

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

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



22 DECEMBER 2014

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

AIRFIELD DRIVING

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This instruction implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic, Airfield, Airspace, and Range Management*, 7 August 2007. This instruction outlines responsibilities and procedures for controlling ground vehicles operating in the airfield environment. It sets forth requirements for training and authorization based on need, necessary knowledge, safety and other considerations. It applies to organizations having a need to drive on the Hill Air Force Base (AFB) airfield. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications and forms managers. The authorities to waive wing or unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Reference Air Force Instruction (AFI) AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil//afrims/afrims/afrims/rims.cfm>

SUMMARY OF CHANGES

This document has been revised to comply with changes to governing instructions AFI 13-213, *Airfield Driving* and AFI 13-204, Volume 2, *Airfield Operations Standardization and Evaluations*. Responsibilities clarified for host wing commander, unit commander and directors, Airfield Management (75 OSS/OSAM) and Unit Airfield Driving Program Managers (ADPM). Unit ADPM must be an E-5, civilian equivalent or above. Change to Web address for access to training documents. Requirement added for Air Force Visual Aid (AFVA) 13-222, *Runway/Controlled Movement Area (CMA) Procedures*, in airfield vehicles. New testing requirements added to initial airfield driving test with a passing score changed from 80% to 100% in three of four areas. Requirement added for an annual Runway IncurSION Prevention Test. Procedures for accessing the CMA and aircraft tows when the Air Traffic Control Tower or airfield is closed. Clarification of CMA violations as well as major and minor airfield driving violations. Updated vehicle call signs and airfield diagrams to reflect changes to ramp and taxiway designations. Attachments added to include checklists required by AFI 13-213. This publication rescinds the use of prescribed form, HILLAFB 528.

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Chapter 1

AIRFIELD DRIVING TRAINING PROGRAM CONCEPT AND RESPONSIBILITIES

1.1. Concept.

1.1.1. The goal of the airfield driving program is to create a safe airfield environment. Safe operation of motor vehicles on the airfield is essential to normal aircraft operations and maintenance. Motor vehicles present a clear and definite danger to aircraft and ground personnel. Carelessness, haste, and a disregard for established safety standards are the primary sources of aircraft or vehicle collisions, incidents, and personnel injury with motor vehicles on the airfield.

1.1.2. Personnel operating a vehicle must be trained on local driving procedures and possess a valid Air Force (AF) 483, *Certificate of Competency*, or a home station or country equivalent, endorsed for airfield driving before operating vehicles on the airfield. This requirement applies to military, civilian employees, and contractor personnel assigned to, visiting, or on temporary duty (TDY) to Hill AFB, who drive military, commercial, and private wheeled vehicles. **(T-1)**.

1.1.3. The standards set in this Airfield Driving Instruction (ADI) to control airfield vehicle operations must be used in conjunction with Hill AFB Instruction 13-204, *Airfield and Air Traffic Control Operations* and AFI 13-213 *Airfield Driving*. **(T-1)**.

1.1.4. Airfield includes the runway, taxiways, ramps, aprons, hot pads, hangars, and airfield roadways inside the foreign object debris (FOD) checkpoints.

1.1.5. Only trained personnel are assigned duties requiring driving on the airfield. Personnel operating a vehicle on the airfield must complete training and testing requirements. Airfield experience (e.g., operating vehicles or aircraft) is not a substitute for completion of airfield driving training and testing requirement. Trained personnel must be knowledgeable of and comply with this instruction. The use of vehicles and the number of authorized drivers on the airfield is limited to the absolute minimum necessary to accomplish the mission. **(T-1)**.

1.1.6. Unit commanders, Airfield Driving Program Manager (ADPM), 75th Security Forces Squadron (75 SFS), and Airfield Management (AM) personnel have the authority to revoke airfield driving privileges. When a supervisor is aware of or is made aware of unsafe behavior of individuals licensed to drive on the airfield, he or she suspends the individual's driving privileges and reports the incident immediately to the ADPM. **(T-3)**.

1.1.7. Personnel on the airfield are responsible for monitoring airfield vehicle safety, detecting unauthorized vehicles, and immediately reporting airfield driving violations to Airfield Management Operations (AMOPS).

1.1.8. When necessary AM notifies the 75 SFS who dispatches a patrol to assist in appropriately apprehending violators and issuing citations. **(T-3)**.

1.1.9. 75 OSS/OSAM investigates airfield driving violations to take appropriate action per AFI 13-213 **(T-1)**

1.2. Responsibilities. The Airfield Manager, commanders, directors, supervisors, and safety officers enforce this publication. (T-3). Person violating procedures should be reported to the 75 SFS or AMOPS. When possible, obtain vehicle registration, plate number, driver information, time, place, and violation witnessed.

1.2.1. 75th Air Base Wing Commander (75 ABW/CC).

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

1.2.1.2. Upon suspension or revocation of base driving privileges only the 75 ABW/CC can authorize re-instatement of airfield driving privileges to perform critical mission essential duties.

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

1.2.1.4. Request an Air Force Runway Safety Action Team (AFRSAT) if there are recurring problems with Controlled Movement Area Violations (CMAV) on the airfield. Reference AFI 13-204, Volume 2, for additional information.

1.2.1.5. Monitors runway incursions resulting in an AF 651, *Hazardous Air Traffic Report (HATR)* and AF 457 *USAF Hazard Report*.

1.2.1.6. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) when there are more than two runway incursions within a six month period. The RIPWG convenes within 30 days after the second runway incursion, reference AFI 13-213.

1.2.1.7. Approves written exam materials developed by the Assistant Air Field Manager (AAFMM).

1.3. Unit Commanders or Directors.

1.3.1. Ensure a primary and alternate unit ADPM, normally the vehicle control officer (VCO) or vehicle control noncommissioned officers (VCNCO) are appointed according to AFI 13-213. (T-3).

1.3.1.1. Unit ADPMs must be a SSgt (E-5) 7-level or civilian equivalent. Waiver authority is the appropriate group commander or equivalent. Authority may not be delegated. (T-3).

1.3.1.2. An electronic appointment letter on squadron letter head with commander's or director's signature is e-mailed to the Assistant Airfield Manager (AAFMM). (T-3). New appointees should be placed into training 30 days prior to assuming duties. The unit's airfield driving program requires a great amount of attention to run properly. Problematic unit program trends have stemmed from the unit ADPM being over tasked with additional duties. Commanders are cautioned not to assign duties that could interfere with accomplishing the ADPM's responsibilities as outlined in this instruction.

1.3.1.3. Appoint unit airfield driver trainers in writing to conduct and document practical airfield driving training requirements outlined in AFI 13-213 and this ADI. Unit trainers must have a least one year of airfield driving experience. Waiver authority is the appropriate group commander or equivalent. Authority may not be delegated. Forward a copy of the appointment letter and waiver (if applicable) to the wing ADPM.

1.3.2. Certify through his or her signature that the requested individual has a need to be qualified to drive on the airfield. Authority may be delegated in writing to individual unit ADPMs. A copy of the delegation letter is forwarded to 75 OSS/OSAM.

1.3.3. Ensures unit ADPMs and designated trainers give a practical and applicable day and night airfield familiarization training and practical driving test to new vehicle operators before allowing him or her to drive vehicles on the airfield.

1.3.4. Be solely responsible for airfield drivers owned or controlled by the unit, including contractor personnel, by signing the **Airfield Driving Training Documentation and Certification Checklist** prior to testing. Authority may be delegated in writing to individual unit ADPMs, an electronic copy of the delegation on unit letter head should be forwarded to the AAFM. Augmentees temporarily assigned to another unit are the responsibility of the receiving unit. Drivers should be emotionally, mentally, and physically able to perform these duties.

1.3.5. Limit the number of personnel authorized to drive on the airfield to the minimum necessary to accomplish the mission.

1.3.6. Ensure assigned personnel are fully aware that operations of Privately Owned Vehicles (POVs) on Hill AFB airfield are strictly prohibited, unless authorized by the 75th Operations Support Squadron Commander (75 OSS/CC) or his designated representative.

1.3.7. Certify POV justification letters are only authorized by the unit commander or director on an electronic unit letter head, which is forwarded to 75 OSS/OSAM.

1.3.8. Through the ADPM, establish a training program designed to meet the needs of the unit. Ensure the proper administration of the unit's airfield driver training program.

1.3.9. Upon suspension or revocation of a unit member's base driving privileges, suspend or revoke the member's airfield driving authorization and notify the unit ADPM and the AAFM in writing. Only the 75 ABW/CC may authorize reinstatement of airfield driving privileges to perform critical mission essential duties.

1.3.10. Suspend an individual's airfield driving privileges and order retraining when appropriate.

1.3.11. IAW AFI 13-213, Airfield Management will inspect the unit's Airfield Driving Program annually or as requested by unit commanders. Inspections focus on program integrity, compliance, and support. Results are briefed at the Airfield Operations Board (AOB). **(T-3)**.

1.3.12. Participates in the RIPWG.

1.4. The Assistant Airfield Manager (AAFM).

1.4.1. Manages Hill AFB airfield driving program and ensures the quality of each unit's airfield driver training program and procedures periodically. **(T-3)**.

1.4.2. As delegated by the 75th Operations Support Squadron Commander (75 OSS/CC), controls and identifies POVs sponsored through a unit signed letter by on-base units and are authorized access to the airfield. AFM, AAFM, and designated representatives are authorized to terminate POV pass privileges when deemed appropriate.

- 1.4.3. Provide ADPMs with the minimum Hill AFB familiarization requirements.
- 1.4.4. Coordinate on all airfield unit specific training programs.
- 1.4.5. Provide a specific training and a written examination for all first-time, Hill AFB stationed, airfield drivers. Training can be found on the 75 OSS/OSAM Share Point Site under <https://org.eis.afmc.af.mil/sites/75OSS/OSAM/default.aspx>. The AAFM conducts a closed book competency written test for new and expired airfield driving applicants. **(T-3)**. Delegation for test administration may be approved by the AAFM to the unit ADPM with an approved unit commander or director signed letter on file with the AAFM. Letters should be sent electronically to the AAFM.
- 1.4.6. Provide orientation and certify appointed unit ADPMs on airfield driving program requirements and provide information needed to train personnel operating vehicles on the airfield. Training of new unit ADPMs is the responsibility of the previous unit ADPM.
- 1.4.7. Validate quarterly with the ADPM a current list of assigned and authorized unit airfield drivers.
- 1.4.8. Have the authority to revoke airfield driving privileges.
- 1.4.9. Notify unit ADPMs of changes to airfield operations by sending or posting to the 75 OSS/OSAM Share Point Site a change in operations or procedures to be used by the unit for the annual airfield driver refresher training.
- 1.4.10. Inspect each unit's airfield driving program annually or as requested by unit commanders. Inspections focus on program integrity, compliance, and support. Results are briefed to the Airfield Operations Board. **(T-3)**.
- 1.4.11. Review required training documentation and endorses AF 483s for airfield driving at Hill AFB. Only the AFM, AAFM or designated representative may endorse AF 483s.
- 1.4.12. Ensure daily spot checks are conducted to enforce and monitor compliance with airfield driving procedures. At a minimum, a spot check includes the validation of AF 483, current AFVAs (e.g., AFVA 11-240, *USAF Airports Signs and Markings* and AFVA 13-222,), and a current local airfield diagram.

1.5. Unit ADPM and Unit Trainers Responsibilities.

- 1.5.1. Must be certified to drive on Hill AFB airfield, appointed by their unit commander or director, and received a local airfield orientation by the AAFM. Appointment letters are forwarded to 75 OSS/OSAM within seven calendar days. A unit VCO appointment letter does not suffice. ADPM must receive Airfield Management orientation before taking over his or her unit program. The current ADPM schedules training for their replacement with the AAFM at least 30 days prior to relinquishing unit duties. **(T-3)**.
- 1.5.2. Administers the unit airfield driver's training program IAW this ADI. The ADPM must, as a minimum, provide airfield driving training outlined in Attachment 2. **(T-3)**. Other sources of information are AFI 24-301, *Vehicle Operations* AFMAN 24-306_IP, *Manual for the Wheeled Vehicle Operator*, AFI 31-218_IP, *Motor Vehicle Traffic Supervision*, Hill Air Force Base Instruction (HAFBI) 13-201, *Air Traffic Control and Flight Operations*, AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, and the 75 OSS/OSAM Share Point Site at <https://org.eis.afmc.af.mil/sites/75OSS/OSAM/default.aspx>. The Federal

Aviation Administration (FAA) has runway safety awareness material to download or to order free of charge. ADPMs are encouraged to use this supplemental material to enhance unit programs. Visit http://www.faa.gov/airports/runway_safety/ for further information and a list of available material.

1.5.2.1. Ensure individuals that do not receive night orientation or training check rides have their AF 483 restricted (e.g., “AUTHORIZED DAYLIGHT HOURS ONLY”). If the individual later requires a nighttime authorization, the unit ADPM ensures training is provided (night orientation) and documented. The AFM, AAFM or designated representative updates the AF 483, as required. **(T-2)**.

1.5.3. Ensure trainees

1.5.3.1. Are licensed or certified to operate either a privately, government, or contractor owned or leased vehicle.

1.5.3.2. Are qualified to drive the vehicle he or she is operating on the airfield.

1.5.3.3. Possess a valid state or government driver’s license.

1.5.3.4. Possesses a Controlled Area badge with area “Z” prior to testing.

1.5.4. Ensure the unit's contracted personnel are airfield trained and monitored. If escorted the escorting individual must be in the same vehicle or leading the individuals with a government vehicle, and have a current competency card and line badge. The escort must stay with the individuals escorted until they leave the airfield area. Escorts must notify Airfield Management of who, what, where, and when these operations are occurring as well as when the operation is complete. AMOPS is not responsible for escort of any organization except when designated by AFM. **(T-2)**.

1.5.5. Ensure units assigned and sponsored vehicles operating on the airfield have an AFVA 11-240 and AFVA 13-222, decals in the vehicle; reference figures 1.1 and 1.2.

Figure 1.1. Airport Signs and Markings Decal

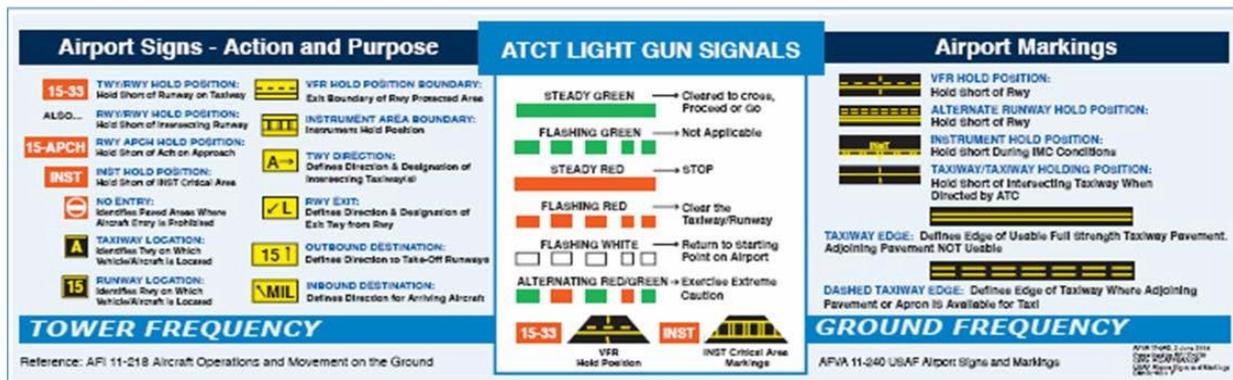


Figure 1.2. Runway/Controlled Movement Area Procedures Decal

1.5.6. Review, update, maintain records, associated forms and listing of unit personnel authorized to drive on the airfield. Review and update the listing of all unit personnel authorized to drive on the airfield.

1.5.7. Suspend, retrain, or revoke driving privileges when necessary of those drivers in the unit.

1.5.8. Ensure personnel accomplish the annual airfield driver refresher computer based trainings (CBTs), other annual training, and annual test. Additions or changes to the unit certified training program are approved by the AFM or AAFM. Annotate completion of refresher training and date on the back side of each individual's AF 483 and on the Airfield Driving Training Documentation and Certification Checklist; reference Attachment 11. Refresher training must be completed by the last day of the anniversary month and not before the first day of the same month. Since the back side of the AF 483 is a record of refresher training, a lost or destroyed card requires an individual to be retrained and tested unless the unit ADPM can verify current and valid training documentation from the Airfield Driving Training Documentation and Certification Checklist and signs off all past refresher entries on the recreated "Certificate of Competency". Reference paragraph 2.13.4., for lost or destroyed AF 483 procedure.

