driver: “Tower, AFLD 1, say again.”

7.2.12.4. Always repeat the Control Tower’s directions verbatim.

7.3. Escort Responsibilities for Runway and CMA Access.

7.3.1. The escort will brief drivers on route, speed, procedures, etc.

7.3.2. Vehicles or persons without two-way radio communication with the Control Tower must be escorted by an individual who is certified and has the proper radio equipment.

7.3.3. The escort will obtain proper permission for all vehicles/personnel from the Control Tower prior to proceeding on or across the runway or CMA.

7.3.4. The escort should say the word, “plus” and the number that will be accompanying, for example: “Tower, Airfield 4 plus 5 at Taxiway Charlie request to proceed north on Runway 35.”

7.3.5. Escorts shall maintain a close formation at all times and the escort will remain with the other vehicles/personnel while on the runway or within the CMA. The escort will maintain positive control of the other vehicles/personnel and ensure all vehicles have exited Runway/CMA before calling off.

7.4. Phraseology. Radio communication with the Control Tower will be repeated verbatim while operating on, or requesting to operate within the CMA or the runway.

7.4.1. The following radio phraseology, definitions and terminology will be used when communicating with the Control Tower:

Table 7.1. Radio Phraseology.

TERM	DEFINITION
ACKNOWLEDGE	Confirm receipt and message understood.
AFFIRMATIVE	Yes or that is correct.
CONFIRM	Verify or recheck.
CORRECTION	An error has been made in the transmission and the corrected version follows.
EXPEDITE	Prompt compliance is required.
GO AHEAD	Begin your transmission or request.
HOLD or HOLD-SHORT	Stop and wait. DO NOT enter the CMA.

TERM	DEFINITION
HOW DO YOU HEAR	A question relating to the quality of the transmission or to determine how well the transmission is being received.
NEGATIVE	NO or “Permission not granted” or “That is not correct”.
OVER	Transmission is ended, I expect a response.
PROCEED	Go or Go To. This is the only word authorizing access to the CMA.
ROGER	Message received and understood.
SAY AGAIN	Repeat last transmission.
SAY INTENTIONS	Tell tower what you plan to do.
STAND-BY	Transmission will pause, wait for further transmission.
UNABLE	Cannot do it.
VERIFY	Request conformation or information.
WILCO	Will comply.

7.4.2. Ensure tower acknowledges you off the runway. Example; Control Tower: “AFLD 1, Roger.”

7.4.3. Vehicles operating in the CMA will be assigned call signs (i.e. Airfield Lighting, Fire Department, Transient Alert/Maintenance, etc.). Vehicular call signs that operate in the CMA are listed in (Attachment 8). Drivers must coordinate additional call signs with AM prior to using them on the airfield.

7.5. Light Gun Signals. Light gun signals from the Control Tower are used to control vehicle traffic on the airfield during communication outages.

7.5.1. All vehicles that operate on the airfield will have AF Visual Aid (AFVA) 11-240, *Airport Signs and Markings* signal decal, AFVA 13-222, *Runway/Controlled Movement Area Procedure* and current airfield diagram displayed in plain view of the driver. Drivers will know and comply with the ATCT light gun signals:

Figure 7.1. AFVA 11-240.

Airport Signs – Action and Purpose	ATCT LIGHT GUN SIGNALS	Airport Markings
<p>15-33 RUNWAY HOLD SIGN: At Intermediate Intersection</p> <p>6 RUNWAY HOLD SIGN: At End Intersection</p> <p>5-APCH APPROACH HOLD SIGN: On Intersecting Twy Intersection</p> <p>ILS ILS HOLD SIGN: Hold Sign at ILS/POFZ Critical Area</p> <p>NO ENTRY SIGN: Entry Not Authorized</p> <p>TAXIWAY LOCATION SIGN: Twy on Which Vehicle/Aircraft is Located</p> <p>15 RUNWAY LOCATION SIGN: Rwy on Which Vehicle/Aircraft is Located</p> <p>BOUNDARY SIGN: Boundary of Rwy Protected Area</p> <p>INST INSTRUMENT HOLD SIGN: Instrument Hold Position</p> <p>DIR DIRECTION SIGN: Defines Direction & Designation of Intersecting Twy(s)</p> <p>EXIT RUNWAY EXIT SIGN: Defines Direction & Designation of Exit Twy from Rwy</p> <p>33 OUTBOUND DESTINATION SIGN: Defines Direction to Take-Off Rwy</p> <p>27-33 OUTBOUND DESTINATION SIGN: Outbound Destination Sign to Different Rws</p>	<p>STEADY GREEN → Cleared to Cross, Proceed or Go</p> <p>FLASHING GREEN → Not Applicable</p> <p>STEADY RED → STOP</p> <p>FLASHING RED → Clear the Taxiway / Runway</p> <p>FLASHING WHITE → Return to Starting Point on Airport</p> <p>ALTERNATING RED/GREEN → Exercise Extreme Caution</p>	<p>RUNWAY HOLD POSITION: Hold Short of Rwy</p> <p>INSTR INSTRUMENT HOLD POSITION: Hold Short During Instrument Conditions (Ceiling 900 Feet and/or Visibility 2 Miles)</p> <p>STOP RUNWAY STOP BAR: Hold Short of Rwy on Intersecting Roads</p> <p>TAXIWAY/TAXIWAY HOLDING POSITION: Hold Short of Intersecting Taxiway When Directed by ATC</p> <p>TAXIWAY EDGE: Defines Edge of Usable Full Strength Taxiway Pavement. Adjoining NOT Usable</p> <p>TAXIWAY/TAXIWAY HOLDING POSITION: Defines Edge of Taxiway Where Adjoining Pavement or Apron is Available for Taxi</p>
<p>TOWER FREQUENCY</p> <p>References: UFC 3-535-01, <i>Visual Air Navigation Facilities</i>, ETL 04-2, <i>Standard Airfield Pavement Marking Schemes and Aeronautical Information Manual (AIM)</i></p>	<p>15-33 Runway Hold Position</p> <p>ILS INST Critical Area Markings</p>	<p>GROUND FREQUENCY</p> <p>AFVA 11-240, USAF Airport Signs and Markings</p> <p>AFVA 11-240, 1 May 2013 Prescribed by AFI 19-213 OPR: HQ AFPA/AASA USAF Airport Signs and Markings</p>
<p>PREVENT RUNWAY INCURSIONS -- "READ BACK" ALL TOWER INSTRUCTIONS VERBATIM!</p>		

Figure 7.2. AFVA 13-222.