1.5.9. Send upcoming refresher notices to supervisors of operators five days prior to first day of that individual's anniversary month via e-mail.

1.5.10. Maintain an Airfield Driving Program Continuity Binder in the following TAB format.

1.5.10.1. TAB A: Unit ADPM appointment letter.

1.5.10.2. TAB B: ADI HAFBI 13-213.

1.5.10.3. TAB C: Annual Program Inspection Results.

1.5.10.4. TAB D: Airfield Drivers Training and Certification letters (Airfield Driving Training Documentation and Certification Checklist, Airfield Driving CBT certificate, and annual training certificate and annual test results).

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

1.5.10.6. TAB F: Airfield Driving CBT, training curriculum, test and answer key.

1.5.10.7. TAB G: Unit airfield driving safety requirements as applicable.

1.5.10.8. TAB H: Airfield violations and corrective actions.

1.5.10.9. TAB I: References (e.g., AFMAN 24-306_IP, Chapter 20 and AFI 91-203, Chapter 24) and other miscellaneous information. Contents from a TAB may be maintained in another location or electronically. Use the Department of Defense (DD) Form 2861, *Cross-Reference*, to identify location.

1.5.11. Conducts random spot checks for enforcement and compliance with this ADI. Correct noted discrepancies.

1.5.12. Conducts an annual self-inspection of the unit Airfield Driving Program using the Unit Airfield Driver Program Self Inspection Checklist, Attachment 10.

1.5.13. Participates in the RIPWG.

1.6. 75 SFS.

1.6.1. Enforce traffic rules and directives on the airfield, ensure unauthorized vehicles are prohibited from operating on the airfield, and inform AMOPS of violations.

1.6.2. Ensures all airfield areas are routinely patrolled and airfield driving violations are reported through the chain of command and AMOPS. Random spot checks may be conducted by 75 SFS at the request of Airfield Management.

1.6.3. Be alert for FOD items in the airfield environment. When possible pick up FOD. If large volumes of FOD are encountered, report it to AMOPS for sweeper dispatch. Participates in the RIPWG.

1.7. 75th Civil Engineer Group (75 CEG), Army Corps of Engineers, or other contracting organizations.

1.7.1. Ensure all contracts for activities within the airfield environment contain a requirement for airfield safety and airfield driving training before starting work. Driving routes to and from construction sites must be approved by the AFM or AAFM.

1.7.2. Ensure base assigned contractors are trained IAW this ADI and receive an AF 483 endorsed by AFM before driving on the airfield. Contractors not operating in a Government Owned Vehicles (GOV) or General Services Administration (GSA) vehicle on the airfield as defined in Attachment 1 must obtain a flight line POV pass.

1.7.3. Ensure temporary contractors working on the airfield are escorted by an airfield qualified escort or are trained, certified, and issued a valid AF 483 card by 75 CEG ADPM before operating vehicles or equipment on the airfield. Temporary contractor vehicles must obtain a POV pass. The 75 CEG Project Manager coordinates work on the airfield as defined in Attachment 3 with Airfield Management. The AFM or AAFM clarifies the level of training required for contractors and coordinate issuance of POV passes through the 75 CEG ADPM.

1.7.4. Temporary contractors required to drive across active runway, taxiways, or taxilanes require local airfield drivers training and a temporary AF 483. All contractor vehicles operating within the CMA must be equipped with a rotating yellow beacon or emergency flashers and have two-way radio contact with the Air Traffic Control Tower. **(T-2)**.

1.7.5. Temporary contractors not required to drive across active runway, taxiways, or taxilanes must receive a briefing tailored to Airfield Management approved contractor vehicle routes to and from construction sites. The project manager coordinates driving routes with Airfield Management during the pre-construction meeting and document a briefing sheet as shown in Attachment 3. (T-2).

1.8. 75th Medical Group (75 MDG).

1.8.1. Determine individual's ability to distinguish between colors including red, green, white, yellow, and blue. Evaluate individuals failing the color vision screening test required by unit ADPM IAW paragraph 2.5. Report results of evaluation to requesting unit commander or director.

1.9. Air Traffic Control Tower Responsibilities.

1.9.1. Control vehicles operating on the airfield IAW FAA JO 7110.65V, *Air Traffic Control*, HAFBI 13-204, *Air Traffic Control and Flight Operations*, and this ADI.

1.9.2. Immediately report violations of this ADI to AMOPS. File an AF Form 457, *USAF Hazard Report*, or AF Form 651, *Hazardous Air Traffic Report*, as required and provide a copy to Airfield Management.

1.9.3. When unable to establish communications with personnel in the Radio Monitor Area (RMA) as defined in Attachment 8.

1.9.3.1. Immediately notify AMOPS of the situation.

1.9.3.2. Attempt to contact the vehicle by using light gun signals.

1.9.3.3. If the vehicle is on the runway, raise or lower the intensity of the runway edge lights. This signal directs personnel to immediately observe light gun signals, exit the runway and establish communication with the Air Traffic Control Tower.

1.10. 75th Air Base Wing Safety (75 ABW/SE).

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

1.10.2. Coordinates on lesson plans and tests for vehicle operations on the airfield, reference AFI 91-203, Chapter 24, *Air Force Consolidated Occupational Safety Instruction*.

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

1.10.4. Participates in the RIPWG.

1.10.5. Reviews CMA violations for trends.

Chapter 2

AIRFIELD DRIVING TRAINING AND CERTIFICATION PROCEDURES

2.1. General.

2.1.1. The unit commander or director, through the unit ADPM, is responsible for the unit's overall training program.

2.1.2. Personnel having a requirement to drive on the Hill AFB airfield must be trained and certified IAW this ADI (T-2). Unit ADPMs provide Airfield Management an appointment letter signed by the unit commander or director for airfield driving trainers. (T-3).

2.1.3. Unit ADPMs are responsible for training personnel within his or her respective organizations, to include assigned, hosted, augmentee, contractor, and TDY personnel.

2.2. Unit ADPM Responsibilities.

2.2.1. The unit ADPM ensures accomplishment of all phases of airfield driver training. ADPMs review each individual's driving record and security credentials. (T-2). The initial review ensures the individual possesses a valid state driver's license and control area badge. A final assessment of the driver's need to be on Hill's airfield would be warranted at this point; further direction and assistance can be provided by the AAFM.

2.2.2. After the individual successfully completes the unit's training, the ADPM ensures the unit commander signs the Airfield Driving Training Documentation and Certification Checklist, which indicates completion of requirements. The ADPM obtains a testing date from AAFM or their designated unit representative. Testing is completed within 30 days of first completed training. (T-2).

2.2.3. The trainee takes his or her completed Airfield Driving Training Documentation and Certification Checklist to 75 OSS/OSAM or designated unit representative to be tested. Trainees must score 100 percent on the Airfield Diagram/Layout test, Communications test, Runway Intrusion test, and at 80 percent or higher on the General Knowledge test to obtain an AF 483, stamped "AUTHORIZED HILL AFB AIRFIELD DRIVING" with applicable restrictions. (T-2).

2.2.4. Ensure additional training is conducted and documented on individuals who fail a test or commit a violation.

2.2.5. Unit drivers' information is entered into the Master Airfield Driving Database. (T-3). See AAFM for Master Airfield Driving Data base permissions.

2.3. Unit Airfield Driving Trainers responsibilities.

2.3.1. Commanders and directors appoint unit trainers. Unit ADPMs train airfield driving trainers (T-3). It is recommended that units have one trainer for every 20 airfield drivers.

2.3.2. Minimum requirements for unit airfield driving trainers:

2.3.2.1. Are designated in writing by their unit commander or director.

2.3.2.2. Have a current AF 483 stamped "AUTHORIZED HILL AFB AIRFIELD DRIVING" with no restrictions.

2.3.2.3. Assigned duties involving driving on the airfield.

2.3.2.4. Have one year of airfield driving experience.

2.3.2.5. Remain qualified on tasks for which he or she trains or certifies others. Competency in the use of radio terminology and phraseology with the Air Traffic Control Tower and driving on the runway are of the utmost importance. Trainers must instruct trainees in all aspects of airfield operations. **(T-2)**.

2.3.2.6. Conduct training IAW the unit's training program and this ADI.

2.3.2.6.1. Annotate training on the Airfield Driving Training Documentation and Certification Checklist.

2.4. Trainee.

2.4.1. Provide feedback to trainer and unit ADPM on quality and application of unit training program.

2.4.2. Comply with requirements in this ADI.

2.4.3. Complete the Airfield Driving CBT and written tests.

2.5. Color Vision Screening.

2.5.1. Personnel must have the color vision ability to distinguish between red, green, white, yellow, and blue. **(T-2)**.

2.5.2. The 75 MDG reviews an individual's medical records or conduct color vision screening to ensure the he or she is not color blind. Annotate color vision status in Section III on Airfield Driving Training Documentation and Certification Checklist. **(T-2)**.

2.5.3. If an individual's Air Force Specialty Code (AFSC) requires the individual not to be color blind, individual's supervisor may sign off Section III. Refer to the Air Force Officer and Enlisted Classification Directory for AFSCs with mandatory requirements for normal color vision. Unit ADPM validates individual has normal color vision or no waiver to the classification directory standards. **(T-2)**.

2.5.4. Coordination with 75 MDG and 75 ABW/SE is required to evaluate those cases where individuals fail to distinguish the required colors during the color vision test to determine if issuance of a "limited access" permit should be approved. Individuals who fail color vision requirements must obtain waiver from the AFM. **(T-2)**. Per AFI 13-213, waivers to color vision requirements can only be approved for non-radio controlled areas.

2.5.4.1. When approved by the AFM, the individual is issued a restricted access AF 483 through the AAFM, who stamps the AF 483 and Airfield Driving Training Documentation and Certification Checklist "RAMP ONLY". **(T-2)**. RAMP ONLY means the driver is not to be allowed access to the CMA.

2.6. Qualification Training.

2.6.1. As a minimum, airfield driving training consists of but not limited to:

2.6.1.1. Academic Classroom Training. Reading of this ADI, AFMAN 24-306_IP, Chapter 20, AFI 91-203, and additional material particular to the assigned unit. Training must cover vehicle operating principles as well as local airfield layout (Attachments 7, 8

and 9). Ensure special attention is placed on radio terminology and phraseology (Attachment 5), CMA markings (Chapter 5) and driving procedures. Trainees must be familiar with operating procedures in this ADI before conducting day or night orientation training. Unit ADPMs are responsible for checking with the AAFM to ensure training materials are current before issuing this material to the trainee. **(T-2)**.

2.6.1.2. Air Force, Airfield Driving, CBT is located on Advanced Distributed Learning System (ADLS). A short-cut to ADLS is located on the Airfield Management Share Point Site <https://org.eis.afmc.af.mil/sites/75OSS/OSAM/default.aspx>. Personnel must complete the CBT with a minimum passing score of 80%. **(T-2)**. Once a passing score is obtained, attach a copy of the completion certificate to the Airfield Driving Training Documentation and Certification Checklist.

2.6.1.3. Light Gun Signal Recognition Test. Practical training for light gun signals and required actions is accomplished using actual signal recognition from the Air Traffic Control Tower. During practical drivers training, the trainer requests a light gun signal test with the Air Traffic Control Tower to provide the trainee the ability to recognize actual light gun signals. Reference Figure 2.1.

Figure 2.1. Light Gun Signal Chart

TOWER SIGNALS FOR CONTROL OF AIRDROME TRAFFIC	
STEADY GREEN 	CLEARED TO CROSS
STEADY RED 	STOP
FLASHING RED 	CLEAR ACTIVE RUNWAY
FLASHING WHITE 	RETURN TO STARTING POINT
RED & GREEN 	GENERAL WARNING EXERCISE EXTREME CAUTION
PN 3613101	

2.6.1.4. One daytime orientation tour (practical). Day orientation training must include practical driving on the airfield. In addition to general procedures in this ADI, emphasis should be placed on vehicle operating procedures in the vicinity of aircraft (reference Figure 4.1. and Attachment 7). Ensure the markings used to define the boundaries of the CMA markings and signs are emphasized (Chapter 5). Also ensure proper radio terminology and phraseology and, if training for unrestricted license, an actual runway drive around must be performed. **(T-1)**.

2.6.1.5. One nighttime orientation tour (practical) on training items in the unit's airfield driving training program guide. In addition to general procedures in this instruction, emphasis should be placed on airfield lighting and signs used to augment daytime airfield markings. Individuals who have not received a night orientation ride are not able to operate the vehicle at night. AAFM annotates "Not authorized to drive at night" on the reverse side of the AF 483 before airfield access is permitted. Ensure proper radio terminology and phraseology and, if training for unrestricted license, an actual runway drive around must be performed. **(T-1)**.

2.6.1.6. Day and night Practical Driving Test.

2.6.1.6.1. A Practical Driving Test must be performed prior to trainer and trainee initialing Section II, block 8, on the Airfield Driving Training Documentation and Certification Checklist. **(T-1)**. Regardless of the hours trained during day and night practical training, this check ride should not be accomplished until the trainee is confident in his or her airfield driving abilities. Trainees must be able to demonstrate the ability to operate a vehicle in all areas required for the duty position, location of the runway and CMA, and ability to contact the Air Traffic Control Tower without assistance. **(T-1)**.

2.6.2. Document completed training on Airfield Driving Training Documentation and Certification Checklist. The trainee and the trainer sign off the required training blocks including the training completion dates. **(T-3)**. Trainee reports to the unit ADPM for the written airfield driving examination. **(T-3)**. Only personnel who have completed the training requirements are scheduled for testing.

2.7. Written Airfield Driving Examination.

2.7.1. The trainee must complete the unit's airfield driving training program requirements and Airfield Driving Training Documentation and Certification Checklist before being administered an airfield driving closed book, multiple choice question test developed by the AAFM. **(T-3)**.

2.7.2. When reporting to the AAFM or the unit ADPM for testing, the trainee hand carries the Airfield Driving Training Documentation and Certification Checklist and the ADLS Airfield Driving CBT completion certificate to the testing session. Documentation must be complete, with required signatures, prior to administering the test. **(T-3)**.

2.7.3. Testing consists of an Airfield Diagram/Layout test, Communications test, Runway Incursion Prevention test, and a General Knowledge test. **(T-1)**.

2.7.3.1. Airfield Diagram/Layout test ensures individuals know the location of runways, taxiways, aprons, airfield roads, airfield access points. Minimum passing score 100%. **(T-1)**.

2.7.3.2. Communications test ensures individuals know basic communication principles, Phonetic Alphabet, standard aviation phraseology, escort phraseology and rules and simulated radio communications between a vehicle operator and the Air Traffic Control Tower. Minimum passing score is 100%. **(T-1)**.

2.7.3.3. General knowledge test ensures individuals know information derived from this ADI. Minimum passing score is 80%, corrected to 100%. **(T-2)**.

2.7.3.4. Runway Incursion Prevention test ensures individuals knows how to identify the limits and access requirements for the CMA. **(T-1)**. Minimum passing score is 100%. Scores are annotated on the Airfield Driving Training Documentation and Certification Checklist.

2.7.4. Trainees who fail the examination must:

2.7.4.1. First Time Failures. Receive additional training by the unit ADPM. Drivers can be rescheduled for testing upon completion of additional training but no earlier than seven days from the failure.

2.7.4.2. Second Time Failures. Require complete re-training with documentation noted on a new Airfield Driving Training Documentation and Certification Checklist.

2.7.4.3. The written airfield test is a controlled document. Unit ADPMs are responsible for protecting the integrity of the test and safeguarding it against compromise. In the event a test is compromised, the unit ADPM must suspend testing and immediately notify AFM or AAFM. **(T-3)**.

2.7.5. Willful violation of established procedures may result in administrative, judicial, or non-judicial actions, including action pursuant to Uniform Code of Military Justice (UCMJ) Article 92, *Failure to Obey Order or Regulation* at the discretion of the individual's commander or the 75 ABW/CC. **(T-1)**.

2.8. Trainer, trainee, and unit ADPM Certification.

2.8.1. After completion of airfield driving qualification training and written airfield driving examination, the trainer initials in applicable blocks in Section II of the Airfield Driving Training Documentation and Certification Checklist certifying the trainee has been fully trained on airfield driving IAW this ADI. **(T-3)**.

2.8.2. The trainee initials in applicable blocks in Section II of the Airfield Driving Training Documentation and Certification Checklist certifying he or she has received the required training and are considered qualified to drive on the Hill AFB airfield. **(T-3)**. Trainee's initials certify he or she received thorough instruction on the subject. Only initials signed in ink or official electronic digital signatures are acceptable, initials typed in are not accepted.

2.8.3. The unit ADPM certifies on the Airfield Driving Training documentation and Certification Checklist that a qualified trainer for airfield driving has trained the trainee.

2.8.4. Unit Commander or Designated Representative Authorization. The trainee's unit commander or designated representative (authority may be delegated, in writing, to authorize the unit ADPM to sign on the unit commander's behalf) certifies in the applicable section of the Airfield Driving Training Documentation and Certification Checklist that the individual has successfully completed airfield driver's training and approves airfield driving authorization. Delegation letters are required to be forwarded to the AAFM to be effective.

2.9. AF 483.

2.9.1. Only the unit ADPM or Airfield Management completes the AF 483, reference Attachment 6 for completion procedures. **(T-2)**.

2.9.2. AF 483 may either be typed or hand-written.

2.9.3. Airfield Management is the only agency authorized to endorse AF 483s.

2.9.4. The AAFM or designated representative approves and validates Airfield Driving Authorization in Section VII.

2.9.5. The AAFM or designated representative verifies training, testing documentation, and endorses the AF 483 with "AUTHORIZED HILL AFB AIRFIELD". The stamped AF 483

indicates the bearer has completed the required airfield driving training and is authorized to drive on the Hill AFB airfield. **(T-2)**.

2.9.6. Return required documents to the unit ADPM via the trainee for filing.

2.10. Annual Refresher Training.

2.10.1. The unit ADPM conducts refresher training once a year at a minimum. Annual training includes review of this ADI, review of the refresher slide show, completion of the Air Force Airfield Driving Course CBT on ADLS, and completion of Runway Incursion Prevention Test administered by Airfield Management or unit ADPMs. **(T-1)**. The Runway Incursion Prevention Test has a minimum passing score of 100%. While unit ADPMs assist in facilitating the tracking and administration of refresher training, it is the individual driver's responsibility to keep current. Airfield driving certificate of competency is revoked when refresher training is overdue by 30 days. **(T-1)**.

2.10.2. Annotate completion of annual refresher training and date on the back side of the trainee's AF 483, as well as on the original Airfield Driving Training Documentation and Certification Checklist in Section VIII. The AF 483 is valid from issue date to end of the month of the one year anniversary. **(T-2)**. The annual refresher training is accomplished and annotated on the back of the card by the unit ADPMs for up to and including seven years total. **(T-3)**. If annual refresher is not annotated the card becomes invalid and driving privileges are revoked until initial training is re-accomplished. The AF 483 certificate number is recorded by the program manager in the Master Airfield Driving Data Base. **(T-3)**.

2.10.3. Refresher training must be completed by the last day of the anniversary month and not before the first day of the same month. **(T-1)**.

2.10.4. Personnel not able to complete refresher training while deployed or TDY, must complete the requirements for refresher training prior to driving on the airfield. **(T-1)**.

2.11. Disposition of Documentation.

2.11.1. The Airfield Driving Training Documentation and Certification Checklist is the only source document to be used for annotating airfield driving training and certification. Units retain this document until the individual no longer works on Hill AFB or is no longer authorized to drive on the airfield.

2.11.2. The losing unit ADPM gives the driver his or her training and certification documentations (e.g., Airfield Driving Training Documentation and Certification Checklist and CBT certificates) and updates the unit's list on the database. **(T-3)**.

2.11.3. To ensure the unit listing and database is updated, members who PCS or separate must give the losing unit ADPM his or her AF 483. **(T- 3)**. Training and certification documentation may be given to the individual or destroyed.

2.11.4. Since the back side of the AF 483 is a record of refresher training, a lost or destroyed card requires an individual to be retrained and tested unless the unit ADPM can show the necessary current and valid training documentation and signs off past refresher entries on the recreated "Certificate of Competency". Members who lose their AF 483 do the following:

2.11.4.1. Hand carry his or her original Airfield Driving Training Documentation and Certification Checklist and certifying documents to the AAFM for re-issue of new AF

483. The AAFM completes a new, AF 483 with the current sequence number obtained from the drivers Airfield Driving Training Documentation and Certification Checklist. Verify the number of years refresher training has occurred by drawing a diagonal line through the same amount of previously used lines on the back of the AF 483. Write "REISSUE" along the diagonal line and initial and date with the latest refresher training received.

2.11.5. Members who PCS or have a permanent change of assignment do the following:

2.11.5.1. Bring his or her AF 483 to the losing unit ADPM.

2.11.5.2. The losing unit ADPM gives the driver his or her training and certification documentation (e.g., Airfield Driving Training Documentation and Certification Checklist, Hill AFB Form 528, and CBT certificates) and updates the unit's list in the data base.

2.11.5.3. The driver turns in the training and certification documentation to the gaining unit ADPM.

2.11.5.4. Gaining unit ADPM (1) verifies training and certification information, (2) completes a new AF 483 with next unit number, (3) determines the number of times refresher training has occurred from Airfield Driving Training Documentation and Certification Checklist then applies a diagonal line through the appropriate number of proceeding blocks, (4) initials the back of the AF 483, and (5) updates the unit's list.

2.12. TDY and Contractor Training. TDY and contractor airfield driver requests must obtain a sponsoring unit to conduct or arrange a local area briefing as outlined in this instruction. **(T-1).**

2.12.1. TDY Personnel. Visiting unit TDY personnel, prior to driving on Hill AFB airfield do the following:

2.12.1.1. Have in his or her possession a valid home-station AF 483 stamped "Airfield Authorized" or authorized equivalent. Visiting foreign units provide proof of airfield driver training from their home station. AAFM or designated representative issues airfield drivers from visiting foreign units a temporary AF 483 for the duration of the TDY. **(T-3).**

2.12.1.2. Have in their possession a home-station "Controlled Area Z" badge or an authorized equivalent.

2.12.1.3. Receive from the AAFM or designated representative an airfield safety briefing as well as a unit specific briefing from the sponsoring unit.

2.12.2. Non-Airfield Qualified personnel TDY to Hill AFB must complete the entire airfield drivers training course through the Hill AFB sponsoring ADPM. If visiting personnel are not licensed or do not possess the home station AF 483 card they are not authorized to drive on Hill AFB airfield. **(T-1).**

2.12.3. The sponsor or representative submits a unit commander signed electronic request to the AAFM to request POV passes for all non-GOV vehicles, reference Chapter 4. Requests includes (1) the reason a POV is required on the airfield, (2) driver's name, (3) the year, make, model, color, and (4) vehicle license number for each vehicle request along with the AF 483 number for each driver. **(T-3).**

2.12.4. Units deployed to Hill AFB without a sponsor unit provide an ADPM to the AAFM to receive full training. **(T-3)**. This person is responsible for their unit's training.

2.12.5. Contractor representative must ensure each person requiring access onto the airfield possess a "Controlled Area Z" badge prior to training. **(T-3)**.

2.12.5.1. At least 72 hours prior to project start, the project officer, and contractor(s) must receive and sign an Airfield Construction Briefing given by the AAFM or AFM, reference Attachment 3. AAFM keeps a copy of the signed briefing. Records are maintained for 30 days after completion of the contract. **(T-3)**.

2.12.5.2. The contractor briefs subordinates and sub-contractors who sign and keep a copy of the briefing. **(T-3)**.

2.12.5.3. Each contractor carries a signed copy of the airfield briefing while working on the airfield. **(T-3)**.

2.12.5.4. When working within the RMA, contractors will have radios with the Airfield Operations and Air Traffic Control Tower frequencies. Sponsoring unit and project engineers ensure contractor radio requirements are met. **(T-1)**.

Chapter 3

RMA AND CMA PROCEDURES

3.1. Operating a Vehicle in the RMA.

3.1.1. Any work to be accomplished within the RMA (Attachment 8) must be approved by AMOPS or Airfield Management. **(T-1)**.

3.1.2. At Hill AFB the RMA is defined as 1000' on each side of the runway centerline to the end of the runway, then the area from the threshold to 3,000 feet beyond the threshold 1,500 feet either side of centerline. The RMA line falls just west of Taxiway Alpha. Personnel need not ask permission into the RMA but must closely monitor very high frequency (VHF) 121.6 or trunking network "Tower" net for instructions from "Hill Ground". Exception to the 1000' RMA is for aircraft towing operations. Vehicles towing aircraft on any taxiway will contact Hill Ground for permission prior to moving the aircraft. **(T-1)**.

3.1.3. IAW HAFBI 13-204, no vehicle or person may enter the RMA (Attachment 8) without manually tuning their radio to the Tower net or ground frequency. Monitor the Tower net continually while in the RMA. **(T-1)**. Direct communication with the Tower ground controller is not necessary; monitor the radio for Tower to communicate with the vehicle if needed. You must obtain approval from the Air Traffic Control Tower if entering the CMA. **(T-1)**.

3.2. Operations in the CMA.

3.2.1. The CMA is defined as, any portion of the airfield requiring aircraft, vehicles, and pedestrians to obtain specific Air Traffic Control Tower approval for access. **(T-1)**. At Hill AFB, the CMA is defined as the runway, overruns, instrument landing system (ILS) critical area (when active) and those portions of the airfield within 100 feet of the runway edge lights (either side). Permission into these areas can only be obtained through the VHF 121.6 or trunking network "Tower" net radio. Call sign: "Hill Ground" (Attachment 8).

3.2.2. Crossing the runway shall be kept to an absolute minimum. Do not cross the runway for convenience. Perimeter Road shall be used to travel to the opposite side of the airfield. Crossings are limited to vehicles engaged in continuous operation on the airfield (e.g., Airfield Management, Barrier Maintenance, and Airfield Lighting). Airfield Management ensures the number of drivers with this permission is kept to an absolute minimum. **(T-1)**.

3.2.3. The Air Traffic Control Tower is responsible for the control of vehicles crossing or operating on the runway.

3.2.4. Vehicles entering the CMA must have two-way radio contact with the Tower or be escorted by a vehicle, meeting this requirement (Attachment 5). **(T-1)**. Vehicle operators remain in radio contact with the Air Traffic Control Tower while in the CMA. **(T-1)**. Vehicle operators under escort in the CMA shall remain within 25 feet of the escort vehicle and adhere to escort's instructions. After obtaining Air Traffic Control Tower approval for crossing, the escort vehicle will ensure all vehicles cross the runway. **(T-1)**. The escort vehicle notifies the Air Traffic Control Tower when all vehicles are outside of the CMA. **(T-1)**.

3.2.5. In certain situations, the Air Traffic Control Tower may grant limited area access to the CMA but limit the areas that may be accessed. For example, grass mowing equipment may receive approval within the CMA but told to hold short of the runway; often referred to as "...approved up to but not on the runway..." Barrier Maintenance personnel may be approved in barrier shacks but told to hold short of the runway. In these situations, it is imperative the drivers fully understand and acknowledge Air Traffic Control Tower's instructions. The runway edge lights are the defining boundary when given permission "up to, but not on" the runway. Prior coordination and permission through the AFM to work in this area must be obtained before requesting permission to proceed into this area from the Air Traffic Control Tower. **(T-1)**.

3.2.6. Vehicles approaching the CMA stop at the visual flight rules (VFR) and Instrument hold lines (reference Figure 5.2.) to obtain approval prior to crossing. **(T-1)**.

3.2.7. Vehicles normally operating within the CMA must use rotation beacon lights. Vehicles not equipped with beacon lights must use emergency flashers. Vehicles turn lights on prior to contacting the Air Traffic Control Tower and requesting access onto the CMA. Upon exiting the CMA, drivers leave vehicle lights on until the Air Traffic Control Tower has acknowledged the vehicle is off the CMA. **(T-1)**.

3.2.8. Vehicles requesting to cross the runway at a specific location shall do so expeditiously after receiving the Air Traffic Control Tower's approval. Vehicles requesting access onto the runway to a specific location shall remain in the immediate vicinity of that location unless later requested and authorized by the Air Traffic Control Tower to move. Vehicles anticipating travel along the length of the runway shall advise the Air Traffic Control Tower upon initial request. **(T-1)**.

3.2.9. Anytime the Air Traffic Control Tower directs vehicles or personnel to exit the CMA, they will depart the CMA by the most direct route to fall back to a position outside of the CMA boundary as defined by the hold lines. If the Air Traffic Control Tower directs vehicles or personnel to "exit the runway IMMEDIATELY"; proceed immediately via roadway, taxiway, or onto the grass, whichever is the closest. **(T-1)**.

3.3. Radio Procedures.

3.3.1. Vehicles and personnel contact the Air Traffic Control Tower via the base land mobile radio Tower net, call sign; Hill Ground. Access to any portion of the CMA requires Air Traffic Control Tower approval. Radio must be monitored and contact with Ground Control maintained the entire time a vehicle or person is within the CMA. **(T-1)**.

3.3.2. If radio contact is lost, or suspected to be lost, while operating on the runway, the Air Traffic Control Tower should be monitored for light gun signals while the driver immediately exits the runway at the nearest exit. The driver contact the Air Traffic Control Tower as soon as possible to report he or she is off the CMA. **(T-1)**. Repeated changes of intensity of runway lights indicate a need for the Air Traffic Control Tower to communicate with the driver by either radio or light gun signals. If radio failure is known or suspected brief AMOPS of the incident.

3.3.3. Strict radio discipline is mandatory. No Citizen Band (CB), sarcastic, superfluous, obscene, or deceptive transmissions shall be made. Never use the phrase "**CLEAR**" when communicating on the Tower net. Call signs are used at all times.

3.3.4. To eliminate miscommunications and possibly compromising safety, it is imperative Air Traffic Control terminology and phraseology is adhered to. Refer to Attachment 5 for authorized transmission terminology and phraseology. Under no circumstances shall the vehicle be driven onto the runway if there is any uncertainty concerning approval.

3.3.5. Vehicle operators look both ways for aircraft landing, departing, and taxiing prior to calling the Air Traffic Control Tower.

3.3.6. Normal communications to the Air Traffic Control Tower is initiated with “Hill Ground”, call sign (who you are), present location (where you are), and request (what you want to do). (Refer to Attachment 4 for call sign assignments)

3.3.7. The only words authorizing a vehicle to operate near, enter, or cross any CMA are “PROCEED” or “APPROVED AS REQUESTED”. The words “PROCEED” or “APPROVED AS REQUESTED” may be accompanied with other words or phrases.

3.3.8. “HOLD SHORT” indicates disapproval of an operator’s request. (Ground Control must prior coordinate with Local Control for any runway access.) “HOLD SHORT” may be accompanied with other words or phrases; however, if these words are used, the vehicle operators will NOT ENTER the CMA. **(T-1)**.

3.3.9. Vehicle operators will ensure the Air Traffic Control Tower uses their exact call sign. **(T-1)**. 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 Maintenance 1 and you are requesting access on the runway and Ground gives approval for Maintenance 01 to proceed on the runway, you do not have approval to cross until Ground states the correct call sign, even if it appears obvious you are the only vehicle at that location.

3.3.10. Vehicle operators repeat all instructions verbatim back to the Air Traffic Control Tower prior to moving the vehicle. **(T-1)**. Due to the complexity of air traffic control, other instructions may be given. It is important vehicle operators listen carefully and repeat the instructions, as he or she understands them. When reporting off of the CMA, the vehicle operator ensures a response indicating Hill Ground understands the vehicles have exited the CMA. The Air Traffic Control Tower is often busy on other frequencies and may take some time to respond. Vehicle operators should be patient and wait at least one full minute before calling again.

3.3.11. If other vehicles are accompanying the vehicle requesting access to the CMA, the vehicle operator must say the word, “plus” and the number of accompanying vehicles, for example; “OPS 1 plus 2”. **(T-1)**.

3.3.12. Never use the phrases “CLEAR”, “CLEARED”, or “CLEARANCE”. These words are used strictly by Air Traffic Control in communication with aircraft only.