DRIVERS ARE NOT AUTHORIZED ON THE AIRFIELD WITHOUT CURRENT DRIVER'S TRAINING AND AF INT 483, CERTIFICATE OF COMPETENCY.

RUNWAY/CONTROLLED MOVEMENT AREA (CMA) PROCEDURES:

1. ALWAYS CONTACT TOWER FOR RUNWAY/CMA ACCESS
2. READ BACK ALL TOWER INSTRUCTIONS VERBATIM
3. DO NOT USE "CLEAR" OR "CLEARED" IN RADIO CALLS
4. MAINTAIN RADIO CONTACT WITH TOWER AT ALL TIMES
5. STATE CALL SIGN, POSITION, AND INTENTIONS
6. COORDINATE ACCESS FOR ALL ESCORTED VEHICLES
7. MONITOR VEHICLES/PERSONNEL UNDER ESCORT
8. NOTIFY TOWER AFTER EXITING THE RUNWAY/CMA

AFVA 13-222, 30 July 89 Prescribed by AFI 19-213 OPR: AFPA
Responsibility: There are no restrictions on this publication

7.6. Control Tower Closures.

7.6.1. Do not assume that the Control Tower is closed as scheduled. Mission support (night flying, contingencies, etc.) may require Control Tower operations during scheduled closure hours.

7.6.2. Airfield vehicle operators requiring access to the CMA must confirm the operational status of the Control Tower by calling the Control Tower via the Tower Net as they would during normal duty hours.

7.6.3. If after three attempts the Control tower does not respond confirm with Command Post that the airfield is closed prior to proceeding onto the runway.

Chapter 8

AIRFIELD NOMENCLATURE

8.1. Airfield Nomenclature (Terms and Definitions).

8.1.1. Airfield - All areas inside the Airfield perimeter fence.

8.1.2. Runway 17/35 - 12,351' x 150' (length by width). Concrete/asphalt pavements used routinely for takeoff, landing, and taxi operations.

8.1.3. Overruns - Paved portion extending outward from each end of the runway.

8.1.4. Taxiways – All Taxiways are 75 feet wide. Alpha (A1, A2, A3, A4), Charlie, Delta (western portion), Echo, Foxtrot and Golf have paved shoulders. Taxiway Bravo and Taxiway Delta (eastern portion) do not have paved shoulders. Taxiways are provided for the ground movement of aircraft. They connect the parking and maintenance areas of the airfield with the runway and provide access to aprons (Bravo and Charlie), hangars, docks, and various parking locations.

8.1.5. Parking Aprons:

8.1.5.1. Parking Aprons are paved areas provided for aircraft parking, servicing, and loading.

8.1.5.2. When aircraft are parked on aprons/ramps, entry control points will be utilized and vehicle operators must exercise extreme caution while driving near aircraft.

8.1.6. Airfield entry points - designated point used to enter the airfield.

8.1.7. Controlled Movement Area (CMA) - The area of the airfield that requires aircraft, vehicles and pedestrians to obtain specific Control Tower approval for access via two-way radio contact. Only those having official business within the CMA will be approved access.

8.1.8. Airfield markings - Markings allow for the safe movement and operation of aircraft and vehicle traffic. They include:

8.1.8.1. Runway edge stripes - A solid white line running the length of the runway, 75 feet either side of the runway centerline that identifies the runway edge.

8.1.8.2. Runway centerline stripes - A dashed white line extending down the center of the runway.

8.1.8.3. Hold lines.

8.1.8.3.1. Runway VFR holds position markings (figure 8-1).

8.1.8.3.1.1. Description. Four parallel yellow stripes that extend across the entire width of a taxiway, located 225 feet from the runway edge. The two lines closest to the runway are dashed and the other two lines are solid. These markings can be found on Taxiways Charlie, Delta, Echo, Foxtrot and Golf.

8.1.8.3.1.2. Purpose. The lines designate the boundary of the CMA on the taxiways. They must not be crossed without prior approval from Control Tower.

Figure 8.1. Runway VFR Hold Position Marking/Night Time.



8.1.8.4. Taxiway Markings - A single solid yellow line denotes the taxiway centerline. Solid double yellow lines denote the edge of the taxiway.

Figure 8.2. Taxiway Markings.



8.1.8.5. Fuel Pit Markings - Fuel pits are marked by a yellow rectangle painted around the fuel pit cover.

Figure 8.3. Fuel Pit Markings.



8.1.8.6. Stop Bar Markings - Stop bars are identified by a 6 inch white line

Figure 8.4. Stop Bar Markings.



8.1.8.7. Airfield Signs.

8.1.8.7.1. Runway Hold Position Signs. Red signs with white letters, located adjacent to the runway holding position markings (Figure 8-2.). These hold signs augment the markings on the pavement. These signs are lit and help drivers identify the entrance to the runway environment, at night and when the taxiway markings are covered with snow.

Figure 8.5. VFR Hold Short Sign.



8.1.8.7.2. Taxiway Location Sign. This sign has a black background with a yellow inscription and yellow border. The inscription is the designation of the taxiway on which the aircraft/vehicle is located.

Figure 8.6. Taxiway Location Sign.



8.1.8.7.3. Direction Signs. This sign has a yellow background with a black inscription

8.1.8.7.3.1. The inscription identifies the designation(s) of the intersecting taxiway(s) leading out of the intersection that a pilot would normally be expected to turn onto or hold short of. Each designation is accompanied by an arrow indicating the direction of the turn.

Figure 8.7. Taxiway Direction Sign.



8.1.8.7.4. Direction signs are normally located on the left prior to the intersection. When used on a runway to indicate an exit, the sign is located on the same side of the runway as the exit.