3.3.13. Vehicles operators will only use approved call signs annotated in Attachment 4. **(T-2)**. The AFM may approve other temporary call signs in coordination with the Air Traffic Control Tower on a case-by-case basis.

3.3.14. Vehicles operating in the CMA on a regular basis should have a permanent radio mounted in the vehicle. A hand-held radio should be used as a backup or when communication is required outside of the vehicle.

3.4. Air Traffic Control Tower Light Gun Signals.

3.4.1. Light gun signals from the Air Traffic Control Tower are used to control vehicle traffic on the airfield during communication outages.

3.4.2. All vehicles will have a light gun placard or decal displayed in plain view of the driver. **(T-1)**. Decals may be obtained from the AAFM. Drivers will know and comply with the following signals: **(T-1)**.

3.4.2.1. Steady Green Light: "Proceed Across".

3.4.2.2. Steady Red Light: "STOP! Vehicle will not be moved".

3.4.2.3. Flashing Red Light: "Immediately exit the runway".

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

3.4.2.5. Red and Green Light: "General warning. Exercise extreme caution". **NOTE:** The warning signal is not a prohibitive signal and can be followed by any other light signal, as circumstances permit.

3.4.3. In the event vehicles on the runway do not respond to light gun signals, the Air Traffic Control Tower raises and lowers the intensity of the runway lighting. **(T-1)**. This signal means to immediately observe light gun signals, exit the runway, and establish communications with the Air Traffic Control Tower.

3.5. Accessing the CMA when the Air Traffic Control Tower or Airfield is closed.

3.5.1. The Air Traffic Control Tower and Airfield is scheduled open from 0800 to 2400 Monday through Friday and from 0900 to 1700 on Saturdays and Sundays. The Air Traffic Control Tower and Airfield may open when needed for special missions. Use the following procedures to ensure safety. Always assume the Air Traffic Control Tower is open until you use these procedures to ensure otherwise. Do not assume just because the amber lights are lit around the Tower cab catwalk that the Tower is **closed**. The amber lights may have been left on due to human error.

3.5.1.1. Stop prior to the runway VFR Hold marking.

3.5.1.2. Call Ground, using your call sign to request to access the runway.

3.5.1.3. If Ground does not respond, look to see if the amber lights are lit. (Amber lights around the Tower cab catwalk indicate the Air Traffic Control Tower is closed.)

3.5.1.4. Call Ground again, this time stating: where you are entering the runway from and where you will be exiting it at.

3.5.1.5. Proceed into the CMA.

3.5.1.6. When you get off of the runway, report off the runway and where you exited at.

3.5.1.7. Your radio transmission is digitally recorded in the Tower. **NOTE: Do not drive on the runway/CMA unless you have a reason to be out there. A closed runway is still dangerous.**

3.6. Towing an aircraft outside of the ramp when the Air Traffic Control Tower or Airfield is closed.

- 3.6.1. Call Ground prior to towing an aircraft.
- 3.6.2. If Ground does not respond, look to see if the amber lights around the Air Traffic Control Tower cab cat walk are lit. (Amber lights around the Tower cab cat walk indicate the Air Traffic Control Tower is closed).
- 3.6.3. Proceed with your aircraft tow.
- 3.6.4. Report off of the taxiway.
- 3.6.5. Your radio transmission is digitally recorded in the Tower.

Chapter 4

VEHICLE OPERATIONS ON THE AIRFIELD

4.1. Obstacle criteria.

4.1.1. An obstacle is anything posing a threat to aircraft movements such as fire bottles, maintenance stands, vehicles, and Aerospace Ground Equipment (AGE).

4.1.2. Obstacles must remain at least 1,000 feet from runway centerlines, 200 feet from taxiway centerlines, and vary from the edge of aprons, IAW UFC 3-260-01, when not directly supporting aircraft. **(T-1)**.

4.1.3. Equipment and vehicles directly supporting aircraft must be parked or placed at the nose of the aircraft with the driver's side closest to the aircraft. **(T-1)**.

4.1.4. IAW UFC 3-260-01, equipment may be pre-staged on parking aprons or hardstands no earlier than three hours before aircraft arrival and must be removed no later than three hours after aircraft departure. **(T-2)**.

4.2. Authorized vehicles.

4.2.1. Government vehicles. Flight mission support, GSA vehicles, and special purpose vehicles are easily recognizable as government vehicles and are not required to display a flight line POV pass.

4.2.2. Bicycles can be used on the parking aprons in the performance of assigned duties provided the operator has an AF 483 for airfield driving and the following guidelines are followed:

4.2.2.1. Operators wear a bicycle helmet with chin strap fastened while in motion. **(T-1)**.

4.2.2.2. Tricycles have a suitable braking device engaged when parked on the airfield. **(T-1)**.

4.2.2.3. Night operation requires operators of bicycles and tricycles to wear a reflective belt or vest and have an operational headlamp and reflectors or reflector tape. **(T-1)**.

4.2.2.4. Park bicycles near the nose of parked aircraft and in plain view of personnel inside the aircraft. Position bicycles upright, using a kickstand, and parked in a position not interfering with aircraft maintenance or servicing.

4.2.2.5. Bicycles or tricycles are not allowed in the RMA or CMA (Attachment 8) . **(T-1)**.

4.2.3. Golf-type carts or similar utility vehicles follow established rules for general and special purpose vehicles. When operated at night, these vehicles are equipped with forward and rear lamps. The operator has an AF 483. **(T-2)**.

4.3. Unauthorized vehicles.

4.3.1. Motorcycles, mopeds, and two-wheeled scooters are not authorized on the Hill AFB airfield. **(T-3)**.

4.4. Speed limits.

- 4.4.1. Vehicles are not operated at speeds in excess of that deemed reasonable and prudent for existing traffic, road, and weather conditions. **(T-3)**.
- 4.4.2. The speed limit in the general airfield area is 15 miles per hour (MPH) for general purpose vehicles and 10 MPH for special purpose vehicles.
- 4.4.3. The speed limit on the runway is a safe and prudent speed.
- 4.4.4. The speed limit for vehicles is 5 MPH when:
 - 4.4.4.1. Within 50 feet of an aircraft.
 - 4.4.4.2. Within 50 feet of an airfield facility.
- 4.4.5. Aircraft, equipment, and trailer towing
 - 4.4.5.1. Towing speed is 5 MPH for aircraft and two or more maintenance stands. When towing an aircraft on any taxiway, individuals must be in radio contact with Ground and get prior approval from the Air Traffic Control Tower before towing. **(T-1)**.
 - 4.4.5.2. Towing speed for one maintenance stand is 10 MPH.
 - 4.4.5.3. The maximum towing speed for AGE is 15 MPH.

4.5. Speed Limit Exceptions.

- 4.5.1. Emergency response vehicles responding to an emergency may operate at a prudent speed commensurate with safety. Emergency vehicles are cautioned to slow down when approaching the corner of a building.
- 4.5.2. When necessary to accommodate the optimum safe taxiing speed of aircraft, "Follow Me" vehicles are permitted to exceed the normal 15 MPH speed limit.
- 4.5.3. Any time the Air Traffic Control Tower advises to "**EXPEDITE**" or uses the term "**IMMEDIATELY**".
- 4.5.4. Snow Removal vehicles engaged in snow removal operations.

4.6. FOD Control and Prevention.

- 4.6.1. Drivers will stop and thoroughly check the vehicle tires for stones and other FOD before entering the airfield. During winter conditions, FOD checks include removal of snow and ice from vehicle tops, bumpers, and wheel wells. Rollover checks are mandatory. **(T-1)**. Reference Attachment 9 for locations of airfield FOD check points.
- 4.6.2. General and special purpose government motor vehicles which routinely require access to the airfield carry a covered container clearly marked with letters FOD, no less than 2 inch high and in contrasting colors for deposit of FOD. These containers are securely fastened to the vehicle and are emptied frequently. **(T-3)**.
- 4.6.3. Vehicle operators ensure the equipment carried on his or her vehicle is properly stored and secured before operating the vehicle on the airfield. Operators ensure the cargo bed and the passenger compartment floor are clean to prevent debris from falling onto the airfield. Vehicles utilizing the airfield at night carry a flashlight to accomplish the FOD check. **(T-1)**.

4.6.4. Anytime a vehicle is driven off a paved surface, the driver removes rocks, mud, or other FOD from the tires before proceeding onto the paved surface again. Immediately after returning to the paved surface from an unpaved surface, another tire check is accomplished to ensure no FOD is left in the tires or on the paved surface. A rollover check is mandatory. **(T-1)**.

4.6.5. Vehicle operators will be constantly alert for and will pick up any FOD. If the debris is too small or too abundant to be thoroughly picked up by hand, the individual notifies AMOPS, Air Traffic Control Tower or Maintenance Operation Control Center. Provide location of debris so an airfield sweeper can be dispatched. **(T-1)**.

4.6.6. Located on all airfield access roads are FOD CHECK signs painted on the pavement with red letters on a white background or on signs. All drivers will stop at these signs to perform a FOD check. **(T-1)**. See Figures 5.11. and 5.12.

4.7. Passengers in vehicles.

4.7.1. Vehicle operators will ensure passengers are seated with seat belts fastened while the vehicle is in motion. **(T-3)**.

4.7.2. Passengers will not ride on any part of the vehicle not intended for carrying passengers nor will they ride on any part of moving equipment not designed to carry passengers. This includes the open cargo compartment on pick-up truck type vehicles. **(T-3)**.

4.7.3. Passengers will not ride in the doorways or sit on the engine cover of metro/step vans. Rear door nets will be in place while passengers are transported with the doors open. **(T-3)**.

4.7.4. Side doors on passenger vans will be closed when the vehicle is in motion. **(T-3)**.

4.8. Vehicle traffic.

4.8.1. Vehicles are not driven diagonally across a parking apron or ramp, but at a 90-degree angle to the driving lanes. **(T-3)**.

4.8.2. Vehicles are driven in a single file right of the taxiway centerline and to the right side of stressed pavement edge markings (Reference Figure 5.1.). Vehicles will not be driven on the dirt shoulder. **(T-3)**.

4.8.3. All drivers will monitor the "Tower" net when within 1,000 feet of the runway centerline. This area is defined as from the west side of Taxiway Alpha extending 3,000 feet past the end of the runway and 1,500 feet each side of the runway centerline from the end of the runway. The driver will stop to visually check the area to ensure the taxiway is free of aircraft or "Follow Me" vehicles before proceeding. **(T-1)**.

4.8.4. When driving on the runway drive to the right of the runway centerline. When crossing the runway, proceed directly across using the most direct route possible.

4.8.5. Vehicles must approach parked aircraft with the driver's side of the vehicle toward the aircraft. **(T-2)**.

4.8.6. Do not drive between parked aircraft, unless there is a vacant aircraft parking space between them.

4.8.7. Emergency response vehicles (e.g., Airfield Management, Civil Engineering, Supervisor of Flying, and Flight Safety) are exempt from normal traffic flow patterns while responding to an emergency.

4.8.8. Emergency response vehicles adhere to emergency procedures IAW HAFBI 13-204. **(T-1).**

4.8.8.1. Vehicular Traffic and Response Personnel. In the interest of safety it is critical that only the minimum necessary emergency vehicles and personnel respond to emergency or mishap situations. The following response procedures for in-flight emergencies or minor mishaps are guidelines for the Incident Commander to use as needed when the Emergency Operations Center (EOC) is not recalled. Should the EOC be recalled, response shall be executed IAW Hill AFB Plan 8, *Installation Control Center Operations and Notification*. Response procedures are as follows:

4.8.8.1.1. The Primary Emergency Response Group includes Senior Fire Officer (Chief 2) and Fire-Crash-Rescue. Chief 2 assumes responsibility and accountability for these vehicles and personnel.

4.8.8.1.2. During an emergency or mishap response an entry control point (ECP) is marked and secured by Battalion 1. **(T-3).** Vehicles and responders not included in the Primary Emergency Response Group assemble at the ECP to gain Chief 2 approval to enter the scene. (T-3). Note: When responding to an emergency or mishap on the runway, vehicles not included in the Primary Emergency Response Group, after being granted access through the ECP, must also be granted approval on the runway by the Air Traffic Control Tower. (T-1).

4.8.9. Passing explosive-laden vehicles is prohibited. **(T-1).**

4.9. Jet Blast Safety Requirements.

4.9.1. An aircraft with landing or taxi lights operating or operational rotating beacon indicates it is about to start engines, has engines running, or is about to taxi:

4.9.1.1. Vehicles will not be operated within 25 feet to the front or 200 feet to the rear of running aircraft. **(T-1).**

4.9.1.2. Vehicles will not be operated within 300 feet to the rear of large bodied aircraft type aircraft when engines are running at low power settings and within 800 feet to the rear when the engines are running at high power settings. **(T-1).**

4.9.2. Vehicles will not be operated within 100 feet of a helicopter with rotors turning. **(T-1).**

4.10. Right of Way Priorities.

4.10.1. Alert Launches. During an actual alert, the alert vehicle has priority over all ground traffic, including taxiing aircraft or emergency vehicles responding to a declared emergency.

4.10.2. Arriving and departing aircraft.

4.10.3. Emergency response vehicles responding to an aircraft emergency, in-flight or ground. No vehicle will be driven in front of an emergency response vehicle responding to an emergency (red lights flashing). **(T-1).**

4.10.4. Snow removal equipment engaged in snow removal operations.

4.10.5. Vehicles towing weapons or explosives.

4.11. Taxiing or towed aircraft.

4.11.1. Drivers will give way to taxiing or towed aircraft. **(T-1)**. Do not overtake or pass a taxiing aircraft. Vehicle drivers may *cautiously* overtake an aircraft under tow if the vehicle stays outside of 25 feet of the wing tips and passes at no more than 10 MPH. Vehicle operators may never pass between an aircraft wing walker and the aircraft itself – remember the “Circle of Safety.” The responsibility to avoid the aircraft and its maintainers rests solely with vehicle operators (reference Figure 4.1.).

4.11.2. To the maximum extent possible, vehicles are driven on the paved shoulder of the taxiways and within the painted ramp roadways. Vehicle operators will not “cut corners” or drive off the paved surfaces to take short cuts. Vehicles encountering an aircraft coming from behind or in front within 100 feet stop until the aircraft passes. If the aircraft has a large wingspan, the driver reverses course well ahead of, or quickly move out of the way of the aircraft and drive back along the edge of the taxiway to a point where the vehicle can turn off the shoulder onto a prepared surface to avoid the aircraft wing tip having to pass in the vicinity of the vehicle. **(T-3)**.

4.11.3. Except for "Follow Me" vehicles, vehicles will not be parked in front of, or driven into the path of taxiing aircraft. Vehicles are not driven between a taxiing aircraft and its Follow Me Guide. **(T-1)**.

4.11.4. Vehicles are driven on a paved surface by the shortest route. Vehicles are not allowed past the hold line without radio transmitted Air Traffic Control Tower approval. **(T-1)**. Only as a last resort is the vehicle driven off the paved surface to ensure adequate clearances for aircraft. Minimum wing tip clearance is 25 feet - remember the “Circle of Safety”. Never drive under any part of a taxiing aircraft.

4.11.5. When approaching an aircraft at night, headlights are immediately turned off so the pilot’s night vision is not affected. The vehicle parking lights or emergency flashers are turned on so its position is known. The vehicle headlights remain off until the aircraft is out of range. Headlights are turned ON prior to putting the vehicle back in motion. **Note:** Vehicles equipped with daytime running lights will park in a safe location with ignition off, parking brake set, and emergency flashers on. **(T-2)**.

4.12. Vehicle Parking Procedures.

4.12.1. Vehicles will not be left unattended on runways or taxiways. **(T-1)**.

4.12.2. Vehicles may be left unattended on service aprons, ramps, and hardstands under the following conditions:

4.12.2.1. Vehicle is located beyond the “Circle of Safety” minimum wing tip clearance of 25 ft (reference Figure 4.1.).

4.12.2.2. Ignition is turned off and keys left in the ignition.

4.12.2.3. The transmission is placed in park (automatic transmission) or the reverse gear (manual transmission).

4.12.2.4. Parking brake set. Vehicles not equipped with an internal braking system will have chocks placed both in front and behind one of the rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles. **(T-3)**.