8.2. Airfield Lighting.

8.2.1. Grand Forks AFB airfield is illuminated by a variety of lights (ramp lighting, taxiway, runway, etc.). Two lights you will encounter while driving at night on the CMA are taxiway lights and High Intensity Runway Lights (HIRL). Taxiway lights are used to outline the edges of taxiways during periods of darkness and/or reduced visibility. They emit a blue color. HIRLs are used to outline the edges of the runways. HIRLs emit a white light and are evenly spaced the full length of the runway. The following are examples of taxiway and runway lights airfield drivers will see while operating on Grand Forks AFB CMA:

8.2.2. High Intensity Runway Lights - White lights located on the edges of the runway.

Figure 8.8. High Intensity Runway Light.



Figure 8.9. Night time High Intensity Runway Light.



8.2.3. Taxiway edge lights - Blue lights used to outline taxiways. These lights are dispersed throughout the airfield in both raised and flush positions.

Figure 8.10. Taxiway Light Fixture.



Figure 8.11. Night time Taxiway Light Fixture.



8.3. Lateral Distance Requirement for Mobile Obstacles.

8.3.1. An obstacle is anything that poses a threat to aircraft movement. Obstacles pose an immediate hazard to aircraft taxiing and towing operations. Identifying these hazards is essential to ensuring the safety of aircraft.

8.3.2. The lateral clearance distance from taxiway centerline to parked or moving vehicles is 200 feet. When operating off the edges of a taxiway do not park or operate a vehicle within 200 feet of the taxiway centerline.

8.3.3. The lateral clearance distance from the edge of all ramps and aprons to a mobile obstacle is 50 feet from the wingtip of any aircraft. When operating off the edges of a ramp or apron do not park or operate a vehicle within 50 feet of a moving aircraft. To ensure separation from any aircraft, vehicles should park a minimum of 135 feet from the edge of apron pavement.

8.3.4. The lateral clearance distance from the runway centerline is 1000 feet. This area is located within the CMA and radio contact with ATCT must be established and maintained at all times. When operating within this area, do not park and leave a vehicle unattended.

8.3.5. Mobile ground support equipment can normally be positioned on the airfield (taxiways, aprons, arm/de-arm areas, etc.) no sooner than three hours before an arrival and must be moved no later than three hours after a departure.

8.4. Precision Obstacle Free Zone (POFZ).

8.4.1. Precision Obstacle Free Zone (POFZ). This zone is an 800 ft. wide by 200 ft. long rectangular area centered on the runway centerline, beginning at and extending outward from the end of runway, designed to protect aircraft flying precision approaches from ground vehicles and other aircraft when the ceiling is less than 300 ft., or the visibility is less than 3/4 statute mile.

8.4.2. The only portion of the POFZ affected at GFAFB is the northwest corner of the hammer head on Taxiway Golf. There are no identifying marks or signs to indicate the boundaries of the POFZ. However, the TACAN Check Point sign is a visual indication that you are outside the POFZ.

8.4.3. When the ceiling is less than 300 ft. or the visibility is less than 3/4 statute mile, no vehicles over 10 ft. high or any vertical aircraft surfaces may penetrate this area when an aircraft is less than 2 miles on the final approach course to Runway 17. Horizontal aircraft surfaces such as wings may penetrate this surface with no restrictions.

8.4.4. Vehicles more than 10 ft. high must be in radio contact with the Tower when inside the POFZ and weather conditions dictate the POFZ will be protected.

8.4.5. Tower will advise drivers to hold at or behind the TACAN Check Point sign until inbound aircraft has landed. IAW FAAO JO 7110.65, Tower will advise aircraft on final approach to Runway 17 when vehicles or aircraft are unable to exit the POFZ.

Chapter 9

MISCELLANEOUS PROCEDURES

9.1. Temporary Restricted Areas and Entry Control Point (ECP).

9.1.1. Grand Forks AFB has three aprons with temporary restricted area markings. These areas are identified with permanent red lines painted on the pavement. Areas are considered restricted only when aircraft are present. Entry into these areas is by crossing the "Entry Control Point" box painted on the taxi lead-in lines. They are located on Bravo Ramp, Charlie Ramp, and Golf Taxiway (hammerhead), see Attachment 9.

9.1.2. Access to restricted areas is limited to holders of a restricted area badge authorizing entry. Unless one has the appropriate area identified on his/her restricted area badge these areas will be avoided unless accompanied by an escort.

9.1.3. Crossing restricted area lines may only be accomplished after coordinating and obtaining approval from SFS (breaking red).

9.2. Night Vision Devices (NVD)/Blackout Operations.

9.2.1. Grand Forks AFB does not conduct NVD/Blackout Operations.

9.3. Visual and Radio Blind Spots.

9.3.1. Visual Blind Spots. The three main areas on the airfield that Tower is unable to visually observe (see Attachment 9) are:

9.3.1.1. South of BRAVO Ramp hangars.

9.3.1.2. South-facing sides of Nose Docks.

9.3.1.3. North of 3-Bay Hangar.

9.3.2. Radio Blind Spots. There are no radio/communication blind spots on the airfield.

9.4. Wear of Hats.

9.4.1. In accordance with GRAND FORKS AFB Instruction 21-1012 and AMC Supplement 1 to AFI 21-101 *Aerospace Equipment Maintenance Management*, uniform hats and organizational baseball caps are not authorized for wear on the flightline. However, cold weather gear is authorized per AFI 36-2903, *Dress and Appearance of Air Force Personnel*.

9.4.1.1. To minimize the risk of a potential FOD hazard, common sense will prevail when wind conditions exist that increases the possibility of hats being blown off an individual's head.

9.4.1.2. Cold weather hats will be removed and secured within 50 feet of operating aircraft engines.

9.4.1.3. Distinguished visitors and their escorts will not be required to remove metal insignia prior to entering the ramp, but will comply with the rules when they are within 50 feet of operating engines.

9.5. Procedures for vehicles equipped with supplemental traction devices.

9.5.1. Procedures for vehicles equipped with supplemental traction devices. To reduce spark producing potential, only non-sparking material can be used.

9.5.2. Tire chains may only be used on airfield pavements after obtaining coordination/approval from Airfield Manager, Wing Safety, and Civil Engineer. The requesting agency will conduct a risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD.

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

9.6. Cell Phone Use on the Airfield.

9.6.1. Vehicle operators on a DoD installation and operators of GOV, GLV or POV will not use cell phones unless the vehicle is safely parked on the airfield. Cell phone use should be for official/business use only.

9.6.2. The wearing of other portable headphones, earphones, or other listening devices (except for hands free cellular devices) while operating a motor vehicle is prohibited. Use of these devices impairs driving and prevents recognition of aircraft operations, emergency signals, alarms or radio calls.

9.7. Smoking Areas.

9.7.1. Smoking (to include the use of electronic cigarettes) is prohibited on the airfield.

9.8. Emergency Response Procedure

9.8.1. All emergency response vehicles must have approval from the ATCT or authorized vehicle escort prior to entering the CMA.

9.8.2. Follow-on/support response agencies are required to standby in a designated area (e.g. ramp, taxiway, etc.) until called forward by the Fire Chief or incident commander. ATCT approval is a must prior to entering the CMA.

RODNEY D. LEWIS, Colonel, USAF
Commander, 319th Air Base Wing

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 13-204V3_AMCSUP_I, *Airfield Operations Procedures and Programs*, 30 November 2012
 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
 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
 GFAFBI 13-204, *Airfield and Air Traffic Operations*
 GFAFBI 21-1012, *Foreign Object Damage (FOD) prevention Program*
 T.O. 36-1-191, *Technical and Managerial reference for Motor Vehicle Maintenance*

Prescribed and Adopted Forms

Prescribed Forms: There are no forms prescribed by this publication.

Adopted Forms: AF IMT 847, *Recommendation for Change of Publication*.

AF IMT 457, *USAF Hazard Report*, 1 August 2002
 AF IMT 483, *Certificate of Competency*, 1 August 2002
 AF IMT 651, *Hazardous Air Traffic Report (HATR)*, 28 May 2002
 AF IMT 3616, *Daily Record of Facility Operation*, 10 January 2012

Abbreviations and Acronyms

ADI—Airfield Driving Instruction
ADP—Airfield Driving Program
ADPM—Airfield Driving Program Manager
ADTP—Airfield Driving Training Program
AF—Air Force
AFFSA—Air Force Flight Standards Agency
AFI—Air Force Instruction
AFJMAN—Air Force Joint Manual
AFLD—Airfield
AFMAN—Air Force Manual

AFM—Airfield Manager
AFRSAT—AF Runway Safety Action Team
AFSC—Air Force Specialty Code
AGE—Aircraft Ground Equipment
AM—Airfield Management
AOB—Airfield Operations Board
AOF/CC—Airfield Operations Flight Commander
AOI—Airfield Operations Instruction
ATCT—Air Traffic Control Tower
CBT—Computer-Based Training
CC—Commander
CEF—Fire Department
CES—Civil Engineer Squadron
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
DAFM—Deputy Airfield Manager
DOD—Department of Defense
ECP—Entry Control Point
FAA—Federal Aviation Administration
FOD—Foreign Object Damage
GOV—Government Owned Vehicle
HATR—Hazardous Air Traffic Report
HHQ—Higher Headquarters
IAW—In Accordance With
IFR—Instrument Flight Rules
ILS—Instrument Landing System
INST—Instrument or Instrument Hold Line
MAJCOM—Major Command (refers to the MAJCOM office of Primary Responsibility for Airfield Operations in this AFI)
MDG—Medical Group
NVD—Night Vision Device
OI—Operating Instruction
OSS—Operation Support Squadron

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

POFZ—Precision Obstacle Free Zone

POV—Privately Owned Vehicle

RCR—Runway Condition Reading

RSC—Runway Surface Condition

RWY—Runway

SAV—Staff Assistance Visit

SE—Safety

SFS—Security Forces Squadron

SOF—Supervisor of Flying

TDY—Temporary Duty

TO—Technical Order

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.

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 Authorized Drivers—Personnel who have been trained and certified and have an AF IMT 483 for Grand Forks AFB, ND. Driving must be in the performance of official duties.

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.

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 Entry Point—Access roads/points that may be used to enter the airfield.

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

Airfield Management—A function that conducts airfield inspections and checks for safety and compliance with planning and design criteria. Plans, organizes and directs airfield activities to include airfield construction/repairs, airfield driving program, ice/snow removal operations, Bird/Wildlife control, etc. Procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system such as Flight Information Publications, 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 airfield management facilities to ensure effective support to the base flying mission and transient aircrews.

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

Apron—Pavement used to park and service aircraft.

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

Controlled Movement Area Violation (CMAV) Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific ATCT approval. This definition includes runway incursions and infractions caused by communication errors.

Entry Control Point—Access points that must be used to enter restricted areas.

Emergency Vehicles—Vehicles equipped with rotating beacons that respond to aircraft or airfield emergencies; 319 CES/CEF (Fire Department), Medic Ambulance, AM, Crash Recovery, 319 SFS, Mobile Emergency Operations Center, etc.

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

Immediately—Used by ATC when such action compliance is required to avoid an imminent situation.

Instrument Landing System (ILS) Critical Areas—Areas at both ends of the runway that must be protected when an aircraft is on final approach to ensure the integrity of the signal.

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.

Mobile Obstacle—Vehicles, AGE, electric cart, forklifts, fire extinguisher cart, portable floodlights, etc.

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.

Overruns/Underruns—1000 feet of pavement on both ends of the runways.

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—Designated Runway 17 and Runway 35, used for the arrival and departure 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.

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—To pause while other duties of a higher priority are attended to. Also means to standby for clearance/approval.

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

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

Unattended Vehicle—Vehicle that is stopped without an operator in the drivers seat.

Without Delay—With a sense of urgency, proceed 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

DOCUMENTATION OF AIRFIELD TRAINING AND CERTIFICATION

Table A2.1. Documentation of Airfield Training and Certification.