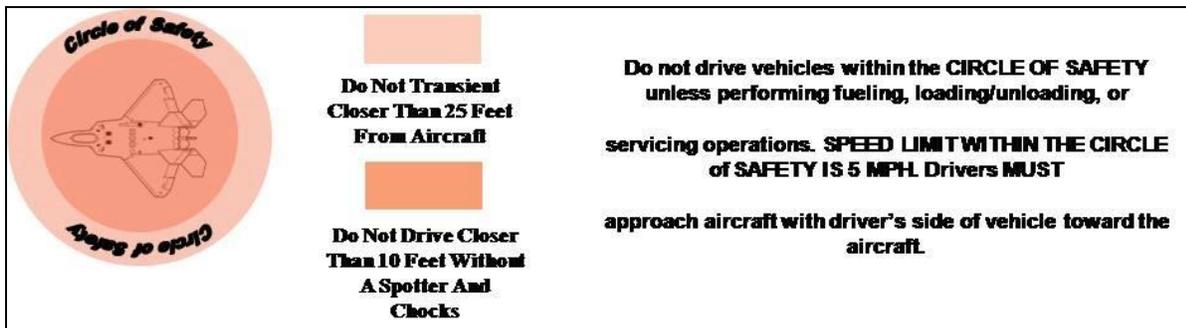
4.12.2.5. The doors remain unlocked.

4.12.2.6. At night, when parked unattended, the parking lights or emergency flashers are turned on. **(T-2)**.

4.12.3. With the exception of emergency response vehicles that must remain in operation at the scene of the emergency, no other vehicles are left unattended with the engine running while on the airfield. Operators of emergency response vehicles set the parking brake, put the transmission in neutral or park, and chock the rear wheels when the driver's seat is not occupied. **(T-2)**.

4.12.4. Vehicles will not be parked within the "Circle of Safety" - 25 feet of any aircraft, except as authorized, for operations such as unloading, loading, servicing, or towing. **(T-2)**. See Figure 4.1.

Figure 4.1. Aircraft Circle of Safety



4.12.5. A spotter is posted when a vehicle is backed towards an aircraft and pre-positioned wheel chocks are used to prevent vehicles from striking the aircraft when the vehicle is within 10 feet. The spotter pre-briefs the operator on the standard signals used (See Figure 4.1.). **(T-1)**.

4.12.6. Park vehicles with the driver's side toward the aircraft. Never park a vehicle facing toward an aircraft.

4.12.7. Vehicles parked at the side of an aircraft are located clear of the wing tips and clearly visible to personnel in the aircraft cockpit. **(T-1)**.

4.12.8. Vehicles will not be parked or stopped directly in front of or behind an aircraft loaded with forward firing ordnance. **(T-1)**.

4.13. Night time and Inclement Weather Driving Conditions.

4.13.1. Headlights are used during hours of darkness and restricted visibility (e.g., haze, fog, and rain). Headlights are not pointed toward a moving aircraft. Parking lights are left on so the vehicle position is known. This is done to preserve the aircrew's night vision while allowing them to observe the vehicles' position. Headlights are turned on prior to putting the vehicle in motion. Vehicles with daytime running lights are parked in a safe location with ignition off, parking brake set, and emergency flashers on. **(T-3)**.

4.13.2. When visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the installation commander. **(T-3)**.

4.13.3. When visibility is less than 100 feet, airfield vehicles (except emergency and alert vehicles) are not operated on the airfield. **(T-3)**. Flashing lights are used on vehicles temporarily parked on the aircraft parking ramps during the periods of lowered visibility.

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

4.14. Vehicle operations on the airfield when snow or ice is present.

4.14.1. Vehicle traffic compacts snow making it hard to remove. Airfield vehicle operators keep vehicles off freshly fallen snow to the maximum extent possible while snow removal operations are underway. If mission priorities necessitate traveling on the airfield, vehicles stay off aircraft movement surface as much as possible by traveling along the shoulder of taxiways and aprons.

4.14.2. Airfield snow removal priority requests are made through AMOPS. 75 CEG base street requests . **(T-3)**.

4.14.3. When towing or parking aircraft with snow or ice present on the parking ramp or towing surface, chocks will be available and used. **(T-3)**. Heavier tow vehicles with chains can be used to improve starting and stopping traction during tow operations on ice or snow covered towing surfaces. Tire chains may only be used after obtaining coordination and approval from 75 OSS/OSAM, 75 ABW/SE, and 75 ABW/CE. The requesting agency conducts an operational risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD hazards. **(T-2)**.

4.15. Convoy and escort responsibilities.

4.15.1. Escorts will be authorized and certified to drive on the Hill AFB airfield and be fully aware of associated responsibilities. **(T-1)**.

4.15.2. Brief drivers on route, speed, procedures, etc.

4.15.3. Convoys or escorts are not to exceed five vehicles at one time. Fire Department and munitions convoys are exempt.

4.16. Accident and vehicle breakdowns on airfield.

4.16.1. In the event of an accident or vehicle breakdown on the airfield, Air Traffic Control), Emergency Communications Center (ECC), and Airfield Management are notified by the fastest means possible. **(T-3)**.

4.16.2. A vehicle malfunction, preventing operations under its own power, must make every attempt not to block a taxiway. **(T-1)**. Try to move the vehicle beyond the wing tip clearance distance of 25 feet.

4.16.3. Leave the vehicle parking lights or emergency flashers **ON**, if the malfunction occurs during the hours of darkness.

4.16.4. When the vehicle has two-way radio capability, make the following transmission: "All agencies BREAK, BREAK. This is (call sign) with an emergency for Airfield

Management Operations, and Tower." State the nature of your problem and your position on the airfield.

4.16.5. Operators of other radio-equipped vehicles (e.g., 75SFS and 75 CEG) contact his or her control center to have the information relayed to AMOPS for relay to the Air Traffic Control Tower. **(T-3)**.

4.16.6. When a vehicle is not equipped with a radio, stay with the vehicle and continue attempts to get the attention of the taxiing aircraft or other vehicle operators.

4.16.7. Emergency flashers should be on, and hood open as appropriate. Drivers stay with the vehicle until the situation is resolved. **(T-2)**.

4.16.8. Vehicles involved in accidents on the airfield are not moved until released by 75 ABW/SEF, 75 OSS/OSAM), and 75 SFS. **(T- 3)**.

4.16.9. Airfield driving privileges are suspended immediately and until liability is determined for individuals involved in an accident. If the investigation determines individual is not found liable, their driving privileges are re-instated immediately. The duration of the suspension for liable parties is determined by Airfield Management. **(T-2)**.

4.17. Controlled and Restricted Area Access.

4.17.1. IAW Hill AFB Installation Deployment Plan vehicle operators must have a Hill AFB issued USAF Restricted Area Badge with the proper area designated to enter a restricted area or a home station equivalent with an authenticated entry authorization listing (EAL) authorizing access for the appropriate area. **(T-3)**. An AF 483 alone does not grant access into a restricted area.

4.17.2. When approaching an entry control point of a restricted area (see Figure 4.2) it is the responsibility of the operator to inspect and ensure the vehicle is not transporting personnel or materials which constitute a threat to the security of the resources.

Figure 4.2. Restricted Area Sign



4.17.3. Jogging as well as other recreational and sporting activities are prohibited on the airfield unless waived by the 75 ABW/CC.

4.17.4. Blackout/Night Vision Device (NVD) Driving Conditions. Blackout/NVD Driving Conditions are not conducted on Hill AFB Airfield. **(T-3)**. Driving on the airfield with Mission Oriented Protective Posture (MOPP) mask and over boots is strictly prohibited without a MOPP 4 Driver Qualification, AF 483. ADPMs are responsible to ensure unit

drivers are properly trained and documented. This training is not to be documented on the Airfield Driving AF 483. (T-3).

4.18. POV Pass Requests.

4.18.1. POV and rental vehicle airfield access. Privately-owned vehicle to include rental vehicle operation on the airfield is discouraged for several reasons (e.g., security, safety, FOD, and liability). Use of Hill AFB employee POVs to access places of work on the airfield is prohibited. Commanders desiring a waiver to this rule must submit their request to the 75 OSS/CC validating the request based on mission support. (T-3).

4.18.2. Deployed units requesting rental vehicle access on the airfield for deployed unit missions (e.g., inspection teams) may be authorized by the AFM or the designated representative on a case-by-case basis.

4.18.3. Contractor representative or project engineer requesting access for airfield maintenance or repairs must submit a signed electronic request to the AAFM to request a POV pass for each contractor vehicle. Final approval is granted by the AFM or the designated representative on a case-by-case basis based on route of travel and mission priority.

4.18.4. Requests include the year, make, model, color, vehicle license number along with the name and AF 483 number for each driver.

4.18.5. Upon validation of a legitimate need; AAFM issues a POV Flightline Authorization Pass for each vehicle for the required duration. Passes are hung on the mirror of the vehicles while on the airfield and secured out of site while off the airfield.

4.18.6. POV passes are a controlled item. Passes are signed out to the unit making the request. The unit is responsible for ensuring passes are returned as soon as possible to the AAFM upon expiration or when no longer required.

4.18.7. Passes are reviewed annually to validate contractor requirements.

4.18.8. Personnel ensure POVs driving on the airfield are displaying a current calendar year Hill AFB POV Flightline Pass. (T-3). Figure 4.3.

Figure 4.3. POV Pass



4.19. Cellular and mobile phones: Are not used by the driver of a vehicle while driving on the airfield. (T-2).

4.20. Pedestrians on the airfield: Must adhere to the following procedures.

- 4.20.1. Pedestrians are authorized on the airfield for official business in support of the flying mission.
- 4.20.2. Walk facing oncoming traffic.
- 4.20.3. Do not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations.
- 4.20.4. Do not enter the CMA without two-way radio contact and approval from the Air Traffic Control Tower.

Chapter 5

AIRFIELD MARKINGS, LIGHTING AND SIGNS

5.1. Airfield signs and markings: Are properly observed with strict compliance. **(T-1).**

5.1.1. Edge of Stressed Pavement Marking. A double yellow line used to mark the edge of the pavement stressed to support aircraft. Vehicles should drive to the right of this line (no faster than 15 MPH) whenever possible. See Figure 5.1.

Figure 5.1. Taxiway Edge Stripe



5.1.2. VFR Hold Line is a double solid yellow line adjacent to a double dashed yellow line, located 100 feet from the edge of the runway at each intersecting taxiway and the north and south EORs. This line serves as the entrance to the CMA area and is also defined by signs **STOP ACTIVE RUNWAY** at the edge of the taxiway. Vehicles and aircraft must contact the Air Traffic Control Tower and obtain permission prior to proceeding beyond the hold line. **(T-1).** See Figure 5.2.

Figure 5.2. VFR Hold Line



5.1.3. During inclement weather, drivers must stay behind these lines or request permission from Ground to precede beyond the ILS hold lines. **(T-1).** The line is complemented by **ILS** signs off to the side of the taxiway. There is only one ILS Hold Line which is located on the Alert Taxiway. See Figure 5.3.

Figure 5.3. Instrument Hold Line



5.1.4. ILS Hold Line for vehicle roads are located on roads and consist of a white stop bar with the word STOP painted on the roadway. The stop bar is also accompanied with a sign and a set of guard lights (Wig-Wags). Drivers must stay behind this line and request permission from Hill Ground to proceed beyond during periods of inclement weather. **(T-1)**. There are two ILS Hold Lines on vehicle roads at Hill AFB, located on the north perimeter access road and service access road south of the Glide Slope Critical Area. See Figure 5.4.

Figure 5.4. Instrument Hold Line for Vehicle Roads



5.1.5. Taxiway Centerline Markings **are** solid yellow lines that designate the center of the taxiway for aircraft traffic. Vehicle drivers should remain off this line and well to the right side of the taxiway. See Figure 5.5.

Figure 5.5. Taxiway Centerline Marking

5.1.6. Restricted Area Boundary Markings are solid red lines used to designate restricted areas. Vehicles requiring access to or from restricted areas do so in designated ECPs. Personnel entering restricted areas must have a valid restricted area badge or properly authenticated EAL authorizing access to the area in question or an escort who has proper access. **(T-3). WARNING:** Lines obscured by snow are still in effect! See Figure 5.6.

Figure 5.6. Restricted Area Boundary Markings

5.1.7. Stop Bars are single white stripes located on vehicle access roads leading to the runway and taxiways. Vehicles must stop and obtain permission from the Air Traffic Control Tower before proceeding into the CMA via an access road. **(T-1).** Stop Bars intersecting taxiways are used to ensure vehicles stop and look before proceeding. Located on all vehicular access roads leading to the runway (e.g., barrier cable access roads). Stop bars serve as the normal positions for the FOD, VFR, or ILS hold lines. See Figure 5.7.

Figure 5.7. Stop Bars



5.1.8. Runway Hold Position Signs are located off the taxiway edge or shoulder edge to further identify the runway VFR Hold Line marking location. These signs serve as a lighted visual reference to the  VFR hold line. Vehicles must stop to obtain permission from the Air Traffic Control Tower before proceeding beyond this point. **(T-1)**. See Figure 5.8.

Figure 5.8. Runway Hold Position Sign



5.1.9. ILS Sign **Has** the letters “ILS” painted white on a red background. This sign is located at the taxiway edge or shoulder to serve as a lighted visual reference to the ILS hold line. Drivers must stay behind this sign  and associated “INST” line and request permission from the Air Traffic Control Tower to proceed beyond these lines during periods of inclement weather. **(T-1)**. Alert Taxiway is the only location on Hill airfield with this sign. See Figure 5.9.

Figure 5.9. ILS Sign

5.1.10. Taxiway Information Sign. Drivers should observe these signs to know their location on the airfield. The yellow letter on black background **B** indicates which taxiway the driver is currently on, the black letter on yellow background **C→** indicates the direction of an intersecting taxiway. Remember: Drivers stop at each intersection to look for oncoming aircraft. See Figure 5.10.

Figure 5.10. Taxiway Information Sign

5.1.11. FOD Check Point Signs are located on airfield access roads. These are found painted on the pavement with red letters with a white background or on signs on vehicle access gates. Vehicle FOD checks are located at airfield entry points. Drivers must stop at this sign and perform a rollover FOD Check. (T-2). See Figure 5.11.

Figure 5.11. FOD Check Point Signs



5.1.12. Airfield Access Boundary Markings are located at airfield access points. These markings are a solid yellow line with a dashed yellow line on the airfield side that are painted on the pavement. Drivers must stop at this marking and perform a rollover FOD check. **(T-2)**. See Figure 5.12.

Figure 5.12. Airfield Access Boundary Marking



Chapter 6

AIRFIELD DRIVING VIOLATIONS

6.1. General.

6.1.1. Personnel qualified to drive on the airfield are responsible for identifying and reporting violations to Airfield Management or 75 SFS immediately. **(T-3)**.

6.1.2. Airfield Management, 75 ABW/SE, and 75 SFS personnel (regardless of rank) have the authority to confiscate an individual's AF 483 pending an investigation of the violation.

6.1.3. 75 SFS has the authority to issue a DD Form 1408, *Armed Forces Traffic Ticket*, to a vehicle operator observed violating provisions of this instruction.

6.1.4. Unit ADPMs should use violation trend data to validate the unit's training program.

6.1.5. Contractor vehicle operators violating the rules of this instruction can be banned from operating vehicles on the airfield. Replacement driver(s) are the contractor's responsibility.

6.1.6. Willful violation of established procedures may result in administrative, judicial, or non-judicial actions, including action pursuant to Article 92, UCMJ, at the discretion of the individual's commander and or the 75 ABW/CC. **(T-1)**.

6.2. CMA violations

6.2.1. A CMA violation is an airfield violation caused by aircraft, vehicles or pedestrians entering the CMA without specific Air Traffic Control Tower approval. This definition includes runway incursions. *Failure to obtain permission onto the runway is a serious offense that jeopardizes human lives and valuable assets.*

6.2.2. CMA violations must be immediately reported to Airfield Management. **(T-1)**. The AAFM notifies the 75OSS/CC, 75 ABW/SEF, applicable unit commander or group level commander, and ADPM within 24 hours or the next duty day of the alleged incident. **(T-1)**. Airfield Management takes immediate action to correct a problem or apply interim control measures to prevent CMA violations. (T-1).

6.2.2.1. Runway Incursions and CMA violation events must be reported to 75 ABW/SE as outlined in AFI 91-223, Chapter 6. **(T-1)**.

6.2.2.2. The AOF/CC, 75 ABW/SE and, AAFM work as a team to assign runway incursions an operational category (e.g., Operational Error, Pilot Deviation and Vehicle/Pedestrian) defined in Attachment 1 for trend analysis. The AOF/CC ensures these classifications are annotated in the recommendation section of the AF Form 457, or narrative section of the AF Form 651,. **(T-2)**.

6.2.3. A CMA violation that adversely impacts flight operations must be submitted by the Air Traffic Control Tower to 75 ABW/SE on an AF 651, within 24- hours of the violation. 75 OSS/OSAM notifies MAJCOM OPR for AM OPS within 24 hours of a CMA violation or HATR incident. **(T-1)**.

6.2.4. A CMA violation not impacting an aircraft operation must be submitted to 75 ABW/SE on an AF 457, within 24-hours of the violation by the individual reporting the

CMA violation. Airfield Management notifies MAJCOM OPR for Airfield Operations within 24 hours of a CMA violation or HATR incident. **(T-2)**.

6.2.5. Drivers accused of committing a CMA violation immediately report to, or be escorted to, AM Ops. Drivers surrender his or her AF 483 and provide a written (signed) statement to 75 OSS/OSAM providing the who, what, when, where, and how regarding the event. **(T-2)**.

6.2.6. 75 OSS/OSAM and 75 ABW/SE conduct an investigation. **(T-1)**. If the driver is found at fault, airfield driving privileges are revoked for a minimum of 30 days. **(T-1)**. The driver must be completely retrained per this instruction with additional emphasis on CMA access and obtain a new AF 483 before driving privileges are reinstated. **(T-3)**. Unit commanders must thoroughly evaluate the individual and provide a written statement in addition to required retraining paperwork stating the individual is safe to drive on the airfield and particularly in the CMA to the AAFM. **(T-3)**.

6.2.7. Driving privileges are revoked for a minimum of six months for operators committing a second CMA violation within a 12 month. **(T-3)**.

6.3. Runway Incursion.

6.3.1. A Runway Incursion, the most serious CMA violation, is an event 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. Aircraft, vehicles, pedestrians, or communication errors may cause these incidents. Runway incursions or CMA violations result in an automatic 30-day airfield driving privilege revocation. **(T-3)**. After the 30-day revocation period, reinstatement of airfield driving privileges requires complete retraining with emphasis on the runway environment and a letter of reinstatement from the individual's commander.

6.3.2. For a runway incursion resulting in an adverse effect on flight operations (e.g., arrivals or departures) the Air Traffic Control Tower submits an AF 651 to 75 ABW/SE. **(T-1)**. Drivers committing a runway incursion lose his or her airfield driving privileges and revocation of their AF 483 for a period of 30 days. **(T-3)**.

6.3.3. For runway incursions and other CMA violations not impacting aircraft operations, the reporter of the intrusion completes and sends a copy of an AF 457 to the AFM to take immediate action to correct the problem or apply interim control measures. **(T-1)**. Drivers lose his or her driving privileges for a period of 30 days. **(T-3)**.

6.4. Incident Investigations.

6.4.1. Drivers immediately notify their supervisor and unit ADPM. **(T-3)**.

6.4.2. Drivers are encouraged to submit a statement describing the incident to his or her unit ADPM.

6.4.3. Airfield Management notifies applicable unit commander or director, unit ADPM, supervisor, and 75 ABW/SE of the violation. **(T-3)**.

6.4.4. The AAFM and 75 ABW/SE conduct an investigation by gathering data from involved agencies and inspect the unit Airfield Driving Program of personnel that commit a

runway incursion. **(T-2)**. Emphasis is placed on how the unit trained the individual and his or her compliance with this ADI. The results are reported to the unit commander. **(T-3)**.

6.4.5. After the investigation, the AAFM determines the corrective course of action and notifies the appropriate agencies. **(T-3)**.

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

6.5. Enforcement.

6.5.1. General. Gross or repeated violations of safety or of airfield driving rules or overall demonstrated lack of ability on the part of the certificate holder results in suspension of privileges through surrender or revocation of the certificate without comment. **(T-3)**. Suspended and revoked certificates require written correspondence from the individual's unit commander or director to be reissued. **(T-3)**. The 75 OSS/OSAM, 75 OSS/OSAM, or designated representative is authorized to confiscate military vehicle keys, AF 483, and flightline POV passes from any individual committing an airfield violation.

6.5.2. Suspension. Any supervisor in the driver's chain of command, the driver's ADPM, unit commander or director, the AFM, or the designated representative may suspend a driver's certification. Suspensions are reported to the AAFM. **(T-3)**. Failure to complete annual refresher training or AF 483 not dated and signed, is cause for competency card suspension. Length of suspension is determined by AAFM based on the circumstances of the event. **(T-3)**.

6.5.3. Revocation. Revocation of driving privileges is reserved for drivers committing serious infractions including a CMA incident, right of way, excessive speed (10 MPH or more over the speed limit), or unauthorized aircraft tow. The AF 483 can be revoked by the certificate holder's ADPM, unit commander, AFM or the designated representative. Once revoked another certificate is not reissued without the explicit approval of the AFM. Individuals having his or her driving privileges revoked must be completely retrained and recertified IAW this instruction and placed on a 30 day mandatory suspension. Revoked AF 483s are forwarded to the AAFM. **(T-3)**.

6.5.4. For minor violations, such as speeding, radio phraseology, parking, or FOD check the AAFM suspends the driver's AF 483 while determining corrective measures, based on the severity and circumstances of the event. **(T-3)**.

6.5.5. Suspension and revocation of civilian driver's license results in the revocation of airfield driving privileges. Only the 75 ABW/CC may waive this requirement. **(T-3)**.

RONALD E. JOLLY, Colonel, USAF
Commander

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

AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*, 1 September 2010

AFI 13-213, *Airfield Driving Program*, 1 June 2011

AFI 24-301, *Vehicle Operation*, 1 November 2008

AFI 31-218_IP, *Motor Vehicle Traffic Supervision*, 22 May 2006

AFI 33-360, *Publications and Forms Management*, 25 September 2013

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

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

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

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

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AFPD 13-2, *Air Traffic, Airfield, Airspace, and Range Management*, 7 August 2007

AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*, 30 July 2009

AFVA 11-240, *USAF Airports Signs and Markings*, 01 May 2013

Air Force Enlisted Classification Directory (AFECD), 31 October 2013

Air Force Officer Classification Directory (AFOCD), 31 April 2013

FAA JO 7110.65V, *Air Traffic Control*, 3 April 2014

HAFBI 13-201, *Air Traffic Control and Flight Operations*, 1 April 2009

HAFBI 13-204, *Air Traffic Control and Flight Operations*

Hill AFB Plan 8, *Installation Control Center Operations and Notification*

Hill AFB Installation Deployment Plan

UCMJ, Article 92, *Failure to Obey Order or Regulation*

Adopted Forms

AF 457, *USAF Hazard Report*

AF 483, *Certificate of Competency*

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

AF Form 847, *Recommendation for Change of Publication*

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 2861, *Cross Reference*

Abbreviations and Acronyms

75ABW/CC—75th Air Base Wing Commander
75ABW/SE—75th Air Base Wing Safety
75CEG—75th Civil Engineering Group
75MDG—75th Medical Group
75OSS/CC—75th Operations Support Squadron Commander
75OSS/OSAM—75th Operations Support Squadron, Airfield Management
75OSS/OSAT—75th Operations Support Squadron, Air Traffic Control Tower
75SFS—75th Security Forces Squadron
AAF—Assistant Airfield Manager
ADI—Airfield Driving Instruction
ADLS—Advanced Distributed Learning System
ADPM—Airfield Driving Program Manager
AF—Air Force
AFB—Air Force Base
AFI—Air Force Instruction
AFM—Airfield Manager
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
AFRSAT—Air Force Runway Safety Action Team
AFSC—Air Force Specialty Code
AFVA—Air Force Visual Aid
AGE—Aerospace Ground Equipment
AMOPS—Airfield Management Operations
AOF/CC—Airfield Operations Flight Commander
CBT—Computer Based Training
CMA—Controlled Movement Area
EAL—Entry Authorization Listing
ECC—Emergency Communications Center
ECP—Entry or Exit Control Point
EOC—Emergency Operations Center

EOR—End of Runway
FAA—Federal Aviation Administration
FOD—Foreign Object Debris
GOV—Government Owned Vehicle
GSA—General Services Administration
HATR—Hazardous Air Traffic Report
HAFBI—Hill Air Force Base Instruction
IAW—In Accordance With
ILS—Instrument Landing System
INST—Instrument or Instrument Hold Line
MAJCOM—Major Command
MOPP—Mission Oriented Protective Posture
MPH—Miles Per Hour
NVD—Night Vision Device
OPR—Office of Primary Responsibility
PCS—Permanent Change of Station
POV—Privately Owned Vehicle
RDS—Records Disposition Schedule
RIPWG—Runway Incursion Prevention Working Group
RMA—Radio Monitoring Area
TDY—Temporary Duty
VCO—Vehicle Control Officer
VCNCO—Vehicle Control Noncommissioned Officer
VHF—Very High Frequency
VFR—Visual Flight Rules

Terms

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

Aircraft Landing Area—Runway 14/32 length: 13,508 x 200 feet.

Aircraft Movement Area—Runway, north and south overruns, hot pads, taxiways, service aprons and hardstands.

Aircraft Taxi Area—The portions of the airfield used by aircraft moving from the aircraft parking area to the aircraft movement area.

Airfield—Refers to all areas inside the FOD check points. Drivers must have airfield driver's certification before driving in this area. The industrial safety area is not included in the term "airfield."

Airfield/Flightline—The area bound by the interior perimeter fence which include the runway, taxiways, infield, flightline, buildings, hangars, facilities, parking aprons,, and flightline ECPs. Industrial Safety Area is not in the airfield/flightline.

Airfield Authorized Drivers -Personnel who have undergone airfield driving training, been approved by Airfield Management, issued an AF 483 or a temporary airfield driving permit, and have unit commander directed access to the airfield for mission-essential tasks.

Airfield Interior/Access Roads—All roads within the airfield environment not designated as a runway, taxiway, or apron.

Airfield Driving Program Manager—The civilian or military individual selected by the commander or director to administer the organization's airfield driving program. While the organization's VCO/VCNCO may fulfill this position, it is a separate appointment process.

Airfield Environment—Includes the runway, all taxiways, ramps and aprons, hot pads, hangars, and airfield roadways inside the foreign object debris (FOD) checkpoints.

Aprons—Paved areas provided for aircraft parking, servicing, unloading, and loading.

Apron/Ramp—An area designed for loading or unloading passengers and/or cargo, refueling, parking, weapons loading, and maintenance of aircraft.

Circle of Safety—Within 25 feet of an aircraft. See Figure 4.1.

Controlled Area— Refers to the area inside the gated area within the Pacer Protect fence.

CMA— Any portion of the airfield requiring aircraft, vehicles, and pedestrians to obtain specific Hill Air Traffic Control approval for access into. At Hill AFB, the CMA is defined as the runway, overruns, ILS critical area (when active) and those portions of the airfield within 100 feet of the runway edge line (white line, either side). Permission into these areas can only be obtained through the VHF 121.6 radio or trunking network "Tower" net. Call sign: "Hill Ground". See Attachment 8.

Controlled Movement Area Violation— An airfield infraction caused by aircraft, vehicles, or pedestrians entering the CMA without specific Control Tower approval. This definition includes runway intrusions and infractions caused by communication errors.

Contractor POV Pass -A POV pass will be issued and controlled by the AFM authorizing nonmilitary contractor vehicles to be operated on the airfield. POV passes will be inserted in the driver's window of the contractor vehicle. POV passes will be requested in writing to 75 OSS/OSAM from a Hill AFB assigned project officer for the predetermined time agreed upon in the pre-construction meeting. Passes will be issued to project officers whom bear sole responsibility for the return of the passes to the airfield management office.

Foreign Object Damage/Debris (FOD)— Any object (i.e., rocks, hats, tools, trash, etc.) on the airfield that poses a potential hazard and could cause damage to an aircraft.

General Purpose Vehicles—Vehicles 1.5 tons and less required for airfield mission support.

Government Motor Vehicle—All motorized vehicles owned by the US Government.

Instrument Hold Lines—An instrument hold line is located on east side of the runway at the north end (See Attachment 3). This line is identified by an “INST” painted on the ground on the runway side of the instrument hold line. In addition there is an "ILS" sign that can be lighted. (See Figures 5.8.)

Industrial Safety Area— Area between the Pacer Protect airfield fencing and the FOD Check/Airfield Access Points.

Movable Obstacles—Moving or parked vehicles, construction equipment, AGE, fire extinguishers, aircraft chocks, maintenance stands, etc., posing a hazard to aircraft.

Overruns—Paved portions extending outwards 1,000 feet at both ends of runway 14/32 and spanning the same width as the runway. The overruns are considered an active portion of the runway.

Parked Vehicles—Vehicles, which are unattended, where no one is sitting in the driver’s seat.

Priority Vehicles—Crash or fire vehicles, ambulances, Safety, Airfield Management, and 75 SFS vehicles responding to an emergency or immediate response situations which have operational priority over other vehicles.

Privately Owned Vehicle (POV)—All motorized vehicles not owned by the US Government. Includes contractor or government funded rentals.

Privately Owned Vehicle (POV) Pass (Except for Contractor Vehicles), Flight Line, Hill AFB Utah—This pass authorizes nonmilitary vehicles to be temporarily operated on the airfield and is issued and controlled by the AFM. A flight line pass will be issued to operate in the airfield environment for vehicles approved by the unit’s commander or director in writing and authorized by the AFM. Passes will be displayed on the dashboard or hang from the mirror of the vehicle. Passes are reissued annually effective 1 January or are returned to 75 OSS/OSAM when no longer required.

Radio Monitoring Area—An area paralleling the runway 1,000 feet either side of centerline to the end of the runway, then an area from the threshold to 3,000 feet beyond the threshold 1,500 feet either side of centerline (reference Attachment 2). This is an area of increased hazard due to accident potential. Only vehicles being used to complete mission requirements are authorized to operate within the RMA. At Hill AFB, a rough estimate of the western edge of the radio monitoring area is the western edge of taxiway Alpha. Personnel need not ask permission into the RMA but must closely monitor VHF 121.6 or trunking network “Tower” net for any instructions from the Air Traffic Control Tower.

Ramps—Air Freight Ramp, ALC Ramp, Fighter (388/419, WSEP) Ramp, West (Transient) Ramp, North Ramp, East Ramp (Flight Test Ramp), and South Ramp.

Restricted Area— Hill AFB restricted areas are designated by red lines and painted signs identifying them as restricted areas. Drivers should have appropriate area numbers on their restricted area badge before going into these areas. See Figure 4.2.

USAF Restricted Area Badge—All persons on the airfield must have and display a current badge with appropriate areas annotated. This is an attachable identification (ID) card issued by the 7575 SFS.

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 the aircraft. For the purpose of this instruction, the protected area is the same as the CMA. These are further classified into three operational categories:

Operational Error—A failure of the air traffic control system that results in loss of separation.

Pilot Deviation—The action of a pilot that results in the violation of ATC instructions, AFIs and/or FARs.

Vehicle/Pedestrian Deviation—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.

Special Purpose Vehicles- Vehicles designed for special requirement, such as tugs, Jammers, Bomb Loaders, forklifts, K-loaders, fuel trucks, and heavy equipment. **NOTE:** Vehicles towing aircraft on any taxiway will contact Hill Ground for permission prior to moving the aircraft. Vehicles towing aircraft will maintain the required distance of 25 feet from any obstacle.

Taxiways -Pavement provided for the ground movement of aircraft. Taxiways connect the parking and maintenance areas of the airfield with the runway and provide access to hangars, docks, various parking aprons, hardstands, and hot pads. Taxiways for Hill AFB include: Taxiway Alpha running north-south parallel to the runway, intersecting the runway from north-south are, Charlie, Echo, Delta, Juliet, Foxtrot and Golf.

Uncontrolled Movement Area—All Taxiways west of taxiway Alpha, all ramps, including ramps east of the alert facility, aprons, parking areas, loading docks, and any other areas not under the control of air traffic are considered uncontrolled movement areas.

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

Vehicle Control Officer (VCO) or Vehicle Control Noncommissioned Officer (VCNCO)/ADPM—The civilian or military individual selected by the commander or director to administer the organization's vehicle program. A separate appointment letter and training from Airfield Management is required to appoint a unit's Airfield Driver Program Manager (ADPM).