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

SECTION III – Color Vision Test for CMA drivers only. <i>(Completed by Hospital/Medical Treatment Facility Optometry For)</i>			
Check applicable. Normal Color Vision. Color Blind/Deficient.			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION IV – TRAINER CERTIFICATION <i>(Completed by Authorized Airfield Driving Training Instructor)</i>			
I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
SECTION V – TRAINEE ACKNOWLEDGEMENT <i>(Completed by Trainee)</i>			
I certify that they have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
SECTION VI – UNIT CERTIFICATION <i>(Completed by Unit ADPM)</i>			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle at <u>Local Base</u> . Check all applicable restrictions and or special access.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other (<i>Specify</i>)			
Name of Certifier (Last, First, MI):	Grade:	Signature:	Date:

ATTACHMENT 3
AIRFIELD DRIVING QUALIFICATION TRAINING
CHECKLIST (CURRICULUM)

AIRFIELD DRIVING QUALIFICATION TRAINING
CHECKLIST (CURRICULUM)

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

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

operate a vehicle to and from their designated work areas.				
5. Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following airfield lighting.				
5.1.1. Runway.				
5.1.1.1. Edge Lights.				
5.1.1.2. Approach Lights.				
5.1.2. Taxiway.				
5.1.2.1. Edge Lights.				
5.1.2.2. Centerline Lights.				
5.1.2.3. Guard Lights (as applicable).				
5.2. Familiarize trainee with the following airfield signage.				
5.2.1. Runway Hold Sign.				
5.2.2. Taxiway Location Sign.				
5.2.3. ILS Critical Area Sign.				
5.2.4. Direction Sign.				
5.2.5. Distance Remaining Sign.				
5.3. Familiarize trainee with the following airfield markings.				
5.3.1. Runway.				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. VFR Hold Line.				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas.				
5.3.5. Non-Movement Area Boundary Marking (as applicable).				
5.3.6. Non Standard Airfield Markings as applicable.				
5.4. Familiarize trainee with the locations or airfield				

Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.6. Familiarize trainee with the location of Free Zones as applicable.				
5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques.				
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.				
5.9. Familiarize trainee with the location and use of traffic control devices.				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.				
5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Hot Spots as required locally.				
5.16. Identify Smoking Areas as applicable.				
6. Communications. Training Outcome(s): Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications.				
6.2. Procedural Words and Phrases.				
6.3. Aviation Phonetic Alphabet.				
6.4. Aviation Terminology.				
6.5. Procedures for Contacting the ATCT.				
6.6. Light Gun Signals (Description of ATCT Light Gun signals).				
6.7. ATCT and or vehicle blind spots.				
7. Other.				
7.1. Review ADI.				
7.2. Runway Incursion Prevention Training.				

7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. Note: Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. Note: Required for all personnel that require assess on or across the runway.				
SECTION III – TRAINING CERTIFICATION (<i>Completed by the Trainee, Unit ADPM</i>)				
TRAINEE				
I certify that they have received and completed all of the above training requirements and will comply with <i>Local Base</i> Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).				
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:	
UNIT ADPM				
I certify that the above individual has completed all local training requirements outlined in the Airfield Driving Instruction (ADI). Check all applicable restrictions.				
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other (<i>Specify</i>)				
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:	

Attachment 4

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS

TRAINING CHECKLIST

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

7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicle maintenance problems.			

SECTION III – TRAINING CERTIFICATION (*Completed by Trainee, Unit ADPM and Wing ADPM as required*)

TRAINEE

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

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
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UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in <u>State Local Base</u> Airfield Driving Instruction (ADI). Check all applicable restrictions.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other (<i>Specify</i>)			
Name (Last, First, MI):	Rank or equivalent:	Signature:	Date:
WING ADPM or designated representative			
Name (Last, First, MI):	Rank or Grade:	Signature:	Date:

Notes:

1. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for items 12 and 16 above.

ATTACHMENT 5
ADPM/TRAINER'S APPOINTMENT LETTER

MEMORANDUM FOR: 319 OSS/OSAA

DATE

FROM: (YOUR SQUADRON)

SUBJECT: Appointment of Unit ADPMs and Trainers

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

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

PRIMARY:

MSgt Ann B. Smith	OSAA	XXX-XXXX	BLK#####
Email: Ann.Smith@blank.af.mil			

ALTERNATE:

TSgt John E. Doe	OSAA	XXX-XXXX	BLK#####
Email: John.Doe@blank.af.mil			

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

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

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

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

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

XXXX X. XXXXX, Lt Col, USAF
Commander

ATTACHMENT 6

ANNUAL POV PASS JUSTIFICATION MEMORANDUM

MEMORANDUM FOR: 319 OSS/OSAA

FROM: (UNIT)

SUBJECT: Request for POV Airfield Pass

1. Request POV airfield pass for the following:

a. Owner/User

b. Organization

c. Duty Phone

d. Vehicle Information (Make, Model, Year, Color, License plate number and State).

e. Area of Operation(s)/location. (Describe the path personnel using the pass will use to get from the airfield gate to the location they will be working)

f. Justification: _____

g. Effective period/dates.

h. Pass/Permit number (Issued by Wing ADPM).

2. IAW AFI 13-213, AMC Sup 1, POV airfield access approval is based on mission need only. Member(s) is/are fully airfield qualified for and have an AF IMT 483 from Grand Forks AFB in his/her possession. Additionally, member(s) will: comply with the base airfield driving instructions, contact the Deputy Airfield Manager when pass(s) is/are no longer required and return it to Airfield Management.

3. If you have any questions, please call (your office) at 747-XXXX.

4. This letter supersedes all previous dated letters.

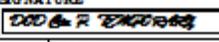
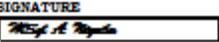
SQUADRON COMMANDER, (Rank), USAF

Commander

ATTACHMENT 7

AIRFIELD PRIVATELY OWNED/GOVERNMENT

LEASED VEHICLE PASS EXAMPLE

		GRAND FORKS AIR FORCE BASE			
		POV AIRFIELD PASS			
		SEP 2014 - DEC 2014			
PASS NUMBER PO031-8680	EXP DATE 16 Dec 2014	NAME/RANK (LAST, FIRST, MI) TEMPORARY, PASS			
ORGANIZATION 319th Air Base Wing		VEHICLE DESCRIPTION		DUTY PHONE 747-4409	
YEAR 2016	COLOR EXAMPLE	MAKE EXAMPLE	MODEL EXAMPLE		
LICENSE NUMBER / STATE, ETC. EXAMPLE / North Dakota		COMMENTS - ***EXAMPLE***EXAMPLE***EXAMPLE***			
AREA AUTHORIZED/RESTRICTIONS					
R					
R - Non-controlled Only					
I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE AIRFIELD VEHICLE TRAFFIC PROCEDURES CONTAINED IN MY WING AND WILL COMPLY WITH THOSE PROCEDURES WHEN OPERATING THIS VEHICLE ON THE AIRFIELD.					
DATE 30 Sep 2014	NAME (OPERATOR/OWNER) DCD Civ P. TEMPORARY		SIGNATURE 		
AFLD MANAGER/DESIGNATED REPRESENTATIVE MSGT A. Nigrik			SIGNATURE 		

319th LOGISTICS READINESS SQ

OPS 1 – 54

319th COMMUNICATIONS SQ

Comm 1, 2

319th MEDICAL OPERATIONS SQ

Ambulance 1, 2, or 3

MDG Ambulance Services

319th CIVIL ENGINEER SQ**FIRE DEPARTMENT**

Chief 1, 2

Fire Chief

Crash 1 – 15

Crash Crew

Tanker 10

Tanker Crew

Rescue 5

Rescue Crew

HORIZONTAL

Snow Lead

Snow Control

Horizontal 2-5

Loader 11-17

Dump 18-29

Backhoe 31-32

Sweeper 33-36

Grader 41-42

Dozer 43

Tractor 45-46

Roller 50-51

E-Poke Spreader 72

Deicer 73

Plow 74-83

Blower 84-89

Broom 90-96

AIRFIELD LIGHTING

Electric 1-5

Shop Foremen

CE 610-615

Crews

319th SECURITY FORCES SQ

Defender 1

Commander

Defender 2

Operations Officer

Defender 3

Operations Superintendent

Guardian

Flight Chief

Police 1-4 or Sierra 1-3

Integrated Defense Patrols

TRANSIENT ALERT

Transient Alert (TA) 1, 2

Transient Alert Personnel

DEPARTMENT OF HOMELAND SECURITY UASOC

CBP 1

Director Air Operations

CBP 2, 3, 4

Crews

69th RECONNAISSANCE GROUP

Recce 3

RG/CC

Recce 3A

RG/CD

Recce Chief

RG/CCC

Rico 1

348 CC

Rico 2	348 DO
AGE	AGE
COMM 1	CMU OIC
COMM Super	CMU Super
Fuels	Fuels
Hawkeye	Hawkeye Vehicle
Hawk Lead	MXS/CC
Hawk Chief	MXS Chief
Hawk 1	MXS MOO
Hawk 2	AMU OIC
Hawk Super	Pro Super
Hawk 3,4	Expeditors
Hawk 5	Specialists
Hawk 6	Ground Comm
Hawk 8	EMU OIC
Hawk 9	EMU Pro Super
Hawk 10	VTC Operator
Hawk APG	Crew Chiefs
LRE	LRE
MCE	MCE
Metals Tech	Metals Tech
MOC	MOC
NDI	NDI
Sheet Metal	Sheet Metal
Tow	Tow team

119th Air National Guard

Hooligan SOF

Operations Supervisor

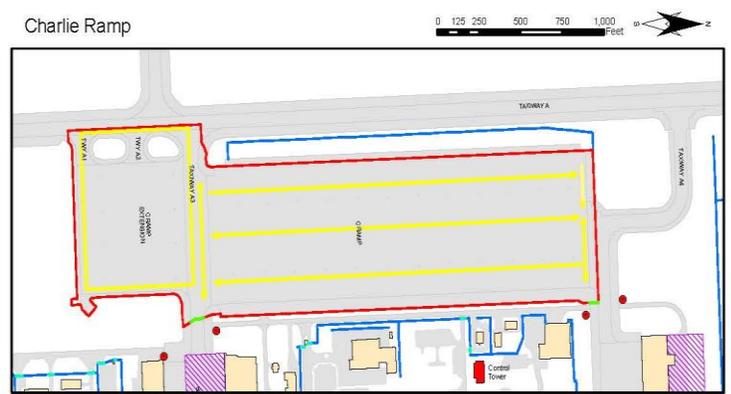
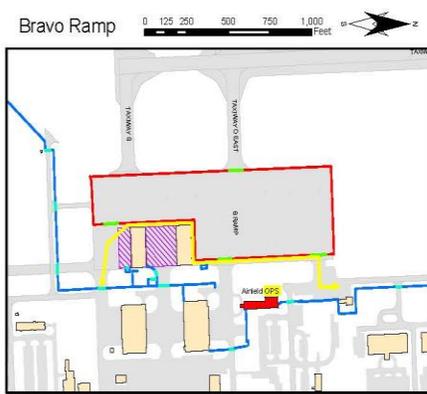
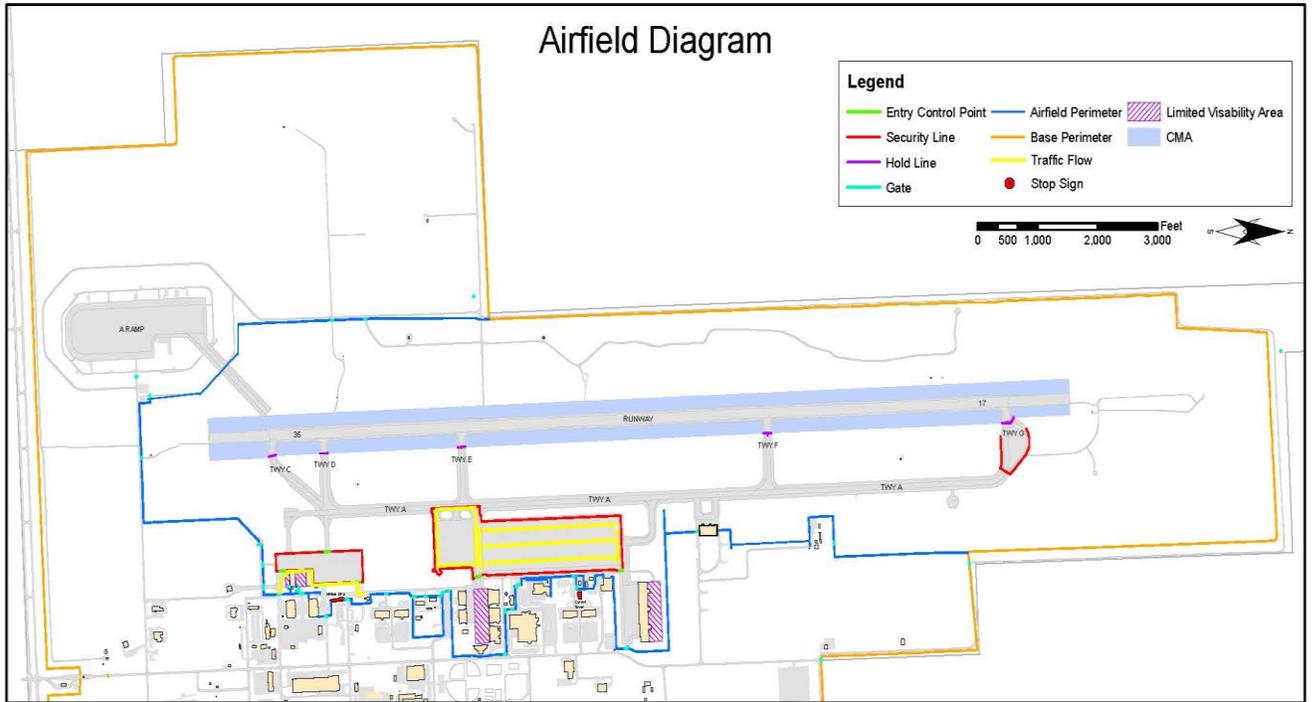
Hooligan Super

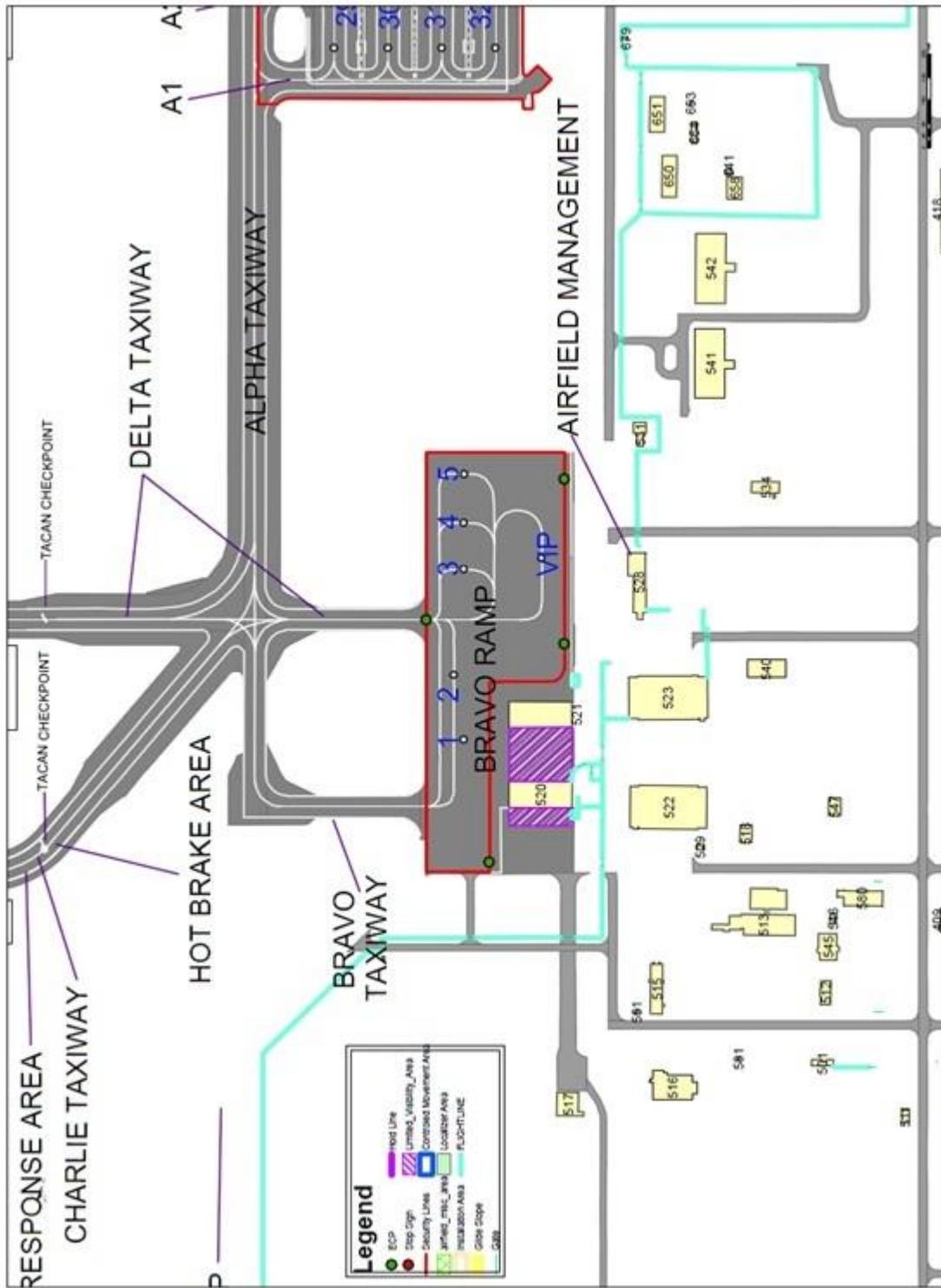
Pro Super

Hooligan Maintenance

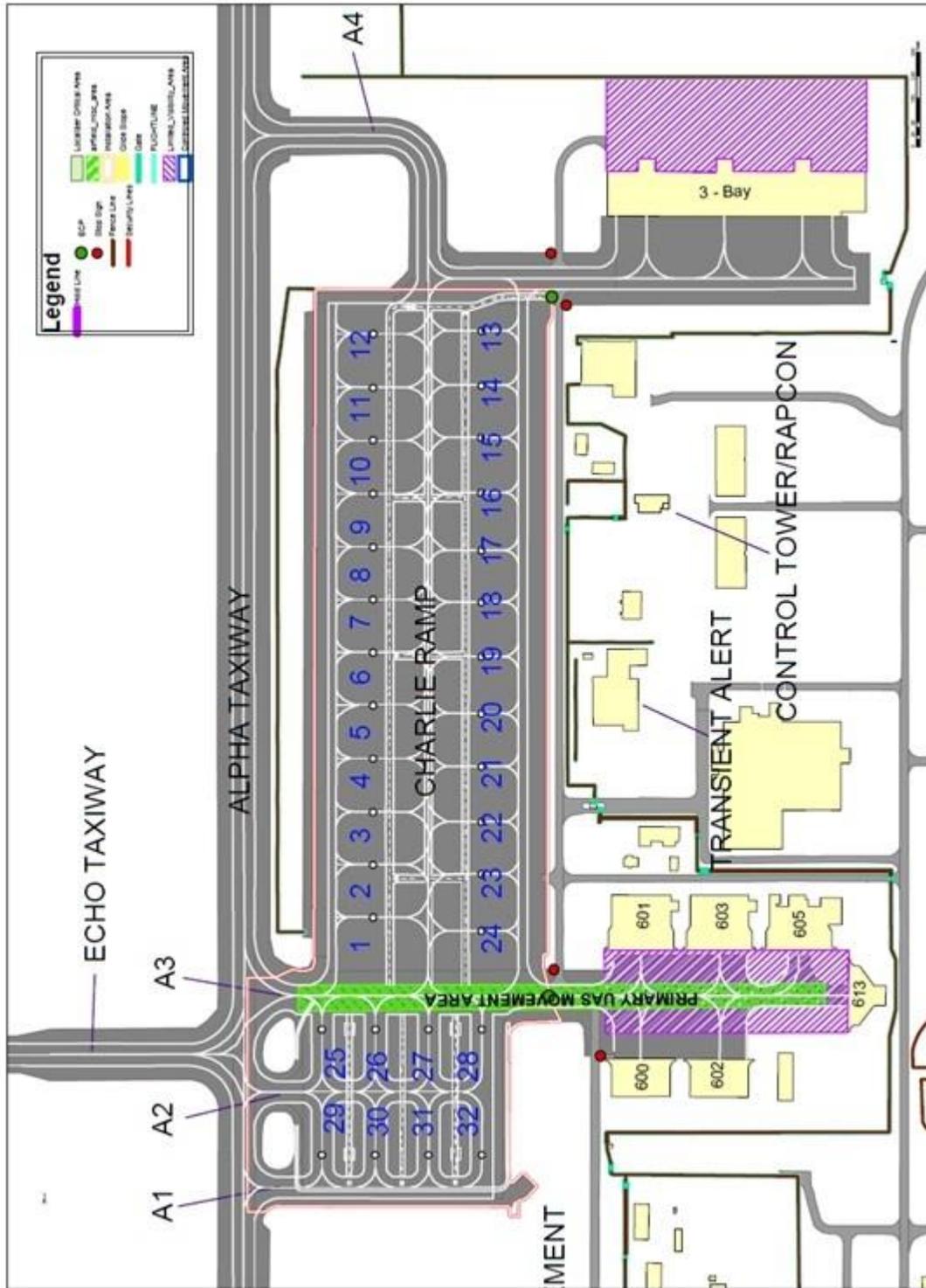
Aircraft Maintenance

ATTACHMENT 9 AIRFIELD AND RAMP DIAGRAM





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Date: 3/14/2012
Created by: W. Mager
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**ATTACHMENT 10
UNIT ADPM TRAINING CHECKLIST**

UNIT ADPM TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by Trainee and Wing ADPM)</i>			
	Date Completed	Trainee Initials	Wing ADPM
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306, <i>Manual for the Wheeled Vehicle Operator.</i>			
4.2. AFOSHSTD 91-100, <i>Aircraft Flightline – Ground Operations and Activities</i> , Chapter 6.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management.</i>			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AF Pamphlet 48-133, <i>Physical Examination Techniques</i> for additional information.			
7. Airfield Driver’s training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area access for personnel.			
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF IMT 483, <i>Certificate of Competency.</i>			
15. Participate with the Unit AFPM on an actual training session and practical check ride.			

16. AF IMT483 CERTIFICATE #		STAMP:	
SECTION III – TRAINING CERTIFICATION <i>(Completed by the Trainee and Wing ADPM or designated representative)</i>			
TRAINEE			
I certify that they have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

ATTACHMENT 11

UNIT AIRFIELD DRIVING PROGRAM INSPECTION/SELF INSPECTION CHECKLIST

Table A11.1. Unit Airfield Driving Program Inspection/Self Inspection Checklist.

SECTION I – GENERAL INFORMATION <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
Unit	Office Symbol or Company Name	Date:	
SECTION II – INSPECTION ITEMS <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
INSPECTION CRITERIA:			
The overall program is considered UNSAT if any of the following items are UNSAT: 1.1, 1.7, 2.1, 2.3, 2.5, 2.6, 2.7, 3.1, 3.2, 4.1, 4.2, 4.3, 4.5 and/or three or more individual items (other than the ones listed above) are UNSAT .			
	Yes	No	Not Applicable
1. Unit Commander.			
1.1. Has the unit commander appointed, in writing, a Primary and Alternate Airfield Driving Program Manager?			
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?			
1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?			
1.5. Is the unit commander notified when individuals commit a violation?			
1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management			

when revoking an individual's driving privileges?			
1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
2. Unit Airfield Driving Program (ADPM) Manager.			
2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			
2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?			
2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and date refresher training is due)?			
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
3. TDY personnel/Non base assigned Contractors.			
3.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.			

3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
4. Training.			
4.1. Are potential airfield drivers receiving 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 IMT 483?			
4.8. Are trainees administered a General Knowledge Test?			
4.9. Are trainees administered a Runway Incursion Prevention Test?			
4.10. Are trainees administered a Communication Test to individuals requiring CMA access?			
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a			

verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio “read back” requirement? (A random interview of unit vehicle operators may be conducted.)			
5. Miscellaneous.			
5.1. Is FAA Form 5280-7/AFVA 11-240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit’s Airfield Driving Program?			
5.3. Are vehicles used on runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
SECTION III – COMMENTS/NOTES (Completed by the Wing ADPM or Unit ADPM)			

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