Wheeled Vehicle—Refers to any vehicle (i.e., motorized, bicycle, or tricycle) with wheels.

Attachment 2

UNIT MINIMUM AIRFIELD DRIVER TRAINING LESSON PLAN OUTLINE

Table A2.1. AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST

DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM)</i>				
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone	
	Date Completed	Trainee's Initials	Trainer's Initials	Not Available (N/A)
1. Definitions and terms. Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.				
1.1. Runway				
1.2. Controlled Movement Area (CMA)				
1.3. CMA 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.				

<p>4. Practical Day and Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee</p>				
<p>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.</p>				
<p>5. Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable of the airfield environment.</p>				
<p>5.1. Familiarize trainee with the following airfield lighting.</p>				
<p>5.1.1. Runway.</p>				
<p>5.1.1.1. Edge Lights.</p>				
<p>5.1.1.2. Approach Lights.</p>				
<p>5.1.2. Taxiway.</p>				
<p>5.1.2.1. Edge Lights.</p>				
<p>5.1.2.2. Centerline Lights.</p>				
<p>5.1.2.3. Guard Lights (as applicable).</p>				
<p>5.2. Familiarize trainee with the following airfield signage.</p>				
<p>5.2.1. Runway Hold Sign.</p>				
<p>5.2.2. Taxiway Location Sign.</p>				
<p>5.2.3. ILS Critical Area Sign.</p>				
<p>5.2.4. Direction Sign.</p>				
<p>5.2.5. Distance Remaining Sign.</p>				
<p>5.3. Familiarize trainee with the following airfield markings.</p>				
<p>5.3.1. Runway.</p>				
<p>5.3.1.1. Centerline.</p>				
<p>5.3.1.2. Edge.</p>				
<p>5.3.1.3. Runway ID Numbers.</p>				
<p>5.3.1.4. Threshold Markings.</p>				
<p>5.3.1.5. VFR Hold Line.</p>				
<p>5.3.2. Vehicle Stop Bars.</p>				
<p>5.3.3. Taxiways.</p>				
<p>5.3.3.1. Centerline.</p>				
<p>5.3.3.2. Edge Markings.</p>				
<p>5.3.4. ILS Critical Areas.</p>				
<p>5.3.5. Non-Movement Area Boundary Marking as applicable.</p>				
<p>5.3.6. Non Standard Airfield Markings as applicable.</p>				

5.3.7. Aircraft Arresting Gear Marking as applicable.				
5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.6. Familiarize trainee with the location of Free Zones as applicable.				
5.7. Familiarize trainee with the reduced visibility/inclement weather driving				
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control				
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,				
5.12. Familiarize trainee with the taxiway configuration (e.g., dimensions, location,				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Radio Monitoring Area.				
5.16. Identify Smoking not allowed on Airfield.				
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 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 and Wing ADPM</i>)				
TRAINEE				
I have received and completed all of the above training requirements and will comply with <i>Local Base Airfield Driving Instruction (ADI)</i> . 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 HAFBI 13-213, <i>Airfield Driving Instruction (ADI)</i> . Check all applicable restrictions. Ramp only Daylight Hours only Other (<i>Specify</i>)				
Name (Last, First, MI):	Rank, Civilian Grade or Equivalent:	Signature:	Date:	
WING ADPM or designated representative (<i>as required</i>)				
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:	
Note: Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for the practical training requirements in items 4 and 7 above.				

Attachment 3

HILL AIRFIELD MANAGEMENT AIRFIELD CONSTRUCTION/TDY BRIEFING GUIDE

Table A3.1. Hill Airfield Management Airfield Construction/TDY Briefing Guide

Hill Airfield Management Airfield Construction/TDY Briefing Guide	
Contract #:	Operational Area: Date:
<p>Purpose: To brief construction crews or TDY personnel on their responsibilities as related to the following:</p> <p>Flightline Authorization: Before work begins on the airfield, all contractors/TDY personnel must receive this briefing and ensure all employees receive and sign this briefing, forwarding a copy to the project manager, and receive a flightline authorization pass. Return the pass to Airfield Management upon expiration or when no longer required.</p> <p>Proper FOD Checks and FOD awareness: Always clean vehicle floor and tires (with roll over) before entering the airfield area or leaving the construction site, visually inspect vehicle and tires, and sweep up as necessary. If the contractor posts a FOD monitor at taxiway crossings, the monitor will check the taxiway after each vehicle crosses. Coordinate with AFM or AAFM on smoking, eating areas on the airfield and for proper disposal of trash. Only hats and safety helmets with chin straps secured will be allowed on the airfield.</p> <p>Operation in vicinity of aircraft: No vehicle will park or pass closer than 25 feet in front of or 200 feet to the rear of an aircraft that has engines running at idle.</p> <p>Traffic Flow Control: Aircraft have the right of way. If you see an aircraft moving in your direction, do not cross in front of it. Vehicles must come to a complete stop within 100 ft of a fighter type aircraft. Vehicles encountering larger than fighter type aircraft must turn around and exit the taxiway. Vehicles operating on all taxiways will travel on the extreme right edge of the taxiway. No vehicle will be parked in such a manner to impede vehicle or aircraft traffic.</p> <p>Airfield Area Awareness/Radio Controlled Movement Area: Controlled Movement Area – all areas on the airfield where two way radio contact with the control tower is required. This area includes the runway infield and overruns. Be aware of the airfield area as it relates to the work site, the controlled movement area, and the restricted areas. Use the figure on the back, to identify these areas. Do not enter the controlled movement area without prior coordination with the Airfield Management section and radio contact with the control tower. If working in the controlled movement area, always maintain 2-way radio contact, repeat clearance back to tower. Do not ever use the word “clear”. Add all areas as defined in Attachment 1 where two way radio contact is required</p> <p>Night operations: When an aircraft is approaching, headlights will be turned off, and emergency flashers or parking lights turned on, to prevent interference with the pilot’s vision. Do not leave vehicle unattended on taxiways. Do not leave engine running in unmanned vehicles.</p> <p>Speed Limits: All taxiways, aprons, and ramps: General Purpose Vehicles - 15 MPH; Any vehicle within 25 feet of an aircraft, snowplow, or building - 5 MPH.</p> <p>Site Visit: The Airfield Manger or designated representative will visit the work site as required. Briefing Confirmation (Sign below)</p>	
Contractor:	Project Officer:
Airfield Management:	Contractor/TDY Personnel:

Attachment 4

VEHICULAR CALL SIGNS

Table A4.1. Vehicular Call Signs

CALL SIGN	OFFICE	CALL SIGN	OFFICE
Wing 1	75 ABW/CC	Defender 1	75 SFS/CC
Wing 2	75 ABW/CV	SFA1	75 SFS/Flight A
Flight Safety	75 ABW/SEF	SFB1	75 SFS/Flight B
Ops 1	75 OSS/CC	SFC1	75 SFS/Flight C
Ops 2	75 OSS/DO	SFK1	75 SFS/MWD
Ops 3	75 OSS/OSA	Police1 thru 2	75 SFS/Patrol
Airfield 1	75 OSS/OSAM	Security 1 thru 3	75 SFS/Patrol
Airfield 2	75 OSS/OSAM	K9	75 SFS/MWD
Airfield 3	75 OSS/OSAMB	Command Post	75 ABW/CP
ATC 1	75 OSS/OSAT	Safety 1	75 ABW/SE
QA	75 OSS/OSC	Flight Safety	75 ABW/SEF
TA	75 OSS/OSCT	Shotgun 1	OO-ALC/CC
Alert 1 thru 4	75 OSS/OSCT	Shotgun 2	OO-ALC/CV
ATCAL5 1 thru 3	75 OSS/OSM	Falcon 1	388 FW/CC
CE 1	75 CEG/CC	Falcon 2	388 FW/CV
Barrier 1 thru 4	75 CES/CIET	Falcon 3	388 OG/CC
Electrician	75 CES/CEIE	Falcon 5	388 FW/SE
Snow 1	75 CES/CEOP	Falcon 5A	388 FW/SEF
Airfield Sweeper	75 CES/CEOP	Falcon 6	388 FW SOF
Broom 1 thru 4	75 CES/CEOP	Recovery 1 thru 4	388 EMS/MXMT
Plow 1 thru 4	75 CES/CEOP	Hammer 1	Combat Hammer
Bash 1	75 CEG/CEVR	Bulldog 1	Mission Director
Bash 2 thru 3	USDA	Oscar 1	Incident Commander
Pavement Maintenance 1 thru 4	75 CES/CEOP	Diamond 1	419 FW/CC
Water Truck	75 CES/CEOP	Diamond 2	419 FW/CV
Chief 1	775 CES/CEF	Diamond 3	419 OG/CC
Chief 2	775 CES/CEF	Diamond 5	419 FW/SEF
Battalion 1	775 CES/CEF	Test Ops SOF	514FLTS SOF
Survey 1	75 CEG/CEPT	Acft Transportation	309 AMXG
These are the most used call signs all others used on the airfield are coordinated through the Airfield Manager.			

Attachment 5**CONTROLLED MOVEMENT AREA (CMA) PHRASEOLOGY****A5.1. Techniques and Instructions Used on the Airfield.**

A5.1.1. When requesting access on the runway, you must state the requested access point, call sign, and should include destination and expected duration.

A5.1.2. Some runway crossing approvals may be issued as "without delay". This means the Tower has approved your operation using minimal time on the runway. If you are crossing the runway DO NOT STOP. If you expect to use more than minimal time on the runway or you are unable to proceed "without delay", hold short and advise the controller. If the controller clears you to cross the runway before you have made your request and you need access on the runway instead of crossing, hold short and advise the controller.

A5.1.3. Any approval "up to, but not on the runway" is an approval inside a 100 foot, distance from the runway edge lights. This is not approval to go onto the runway or any hard surface of the runway e.g., the paved runway shoulders.

A5.1.4. During inclement weather conditions stay behind the flashing sign on the north perimeter road until Tower approval is given.

A5.1.5. If on a runway or taxiway and you observe the runway or taxiway lights flashing on and off, look to Tower for light gun signals, exit immediately and contact the Tower. You may be experiencing radio difficulties and cannot hear the instructions to exit the runway/taxiway.

A5.1.6. Under no circumstances shall a vehicle be driven onto the runway if there is any uncertainty concerning the approval of the request.

A5.2. Example of Initial Call to Tower.

A5.2.1. Identify yourself and state your request or advisory. "HILL GROUND, MAINTENANCE ONE".

A5.2.2. The Ground Controller will respond by: "MAINTENANCE ONE, HILL GROUND".

A5.3. Example of Runway Crossing.

A5.3.1. VEHICLE: "HILL GROUND, MAINTENANCE ONE".

A5.3.2. HILL GROUND: "MAINTENANCE ONE, HILL GROUND".

A5.3.3. VEHICLE: " HILL GROUND, MAINTENANCE ONE AT TAXIWAY BRAVO REQUEST PERMISSION TO CROSS THE RUNWAY".

A5.3.4. Hill Ground will advise the vehicle to:

A5.3.4.1. HILL GROUND: " MAINTENANCE ONE, HOLD SHORT, LANDING or DEPARTING TRAFFIC".

A5.3.5. Or will transmit crossing instructions.

A5.3.5.1. HILL GROUND: "MAINTENANCE ONE, CROSS RUNWAY ONE FOUR AT BRAVO, REPORT WHEN OFF"

A5.3.5.2. VEHICLE: "HILL GROUND, MAINTENANCE ONE, PROCEEDING ACROSS THE RUNWAY AT BRAVO AND WILL REPORT OFF". NOTE: If holding instructions are issued the controller may state the reason for the hold. You must repeat all hold short instructions.

A5.3.5.3. HILL GROUND: "MAINTENANCE ONE, HOLD SHORT, LANDING TRAFFIC" VEHICLE: "HILL GROUND, MAINTENANCE ONE, WILL HOLD SHORT"

A5.3.5.4. Or

A5.3.5.5. HILL GROUND: "MAINTENANCE ONE, PROCEED ACROSS THE RUNWAY AT THE NORTH BAK 12 BARRIER", "REPORT OFF".

A5.3.5.6. VEHICLE: "HILL GROUND, MAINTENANCE ONE, PROCEEDING ACROSS THE RUNWAY AT THE NORTH BAK 12 BARRIER AND WILL REPORT OFF".

A5.3.6. The requester will respond with hold instructions, approval to proceed across, or "stand by" instructions.

A5.4. Example of Access on the Runway. Note: You must state the requested access point and should include destination and expected duration on the runway.

A5.4.1. HILL GROUND: "SWEEPER ONE, PROCEED ON RUNWAY ONE FOUR AT TAXIWAY BRAVO, REPORT OFF"

A5.4.2. Or

A5.4.3. HILL GROUND: "OPS ONE, PROCEED ONTO RUNWAY ONE FOUR AT BRAVO, REPORT OFF"

A5.4.4. Or

A5.4.5. HILL GROUND: "TALON SIX ONE, PROCEED ACROSS RUNWAY ONE FOUR AT DELTA WITHOUT DELAY, REPORT OFF"

A5.4.6. The controller will issue an approval, hold instructions, or "stand by".

A5.4.7. HILL GROUND: "SWEEPER ONE, PROCEED ON RUNWAY AT BRAVO"REPORT OFF"

A5.4.8. Or

A5.4.9. HILL GROUND: "OPS ONE, PROCEED ONTO RUNWAY AT BRAVO", REPORT OFF" **NOTE:** Some approvals may be issued as "without delay". This means that you are approved for your operation using minimal time on the runway. If you are crossing the runway DO NOT STOP. If you expect to use more than minimal time on the runway or you are unable to proceed "without delay", hold short and advise the controller. If the controller approves you to cross the runway before you have made your request and you need access on the runway instead of crossing, hold short and advise the controller.

A5.4.10. HILL GROUND: "TALON SIX ONE, PROCEED ACROSS RUNWAY ONE FOUR AT DELTA WITHOUT DELAY, REPORT OFF"

A5.5. Example of access "up to, but not on the runway". *NOTE:* Any approval "up to, but not on runway" is an approval inside a 100' distance from the runway edge but do not go on the hard surface shoulder of the runway, this requires specific approval from the Control Tower.

A5.5.1. HILL GROUND: "AIRFIELD LIGHTING, PROCEED UP TO, BUT NOT ON RUNWAY AT DELTA" REPORT OFF"

A5.6. Example of Reporting off the Runway.

A5.6.1. VEHICLE: "MAINTENANCE ONE IS OFF THE RUNWAY AT THE NORTH BAK-12" VEHICLE: "SWEEPER ONE IS OFF THE RUNWAY AT FOXTROT"

A5.6.2. VEHICLE: "OPS ONE IS OFF THE RUNWAY AT BRAVO"

A5.7. Example of Acknowledging Tower Instructions.

A5.7.1. VEHICLE: "HILL GROUND, OPS ONE PROCEEDING ACROSS THE RUNWAY AT DELTA AND WILL REPORT OFF". *NOTE:* Never use the phrases "CLEAR", "CLEARED", or "CLEARANCE". These words are used strictly by ATC in communications with aircraft only.

A5.8. All acknowledgements and instructions must be reported verbatim back to the tower.

A5.9. Examples of Improper Phraseology.

A5.9.1. Phrases such as; "CLEARED", "CLEAR", "CLEARANCE", "GO-AHEAD", "OK", or "GO ON", should not be used by vehicle drivers and should be verified prior to proceeding with a request.

A5.10. Common Use Phrases.

Table A5.1. Common Use Phrases

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. Note: Use of this phrase does not authorize requestor to “Go Ahead” with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay, Expedite	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	“No” or “permission not granted” or “that is not correct.”
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in “standby for clearance.” The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

A5.11. Phonetic Aviation Alphabet.

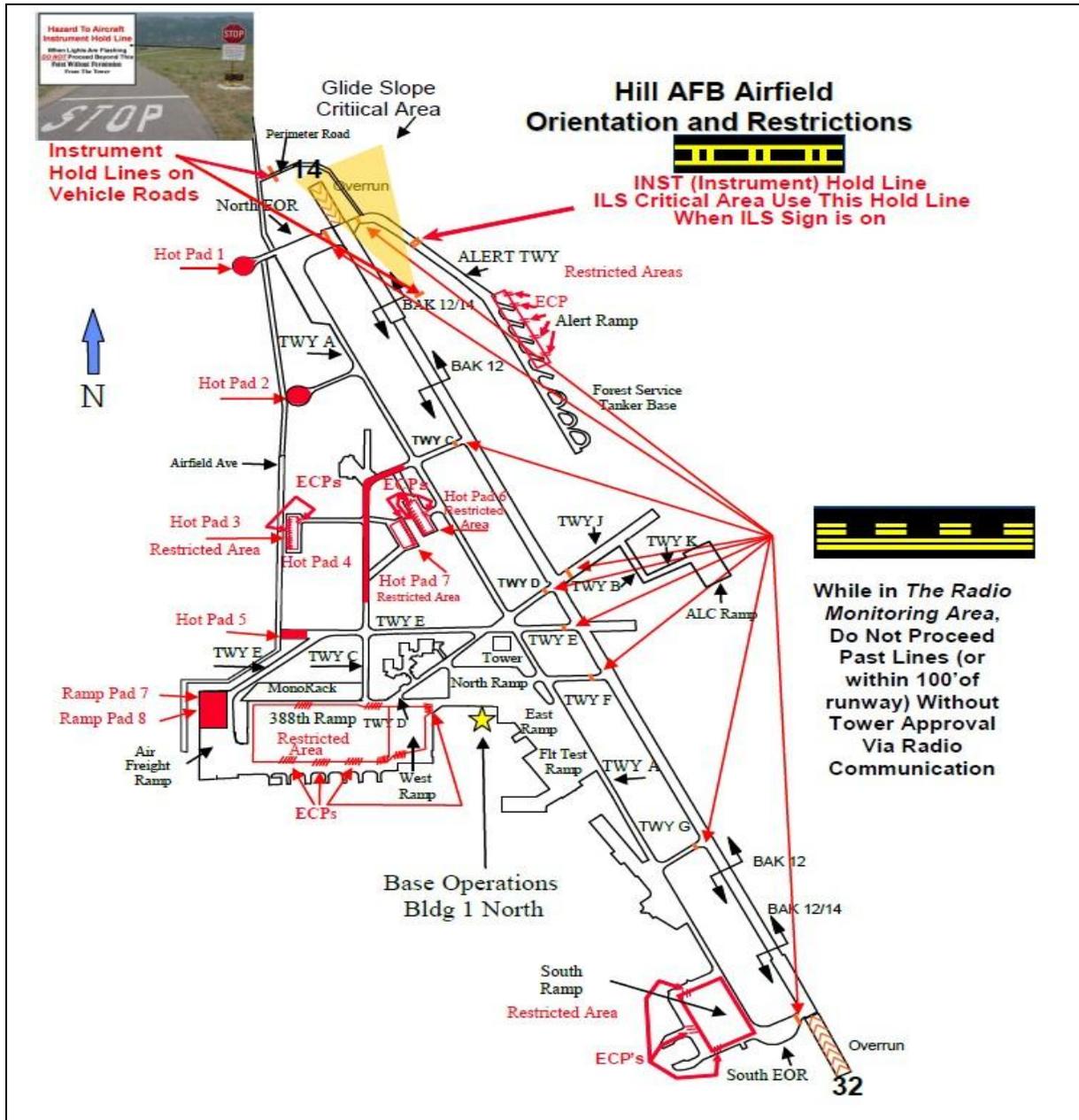
Table A5.2. Phonetic Aviation Alphabet

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

Attachment 7

HILL AFB ORIENTATION AND RESTRICTIONS

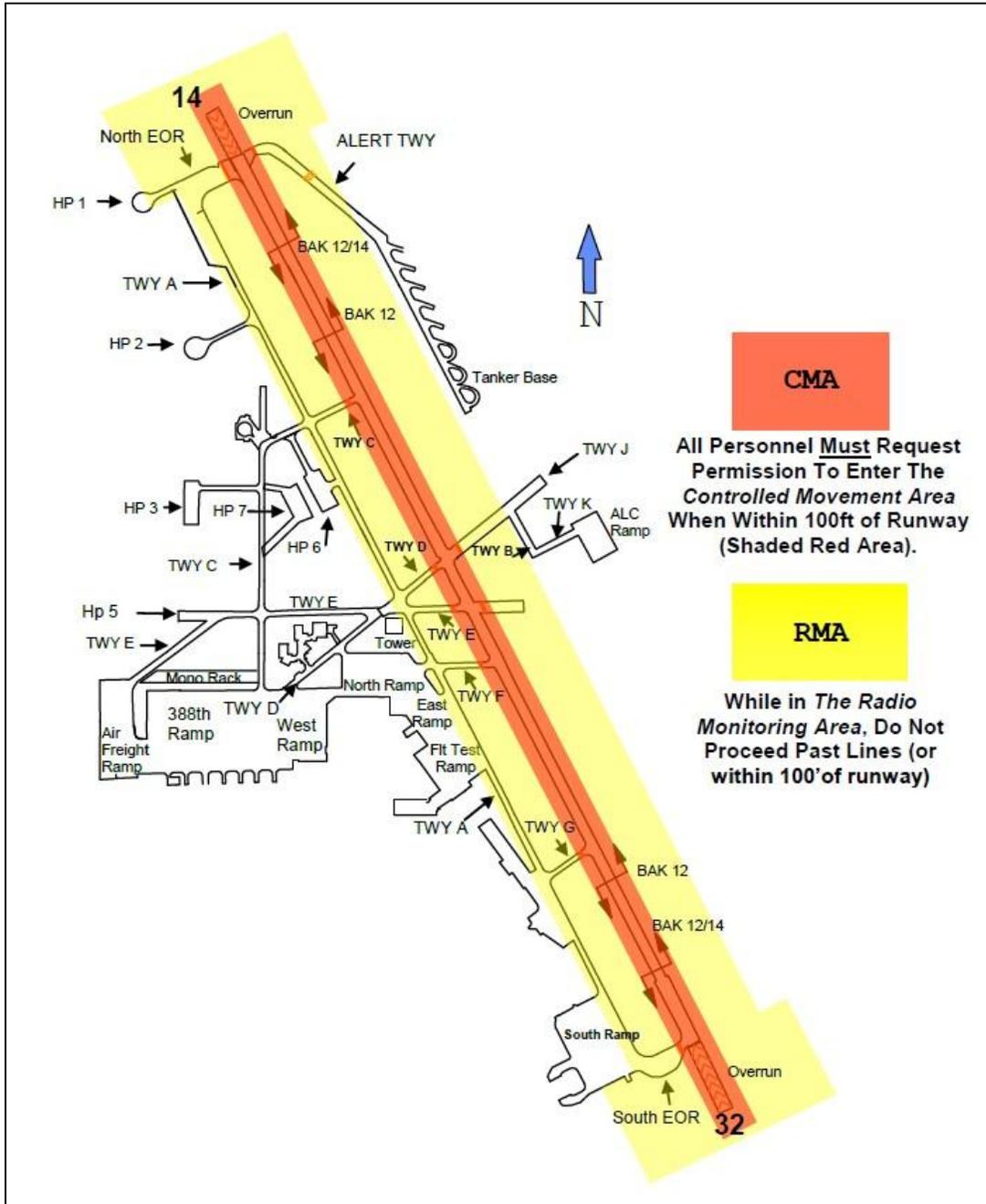
Figure A7.1. Airfield Orientation and Restrictions



Attachment 8

HILL AFB AIRFIELD CONTROLLED MOVEMENT AND RADIO MONITORING AREAS

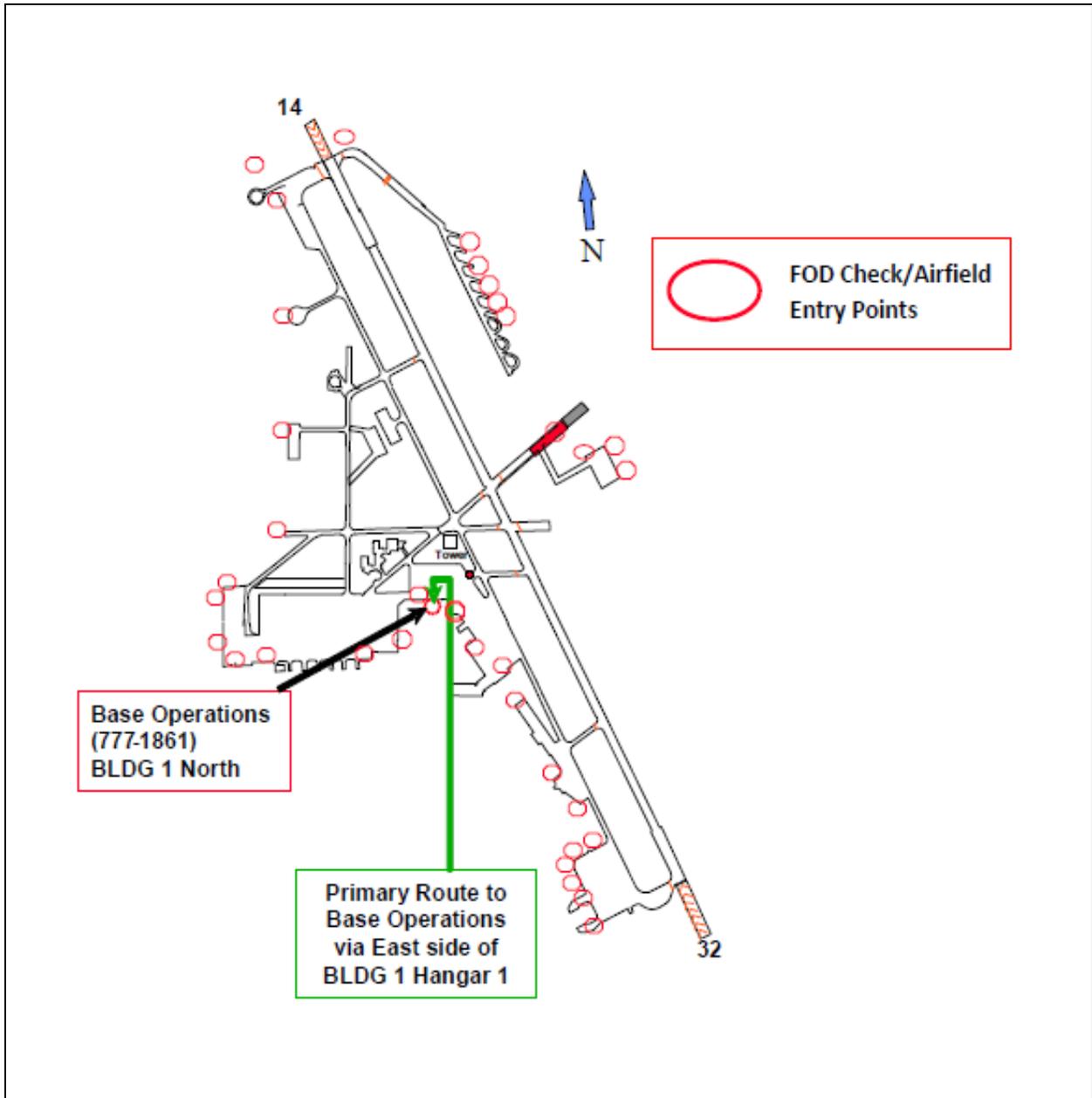
Figure A8.1. Controlled Movement and Radio Monitoring Areas



Attachment 9

HILL AFB AIRFIELD FOD CHECK POINTS/AIRFIELD ACCESS POINTS

Figure A9.1. Hill AFB Airfield FOD Check Points/Airfield Access Points



Attachment 10

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

Table A10.1. Unit Airfield Driver Program Self Inspection Checklist

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST			
SECTION I – GENERAL INFORMATION (Completed by the Wing ADPM or Unit ADPM)			
Unit	Office Symbol or Company Name	Date:	
SECTION II – INSPECTION ITEMS (Completed by the Wing ADPM or Unit ADPM)			
	Yes	No	Not Applicable
1. Unit Commander.			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?			
1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.4. 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 in the Master Airfield Driving Database?			

2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
3. TDY personnel/Non base assigned Contractors.			
3.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF 483 from their home base)? ADPM should question the need to issue AF 483 if TDY personnel do not have an AF 483 from their home station.			
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
4. Training.			
4.1. Are potential airfield drivers receiving classroom training by the ADPM IAW HAFBI 13-213?			
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 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?			
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			

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

Attachment 11

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

Table A11.1. Airfield Driving Training Documentation And Certification Checklist

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by the Unit ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee and Unit Trainer)</i>			
	Date Completed	Trainee’s Initials	Trainer’s Initials
1. Trainee possesses a valid (<i>List State of Issue</i>) Driver’s License (<i>List restrictions</i>).			
2. Trainee possesses a valid Government Driver’s License. (only if required for the type of government vehicle driven by the trainee)			
3. USAF Airfield Driving Computer Base Training. [Score:]			
4. Airfield Driver Training Classroom (HAFBI 13- 213, <i>Airfield Driving Instruction</i>).			
5. Airfield Driving Qualification Training Checklist/ Curriculum. (See Attachment 2)			
6. Practical Day Airfield Driver Familiarization Training (See Attachment 2,			
7. Practical Night Airfield Driver Familiarization Training as applicable. (See Attachment 2, Item			
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:

Attachment 12

SAMPLE POV REQUEST LETTER

Figure A12.1. Sample POV Request Letter

DEPARTMENT OF THE AIRFORCE
 (Unit Letter Head)

MEMORANDUM FOR 75 OS S/OSAM FROM: (UNIT/OFFICE SYMBOL)

SUBJECT: Sponsor Letter for POV Pass for (name of agency)

1. We will be sponsoring the vehicles and personnel listed below for Hill Air Force Base Airfield access for 2008:

Contractor: (Unit/Company Name)
 Address: (Unit/Company Address)
 Phone: Office (801) 123-4321 Cell (801) 124-4321
 Contract # 123456789
 Expiration Date: (Date pass is no longer required) Reason for accessing the airfield:

Locations on the airfield the vehicle will be operating:

Vehicle Year: Driver:
 Make: State License Exp. Date:
 Model: Airfield Drivers Certificate #: Color:
 License Plate: State:

2. If you have any questions or require any additional information, please feel free to contact me at DSN 777-1234 or (801) 123-1213.

(Signature Block) Commander

Attachment 13

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

Figure A13.1. Sample ADPM Appointment Letter

MEMORANDUM FOR 75 OSS/OSAM			
FROM: (Unit Commander/Director Office Symbol) SUBJECT: Appointment of Unit ADPMs and Trainers			
<p>1. The following individuals are appointed as unit Airfield Driving Program Managers (primary/alternate) and trainers. Individuals have received training IAW AFI 13-213 <i>Airfield Driving</i> and the HAFBI 13-213 <i>Airfield Driving Instruction</i>. 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.</p>			
NAME/E mail	OFFICE SYM	DP	483 #
PRIMARY:			
MSgt Ann B. Smith Email: Ann.Smith@blank.af.mil	OSAA	XXX-XXXX	#####
ALTERNATE:			
TSgt John E. Doe Email: John.Doe@blank.af.mil	OSAA	XXX-XXXX	#####
The following individuals are appointed as Airfield Driving Program Trainers:			
NAME/E mail	OFFICE SYM	DP	483 #
TSgt Jane C. Davis Email: Jane.Davis@blank.af.mil	OSAA	XXX-XXXX	#####
SSgt Michael Johnson Email: Michael.Johnson@blank.af.mil	OSAA	XXX-XXXX	#####
This letter supersedes all previous letters, same subject.			
XXXX X. XXXXX, Lt Col, USAF Commander			

Attachment 14

UNIT ADPM TRAINING CHECKLIST

Table A14.1. Unit ADPM Training Checklist

UNIT ADPM TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION (Completed by AAFM)			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING (Completed by Trainee and Wing ADPM)			
	Date Completed	Trainee Initials	Wing ADP
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306, <i>Manual for the Wheeled Vehicle Operator</i> .			
4.2. AFI 91-203, <i>Air Force Consolidated Occupational Safety Instruction</i> , Chapter			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AFI 48- 123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver’s training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit AFPM on an actual			

training session and practical check ride.			
16. Master Airfield Driving Database			
17. AF IMT483 CERTIFICATE #	STAMP:		
SECTION III – TRAINING CERTIFICATION (<i>Completed by the Trainee and AAFM or designated representative</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with HAFBI 13-213 <i>Airfield Driving Instruction (ADI)</i> .			
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: