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SECRETARY OF THE AIR FORCE**



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Space, Missile, Command, and Control

AIRFIELD DRIVING

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This instruction implements Air Force Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It applies to all Air Force, Air National Guard (ANG), and Air Force Reserve Command (AFRC) organizations (to include contracted locations) that administer an Airfield Driving Program. At joint, shared-use, and overseas airfields, this instruction applies to the facilities that are controlled and used exclusively by the Department of the Air Force, as outlined in real estate documents or letters of agreement. This AFI may be supplemented at the wing and MAJCOM levels, wing/base level supplements must be routed through the Major Command (MAJCOM) Office of Primary Responsibility (OPR) for Airfield Operations (AO) prior to certification and approval for implementation. MAJCOM supplements, and interim changes to previously approved supplements to this AFI, must be routed through Headquarters Air Force Flight Standards Agency, Director of Airfield and Air Traffic Control Standards (HQ AFFSA/A3A) prior to certification and approval for implementation. Refer recommended changes and questions about this publication to the OPR using the AF Information Management Tool (IMT) 847, Recommendation for Change of Publication; route AF IMT 847s

from the field through MAJCOM OPR for AO to HQ AFFSA/A3A for final disposition. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, Secretary of the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The reporting requirements in this AFI are exempt from licensing with a report control symbol (RCS) according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. See **Attachment 1** for a glossary of references and supporting information used in this instruction.

(HOLLOMANAFB) This instruction implements policy and directs procedures in accordance with (IAW) Air Force Policy Directive (AFPD) 13-2, *Air Traffic Control, Airspace, Airfield and Range Management* and prescribes policy, responsibilities, and procedures for qualification and certification of airfield driving and the control of motor vehicle traffic on the airfield. This instruction implements Air Force Instruction (AFI) 13-213, *Airfield Driving*, Air Force Manual (AFMAN) 24-306 (I), *Manual for the Wheeled Vehicle Operator*, AFOSH STD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, Holloman AFB Instruction (HAFBI) 13-204, *Uncontrolled Airfield Operations (UAO)* and Federal Aviation Administration (FAA) Joint Order 7110.65, *Air Traffic Control*, and consolidates information pertinent to the Holloman AFB airfield. The provisions contained herein are directive in nature; deviations are authorized in the interest of safety. The contents of this instruction apply to all military and civilian personnel conducting ground vehicular traffic operations on the airfield at Holloman Air Force Base, New Mexico. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49th Operations Support Squadron Airfield Management (49 OSS/OSAA), 1148 Rescue Road, Holloman AFB, NM 88330-8029.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. AFI 13-213, *Airfield Management*, 29 Jan 2008; Chapters 1, 2, 3, 5 thru 7 were rescinded and incorporated into AFI 13-204, *Airfield Operations Volumes 1 and 3*, dated 1 Sep 2010. Major changes include changing the AFI title from *Airfield Management* to *Airfield Driving*, updating airfield driving procedures, training standards and program management. This AFI also incorporates runway incursion prevention methods outlined in the USAF/A/3/5 message Date Time Group: 062240 Zulu Feb 2009. A number of editorial/reference corrections were also made.

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Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

1.1.1. This AFI provides guidance for developing an Airfield Driving Program (ADP) to provide safe ground vehicle operations and pedestrian control on USAF owned and/or operated airfields. It outlines training requirements for all personnel (e.g. military, DoD Civilians, Contractors, etc.) who, as a part of their job, are required to drive unescorted on an airfield.

1.1.2. Personnel required to drive on the airfield must be knowledgeable of and comply with the procedures outlined in this AFI and locally developed Airfield Driving Instruction (ADI). For the purpose of this AFI, the ADI is a wing or base level instruction.

1.1.3. In today's complex airfield environment, there are incidents involving aircraft, pedestrians, and ground vehicles at USAF airfields that lead to property damage and personnel injury. One of the most hazardous incidents for an airfield driver to be involved with is a runway incursion. A runway incursion occurs when an aircraft, vehicle or person enters the protected area of a surface designated for the landing and take-off of aircraft without approval from Air Traffic Control Tower (ATCT). Runway incursions have the potential to result in aircraft endangerment and loss of life. While there are several factors involved in a runway incursion, the leading causes of these incidents result from a failure to follow procedures, inadequate vehicle operator training, and loss of situational awareness. Therefore, strict adherence to the procedures in this AFI is essential to preventing aircraft-vehicle mishaps and personnel injury on the airfield.

1.1.4. Shared-Use Airfields. Airfield Management (AM) personnel at shared-use airfields (e.g. Air National Guard, Air Force Reserve units) must work with the civil airport manager to develop and implement local airfield driving procedures where applicable.

1.1.5. Contingency Locations. At contingency locations, the Senior Airfield Authority (SAA) or equivalent, may authorize deviations to airfield driving procedures outlined in this AFI to support tactical or combat operations/situations. Authority must not be delegated.

1.1.5.1. In the interest of safety to airfield and flight operations, deviations to this AFI should be by exception only and include a Risk Management assessment. Factors to consider for deviations include but are not limited to the length of time the operation has been in place and available resources.

1.1.5.2. If time permits, or at the discretion of the SAA or equivalent, forward proposed deviations to the MAJCOM OPR for AO, or equivalent, for an operational review.

1.1.5.3. Provide the MAJCOM OPR for AO, or equivalent, an informational copy of approved deviations to assist with establishing compliance priorities, providing oversight, and developing area of responsibility execution activities.

1.2. Waivers, Recommended Changes and Issuing New Airfield Driving Policy or Procedures.

1.2.1. Waivers.

1.2.1.1. Waiver Authority. HQ AFFSA/A3A will provide waivers to this instruction only upon an official MAJCOM OPR for AO request when a requirement makes a waiver necessary or compliance with creates a hazard. HQ AFFSA/A3A grants waivers to this AFI for a period not to exceed two years.

1.2.1.2. Waiver Process. AF IMT 4058, *Airfield Operations Policy Waiver* will be used to request waivers to this instruction. If additional space is required, annotate on plain bond paper and submit along with the form. Number each comment with the corresponding block number. In addition, units will submit an Operational Risk Management (ORM) Assessment in accordance with AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools* or alternate risk mitigation procedures with all waiver requests.

1.2.1.2.1. All waiver requests to this instruction must be reviewed/coordinated on by the Wing Airfield Driving Program Manager (Wing ADPM), Airfield Operations Flight Commander (AOF/CC) and Wing Safety.

1.2.1.2.2. The AOF/CC forwards the AF IMT 4058 through the Senior Operational Commander (e.g., OG/CC) to the MAJCOM OPR for AO, who will then review/coordinate and send to HQ AFFSA.

1.2.1.2.3. Submit additional data (e.g., Letters of Procedure (LOP), airfield diagrams, etc.) to substantiate the waiver request as required.

1.2.1.3. Submit waiver renewal requests to HQ AFFSA No Later Than (NLT) 30 days prior to expiration.

1.2.2. Recommended Changes. Use the AF IMT 847, *Recommendation for Change of Publication* to submit recommended changes to this AFI. Recommended changes must be coordinated on by the Wing ADPM, AOF/CC and host Wing/CC or equivalent then forwarded to the MAJCOM OPR for AO. The MAJCOM OPR for AO will review/coordinate on proposed changes prior to forwarding to HQ AFFSA/A3A for final disposition.

1.2.3. Issuing New Airfield Driving Policy or Procedures. In accordance with AFI 33-360, *Publications Management Program*, a Guidance Memorandum (GM) or Interim Change (IC) will be used to prescribe procedures and guidance pending revision of this AFI. New USAF procedures/guidance will be distributed through the MAJCOM OPR for AO. GMs and ICs will be posted on the AFDPO website until formalized in this publication.

Chapter 2

RESPONSIBILITIES

2.1. HQ AFFSA.

- 2.1.1. Develops USAF airfield driving operations, procedures, and training standards.
- 2.1.2. Utilizes the Air Force Safety Automated System (AFSAS) to monitor and track airfield driving related Hazardous Air Traffic Report (HATRs) and Controlled Movement Area Violations (CMAVs).
- 2.1.3. Approves MAJCOM supplement(s), or equivalent, guidance to this AFI.
- 2.1.4. Reviews and provides final disposition on waiver request(s) to this AFI.
- 2.1.5. Supports AF Runway Safety Action Team (AFRSAT) programs, in accordance with AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*.
- 2.1.6. Develops mandatory briefing/training items to provide education, training, and awareness on airfield driving and to enhance flight safety.

2.2. MAJCOM OPR for AO.

- 2.2.1. Supplements USAF airfield driving guidance as needed. **Note:** All supplements or equivalent guidance, to include interim changes to previously approved supplements, must be routed to HQ AFFSA/A3A for coordination prior to obtaining certification and approval to publish.
- 2.2.2. Reviews and coordinates on the ADI prior to implementation and compliance.
- 2.2.3. Reviews and evaluates airfield driving incidents, causes, observations and recommendations.
- 2.2.4. Conducts AFRSAT programs, in accordance with AFI 13-204 Volume 2.
- 2.2.5. Reviews and coordinates on wing/base level supplements to this AFI prior to certification and approval for implementation.
- 2.2.6. Reviews and provides endorsing comments on all AF IMT 4058s and AF IMT 847s.

2.3. Host Wing Commander or equivalent.

- 2.3.1. Designates personnel and agencies to support the ADP.
- 2.3.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. See AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, Chapter 2 for additional information. Authority must not be delegated.
- 2.3.3. Approves publication of the ADI.
- 2.3.4. Requests an AFRSAT through the MAJCOM OPR for AO if there are recurring problems with runway incursions. See AFI 13-204, Volume 2, for additional information.
- 2.3.5. Reviews runway incursion incidents and corrective actions taken.

2.4. Operations Group Commander or equivalent.

2.4.1. Reviews CMAVs and corrective actions taken.

2.4.2. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions within a six month period. **Note:** The RIPWG shall convene within 30 days after the second runway incursion.

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

2.4.2.1.1. Analyze each runway incursion and corrective actions taken.

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

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

2.4.2.1.3.1. Increase or improve local training or testing materials.

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

2.4.2.1.3.2. (**HOLLOMANAFB**) Wing Airfield Driving Program Manager (ADPM) will conduct mandatory runway incursion briefings to all airfield drivers, aircrew and Air Traffic Control (ATC) personnel at the Base Theater annually.

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

2.4.2.1.3.4. Increase penalty for CMAVs.

2.4.2.1.3.5. Alter the shape and/or increase the size of the Controlled Movement Area (CMA).

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

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

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

2.4.2.1.3.6.3. Painting runway hold position signs on pavement prior to the runway hold position markings. (See FAA AC 150/5340-1, *Standards for Airport Markings*) **Note:** This option requires coordination with Civil

Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

2.4.2.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

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

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

2.4.2.1.3.6.7. Procuring vehicle-tracking devices to include Global Position System, ground radar, or video surveillance. **Note:** Coordinate with MAJCOM OPR for AO prior to the procurement and/or use of new systems/technology.

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

2.4.2.1.3.6.9. Installing Location Signs.

2.4.2.1.3.7. Coordinate with MAJCOM OPR for AO prior to implementing new procedures and /or purchasing airfield support systems such as signs, marking and lighting.

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

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

2.4.2.3. Publish minutes of the RIPWG and provide an informational copy to the MAJCOM OPR for AO within 30 calendar days.

2.5. Unit Commander or equivalent.

2.5.1. Appoints a primary and alternate unit ADPM in writing (*normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer*) to manage training and testing requirements of unit personnel who are required to operate a vehicle on the airfield. Forward a copy of the appointment letter to the Wing ADPM.

2.5.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use most qualified SSgt/5-level or civilian equivalent available. **Note:** The responsible Group Commander (or equivalent), is delegated authority to waive this requirement. Authority may be delegated in the ADI. Forward a copy of the waiver to the Wing ADPM.

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

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

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

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

2.5.5. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license, and/or base driving privileges. Notify the Wing ADPM and unit ADPM of the individuals' suspension/revocation. **Note:** Process request for reinstatement of airfield driving authorization according to paragraph 2.3.2

2.5.6. Ensures unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations (e.g. consist of two or more units) should consider having more than one unit ADPM to provide effective program management and quality training, thus reducing the potential for airfield driving violations and runway incursions. Conversely, small organizations (e.g. normally a flight level or smaller) can combine and or consolidate their ADP with a unit.

2.5.7. Appoints unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical driving test as outlined in this AFI and ADI. Trainers must have completed the AF Training Course. Forward a copy of the appointment letter to the Wing ADPM. **Note:** This letter may be consolidated with the unit ADPM appointment letter. See **Attachment 2** for an example appointment letter.

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

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

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

2.5.11. Participates in the RIPWG.

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

2.6.1. Develops an ADI to establish the Wing ADP.

2.6.1.1. The ADI must be a stand-alone publication to this instruction that is coordinated and approved by the MAJCOM OPR for AO prior to final publication and implementation. **Note:** AFRC and ANG locations at shared-use airfields shall coordinate their ADI's with the civil airport manager prior to MAJCOM OPR for AO review.

2.6.1.1.1. For standardization, use the AFI 13-213, *Airfield Driving* publication series/title for ADI.

2.6.1.1.2. Refer to Chapter 3 for items that must be included in the ADI.

2.6.1.2. The wing may develop a supplement to this AFI. Supplements must be routed through the MAJCOM OPR for AO for technical/functional coordination prior to obtaining certification and approval to publish.

2.6.2. Uses **Attachment 3** or electronic equivalent to conduct and document training on a unit ADPM.

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

2.6.4. Conducts a review of the ADI to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. Use a Memorandum for Record (MFR), log, or electronic equivalent to document ADI program reviews and maintain a file copy in accordance with Air Force RDS, Table 13-06, Rule 4.00.

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

2.6.5.1. Routinely monitor ramp net radio for proper terminology/phraseology and discipline.

2.6.5.2. Conduct random spot checks for enforcement and compliance with the ADI. At a minimum, a spot check will include a check of the driver's AF IMT 483 for accuracy/currency, the availability/currency of AF Visual Aids (e.g., AFVA 11-240, *Airports Signs and Markings*, AFVA 13-221, *Control Tower Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*), and the availability/currency of the local airfield diagram.

2.6.5.2.1. Report violations detected during spot checks to the AFM, AOF/CC, individual's Unit Commander and ADPM.

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

2.6.5.3. Inspect each unit ADP at least annually (every 12 months) for program integrity and compliance with the ADI.

2.6.5.3. (**HOLLOMANAFB**) Inspect each unit twice annually. Staff Assistance Visit (SAV) will be conducted annually or as requested by Unit Commander or Unit ADPM. Results of SAV's are reported to Unit ADPM in writing. In addition to SAV's, Inspections will be conducted annually and results will be forwarded in writing to the Group and/or Unit Commander. Units that fail the annual inspection will be re-inspected every 30 days till program integrity and compliance with the Airfield Driving Instruction (ADI) is met.

2.6.5.3.1. Use **Attachment 4** (available for download at the AM Operations, Procedures and Training Community of Practice (CoP), <https://afkm.wpafb.af.mil/community/views/home.aspx?filter=oo-op-af-09>) or electronic equivalent to conduct and document the inspection of the unit ADP.

- 2.6.5.3.2. Provide inspection results to the unit's commander and brief at the next quarterly AOB.
- 2.6.6. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate, inform and update personnel on airfield changes, trends and special events. Examples include but are not limited to exercises, air shows, static displays, driving violations, runway/taxiway closures, inclement weather driving conditions.
- 2.6.7. Maintain a Wing ADPM Continuity Binder or electronic equivalent in the TAB format below.
- 2.6.7.1. TAB A: Unit ADPM appointment letter(s).
 - 2.6.7.2. TAB B: Airfield Driving Instruction (ADI).
 - 2.6.7.3. TAB C: Annual Program Inspection Results.
 - 2.6.7.4. TAB D: Unit ADPM Training Documentation.
 - 2.6.7.5. TAB E: Current list of unit assigned airfield drivers.
 - 2.6.7.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Test/Answer Key.
 - 2.6.7.7. TAB G: Unit airfield driving requirements as applicable (e.g. Fire Trucks, Fuel Trucks, K-loaders, etc.).
 - 2.6.7.8. TAB H: Airfield Violations/Corrective actions.
 - 2.6.7.9. TAB I: References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 20 and AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities* Chapter 6., AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.
 - 2.6.7.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Digest Articles, RIPWG, etc.).
- 2.6.8. Conducts semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc.
- 2.6.8.1. This meeting may be done in-conjunction with the base Vehicle Control Officer/Vehicle Control Non-Commissioned Officer meeting.
 - 2.6.8.2. Use a MFR or electronic equivalent to document semi-annual meeting minutes. Maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder or electronic equivalent.
- 2.6.9. Coordinates on unit airfield driving lesson plans and tests.
- 2.6.10. Ensures unit ADPMs provide appropriate training to TDY personnel and Non-base assigned contractors based on type, location, time and duration of work. See paragraph [3.2.9](#) for additional information.
- 2.6.11. Provides classroom training as determined locally.
- 2.6.12. Participates in the RIPWG.

2.6.13. Provides unit ADPM a standardize spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, AF IMT 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date. **Note:** A sample spreadsheet is available for download at the Airfield Management Operations, Procedures and Training CoP.

2.6.14. **(Added-HOLLOMANAFB)** Wing ADPM must sign all AF IMT 483, *Certificate of Competency*, that are issued. Initial driver trainees will report to Airfield Management, Bldg 577, for the Airfield Driving Runway Incursion Prevention/Local Slide Briefing and examination. These briefings/exams are offered twice monthly on Wednesdays at 0800L and 1000L. Note: Times will be announced in the Airfield Driving Quarterly Newsletter and are subject to change, call commercial (575) 572-5411 for verification. AF IMT 483s will be issued within 5 duty days for those that satisfactorily complete airfield driving requirements.

2.7. Unit ADPM.

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

2.7.2. Administers the unit airfield driver's training program according to this AFI and ADI.

2.7.3. Ensures unit personnel complete airfield driver training and certification prior to issuance of a AF IMT 483. (See [Attachment 5](#))

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

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

2.7.5.1. **(Added-HOLLOMANAFB)** Individuals not receiving the night orientation/training check rides will have their AF IMT 483 restricted to daylight operations only.

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

2.7.7. Ensures unit personnel authorized to drive on the CMA have completed all the required training and AF IMT 483 is annotated "CMA Access" by AM.

2.7.7. **(HOLLOMANAFB)** Ensures unit personnel authorized to drive on the Controlled Movement Area (CMA) have completed all required training and AF IMT 483 is annotated "CMA Access" by AM. "CMA Access" will be coded on the AF IMT 483 with the letter "C".

2.7.7.1. **(Added-HOLLOMANAFB)** Ensures unit personnel authorized to drive on the Non-CMA have completed all the required training and AF IMT 483 is annotated "Non CMA Access" by AM. "Non-CMA Access" will be coded on the AF IMT 483 with the letter "N".

2.7.8. Ensures unit personnel have a valid state or country drivers license to operate privately owned, government (may also require a Government driver license), or contractor owned/leased vehicles on the airfield. At overseas locations, refer to MAJCOM directives for additional guidance.

2.7.8.1. **(Added-HOLLOMANAFB)** The following applies to German Air Forces (GAF) stationed at Holloman AFB. New Mexico Motor Vehicle Division regulations state that a foreign visitor who is here temporarily and will return to home country within a period of months, or even a year or more, is not required to obtain a New Mexico drivers license. Members' foreign driver's license is recognized by the State of New Mexico as valid. GAF personnel may obtain a New Mexico drivers license if they wish, but it is not mandatory. Holloman Airfield Drivers program will adhere to this guidance for GAF stationed at Holloman.

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

2.7.9.1. **(Added-HOLLOMANAFB)** Ensure vehicles authorized on the airfield have required equipment such as requisition roof racks, lights, and required markings and signs as appropriate.

2.7.10. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **Note:** This data may be maintained electronically.

2.7.10. **(HOLLOMANAFB)** The Air Mobility Command (AMC) Airfield Driver Training Program (ADTP) will be utilized to maintain training records, associated forms and listing of unit personnel authorized to drive on the airfield. Agencies not incorporated into ADTP will utilize standardized spreadsheet, associated forms and electronic equivalent.

2.7.10.1. **(Added-HOLLOMANAFB)** Unit personnel that are overdue annual refresher training must not drive on the airfield. Individuals must be suspended in ADTP, or on unit standardized spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. AF IMT 483 must be confiscated on the first day of the preceding month after refresher training is due.

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

2.7.12. Schedules personnel that will drive on the CMA for color vision testing according to the ADI.

2.7.12. **(HOLLOMANAFB)** Conducts and documents color vision testing for all personnel that will drive on the airfield IAW 49th Aerospace Medicine Squadron Flight Medicine (49 AMDS/SGPE) Memorandum.

2.7.13. Conducts and documents annual refresher training on unit airfield drivers. **Note:** Document completion of refresher training on the reverse side of the individual's AF IMT 483. Maintain a copy of the most current refresher training completion date on file in the unit.

2.7.13. **(HOLLOMANAFB)** Annual refresher training for airfield driving will be documented in ADTP <https://private.amc.af.mil/adtp/> and the reverse side of the AF IMT 483 will be updated automatically. Agencies not incorporated into ADTP will document completion of refresher training on Attachment-8. It is the Unit ADPM's responsibility to ensure that all training is completed and either a new AF IMT 483 is issued via ADTP on Wing ADPM approved color paper or manually date and sign the reverse side of the AF IMT 483. Maintain a copy of the most current Attachment – 8 on file in the unit.

2.7.14. Maintains an ADP Continuity Binder (or electronic equivalent) in the TAB format outlined in paragraph 2.6.7

2.7.15. Trains unit airfield driver trainers how to conduct and document training on newly assigned unit airfield drivers.

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

2.7.17. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this AFI and ADI.

2.7.18. Use **Attachment 4** or electronic equivalent to conduct and document a self-inspection of unit's ADP at least annually. Forward a copy of the inspection results to the Wing ADPM.

2.7.18. **(HOLLOMANAFB)** Use Attachment-4 to conduct and document a self-inspection of unit's Airfield Driving Program (ADP) semi-annually. Forward a copy of the inspection results to the Wing ADPM and maintain a copy on file at unit.

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

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

2.7.21. Provides classroom training as determine locally.

2.7.22. Maintains current and accurate training and testing materials.

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

2.7.24. Participates in the RIPWG.

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

2.7.25.1. **(Added-HOLLOMANAFB)** Individuals that attend the Airfield Driving (AD) Runway Incursion Prevention/Local Slide Briefing and examination must have the AD Training Documentation and Certification Justification Letter signed by the Unit CC or acting CC in his/her absence, see Attachment-13. No other signatures will be authorized.

2.7.26. **(Added-HOLLOMANAFB)** Review ADTP monthly to review status of training and verify personnel listed in the program still have a requirement to drive on the airfield. Personnel who do not complete all training within the specified timeline will be removed

from the system and will start the training again. Timeline requirements; step 2- 45 days, step 3 – 45 days and step 4 - 45 days.

2.7.27. **(Added-HOLLOMANAFB)** Verify that new military and Department of Defense (DOD) civilians trained for airfield driving are in possession of a valid Automated Entry Control Card (AECC) (i.e. Line Badge) with the proper number for the particular area open on the card representing where vehicle operator is authorized to drive. Unit Security Managers are responsible to determine if contractors who drive on the airfield and have been assigned an AF IMT 483 have a valid/recurring need to access the airfield, meets all the requirements to be issued an AECC, and submit the request with justification to the commander who owns the area. Issuance of an AECC will be coordinated by the Airfield Driver Trainee with the Unit Security Program Manager. Verification of issuance will be documented in ADTP or on Attachment 5. Vehicle operators who already have an AF IMT 483 and do not possess an AECC will require escort on the airfield by the sponsoring agency. Airfield Management will not be responsible for providing escorts to Non-AECC personnel.

2.7.28. **(Added-HOLLOMANAFB)** Ensure a Foreign Object Damage(FOD) container is placed on all vehicles assigned to the airfield. Vehicle drivers must have a FOD removal tool when operating a vehicle on the airfield.

2.7.29. **(Added-HOLLOMANAFB)** Confiscate and destroy via shredding all AF IMT 483's for personnel who permanent change of station (PCS), separate, or retire within 10 working days. Out process these individuals in the ADTP website for automatic deletion from unit listing. Agencies not incorporated in ADTP will delete individual from their unit listing.

2.8. Airfield Management (AM).

2.8.1. Serves as the Office of Primary Responsibility (OPR) for the ADP. **Note:** At contract locations, the AOF/CC shall be designated as the OPR for the ADI. The AOF/CC shall designate the AM Quality Assurance individual (military or DoD Civilian) as the point of contact for the ADI. The contract AM office retains responsibility for development of the ADI and management oversight of the ADP.

2.8.2. Conducts random spot checks for enforcement and compliance with the ADI in conjunction with periodic airfield checks.

2.8.2. **(HOLLOMANAFB)** Conduct a minimum of six vehicle checks on the airfield daily. Check for compliance, ensuring all vehicle operators are carrying documentation IAW AFI 13-213, paragraph 2.6.5.2. Local diagrams will include airfield, hot spot/complex area and if operating a vehicle at the Main, GAF and Materiel Maintenance Group (MMG) Ramps an Entry Control Point (ECP)/traffic flow map, see Attachment-9.

2.8.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies. Document corrective actions on an AF IMT 3616, *Daily Record of Facility Operation* or electronic equivalent.

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

2.8.5. Imposes and publishes restricted driving routes as required.

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

2.8.6.1. Escort individuals off of the airfield.

2.8.6.2. Confiscate individuals AF IMT 483.

2.8.6.2. **(HOLLOMANAFB)** Issue a Holloman AFB Citation for all airfield driving violations, and confiscate individuals AF IMT 483.

2.8.6.3. Request a statement from individual(s) suspected of committing an airfield driving violation(s).

2.8.6.3. **(HOLLOMANAFB)** Violator statement will be recorded on the Form located on Attachment 11, entitled "Holloman Airfield Violation Record" for CMA Violations and as required for Non-CMA violations.

2.8.6.4. Document and report the incident to the Wing ADPM, AFM and AOF/CC.

2.8.7. Participates in the RIPWG.

2.9. Air Traffic Control Tower (ATCT).

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

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

2.9.3. Participates in the RIPWG.

2.10. Wing Safety.

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

2.10.2. Coordinates on lesson plans and tests for vehicle operations on the airfield. (Reference AFOSHSTD 91-100, Chapter 6)

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

2.10.4. Participates in the RIPWG.

2.10.5. Reviews CMA violations for trends.

2.10.6. **(Added-HOLLOMANAFB)** Confiscate individuals AF IMT 483 for unsafe driving incidents.

2.11. Security Forces Squadron (SFS).

- 2.11.1. Monitors airfield vehicle operations for ADI compliance.
- 2.11.2. Enforces all traffic rules and directives on the airfield.
- 2.11.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs AM of violations.
- 2.11.4. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM.
- 2.11.5. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations.
- 2.11.6. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized persons from the airfield.
- 2.11.7. Complies with all procedures outlined for entry into the CMA.
- 2.11.8. Participates in the RIPWG.
- 2.11.9. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

2.12. Hospital/Medical Treatment Facility.

- 2.12.1. Administers color vision screening as determined in the ADI.
- 2.12.1. **(HOLLOMANAFB)** Wing/Unit ADPM will administer color vision screening IAW 49 AMDS/SGPE Memorandum.
- 2.12.2. Documents color vision test results as determined in the ADI.
- 2.12.2. **(HOLLOMANAFB)** Wing/Unit ADPM will document color vision screening results in ADTP. Agencies not incorporated in ADTP will utilize Attachment 5, section III. If individual fails screening process conducted by the Wing/Unit ADPM, he/she will be referred to Optometry Clinic for further testing.
- 2.12.3. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

2.13. (Added-HOLLOMANAFB) Contracting.

- 2.13.1. **(Added-HOLLOMANAFB)** Send invitation to Airfield Manager (AFM) and Wing ADPM regarding construction or other projects that affect the airfield environment. Ensure contractor personnel contact the Wing ADPM to receive the mandatory Airfield Driving brief and comply with the provisions of AFI 13-213 and this supplement.
- 2.13.2. **(Added-HOLLOMANAFB)** Inform 49th Security Forces Squadron (49 SFS), Wing ADPM and/or Airfield Management (AM) of contractors seeking authorization to operate vehicles on the airfield or that may impact airfield operations.

Chapter 3

AIRFIELD DRIVING INSTRUCTION (ADI)

3.1. General. This chapter provides specific requirements for developing and implementing an ADI to control ground vehicles and equipment operating on the airfield.

3.2. ADI. The ADI must contain the following:

3.2.1. **Responsibilities.** Outline wing and/or base level responsibilities of the key personnel involved in the ADP (e.g. Wing/CC, OG/CC, Unit/CC, AOF/CC, Wing ADPM, unit ADPMs, AM, SF, ATCT, Wing Safety, Hospital/Medical Treatment Facility).

3.2.1. **(HOLLOMANAFB) Responsibilities.** Are outlined in AFI 13-213, Chapter 2 and this supplement.

3.2.2. **AF IMT 483 Issuance.** Outline wing and/or base level procedures for issuing an AF IMT 483 to base assigned personnel, TDY personnel and Non-base assigned contractors requiring airfield driving privileges. Include requirements for issuance of an AF IMT 483 to individuals requiring Non-CMA, CMA, Runway and restrictions as applicable (e.g. Ramp only, Daylight Hours only, etc.)

3.2.2.1. The AFM, Wing ADPM, and other designated AM representatives are responsible for signing AF IMT 483s.

3.2.2.1. **(HOLLOMANAFB)** The Wing ADPM and/or alternate will issue an AF IMT 483 via the ADTP website after all training requirements have been successfully completed and annotated on the ADTP website. Agencies not incorporated into ADTP will document training on Attachment-5, and AF IMT 483 will be issued.

3.2.2.2. Authority for signing AF IMT 483 must not be delegated outside AM.

3.2.2.3. All base assigned personnel (e.g. military, DoD civilian, Contractor, etc.) required to operate a vehicle on the airfield, must complete all airfield drivers' training and testing requirements outlined in this AFI and the ADI prior to issuance of an AF IMT 483. **Note:** An AFSC or career field training (e.g. aircraft maintenance, aircrew, fire and emergency services, security forces, transportation, etc.) is not a substitute for completion of airfield driving training and testing requirements outlined in this AFI.

3.2.2.3.1. **(Added-HOLLOMANAFB)** Prior experience working on or near an airfield or aircraft is not a substitute for completion of airfield driving training and testing.

3.2.3. **Training criteria.** Outline wing and/or base level airfield driving training requirements. All locally developed training curriculum and training materials, to include PowerPoint slides, videos, Computer Base Training (CBT), checklist(s), and lesson plan(s) used in training airfield drivers will be prescribed by the ADI. Include an OPR and currency date on training materials.

3.2.3. **(HOLLOMANAFB) Training criteria.** Airfield driver training and AF IMT 483 issuance will be conducted using the ADTP website, <https://private.amc.af.mil/adtp/>. Training curriculum, references and publications are available on the ADTP website and the

49 OSS/OSAA Airfield Driving SharePoint site at https://holloman.eim.acc.af.mil/49_OG/49_OSS/OSA1/OSAA/Shared%20Documents/Forms/AllItems.aspx. Referenced Air Force publications can also be downloaded from the e-Publishing website at www.e-publishing.af.mil. Wing ADPM will distribute all required curriculum training references and publications via electronic media disk for agencies not incorporated into ADTP.

3.2.3.1. Use **Attachment 5** (available for download at the AM Operations, Procedures and Training CoP), or electronic equivalent to document airfield drivers' training and certification on all newly assigned or employed/hired personnel. Units may incorporate local requirements to Airfield Driving Training Documentation and Certification Checklist.

3.2.3.1. (**HOLLOMANAFB**) Once Attachment 5 requirements have been completed the Unit ADPM will document completion on the ADTP website. Agencies not incorporated into ADTP will document on Attachment-5.

3.2.3.2. Use **Attachment 6** (available for download at the AM Operations, Procedures and Training CoP), or electronic equivalent as an on-the-job training checklist/curriculum to conduct and document airfield drivers' qualification training on all newly assigned/hired personnel. Units may incorporate local requirements to Airfield Driving Qualification Training Checklist (Curriculum) Checklist.

3.2.3.2. (**HOLLOMANAFB**) Once Lesson Plan Holloman Addendum Attachment 6 requirements have been completed the Unit ADPM will document completion on the ADTP website. Agencies not incorporated into ADTP will document on Attachment-5.

3.2.3.3. Completion of the USAF Airfield Driving CBT (accessible on the Advanced Distributed Learning Website, <https://golearn.csd.disa.mil/kc/login/login.asp>) is required for all wing and/or base assigned airfield drivers prior to issuance of an AF IMT 483. **Note:** Newly assigned or hired individuals may use a prior USAF Airfield Driving CBT completion date to fulfill this requirement if date completed is within the last 12 months.

3.2.3.3. (**HOLLOMANAFB**) Once the USAF Airfield Driving computer based training(CBT) is completed provide a copy of the completion certificate to the Unit ADPM.

3.2.3.3.1. (**Added-HOLLOMANAFB**) Non-CAC Card users such as contractors, etc must contact host unit ADPM to complete USAF Airfield Driving Advanced Distributed Learning Service (ADLS) Adobe Acrobat version. Unit ADPM must safeguard this test as it is a controlled item.

3.2.3.4. Classroom training as determined locally.

3.2.3.4.1. (**Added-HOLLOMANAFB**) Wing ADPM will conduct classroom training for newly assigned personnel requiring authorization to operate a vehicle on the airfield IAW this supplement paragraph 2.6.14. Classroom training will consist of Holloman AFB Runway Incursion Prevention/Local slide briefing and testing.

3.2.3.5. Practical Day and Night (as applicable) Airfield Familiarization Training. At a minimum, the practical airfield drivers training involves taking the individual out on the

airfield to show them how to get to and from their work areas. Use the Airfield Driving Training Documentation and Certification Checklist to document completion of training. (See [Attachment 5](#))

3.2.3.5.1. **(Added-HOLLOMANAFB)** Trainers and certifiers will ensure all training requirements have been completed and annotated accordingly on the ADTP website. The certifier and trainer will verify, validate, and annotate completion of each respective task on the ADTP website as the trainee progresses in training. Agencies not incorporated into ADTP will document/validate completion of training on Attachment-5.

3.2.3.6. **(Added-HOLLOMANAFB)** Review of AFI 13-213, AFMAN 24-306, Chapter 25, and AFOSHSTD 91-100, Chapter 6, and this supplement is required.

3.2.3.7. **(Added-HOLLOMANAFB)** Air Traffic Control Tower (ATCT) light gun signal training will consist of review of AFI 13-213 paragraph 3.2.7.10., AFVA 11-240 *USAF Airport Signs and Markings*, and a PowerPoint presentation on the ADTP website describing all light gun signals.

3.2.3.7.1. **(Added-HOLLOMANAFB)** If access onto the CMA is required the trainer will take the trainee on the airfield and request ATCT via radio to conduct a light-gun signal test. Trainee will call the colors back to ATCT and explain the meaning of each signal to the trainer.

3.2.3.8. **(Added-HOLLOMANAFB)** Demonstrate Ability to Contact ATC for Approval to Enter/Exit the CMA & Runway (Mandatory for CMA Vehicle Operators).

3.2.3.9. **(Added-HOLLOMANAFB)** Verification of AECC.

3.2.4. **Testing requirements.** Outline procedures and responsibilities for administering test(s). **Note:** All base assigned personnel (e.g. military, DoD Civilian, Contractor, etc.) required to operate a vehicle on the airfield must pass all required test(s) prior to issuance of an AF IMT 483. Training and testing material should be made available in the predominant host nation language as applicable. **Note:** Written tests may be consolidated as long as the minimum test questions are covered and clearly defined by sections (e.g. General Knowledge, Communication, Runway Incursion Prevention, etc.).

3.2.4. **(HOLLOMANAFB) Testing requirements.** Unit tests will be administered via the ADTP website. If testing materials are not available on the ADTP website the Unit ADPM will administer tests, provided by Wing ADPM, to trainees and annotate scores on Attachment 5. Tests will include partial testing requirements listed in AFI 13-213, paragraph 3.2.4.3.1 – 3.2.4.3.5. Wing Testing will be administered by the Wing ADPM and documented on the ADTP website or Attachment 5 for agencies not incorporated into ADTP. Wing Testing will include all testing requirements listed in AFI 13-213, paragraph 3.2.4.3.1 – 3.2.4.3.5. **NOTE:** Safeguard all testing material as they are a controlled item.

3.2.4.1. Coordinate tests with Wing Safety prior to implementation. Each test must include the OPR and currency date.

3.2.4.2. Authority to administer tests may be delegated to the unit ADPMs in the ADI.

3.2.4.3. At a minimum, testing requirements must include the following:

- 3.2.4.3.1. Airfield Diagram/Layout Test. Develop an airfield diagram/layout test to ensure individuals know the location of runways, taxiways, aprons, perimeter road, airfield access points, etc. The airfield diagram/layout test must also include identifying the location and description of Visual Flight Rules (VFR) and instrument (INST) holding position signs and markings. Individuals must achieve a minimum passing score of 100%. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (See [Attachment 5](#))
- 3.2.4.3.2. Communications Test (*required for access onto the CMA*). Communication test must be at least 5 questions with a minimum passing score of 100%. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (See [Attachment 5](#)) At a minimum, include the following areas on the communication test:
- 3.2.4.3.2.1. Basic communication principles.
 - 3.2.4.3.2.2. Phonetic Alphabet.
 - 3.2.4.3.2.3. Standard aviation phraseology.
 - 3.2.4.3.2.4. Escort phraseology/rules.
 - 3.2.4.3.2.5. A simulation of radio communications between a vehicle operator and ATCT. For example, initial radio contact, crossing active runway, hold short instructions, etc.
- 3.2.4.3.3. General Knowledge Test. Develop a written general knowledge test on the ADI with at least 10 questions and a passing score of 80%, (corrected to 100%). Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (See [Attachment 5](#))
- 3.2.4.3.4. Practical Driving Test. At a minimum, the individual must:
- 3.2.4.3.4.1. Drive the vehicle during the check-ride.
 - 3.2.4.3.4.2. Demonstrate the ability to operate a vehicle in all areas required for the duty position and/or work areas without assistance.
 - 3.2.4.3.4.3. Identify the location of runways and other CMAs.
 - 3.2.4.3.4.4. Demonstrate the ability to contact ATCT prior to entry on the runway and other CMAs (*for Runway/CMA drivers only*).
 - 3.2.4.3.4.5. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (See [Attachment 5](#))
- 3.2.4.3.5. Runway Incursion Prevention Test. Runway Incursion Prevention Test must be at least 5 questions with a minimum passing score of 100%.
- 3.2.4.4. Test Failure. Include wing and/or base procedures for test failures. (e.g. First, Second or Third time) such as additional time before retest or remedial training endorsed by the Unit/CC.
- 3.2.4.4.1. (**Added-HOLLOMANAFB**) First time test failures must receive additional training before a retest is permitted. Trainees can be rescheduled for

testing upon completion of additional training, but no earlier than 14 days from the failure.

3.2.4.4.2. **(Added-HOLLOMANAFB)** Second time and subsequent test failures must receive additional training. Trainees can be rescheduled for testing upon completion of additional training no earlier than 30 days from the failure.

3.2.4.4.3. **(Added-HOLLOMANAFB)** Third time test failures will not normally be granted airfield driving privileges without approval of the AFM or Wing ADPM. Recommendation and justification by the members Group Commander stating the trainee has been properly trained and is safe to operate a vehicle on the airfield is required.

3.2.5. **Color Vision Requirements.** Outline wing and/or base procedures to ensure individuals that have a requirement to drive a vehicle on the CMA are administered a color vision test. **Note:** Individuals that are required to have normal color vision as a part of their AFSC only require verification that they successfully completed a color vision test by a Hospital/Medical Treatment Facility Optometrist or off-base equivalent. See AFI 48-123, *Medical Examinations and Standards* for additional information.

3.2.5. **(HOLLOMANAFB) Color Vision Requirements.** Non-CMA airfield vehicle operators are also required to complete color vision screening IAW paragraph 2.12.1. and 2.12.2. of this supplement.

3.2.5.1. Contact the base hospital/medical treatment facility Optometrist for assistance in determining the best process for administering the color vision test to drivers that operate a vehicle on the CMA.

3.2.5.2. Individuals that fail to pass the color vision test can be issued a "Limited Access" AF IMT 483. **Note:** Access to the CMA must not be granted.

3.2.5.2. **(HOLLOMANAFB)** Personnel who do not pass the color vision test will have the restriction "N", Non-CMA only access, annotated on the AF IMT 483.

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

3.2.5.4. **(Added-HOLLOMANAFB)** The Unit ADPM will validate color vision screening results and check the completed box in the ADTP once all requirements have been completed. Agencies not incorporated in ADTP will utilize Attachment 5, section III.

3.2.5.5. **(Added-HOLLOMANAFB)** For civilian employees, color vision requirements must be verified prior to endorsement by the unit ADPM.

3.2.6. **Airfield Diagram.** Develop a local airfield diagram for the ADI and keep current with updates as required. Depict the following items as a minimum:

3.2.6. **(HOLLOMANAFB) Airfield Diagram.** Holloman AFB airfield diagrams are depicted in Attachment 9.

3.2.6.1. CMA for vehicles/pedestrians as defined in the Airfield Operations Instruction (AOI). CMAs located outside of the runway hold lines on taxiways and aprons will be marked using the FAA Non-Movement Area markings and signs. See FAA Advisory Circular 150/5340-1, *Standards for Airport Markings* for an example of a Non Movement Area marking.

3.2.6.2. Location and a detailed description of runways, taxiways, ramp/aprons, VFR, and INST holding position signs and markings.

3.2.6.3. Airfield access points.

3.2.6.4. Restricted area boundaries/entry control points.

3.2.6.5. Control area boundary.

3.2.6.6. Vehicle traffic lanes and traffic flow.

3.2.6.7. Critical area boundaries for precision navigational aids (e.g., ILS, PAR, Localizer, Precision Obstacle Free Zone, etc.) if applicable.

3.2.6.8. Location of Airfield Management (normally inside the Base Operations Bldg) and the ATCT.

3.2.6.9. Hot Spots (as determined locally). **Note:** A different diagram may be used to depict hot spots.

3.2.6.10. Limited or no visibility with the ATCT blind spots (as applicable).

3.2.6.11. Communication “dead spots”.

3.2.6.12. Complex runway/taxiway intersections. (High potential or history of CMAVs)

3.2.6.13. Other confusing or ambiguous areas identified on airfield.

3.2.6.14. Include a legend on the airfield diagram to illustrate symbols used.

3.2.6.15. Jet Blast Hazard areas.

3.2.6.16. Other areas that pose a hazard to vehicle operators (as determined locally).

3.2.7. **Operating Procedures and Standards.** At a minimum, include the following:

3.2.7. **(HOLLOMANAFB) Operating Procedures and Standards.** Operating procedures and standards include paragraphs 3.2.7.1. – 3.2.7.27. and this supplement.

3.2.7.1. Procedures and standards for operating a vehicle on the airfield.

3.2.7.1. **(HOLLOMANAFB)** Vehicles will be operated on the airfield only when required in direct support of the mission.

3.2.7.1.1. Personnel driving on the airfield must complete airfield driver’s training or be escorted by a vehicle driver possessing a valid AF IMT 483 prior to entry to the airfield.

3.2.7.1.1. **(HOLLOMANAFB)** Valid AF IMT 483 must be Holloman AFB assigned only.

3.2.7.1.2. Units sponsoring TDY personnel or Non-base assigned contractors are responsible for providing training or an escort that possesses a valid AF IMT 483.

3.2.7.1.2. **(HOLLOMANAFB)** Wing ADPM may provide this training on a case by case basis which will be determined by the scope of project or size of deployment. Airfield Management is not responsible for and will not provide escort.

3.2.7.2. Procedures and standards for operating a vehicle on the CMA.

3.2.7.2.1. No vehicle operator or pedestrian may enter the CMA without specific approval from the ATCT. **Exception:** Vehicles and/or pedestrians may be escorted into the CMA by another vehicle and/or pedestrian that has two-way radio contact with the ATCT.

3.2.7.2.1.1. **(Added-HOLLOMANAFB)** The CMA encompasses active runways, overruns, taxiway golf and EOR golf. Minimum distance is 100 feet from pavement edge. The CMA is depicted in Attachment 9.

3.2.7.2.2. Vehicle drivers and/or pedestrians must read back all ATC instructions verbatim.

3.2.7.2.3. Vehicle operators and/or pedestrians must always monitor the appropriate radio frequency when in the CMA.

3.2.7.2.4. Vehicle operators must use LED/rotating beacon lights and/or emergency flashers when driving in the CMA.

3.2.7.2.4.1. **(Added-HOLLOMANAFB)** Vehicle operators must also use headlights when driving in the CMA.

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

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

3.2.7.2.6.1. Include vehicle and/or pedestrian call signs in the ADI.

3.2.7.2.6.1. **(HOLLOMANAFB)** Vehicle and/or pedestrian call signs are depicted in Attachment 10.

3.2.7.2.6.2. For standardization, AM personnel will use the radio call signs listed below. **Note:** AM personnel at Joint/Shared-Use and host nation airfields may use different vehicle call signs to prevent duplication/similar call signs with local civilian airport operations personnel.

3.2.7.2.6.2.1. Airfield Manager (Airfield – 1).

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

3.2.7.2.6.2.3. NCOIC, Airfield Management, NCOIC, Airfield Management Operations, NCOIC, Airfield Management Training and Airfield Management Operations Personnel or civilian equivalents (Airfield 3, 4, 5, etc.)

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

3.2.7.2.7. **(HOLLOMANAFB)** Unconditional instructions (blanket approval) will not be granted by ATCT for vehicle or other airfield operations.

3.2.7.2.8. Limit crossing the runway to vehicle operators/traffic performing mission essential duties and then only to an absolute minimum. **Note:** When crossing a runway is required during flying operations, the preferred crossing point is the departure end.

3.2.7.2.8.1. **(Added-HOLLOMANAFB)** Runways and taxiway golf will not be used for convenience as a transit route to get from one side of the airfield to the other.

3.2.7.2.9. Identify procedures for emergency removal or exit of vehicles and/or pedestrians in the event of vehicle/ATCT radio failure. At a minimum, procedures will include the following:

3.2.7.2.9. **(HOLLOMANAFB)** Vehicle operators and/or pedestrians will follow procedures in paragraphs 3.2.7.2.9.1. – 3.2.7.2.9.2. in the event of radio failure.

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

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

3.2.7.2.9.2. **(HOLLOMANAFB)** If radio problems occur, exit the CMA and contact ATCT via commercial (575) 572-7307/DSN 572-7307 or Airfield Management Operations (AMOPS) via commercial (575) 572-5411/DSN 572-5411. **DO NOT ENTER OR CROSS ANY RUNWAY OR TAXIWAY IF RADIO FAILURE IS SUSPECTED.**

3.2.7.3. Procedures and standards to use proper radio communications phraseology, discipline, and techniques. The words "clear" or "clearance" must not be used in communication with ATCT. **Exception:** Vehicle operators may reply "Loud and Clear" in response to an ATCT request for radio transmission quality or clarity. See Chapter 4 for additional information.

3.2.7.3. **(HOLLOMANAFB)** See Chapter 4 for procedures and standards for proper radio communications phraseology, discipline, and techniques.

3.2.7.4. Procedures and standards to use and maintain airfield driving visual aids/decals. At a minimum, all vehicles that operate on the airfield will contain the following AFVA/decals and diagrams: **Note:** Decals may be permanently affixed in plain view of

the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

3.2.7.4. **(HOLLOMANAFB)** Airfield driving visual aids/decals and airfield diagram (Attachment 9) identified in 3.2.7.4.1. – 3.2.7.4.5. will be maintained in all vehicles that operate on the airfield. Decals may be ordered from <https://wmsweb.afncr.af.mil/wms/>.

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

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

3.2.7.4.3. AFVA 13-222.

3.2.7.4.4. A current locally developed airfield diagram (provided by Wing ADPM).

3.2.7.4.5. Hot Spots (as determined locally) when depicted on a different airfield diagram.

3.2.7.5. Procedures and standards to comply with airfield signs, marking and ATCT light gun signals. **Note:** Provide a detailed description and an example of the following:

3.2.7.5.1. Airfield signs (e.g., mandatory and informational).

3.2.7.5.1. **(HOLLOMANAFB)** Detailed description of airfield signage reference Holloman AFB Addendum Attachment-6 Airfield Driver's Qualification Training Checklist Lesson Plan, Lesson 4.

3.2.7.5.2. Airfield markings (e.g. runway, taxiway, apron/ramp, instrument, etc.).

3.2.7.5.2. **(HOLLOMANAFB)** Detailed description of airfield markings reference Holloman AFB Addendum Attachment-6 Airfield Driver's Qualification Training Checklist Lesson Plan, Lesson 3.

3.2.7.5.3. Airfield lighting (e.g. runway, taxiway, etc.).

3.2.7.5.3. **(HOLLOMANAFB)** Detailed description of airfield lighting reference Holloman AFB Addendum Attachment-6 Airfield Driver's Qualification Training Checklist Lesson Plan, Lesson 5.

3.2.7.6. Procedures and standards to comply with vehicle speed limits on the airfield. Identify vehicle speed limits for the following:

3.2.7.6. **(HOLLOMANAFB)** Detailed airfield speed limits reference Holloman AFB Addendum Attachment-6 Airfield Driver's Qualification Training Checklist Lesson Plan, Lesson 12.

3.2.7.6.1. Vehicle parking areas.

3.2.7.6.2. Aircraft parking ramps.

3.2.7.6.3. Airfield access or bypass road.

3.2.7.6.4. Taxiways.

3.2.7.6.5. Runways.

3.2.7.6.6. Designated traffic lanes on the ramp or taxiway in congested areas or within 200 feet of aircraft parking areas.

3.2.7.6.7. Aircraft, equipment, and trailer towing.

3.2.7.6.7.1. **(Added-HOLLOMANAFB)** Tow vehicle will be driven by an authorized and qualified driver. There will be a qualified person in the aircraft's cockpit to provide braking action during all towing operations. If aircraft brakes are inoperative, chock walkers will be utilized. Aircraft tow speed is 5 mph and wing walkers will be used if required.

3.2.7.6.7.2. **(Added-HOLLOMANAFB)** Aircraft tow operations outside the West Ramp are approved through radio contact with ATCT. This includes any movement of aircraft on a ramp, taxiway or runway. **CRITICAL:** When crossing a runway approval must be obtained from ATCT. If tow vehicle does not have radio communication with tower a lead vehicle with a radio must provide escort. ATCT must be advised when towing operations are completed.

3.2.7.6.7.3. **(Added-HOLLOMANAFB)** EXCEPTION: Tow operations of aircraft stationed within the West Ramp do not require radio contact with the tower.

3.2.7.7. Procedures and standards for vehicles operating in the immediate vicinity of an aircraft.

3.2.7.7.1. **(Added-HOLLOMANAFB)** Taxiing Aircraft.

3.2.7.7.1.1. **(Added-HOLLOMANAFB)** No vehicle will stop or drive in the path of taxiing aircraft, except "Follow Me" Vehicles. No vehicle will drive between an aircraft and "Follow Me" vehicle providing escort to parking location.

3.2.7.7.1.2. **(Added-HOLLOMANAFB)** If it is absolutely necessary to exit the runway, taxiway or apron to avoid an approaching aircraft, re-entry to these areas will only be authorized after a vehicle roll over FOD check is accomplished.

3.2.7.7.2. **(Added-HOLLOMANAFB)** Approaching Aircraft.

3.2.7.7.2.1. **(Added-HOLLOMANAFB)** All vehicles will approach parked aircraft so that the operator's side of vehicle is adjacent to the aircraft.

3.2.7.7.2.2. **(Added-HOLLOMANAFB)** Drivers will utilize headlights at all times when operating a vehicle on the airfield during the hours of night. However, when a taxiing aircraft approaches or aircraft is operating with engines running, vehicle operator will position vehicle where headlights will not be pointed directly at aircraft. If unable to position vehicle away from aircraft turn off headlights and utilize emergency flashers till aircraft has vacated the area. This will ensure that the aircraft pilot's vision at night will not be impaired.

3.2.7.7.2.3. **(Added-HOLLOMANAFB)** At no time, except in certain authorized backing operations such as positioning a tug for tow operations, shall a vehicle or equipment be driving directly toward a parked aircraft. Emergency response vehicles responding to an aircraft incident are exempt.

3.2.7.7.2.4. **(Added-HOLLOMANAFB)** Except for servicing operations, no

vehicle will drive closer than 25 feet to the front, side (lateral) or 200 feet to the rear of a fighter aircraft when engines are running or about to be started. The distance increases to a minimum of 500 feet behind a non-fighter aircraft (i.e. C-17, KC-10, etc).

3.2.7.8. Procedures and standards for parking and chocking vehicles on the airfield.

3.2.7.8.1. **(Added-HOLLOMANAFB)** All airfield vehicles on Holloman AFB when not in operation will be parked in a designated parking area.

3.2.7.8.2. **(Added-HOLLOMANAFB)** Parking a vehicle in a non designated parking area on the airfield and the driver's seat is unattended requires the following procedures. Never park a vehicle directly pointed toward an aircraft. For maximum safety, no vehicle will be parked closer than 25 feet in front, side (lateral) or 200 feet behind any aircraft with engines operating or about to be operational.

3.2.7.8.2.1. **(Added-HOLLOMANAFB)** Standard vehicles will place gear in reverse and Automatic vehicles will place gear in park.

3.2.7.8.2.2. **(Added-HOLLOMANAFB)** Emergency parking brake will be activated. If the Vehicle or wheeled equipment is not equipped with an integral braking system, secure with chocks placed at the vehicle's wheels. Only chocks that meet T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, requirements will be utilized. Vehicles will not be backed toward an aircraft unless wheel chocks are pre-positioned and a guide is posted to prevent vehicle from backing into the aircraft.

3.2.7.8.2.3. **(Added-HOLLOMANAFB)** All vehicles in operation will use emergency flashers when parked on the airfield during the hours of darkness or inclement weather.

3.2.7.8.2.4. **(Added-HOLLOMANAFB)** Vehicles in operation on the airfield will be left unlocked with keys in the ignition even during increased Force Protection Conditions unless specifically directed by the Installation Commander.

3.2.7.8.2.5. **(Added-HOLLOMANAFB)** Vehicles will not be driven or parked under any portion of an aircraft.

3.2.7.9. Procedures and standards to comply with fixed and mobile obstacle distance requirements. Identify and define the minimum clearance requirements for fixed and mobile obstacles in relation to the runway, taxiway, taxilane, and aircraft-parking apron based on the most demanding aircraft using the facilities.

3.2.7.9. **(HOLLOMANAFB)** Detailed obstacles reference Holloman AFB Addendum Attachment-6 Airfield Driver's Qualification Training Checklist Lesson Plan, Lesson 6.

3.2.7.10. Procedures and standards to comply with control tower light gun signals. Air traffic controllers use a light gun as a backup system for communicating with aircraft or ground vehicles if their radios stop working. When a vehicle operator experiences a radio failure on a runway or taxiway, they must vacate the runway as quickly and safely as possible and contact the ATCT or AM by other means, such as a cellular telephone to advise of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait

for the controller to signal with the light gun. All vehicle operators are required to know and comply with the following signals:

3.2.7.10. (**HOLLOMANAFB**) Vehicle operators will be trained on and comply with control tower light gun signals IAW this instruction and have AFVA 11-240 affixed in all vehicles that operate on the airfield.

3.2.7.10.1. Steady Green Light: “Cleared to cross”, “Proceed”, “Go”.

3.2.7.10.2. Steady Red Light: “STOP! Vehicle will not be moved”.

3.2.7.10.3. Flashing Red Light: “Clear active taxiway/runway”.

3.2.7.10.4. Flashing White Light: “Return to starting point”.

3.2.7.10.5. Red and Green Light: “General warning. Exercise extreme caution.” During alerts and emergency conditions all non-essential personnel will withdraw to AM or their work control center until the emergency is terminated. The withdrawal of contractors will be at the discretion of AM.

3.2.7.11. Procedures and standards for Foreign Object Damage (FOD) Prevention. **Note:** Vehicle operators must make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (e.g. dirt or grass). If driving on unimproved surfaces is required, conduct a FOD check upon exit of these areas or returning to paved surfaces.

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

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

3.2.7.11.1.2. A visual check to ensure all external vehicle components are secured. Secure any/all items loaded on payload vehicle, including all tie down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the airfield.

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

3.2.7.11.1.4. (**Added-HOLLOMANAFB**) FOD checks are required at all locations entering the airfield environment (runways, taxiways and ramps) to include locations where FOD check pavement markings, vertical FOD check signs exist, and prior to crossing taxiway/ramp edge stripes (defined as two 6 inch continuous yellow lines separated by a 6 inch gap). **EXCEPTION:** FOD check not required at location asphalt shoulder north side of building 577, where Airfield Management vehicles are parked.

3.2.7.11.1.4.1. (**Added-HOLLOMANAFB**) During daily vehicle spot checks AMOPS personnel will check vehicle tire tread to ensure no debris is in tire tread. Debris in tire tread will constitute a no FOD check.

3.2.7.11.1.4.2. (**Added-HOLLOMANAFB**) While conducting a FOD check, vehicle ignition must be turned off, vehicle transmission in park, and emergency brake set. **EXCEPTION:** Fuel trucks and Fire Department vehicles are not required to turn off engines.

3.2.7.11.1.4.3. **(Added-HOLLOMANAFB)** Gates on dump trucks will be secured. Inspect FOD magnet bars on vehicles.

3.2.7.11.1.4.4. **(Added-HOLLOMANAFB)** Security Forces, Firefighters, Ambulance vehicles responding to emergencies do not require an immediate FOD check, but need to conduct one as soon as practical. These vehicles will advise AMOPS via commercial (575) 572-5411 that they were unable to conduct a FOD check. AMOPS will ensure that a FOD check is conducted along the vehicle route traveled and dispatch a sweeper as required.

3.2.7.11.1.4.5. **(Added-HOLLOMANAFB)** In case of a lost object, the vehicle operator is responsible to retrace the route of vehicle to search for lost item and will immediately notify AMOPS, commercial (575) 572-5411 of suspected lost object.

3.2.7.11.1.4.6. **(Added-HOLLOMANAFB)** If significant FOD is found on the airfield notify AMOPS via radio or commercial at (575) 572-5411. AMOPS will inspect the area and contact a sweeper as necessary.

3.2.7.11.2. See AFI 21-101, Chapter 14 and AFMAN 24-306, Chapter 20 for additional information.

3.2.7.12. Procedures and standards for using cellular/mobile phones on the airfield. **Note:** Cellular/mobile phones must not be used while driving on the airfield.

3.2.7.12. **(HOLLOMANAFB)** Personal (non-government issue) electronic and communication devices (for example, cell phones, pagers, portable music/video players, electronic games) are not authorized on the airfield, munitions maintenance areas, hangars and (or) other industrial work areas unless the 49th Maintenance Group Commander (49 MXG/CC), respective maintenance authority (MA), or operations authority authorizes key personnel their use for the performance of official business.

3.2.7.12.1. **(Added-HOLLOMANAFB)** Vehicle operators on a DOD installation and operators of government owned vehicles will not use cell phones unless the vehicle is safely parked or using a hands free device while on the airfield. Phone use should only be done when the vehicle is safely parked and for official/business use only. The wearing of other portable headphones, earphones, or other listening devices (except for hands free cellular devices) while operating a motor vehicle is prohibited. Use of these devices impairs driving and prevents recognition of emergency signals, alarms, or radio calls.

3.2.7.13. Procedures and standards for driving during restricted visibility or night operations. Poor weather conditions (e.g. snow, fog, rain, etc.) might obscure visual cues, roadway markings, and airfield signs. Vehicle operators must remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions. At a minimum, include procedures to stop and hold at an "INST" marking/sign when conditions are less than a reported ceiling of 800 feet or 2 miles visibility.

3.2.7.13. **(HOLLOMANAFB)** Procedures for driving on the airfield during restricted visibility or night operations will be accomplished IAW AFOSHSTD 91-100, paragraph 6.4.7. If weather conditions, outlined in paragraphs 3.2.7.5.1.2.1. and 3.2.7.5.1.2.2., are in effect, personnel will follow ATCT guidance to stop and hold short of “INST” or “ILS” marking/sign locations.

3.2.7.14. Procedures and standards for driving with daytime running lights.

3.2.7.14. **(HOLLOMANAFB)** Vehicles with daytime running lights will park in a safe location with ignition off, parking brake set, and emergency flashers on.

3.2.7.15. Procedures and/or restrictions for operating motorcycles, mopeds/scooters, bicycles, tricycles, and other electrical, gas, or gasoline-powered golf-type carts or similar utility vehicles.

3.2.7.15. **(HOLLOMANAFB)** Bicycles, tricycles and electrical or gasoline-powered golf-type carts are permitted to operate on Holloman AFB ramps only. CMA and taxiway access is not authorized except GAF carts are authorized to cross Taxiway A from GAF Ramp to GAF Hush House utilizing most direct route.

3.2.7.15.1. **(Added-HOLLOMANAFB)** Electrical or gasoline-powered golf-type carts IAW AFOSHSTD 91-100, paragraph 6.4.3.4., will follow all rules established for all general and special purpose vehicles and be equipped with forward and rear lamps if operated at night.

3.2.7.15.2. **(Added-HOLLOMANAFB)** Tricycles when parked on the ramp, will have a suitable braking device engaged to prevent inadvertent movement. Bicycles and tricycles when parked on the ramp day or night will be positioned so they will not impede the traffic flow of aircraft or motor vehicles. For night operation bicycles and tricycles will be equipped with an operational headlamp (turned on) and reflectors and reflective tape.

3.2.7.15.3. **(Added-HOLLOMANAFB)** Personnel who are authorized to operate electric or gasoline-powered golf-type carts, tricycles and bicycles are required to complete airfield driver training and possess an AF IMT 483.

3.2.7.16. Procedures and/or operational restrictions for local units, as required.

3.2.7.17. Procedures on use of perimeter, in-field or other airfield roads to reduce non-essential vehicle traffic on the airfield.

3.2.7.17. **(HOLLOMANAFB)** Vehicle use on the airfield for convenience is prohibited. Airfield drivers shall not cross taxiways or runways as a shortcut. Utilize perimeter roads to reduce non-essential vehicle movement on the airfield.

3.2.7.18. Procedures to conduct and document refresher training requirements on an annual basis. Wing ADPMs may require vehicle drivers to complete refresher training more frequently (e.g. twice a year) due to their limited or infrequent (e.g. once a week or month, emergency only, etc.) presence on the airfield. At a minimum, annual refresher training will include:

3.2.7.18. **(HOLLOMANAFB)** Annual refresher training requirement listed in AFI 13-213 and this supplement will be conducted and documented via the ADTP website. The

Unit ADPM will ensure all refresher training was successfully completed for each driver. Document the completion of annual refresher training IAW paragraph 2.7.13. of this supplement.

3.2.7.18.1. A review of the ADI.

3.2.7.18.1. **(HOLLOMANAFB)** A review of AFI 13-213, Holloman AFB Addendum Attachment-6 Airfield Driver's Qualification Training Checklist Lesson Plan, Runway Incursion/Local slide presentation and this supplement is required.

3.2.7.18.2. Completion of the USAF Airfield Driving CBT, *Airfield Driving*.

3.2.7.18.3. Runway incursion prevention test (at least 5 questions with a minimum passing score of 100%).

3.2.7.18.3. **(HOLLOMANAFB)** The runway incursion prevention test will be included in the 25 question multiple choice tests on the ADTP website. If ADTP website test is unavailable the Unit ADPM will administer a hard-copy of the runway incursion prevention test, provided by the Wing ADPM.

3.2.7.19. Procedures to restrict runway crossing at locations known for communication/signal problems between ATCT and a vehicle operator/pedestrian as applicable. Also, include procedures to restrict runway crossing at ATCT visual blind spots as applicable.

3.2.7.19. **(HOLLOMANAFB)** Every vehicle operator or pedestrian operating on the airfield is personally responsible to check for approaching aircraft, visually observe the ATCT, and recognize the location of all runways, taxiway, and aprons. There are no known communications or radio signal problem areas on the airfield. Visual blind spots are identified on the airfield diagram, see Attachment-9. Vehicle operators will maintain situational awareness at all times when operating vehicles at designated visual identified blind spot areas.

3.2.7.20. Procedures for emergency responses on or near the active runway(s). At a minimum, clearly define the primary (initial)/secondary (follow-on/support) response agencies and procedures to minimize unauthorized access on or across the runway.

3.2.7.20. **(HOLLOMANAFB)** Aircraft crash/recovery, fire department, medical, security forces, safety, and Airfield Management vehicles responding to an aircraft emergency are considered primary (initial) emergency responders. Secondary support agencies (e.g. transportation, maintenance, etc.), as determined by the Fire Chef or incident/on-scene commander, are those required to support on-going operations. Primary and secondary response agencies will follow procedures in paragraphs 3.2.7.20.1. – 3.2.7.20.2.

3.2.7.20.1. Follow-on/support response agencies are required to standby in a designated area (e.g. ramp, taxiway, etc.) until called forward by the Fire Chief or incident/on-scene commander.

3.2.7.20.1. **(HOLLOMANAFB)** During an aircraft accident or incident, all vehicles not directly involved with the situation will immediately leave the affected area as soon as possible. These vehicles will stop and yield the right a way to all primary (initial) responders. Each emergency situation is unique and designated standby

responder areas are ramps, taxiways or outside the perimeter of Arm/de-arm areas until called forward by the Fire Chief or incident/on-scene commander.

3.2.7.20.2. All emergency response vehicles must have approval from the ATCT or authorized vehicle escort, to enter the CMA.

3.2.7.20.2. **(HOLLOMANAFB)** Arm/de-arm G and Taxiway G areas are located inside the Holloman AFB CMA. Additionally, Taxiway R is located between the Runway 04 and Runway 07/Taxiway G CMA. All vehicles must have approval via radio communication from the ATCT or authorized vehicle escort, to enter the CMA or area between the CMA.

3.2.7.21. Procedures for vehicle traffic control devices/lights located on active taxiways/runways (if applicable).

3.2.7.21. **(HOLLOMANAFB)** Runway 07/25 Privately Owned Vehicle (POV) Crossing Lights and Taxiway H/Bong Street Crossing FOD Lights.

3.2.7.21.1. **(Added-HOLLOMANAFB)** Prior to ATCT issuing departure, arrival and taxiing clearances to aircraft utilizing Runway 07/25, ATCT controllers will ensure that the lighting system is activated. The light system when activated will have two red flashing/alternating lights (resembling a railroad light system) and a loud buzzer sound. When light system is activated vehicles will hold short of the Visual Flight Rules (VFR) Hold Position pavement marking and should expect a 1-15 minute delay. **UNDER NO CIRCUMSTANCES WILL VEHICLE CROSS RUNWAY 07/25 WHILE LIGHTING SYSTEM IS ACTIVATED!** Radio contact with ATCT is not required at this location.

3.2.7.21.2. **(Added-HOLLOMANAFB)** Vehicles are authorized to directly cross Runway 07/25 when the lighting system is de-activated. The lighting system when de-activated will be off (no lights visible) and no buzzer sound. Vehicles are not authorized left or right turns onto the runway.

3.2.7.21.3. **(Added-HOLLOMANAFB)** Runway 07/25 POV Crossing Lights are activated for aircraft operations only. Light system will not be activated for airfield vehicles utilizing the runway. Prior to crossing the runway use extreme caution by looking both ways to ensure that no aircraft are taxiing or vehicle traffic is on the runway.

3.2.7.21.4. **(Added-HOLLOMANAFB)** If Runway 07/25 POV Crossing Lights are activated while vehicle crossing is in progress, if vehicle is still on the vehicle access road prior to the runway, stop vehicle and back up behind the VFR Hold Position pavement marking. If the POV Crossing Lights are activated while vehicle is on the runway accelerate and complete crossing. **DO NOT STOP VEHICLE ON THE RUNWAY!**

3.2.7.21.5. **(Added-HOLLOMANAFB)** Runway 07/25 POV Crossing Lights have battery backup in case of commercial power failure. In the event of simultaneous back-up and commercial power outage, AM Ops and Airfield Maintenance will respond to direct vehicle traffic crossings from the north and south sides of the

runway. Vehicle crossings will be coordinated via Land Mobile Radio (LMR) between AM Ops/Airfield Maintenance and ATCT.

3.2.7.21.6. **(Added-HOLLOMANAFB)** All vehicle operators to include ATCT personnel must have a CMA AF IMT 483 to cross the runway utilizing the Runway 07/25 POV Crossing Lights.

3.2.7.21.7. **(Added-HOLLOMANAFB)** The Taxiway H/Bong Street Crossing FOD Lights are activated prior to aircraft taxi operations on Taxiway H. When lights are activated (red/flashing) all vehicles are required to pull into the designated FOD vehicle area and conduct a FOD check. If lights are de-activated no vehicle action is required. Prior to crossing the taxiway use extreme caution by looking both ways to ensure that no aircraft are taxiing or vehicle traffic is on the taxiway. Ensure that you do not drive in front of a taxiing aircraft.

3.2.7.22. Procedures for airfield driving during blackout conditions (as applicable). At a minimum, Night Vision Device (NVD) procedures will be IAW AFMAN 24-306, Chapter 18 and include the following:

3.2.7.22. **(HOLLOMANAFB)** Use of Night Vision Devices (NVDs) for airfield driving during blackout conditions/operations is not authorized at Holloman AFB.

3.2.7.22.1. Vehicle speed limits.

3.2.7.22.2. Driver and assistant driver responsibilities.

3.2.7.22.3. NVD-related accident reporting procedures.

3.2.7.22.4. Airfield driving/NVD licensing procedures. Annotate "NVD Qualified" on the AF IMT 483.

3.2.7.22.5. Qualification/Annual refresher training requirements.

3.2.7.22.6. NVD instructor qualification requirements.

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

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

3.2.7.23. Procedures for vehicle escorts and convoys on the CMA and non-CMA.

3.2.7.23. **(HOLLOMANAFB)** Detailed procedures for escorts (CMA and Non-CMA) reference Holloman AFB Addendum Attachment-6 Airfield Driver's Qualification Training Checklist Lesson Plan, Lesson 14, paragraph 14.5.

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

3.2.7.24. **(HOLLOMANAFB)** Vehicles equipped with supplemental traction devices (e.g. tire chains, studded tires, etc.) are not authorized to operate on the CMA or parking ramps due to the potential for FOD and pavement damage.

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

3.2.7.24.2. Vehicles equipped with studded tires are not permitted to operate on the airfield without prior coordination with the Airfield Manager, Wing Safety, Civil Engineer, Transportation, and installation commander approval. Publish the list of approved units/vehicles and areas authorized to use studded tires in the ADI.

3.2.7.25. Procedures to prohibit vehicular traffic over in-ground fuel pit covers.

3.2.7.25. **(HOLLOMANAFB)** There are no over in-ground fuel pit covers located at Holloman AFB.

3.2.7.26. Procedures to prohibit or restrict smoking on the airfield.

3.2.7.26. **(HOLLOMANAFB)** Smoking is not permitted on the airfield (runways, taxiways, ramps and pads), except at buildings that have authorized designated smoking areas.

3.2.7.27. Procedures to avoid and/or use caution in jet blast hazard areas.

3.2.7.27. **(HOLLOMANAFB)** Detailed procedures for jet blast hazard area reference Holloman AFB Addendum Attachment-6 Airfield Driver's Qualification Training Checklist Lesson Plan, Lesson 2, paragraph 2.12.

3.2.8. **Reporting, Enforcement and Violation Consequences.** At a minimum, include the following:

3.2.8.1. Delegation of authority for to ADP enforcement. At a minimum, include the authority for Unit Commanders, ADPMs (for unit assigned personnel), AM and SF personnel to temporarily suspend airfield driving privileges.

3.2.8.1. **(HOLLOMANAFB)** AM and SFS personnel are authorized to revoke or suspend airfield driving privileges regardless of unit affiliation. Unit Commanders and ADPMs are authorized to revoke or suspend airfield driving privileges for unit assigned personnel, and can report suspected violations for individuals not assigned to their unit to AM for action.

3.2.8.1.1. **(Added-HOLLOMANAFB)** Notify the Wing ADPM, Unit ADPM, and Unit Commander when a revocation or suspension occurs. See Attachment 11 for example suspension / revocation memorandum.

3.2.8.1.2. **(Added-HOLLOMANAFB)** If the Wing ADPM revokes or suspends airfield driving privileges, the Unit Commander, Unit ADPM, Airfield Operations Flight Commander (AOF/CC) and AFM will receive written notification.

3.2.8.1.3. **(Added-HOLLOMANAFB)** AM Ops personnel will issue a Holloman AFB Airfield Driving Citation for any unsafe driving acts that occur in a Non-CMA

area (Ramp, taxiway, etc). Unsafe driving acts are violations that do not follow guidance IAW AFI 13-213 and this supplement that could result in damage to equipment or injury to personnel. See Attachment 11 for an example of a Citation.

3.2.8.1.3.1. **(Added-HOLLOMANAFB)** Vehicle operators who are charged with the Non-CMA violation must have the Unit or Group CC sign the Airfield Driving Citation and return it to the Wing ADPM within 5 duty days of the infraction.

3.2.8.1.3.2. **(Added-HOLLOMANAFB)** First offense Non-CMA Citation/Violation will result in an automatic loss of airfield driving privileges (suspension) for a period of 30 calendar days.

3.2.8.1.3.3. **(Added-HOLLOMANAFB)** A second offense Non-CMA Citation/Violation will result in an automatic loss of airfield driving privileges (suspension) for a period of 60 calendar days.

3.2.8.1.3.4. **(Added-HOLLOMANAFB)** All vehicle operators who are charged with a Non-CMA Citation/Violation must re-accomplish Annual Refresher Training requirements.

3.2.8.2. Procedures for reissuance of an AF IMT 483 after a suspension (e.g. re-training, Unit/CC recommendation in writing, limited access, etc.). Include sample MFRs for suspension, revocation, and reinstatement of airfield driving privileges.

3.2.8.2. **(HOLLOMANAFB)** Vehicle operator must provide proof of completion of Annual Refresher Training to the Wing ADPM prior to re-issuance of the AF IMT 483 after the prescribed waiting period has elapsed for a Non-CMA violation. Proof will include Attachment-8 and the AF CBT Certificate.

3.2.8.3. Procedures to report and document CMAV events. A CMAV event is an airfield violation caused by aircraft, vehicles, or pedestrians entering the CMA without specific ATCT approval. This definition also includes runway incursions. A runway incursion is a CMAV event that involves the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. Runway Incursions are further classified into three operational categories (Operational Error, Pilot Deviation, and Vehicle/Pedestrian). (See [Attachment 1](#))

3.2.8.3.1. Unit Commander, Unit ADPM and AM must be notified immediately of any CMAV event. AM will notify MAJCOM OPR for AO within 24 hours of a CMAV/HATR incident.

3.2.8.3.1. **(HOLLOMANAFB)** Unit Commander, Unit ADPM, AOF/CC and AFM must be notified immediately of a CMA event. AOF/CC will notify MAJCOM OPR for AO within 24 hours of a Controlled Movement Area Violation (CMAV)/Hazardous Air Traffic Report (HATR) incident.

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

3.2.8.3.2. (HOLLOMANAFB) For an actual or suspected runway incursion, the individual's AF IMT 483 must be surrendered to AM and airfield driving privileges temporarily suspended until an investigation and retraining is completed. Once confirmed as a valid runway incursion, first offense violator will lose airfield driving privileges for a period of 60 days and the violator will be recognized as a new airfield driver and must re-accomplish all initial airfield drivers training prior to being issued a new AF IMT 483. If suspected runway incursion is not substantiated Wing ADPM will immediately return AF IMT 483 to vehicle operator with no penalty.

3.2.8.3.2.1. The Unit Commander of the individual who committed a runway incursion will be notified that one of their unit personnel was involved in a CMAV and the incident is under investigation. This notification will be made within 24 hours or the next duty day of the alleged incident, whichever occurs first.

3.2.8.3.2.1.1. (Added-HOLLOMANAFB) For CMA violations individual will complete suspension / revocation memorandum.

3.2.8.3.2.1.2. (Added-HOLLOMANAFB) A second offense CMAV will result in a 6-month suspension, or permanent revocation if within a 12-month time period.

3.2.8.3.2.1.3. (Added-HOLLOMANAFB) All individuals charged with a runway incursion will need to schedule an interview with the 49th Operations Group (49 OG/CC).

3.2.8.3.2.1.4. (Added-HOLLOMANAFB) When requirements outlined in paragraphs 3.2.8.3.2. and 3.2.8.3.2.1.1.– 3.2.8.3.2.1.3. of this supplement are completed the Unit Commander will request reinstatement of airfield driving privileges. See Attachment 12 for example of request for reinstatement of airfield driving privileges/CMAV.

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

3.2.8.3.2.3. The AOF/CC, Wing Safety and, Wing ADPM will work as a team to assign all runway incursions an operational category (e.g., Operational Error, Pilot Deviation and Vehicle/Pedestrian) defined in [Attachment 1](#) for trend analysis. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF IMT 457, *USAF Hazard Report* or narrative section of the AF IMT 651, *Hazardous Air Traffic Report (HATR)*.

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

3.2.8.3.2.5. The Wing ADPM and Wing Safety must inspect the unit ADP of personnel that commit a runway incursion as a part of the investigation. Emphasis will be placed on how the unit trained the individual and their compliance with the ADI. The results will be reported to the Unit Commander.

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

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

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

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

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

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

3.2.8.3.3. CMAV events must be briefed at the AOB.

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

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

3.2.8.3.4. The Wing ADPM must maintain a copy of the AF IMT 651s/457s, actions taken, results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15.00 (see AFI 91-202, *The US Air Force Mishap Program* and AFI 91-223, *Aviation Safety Investigations and Reports*). A copy of the final runway incursion AFSAS report may be obtained from Wing Safety and/or MAJCOM OPR for AO.

3.2.8.4. Procedures to ensure airfield driving privileges are suspended for individuals who do not complete annual refresher training on the first day of the preceding month after the refresher training is due. **Note:** Personnel that were not able to complete refresher training (e.g. deployed, TDY, etc.) must complete it prior to driving on the airfield.

3.2.8.4. (**HOLLOMANAFB**) Personnel who do not complete annual refresher training on the first day of the preceding month after the refresher training is due will have their airfield driving privileges suspended until refresher training can be accomplished.

3.2.8.4.1. (**Added-HOLLOMANAFB**) Unit ADPM's must suspend individual's overdue annual refresher training in ADTP. Units not incorporated in ADTP will suspend individuals on their unit electronic listing.

3.2.8.4.2. (**Added-HOLLOMANAFB**) Individuals that are deployed and overdue annual refresher training, Unit ADPM must annotate in ADTP and for units not incorporated into ADTP on electronic listing current status of individual.

3.2.8.4.3. (**Added-HOLLOMANAFB**) Unit ADPM must confiscate AF IMT 483's for all individuals at Holloman AFB (Not deployed status) who are overdue annual

refresher training and are suspended. AF IMT 483 will not be returned to individual until all annual refresher training has been completed and documented.

3.2.8.5. Procedures to report and document other airfield driving incidents/violations (e.g. speeding, expired or no POV pass, etc.). At a minimum, obtain the following information:

3.2.8.5. **(HOLLOMANAFB)** Follow reporting and documenting procedures for Non-CMA violations IAW paragraphs 3.2.8.1.3. and 3.2.8.1.3.1.-3.2.8.1.3.4. of this supplement.

3.2.8.5.1. Name/Rank of the individual, unit, duty phone, Unit Commander or unit ADPM.

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

3.2.9. **TDY Personnel and Non-base Assigned Contractors.** Outline procedures and standards for TDY and non-base assigned contractors that need to drive on the airfield.

3.2.9. **(HOLLOMANAFB) TDY Personnel and Non-base Assigned Contractors.** Procedures and standards for TDY personnel and non-base assigned contractor personnel will be in accordance with AFI 13-213, 3.2.9.1. – 3.2.9.6.

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

3.2.9.1. **(HOLLOMANAFB)** TDY personnel and non-base assigned contractors must possess a Holloman AFB AF IMT 483 (designated CMA) and be trained on local airfield driving procedures to operate a vehicle on the airfield in the CMA without an escort. If TDY personnel and non-base assigned contractors do not possess a Holloman AFB AF IMT 483 the assigned escort must possess a HOLLOWMAN AFB AF IMT 483 (designated CMA). **Exception:** The Wing ADPM and/or Unit ADPM may provide a local briefing/training when TDY personnel and non-base assigned contractors driving route(s) and work area do not permit access on or across the CMA. Authorization will be in Non-CMA only without escort.

3.2.9.1.1. **(Added-HOLLOMANAFB)** Wing and/or Unit ADPM will verify TDY personnel have a valid home station AF IMT 483 and non-based/base assigned contractors must possess a valid state driver's license. These documents are required to operate in a Non-CMA area without escort.

3.2.9.1.2. **(Added-HOLLOMANAFB)** Airfield Management will not be responsible for providing escorts to contractors during construction projects or for military/civilian TDY personnel. Sponsoring unit can make a determination for contractors, if they have a long term contract to conduct work on the airfield, these contractors can complete all airfield driving training to obtain an AF IMT 483.

3.2.9.2. TDY personnel/non-base assigned contractors will not be granted access to the CMA unless they have completed all training and testing requirements outlined in this AFI and ADI.

3.2.9.3. Use **Attachment 7** or electronic equivalent to document the name/unit of the individual that received the local briefing/training.

3.2.9.3. **(HOLLOMANAFB)** Use the Holloman AFB Addendum Attachment-7 TDY Personnel Non Base Assigned Contractors Training Checklist to document the name/unit of the individual(s) that received the local briefing/training.

3.2.9.4. If a sponsoring unit ADPM accomplishes the local training/briefing, forward an information copy to the Wing ADPM. The Wing ADPM or designated representative will issue a temporary AF IMT 483 with the restriction “*Ramp Access Only*” or “*Non CMA Only*” and expiration date.

3.2.9.4. **(HOLLOMANAFB)** If a sponsoring unit ADPM accomplishes the local training/briefing forward an information copy to the Wing ADPM. The Holloman AFB Addendum Attachment-7 TDY Personnel Non Base Assigned Contractors Training Checklist sign in sheet will serve as the Holloman AFB temporary AF IMT 483. Restrictions and expiration date will be annotated on the sign in sheet.

3.2.9.4.1. **(Added-HOLLOMANAFB)** Wing ADPM will maintain training documentation on file till completion of construction project/TDY commitment or maximum time period of 3 months.

3.2.9.5. The local briefing and/or training materials should be made available in host nation language where applicable.

3.2.9.6. Maintain a file copy of this training in accordance with Air Force RDS, Table 33-42, Rule 04.00.

3.2.9.7. **(Added-HOLLOMANAFB)** To the maximum extent possible, contractors will have it written into their contracts that they will adhere to the provisions of AFI 13-213 and this supplement if required to operate a vehicle on the airfield.

3.2.10. Privately Owned and Government Leased Vehicle Passes. Outline procedures and standards for personnel that need to drive a POV or Government Leased Vehicle on the airfield. At a minimum, drivers must be trained and certified to drive on the airfield.

3.2.10. (HOLLOMANAFB) Privately Owned and Government Leased Vehicle Passes. Vehicle passes will only be issued to those individuals whose job requires immediate and direct access to the work area on the airfield. Vehicle passes are required for contractor vehicles operating on the airfield within designated work areas.

3.2.10.1. Develop procedures for issuing, and maintaining control/security (e.g., expiration, disposition, changing colors, numbers, etc.) of POV and Government Leased Vehicle Passes/Decals. **Note:** POVs on the airfield are discouraged and must be restricted to an absolute minimum. Include a sample MFR or local form/electronic equivalent for requesting a POV/Government Leased Vehicle pass.

3.2.10.1. **(HOLLOMANAFB)** Vehicle pass request procedures and standards will be in accordance with AFI 13-213, 3.2.10.1. – 3.2.10.2., and this supplement. Vehicle pass

requests for base-assigned personnel will be submitted to the Wing ADPM through the ADTP for approval. For contractors and non-base assigned personnel, vehicle pass requests will be submitted to the Wing ADPM via Holloman AFB Addendum Attachment-7 TDY Personnel Non Base Assigned Contractors Training Checklist sign in sheet for processing and approval.

3.2.10.1.1. Request for a vehicle pass/decal must be endorsed by the individual's Unit Commander or Company/Contractor representative. At a minimum, the MFR or local form/electronic equivalent will contain the following information:

3.2.10.1.1.1. Owner/User.

3.2.10.1.1.2. Organization.

3.2.10.1.1.3. Duty Phone.

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

3.2.10.1.1.5. Pass/Permit number.

3.2.10.1.1.6. Area of Operation(s)/location.

3.2.10.1.1.7. Justification.

3.2.10.1.1.8. Effective period/dates.

3.2.10.1.2. Vehicle passes/decals must be validated at least annually.

3.2.10.1.2. **(HOLLOMANAFB)** Vehicle passes are issued on an annual basis; no pass will be issued beyond the calendar year in which it was issued. Wing ADPM will coordinate with SFS pass color for upcoming year.

3.2.10.1.3. POV and Government Leased vehicles passes/decals must be differentiated in the ADI.

3.2.10.1.4. The AFM, Wing ADPM or designated AM representatives are responsible for issuing vehicle passes/decals. **Note:** Authority must not be delegated outside of AM.

3.2.10.2. Maintain vehicle passes/decals supportive information in accordance with Air Force RDS, Table 13-01, Rule 01.00.

3.2.10.3. **(Added-HOLLOMANAFB)** Vehicle passes will be placed in the driver's side dash or sun visor of the vehicle at all times while on the airfield. Passes will not be loaned or sub-issued to other personnel.

3.2.10.4. **(Added-HOLLOMANAFB)** All passes are required to be legible, recognizable and visible when on the airfield. Contact the Wing ADPM to replace lost or faded passes.

3.2.10.5. **(Added-HOLLOMANAFB)** Temporary vehicle passes will be returned to the Wing ADPM when no longer required.

3.2.10.6. **(Added-HOLLOMANAFB)** Lost or theft of vehicle passes must be reported to the Wing ADPM immediately. The Unit CC, Site Director or Company Manager must request re-issuance of a POV Pass in writing to Wing ADPM. Request must include

reason for re-issuance and procedures taken to safeguard POV Passes in the future. Wing ADPM will keep documentation on file.

3.2.10.7. **(Added-HOLLOMANAFB)** Contractor vehicle passes will be limited to the absolute minimum.

3.2.10.8. **(Added-HOLLOMANAFB)** Contractor vehicle passes will only be issued to contractor type vehicles (i.e., trucks, tractor trailers, vans, etc.).

3.2.11. **Disabled Vehicles.** Outline procedures for a disabled vehicle on the airfield.

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

3.2.11.1.1. Leave the vehicle parking lights or emergency flashers on.

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

3.2.11.2. Operators of other radio-equipped vehicles (e.g. security forces, civil engineer, transportation, etc.) must make every effort to assist getting the disabled vehicle off of the airfield, especially if the vehicle is located on parking aprons, taxiways, or runway.

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

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

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

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

3.2.12. **Pedestrian Movement.** Outline procedures for pedestrian movement on the airfield. At a minimum, pedestrians on the airfield must adhere to the following procedures:

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

3.2.12.2. Walk facing oncoming traffic.

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

3.2.12.4. Do not enter the CMA without two-way radio contact and approval from the ATCT.

3.2.13. **(Added-HOLLOMANAFB) Vehicle and Equipment Marking.**

3.2.13.1. **(Added-HOLLOMANAFB)** During hours of daylight non-base assigned contractors will mark vehicles on the airfield with rectangular 3 X 3 foot flag. Either

solid aviation orange or checkered orange/white color flag will be utilized. During hours of nighttime vehicle emergency flashers or amber rotating/blinking lights will be utilized. **Exception:** During hours of daylight, if contractor vehicle has amber rotating/blinking lights, when activated they can be used in lieu of a flag.

3.2.13.2. **(Added-HOLLOMANAFB)** Temporary construction equipment, cranes, derricks, booms and oil or other drilling rigs operating on the airfield must be marked at the highest point during daytime with rectangular 3 X 3 foot flag. Either solid aviation orange or checkered orange/white color flag will be utilized. If equipment is operating and/or is not lowered at nighttime obstruction lighting must be used to mark equipment at the highest point.

3.2.13.2.1. **(Added-HOLLOMANAFB)** Non-base assigned contractors and Holloman assigned agencies must advise Airfield Management, commercial (575) 572-5411 when high profile equipment identified in paragraph 3.2.13.2. of this supplement will be utilized. Required information will be dates and times of operation, type of equipment, height of equipment at highest point, verification of proper marking, and whether equipment will be lowered at nighttime. Airfield Management will publish appropriate NOTAM.

3.2.13.3. **(Added-HOLLOMANAFB)** See FAA Advisory Circular 70/7460-1K, *Obstruction Marking and Lighting*, for additional information.

3.2.14. **(Added-HOLLOMANAFB) Uncontrolled Airfield Operations (UAO).**

3.2.14.1. **(Added-HOLLOMANAFB)** IAW HAFBI 13-204, the purpose of UAO is to allow Aero Club Flight Training Center, 46th Test Group (46 TG), Army Air and Civil Air Patrol (CAP) to operate on the airfield during periods when HAFB Air Traffic Control (ATC) Tower and Airfield Management Operations (AM Ops) are closed. Each unit will be assigned an Operations Duty Officer (ODO).

3.2.14.2. **(Added-HOLLOMANAFB)** Designated Runways – Primary 04/22, Secondary 16/34. Runway 07/25 will not be used. Aircraft will Taxi in the most direct route from the Ramp to/from Runway.

3.2.14.3. **(Added-HOLLOMANAFB)** During nighttime ops, ODO will turn on airfield lighting 30 minutes prior to aircraft taxi and prior to arrival. Lighting will be turned off 30 minutes after departure and upon terminating operations.

3.2.14.4. **(Added-HOLLOMANAFB)** Communications – Primary method LMR Radio (Tower Net). ODO LMR Call Signs: Aero Club – ODO one, 46TG – ODO two, Army Air – ODO three, CAP ODO four. Monitor LMR for mandatory broadcasts (e.g., UAO commences, aircraft departure/arrivals, and UAO termination). Scheduled ODO's must be accessible via LMR.

3.2.14.5. **(Added-HOLLOMANAFB)** Priorities that take precedence above UAO, Live Load Operations, Maintenance Ops (e.g., Preventive Maintenance Inspections (PMIs)/Air Traffic Control & Landing Systems (ATCALS), barrier, lighting) that would impact normal daily airfield operations. **NOTE:** It is possible to schedule critical Maintenance Ops on the airfield during UAO; however, it is imperative that coordination must take

place between Airfield Management, requesting agency, and the ODO to determine feasibility.

3.2.14.6. **(Added-HOLLOMANAFB)** Vehicle Operations; All vehicle drivers prior to operating on the airfield during non-airfield operating hours must verify the most current UAO status with Command Post at commercial (575) 572-7575.

3.2.14.6.1. **(Added-HOLLOMANAFB)** In order to minimize potential for incidents, only select agencies will come within 100 feet of any CMA and the North Ramp when the airfield is closed. Authorized agencies are, Fire Dept, Security Forces, Ambulance Response, Crash Recovery, ODO, Tower, Airfield Management, ATCALs Maintenance, 49th Logistics Readiness Squadron (49 LRS) Fuels, Detachment 1, 82nd Aerial Target Squadron (Det 1 82 ATRS), Lockheed, CE Barrier Maintenance, and Exterior Electric. All agencies must coordinate with ODO during UAO to gain approval to enter any Runways, Taxiway Golf, and the North Ramp.

3.2.14.6.2. **(Added-HOLLOMANAFB)** Vehicles operating on the airfield use extreme caution.

3.2.14.6.3. **(Added-HOLLOMANAFB)** Vehicle operations on CMA and the North Ramp when the airfield is closed will be kept to an absolute minimum.

3.2.14.6.4. **(Added-HOLLOMANAFB)** Vehicles will not be left unattended on any CMA and the North Ramp.

3.2.14.6.5. **(Added-HOLLOMANAFB)** If airfield lights are turned on and the airfield is closed, all vehicular traffic will immediately exit the CMA and the North Ramp. Use extreme caution while operating on the airfield until the lights are turned off. **NOTE:** Call Command Post (CP) immediately, commercial (575) 572-7575 to verify status of UAO.

3.2.14.6.6. **(Added-HOLLOMANAFB)** Vehicle operators can operate vehicles on Holloman Ramps when the airfield is closed and UAO is in effect. No approval is required. Vehicle operators should make every attempt to keep vehicles confined to their assigned Ramp. **NOTE:** 46TG, Army Air and 82 ATRS must coordinate activities on the North Ramp during UAO and must stay confined to their unit specific assigned area of the Ramp.

3.2.14.6.7. **(Added-HOLLOMANAFB)** Vehicles can operate on all taxiways, except Taxiway Golf during UAO, but is highly discouraged. Vehicle operators use extreme caution due to taxiing aircraft, especially on Taxiway Alpha, Bravo, Charlie, and Delta.

3.2.14.7. **(Added-HOLLOMANAFB)** Entering the CMA and Taxiway Golf during UAO.

3.2.14.7.1. **(Added-HOLLOMANAFB)** Vehicle operators must contact the ODO via LMR (Tower Net) to cross or enter CMA and North Ramp.

3.2.14.7.2. **(Added-HOLLOMANAFB)** Advise ODO as to the number of vehicles entering CMA and the North Ramp.

- 3.2.14.7.3. **(Added-HOLLOMANAFB)** Visually look both ways prior to proceeding on or across the CMA and the North Ramp.
- 3.2.14.7.4. **(Added-HOLLOMANAFB)** Notify the ODO when crossing/access is complete.
- 3.2.14.7.5. **(Added-HOLLOMANAFB)** If vehicle that is attempting to access CMA and the North Ramp cannot contact the ODO via LMR (Tower Net), do not enter or cross any Runways, Taxiway Golf and the North Ramp, under any circumstances.
- 3.2.14.8. **(Added-HOLLOMANAFB)** In Flight Emergency – IFE - Entering the CMA and Taxiway Golf during UAO.
- 3.2.14.8.1. **(Added-HOLLOMANAFB)** ODO will notify Fire Dept commercial (575) 572-7228 and then Command Post commercial (575) 572-7575 in the event of an aircraft mishap or emergency.
- 3.2.14.8.2. **(Added-HOLLOMANAFB)** Vehicles responding to emergency do not need to contact the ODO prior to entering CMA and the North Ramp. Vehicles shall ensure the emergency aircraft is at a full stop prior to entering the Runway or Taxiway Golf (CMA).
- 3.2.14.8.3. **(Added-HOLLOMANAFB)** Vehicle operators will use extreme caution when entering, exiting and operating within the CMA and North Ramp.
- 3.2.14.8.4. **(Added-HOLLOMANAFB)** Fire Dept will advise lead ODO and CP when emergency is terminated and all emergency aircraft and vehicles are off the airfield.
- 3.2.14.9. **(Added-HOLLOMANAFB)** Vehicle Movement on the Airfield when UAO is Not Scheduled and the Airfield is Closed.
- 3.2.14.9.1. **(Added-HOLLOMANAFB)** Verify with Command Post, commercial (575) 572-7575 the current status of UAO.
- 3.2.14.9.2. **(Added-HOLLOMANAFB)** If UAO is not scheduled and the airfield is closed, vehicle operators must not enter the CMA without prior coordination with the Airfield Manager or Assistant Airfield Manager. Only exceptions are first responder vehicles responding to a real world incident.
- 3.2.14.9.3. **(Added-HOLLOMANAFB)** ODO will notify Command Post of any declared aircraft emergencies.
- 3.2.14.9.3.1. **(Added-HOLLOMANAFB)** ODO will notify Command Post and Airfield Manager of any pertinent info regarding damage to the airfield (pavements, lighting, etc) or fluid spills that occurred.

Chapter 4

RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

4.1. General.

4.1.1. Radio communications are a critical link in the ATC system. The single, most important thought in communications with the ATCT is understanding. It is essential to acknowledge each radio communication with controllers by using the appropriate call sign.

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

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

4.2. Radio Techniques.

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

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

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

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

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

4.2.6. Be sure that you are within the performance range of your radio equipment and the ground station equipment. Refer to the airfield diagram to determine possible radio blind spots.

4.2.7. Use caution when using a vehicle mounted/handheld radio and operating a vehicle at the same time. When possible, only use the radio when the vehicle is safely parked.

4.3. Phraseology. Vehicle operators must contact the ATCT controller each and every time they proceed onto or leave the CMA. When proceeding onto a CMA, vehicle operators must advise the controller of three things: **WHO** you are, **WHERE** you are, and **WHAT** your

intentions are. Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received. Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists. VHF/UHF transmissions are reserved for the primary use of aircraft and ATCT personnel.

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

Table 4.1. Sample Runway Crossing Phraseology.

VEHICLE OPERATOR:	<i>“JACKSONVILLE TOWER AIRFIELD ONE.”</i>
ATCT:	<i>“AIRFIELD ONE, JACKSONVILLE TOWER.”</i>
VEHICLE OPERATOR:	<i>“JACKSONVILLE TOWER, AIRFIELD ONE REQUEST TO CROSS (runway) AT (point/intersection).”</i>
ATCT:	<i>“AIRFIELD ONE, CROSS (runway) AT (point/intersection). or “AIRFIELD ONE, HOLD SHORT OF (runway).”</i>

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

Table 4.2. Sample Read back Instructions

VEHICLE OPERATOR: Note: Airfield 1 visually scans the runway prior to entry, and then proceeds across the runway	<i>“AIRFIELD ONE UNDERSTANDS APPROVED TO CROSS (runway) AT (point/intersection). WILL REPORT WHEN OFF.” or “AIRFIELD ONE, HOLDING SHORT (at location).”</i>
VEHICLE OPERATOR:	<i>“JACKSONVILLE TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF (runway) AT (location).”</i>
ATCT:	<i>“AIRFIELD ONE, ROGER.”</i>

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

Table 4.3. Sample Hold Short Instructions.

ATCT:	<i>“AIRFIELD THREE PROCEED VIA TAXIWAY CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN.”</i> <i>or</i> <i>“AIRFIELD THREE PROCEED VIA CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN.”</i>
VEHICLE OPERATOR:	<i>“AIRFIELD THREE, ROGER.”</i>
ATCT:	<i>“AIRFIELD THREE, READ BACK HOLD INSTRUCTIONS.”</i>
VEHICLE OPERATOR:	<i>“AIRFIELD THREE, PROCEEDING VIA CHARLIE, WILL HOLD SHORT OF RUNWAY TWO SEVEN.”</i>

4.4. Common Use Phrases.**Table 4.4. 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 "stand by 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.

4.5. Phonetic Aviation Alphabet. Because some letters have similar sounds, like B and P, the international aviation industry uses the following words to reduce confusion. For example, Taxiway B would be referred to as Taxiway Bravo on the radio. Vehicle operators must know and use the following Phonetic Aviation Alphabet:

Table 4.5. Phonetic Aviation Alphabet.

A	ALFA	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

4.6. Adopted Forms:

AF IMT 457, *USAF Hazard Report*

AF IMT 483, *Certificate of Competency*

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

AF Form 1313, *Driving Record*

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

JOHNNY A. WEIDA, Maj Gen, USAF
Asst DCS, Operations, Plans, and Requirements

(HOLLOMANAFB)

DAVID A. KRUMM, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References**US Air Force Publications.**

AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*, 7 August 2007
 AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*, 1 September 2010
 AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010
 AFI 24-301, *Vehicle Operations*, 1 November 2008
 AFMAN 24-306, *Manual for Wheeled Vehicle Driver*, 1 July 2009
 AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000
 AFI 33-360, *Publications and Forms Management*, 18 May 2006
 AFMAN 33-363, *Management of Records*, 1 March 2008
 AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, 1 May 1998
 AFI 91-202, *The US Air Force Mishap Program*, 1 August 1998
 AFMAN 91-223, *Aviation Safety Investigations and Reports*, IC 1, 9 August 2006
 AFI 48-123, *Medical Examinations and Standards*, IC1, 1 June 2010
 Air Force Enlisted Classification Directory (AFECD), 1 August 2009
 Air Force Officer Classification Directory (AFOCD), 31 October 2009

Federal Aviation Administration (FAA) Advisory Circulars (AC) and Joint Orders (JO).

FAA Advisory Circular 150/5340-1K, *Standards for Airport Markings*, 3 September 2010
 FAA Joint Order 7110.65, *Air Traffic Control*, 11 February 2010

Forms.

AF IMT 457, *USAF Hazard Report*, 1 August 2002
 AF IMT 483, *Certificate of Competency*, 1 August 2002
 AF IMT 651, *Hazardous Air Traffic Report (HATR)*, 28 May 2002
 AF IMT 3616, *Daily Record of Facility Operation*, 31 March 2003

Abbreviations and Acronyms

ADI—Airfield Driving Instruction
ADP—Airfield Driving Program
ADPM—Airfield Driving Program Manager
AF—Air Force
AFFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction
AFMAN—Air Force Manual
AFM—Airfield Manager
AFRSAT—AF Runway Safety Action Team
AFSC—Air Force Specialty Code
AM—Airfield Management
AO—Airfield Operations
AOB—Airfield Operations Board
AOF/CC—Airfield Operations Flight Commander
AOI—Airfield Operations Instruction
ATC—Air Traffic Control
ATCT—Air Traffic Control Tower
CBT—Computer Based Training
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
COP—Community of Practice
DOD—Department of Defense
FAA—Federal Aviation Administration
FOD—Foreign Object Damage
GM—Guidance Memorandum
HATR—Hazardous Air Traffic Report
IC—Interim Change
ILS—Instrument Landing System
INST—Instrument
IR—Infared Red
MAJCOM—Major Command
MFR—Memorandum for Record
MOPP—Mission Oriented Protective Posture
OG—Operations Group
OPR—Office of Primary Responsibility
NVD—Night Vision Device
POFZ—Precision Obstacle Free Zone

POV—Privately Owned Vehicle

RIPWG—Runway Incursion Prevention Working Group

RGL—Runway Guard Light

RWY—Runway

SF—Security Forces

TDY—Temporary Duty

VCNCO—Vehicle Control Noncommissioned Officer

VCO—Vehicle Control Officer

VFR—Visual Flight Rule

Terms

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

Advise Intentions—Tell me what you plan to do.

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

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

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

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

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

Airfield Driving Program Manager (ADPM)—An individual appointment by the unit commander to administer the organization's airfield driving program.

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

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

Publications, aeronautical charts and maps, Notice to Airmen (NOTAM), local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Major Command (MAJCOM)—For the purpose of this instruction, includes all USAF Major Commands plus the Air National Guard Readiness Center, Air Force Reserve Command, Direct Reporting Units, and Field Operating Agencies. MAJCOM also refers to the OPR for Airfield Operations in this AFI.

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

Out—The conversation is ended and no response is expected.

Over—My transmission is ended; I expect a response.

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

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

Precision Obstacle Free Zone—An 800 foot wide by 200 foot long area centered on the runway centerline adjacent to the threshold designed to protect aircraft flying precision approaches from ground vehicles and other aircraft when ceiling is less than 250 feet or visibility is less than 3/4 statute mile (or runway visual range below 4,000 feet.)

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

Proceed—Authorization to begin/continue on approved routes.

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

Read Back—Repeat my message back to me.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Without Delay—With a sense of urgency, proceed with approved instructions in a rapid manner.

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

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

Attachment 1 (HOLLOMANAFB)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

AFVA 11-240, *USAF Airport Signs and Markings*, 2 June 2004

FAA Advisory Circular 70/7460-1K, *Obstruction Marking and Lighting*, 1 February 2007

FAA Joint Order 7110.65, *Air Traffic Control*, 9 February 2012

T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 10 February 2010

Prescribed Forms

No prescribed forms.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

46 TG--46th Test Group

49 AMDS/SGPE--49th Aerospace Medicine Squadron Flight Medicine

49 LRS--49th Logistics Readiness Squadron

49 MXG/CC--49th Maintenance Group Commander

49 OSS/OSAA--49th Operations Support Squadron Airfield Management

49 SFS--49th Security Forces Squadron

ADLS--Advanced Distributed Learning Service

ADTP--Airfield Driver Training Program

AECC--Automated Entry Control Card

AFRIMS--Air Force Records Information Management System

AMC--Air Mobility Command

AM Ops--Airfield Management Operations

AMOPS--Airfield Management Operations

ATCALs--Air Traffic Control & Landing Systems

CAP--Civil Air Patrol

CBT--computer based training

CP--Command Post

Det 1 82 ATRS--Detachment 1, 82nd Aerial Target Squadron

ECP--Entry Control Point

GAF--German Air Forces

LMR--Land Mobile Radio

MA--maintenance authority

MMG--Materiel Maintenance Group

NVDs--Night Vision Devices

ODO--Operations Duty Officer

PCS--permanent change of station

PMIs--Preventive Maintenance Inspections

RDS--Records Disposition Schedule

VFR--Visual Flight Rules

Attachment 2

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

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

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

NAME/Email	OFFICE SYM	DP	483 # _____
PRIMARY:			
MSgt Ann B. Smith Email: Ann.Smith@blank.af.mil	OSAA	XXX-XXXX	BLK#####
ALTERNATE:			
TSgt John E. Doe Email: John.Doe@blank.af.mil	OSAA	XXX-XXXX	BLK#####

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

NAME/Email	OFFICE SYM	DP	483 # _____
TSgt Jane C. Davis Email: Jane.Davis@blank.af.mil	OSAA	XXX-XXXX	BLK#####
SSgt Michael Johnson Email: Michael.Johnson@blank.af.mil	OSAA	XXX-XXXX	BLK#####

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

XXXX X. XXXXX, Lt Col, USAF
Commander

Attachment 3

UNIT ADPM TRAINING CHECKLIST

UNIT ADPM TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION (Completed by Wing ADPM)			
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 ADPM
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306, <i>Manual for the Wheeled Vehicle Operator</i> .			
4.2. AFOSHSTD 91-100, <i>Aircraft Flightline – Ground Operations and Activities</i> , Chapter 6.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AFI 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF IMT 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit AFPM on an actual training session and practical check ride.			
16. AF IMT483 CERTIFICATE #	STAMP:		
SECTION III – TRAINING CERTIFICATION (Completed by the Trainee and Wing ADPM or designated representative)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Note: A local form or electronic equivalent may be used as long as it includes all information listed above.

Attachment 3 (HOLLOMANAFB)**UNIT AIRFIELD DRIVING MANAGER (ADPM) TRAINING POWERPOINT
PRESENTATION (HOLLOMAN ADDENDUM ATTACHMENT-3
PRIMARY/ALTERNATE DUTIES)**

A3.1. The Wing ADPM is required to conduct training for all newly assigned Unit ADPM's. The training powerpoint slide presentation curriculum is located at the 49 OSS/OSAA Airfield Driving SharePoint site at

Attachment 4

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

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

minimum data (Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and date refresher training is due)?			
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
3. TDY personnel/Non base assigned Contractors.			
3.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.			
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
4. Training.			
4.1. Are potential airfield drivers receiving classroom training by the ADPM (<i>as determined locally</i>)?			
4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?			
4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?			
4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?			
4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			
4.6. Are drivers receiving annual refresher training within the established time lines?			
4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?			
4.8. Are trainees administered a General Knowledge Test?			

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

Note: A local form or electronic equivalent may be used as long as it includes all information listed above.

Attachment 4 (HOLLOMANAFB)

UNIT AIRFIELD DRIVING PROGRAM SELF INSPECTION CHECKLIST

UNIT AD PRGM SELF INSPECTION CHECKLIST (HOLLOMAN ADDENDUM ATTACH 4)		1. Date (yyyymmdd)	
2. AIRFIELD MANAGEMENT (WING ADPM) INSPECTOR (First, Last, MI)		3. UNIT	
4. UNIT AIRFIELD DRIVING PROGRAM MANAGER (ADPM)		5. AF FORM 483 (Certificate of Competency) Number	
6. FORM OPR 48 OSS/OSAA VERSION 2011 Change-1	7. INSPECTION TYPE: ANNUAL / SAV / SELF :		
7a. INSPECTION RESULTS: SATISFACTORY		UNSAT:	
8. INSPECTION ITEMS			
(Please use last page of this form to enter any comments)		YES	NO
9. Unit Commander			
(a) Unit ADPM Appointment Letter Current (Signed by Unit CC)? Trainers Assigned?			
(b) Current Copy of Letter on File at Airfield Management?			
(c) Does the Unit Commander Limit the Number of Personnel Authorized to Drive on the Airfield to the Absolute Minimum Necessary to Accomplish the Mission (Sign Holloman Addendum Attach-5)?			
(d) Has the Unit Commander Established Procedures to Limit the Number of Runway Crossings? Is the Number of Unit Drivers Validated at Least Annually to Include those that Enter or Cross the Runway?			
(e) Is the Unit Commander Notified When Individuals Commit a Violation?			
(f) Does the Unit Commander Notify the Wing ADPM when Revoking an Individual's Driving Privileges?			
10. Unit Airfield Driving Program Manager (ADPM)			
(a) Is the Unit ADPM Trained and Certified to Drive on the Airfield (483) See Item 5?			
(b) Does the Unit ADPM Ensure Drivers have a Valid State Driver's License and are Qualified to Operate Applicable Vehicles?			
(c) Ensures personnel receive color vision testing. Exempt AFSC's Annotated on Unit Appointment Letter?			
(d) Maintains Master (AF IMT 483) (MFDD) Listing for all Unit Drivers with Required information?			
(e) Forwards Master (AF IMT 483) Listing for all Unit Drivers to Wing ADPM Qtrly?			
(f) ADPM Continuity Binder or Electronic Equivalent Constructed/Formatted with all Required Documentation?			
(g) Maintains Current/Previous Year's Annual/SAV/Self Inspection Results?			
(h) References Present and Current (HAFBI 13-213, AFOSHSTD 91-100, AFJMAN 24-306, AF CBT, Airfield Drivers Training Lesson Plan, TDY and Non-Base Assigned Contractor Personnel Airfield Driving Training, Training Test, Trainer Test, Inspection Checklist, Airfield Driving Local/Incursion Certification Training Slideshow, Documentation and Cert Checklist? Provided on CD. or AMC Website. NOTE: All 2011 Version, except Regulations and AF CBT.			
(i) Maintains most Current CBT on File for all Drivers?			
(j) Maintains Airfield Driving Qual Training Checklist Curriculum (Lesson Plan/Attach-6) on File.			
(k) Maintains Current Documentation and Certification Checklist for all Drivers (Attachment -5)?			
11. Training			
(a) Conducts practical Airfield Check Ride (Day/Night) ?			
(b) Task Qualification Training (TQT) (Chemical Gear), If Required?			
(c) Are Trainees administered a General Knowledge Test at Unit or Wing Level?			
(d) Are Trainees administered a Runway Incursion Prevention Test at Unit or Wing Level?			
(e) Are Trainees administered a Communication Test at Unit or Wing Level?			
(f) Are Trainees instructed on Proper Radio Terminology when Communicating with the ATCT at Unit or Wing Level? Is training documented on Attachment-5 and Attachment-8?			
(g) Are Trainees Shown the Actual Location of Runway Hold-Lines and can they readily Provide a Verbal Description of Runway Hold-Lines			
(h) Are Trainees Familiar with Runway Entry and Exit Procedures and Radio "Read Back" Requirement? (A Random Interview of Unit Vehicle Operators May be Conducted.)			
(i) Conducts/Documents Annual Refresher Training - Attach-8			
(j) Suspend/Confiscate 483 for Individuals overdue Annual Refresher Trng			
(k) Does the ADPM have a Mechanism Established to Track Annual Refresher Training Requirements? Is the Refresher Training Being Documented on the Back of the AF IMT 483?			

(l) Is Annual Refresher Training Conducted and Documented on Personnel that Fail a Test or Commit a Violation?			
(m) Are Potential Airfield Drivers Receiving Classroom Training by the ADPM?			
12. Miscellaneous			
(a) Vehicles Operating on Airfield Equipped with Current Airfield Diagram/AFVA 11-240?			
(b) Unit Vehicles Equipped with FOD Removal Tool and FOD Can / FOD Prevention?			
(c) Are Vehicles used on Taxiway's & Runway's Equipped with Infrared Red Lights/Roof Mounted Rotating beacons?			
(d) Conducts Light Gun Signal Test w/Tower In Airfield Environment			
(e) Are Airfield Driving Issues Briefed at Commander's Call/Safety-Roll Call/Disseminated via e-mail.			
(f) Schedules training for replacement FDPM 45 days prior to relinquishing duties?			
(g) Are Posters that Minimize Rwy Incursions Posted on Bulletin Boards?			
(h) What is the Unit ADPM Accomplishing Which Requires Special Recognition?			
13. TDY Personnel/Non Base Assigned Contractors			
(a) Are TDY Personnel Being Trained on Driving Requirements IAW the Local Driving Instruction?			
(b) Are TDY Personnel/Non Base Assigned Contractors Receiving Local Non CMA Briefing (Verified on Sign In Sheet) and CMA Drivers being Instructed to Contact Crash Recovery to Receive Escort for CMA Access during IFE/Ground Emerg? 483 from Other Bases are not Authorized at Holloman AFB.			
NOTE: Items 9-13 - 1 individual NO rating (non-compliance) indicates entire inspection is RATED: UNSATISFACTORY			
14. UNIT ADPM (NAME AND GRADE)	14a. SIGNATURE		
15. WING ADPM (NAME AND GRADE)	15a. SIGNATURE		
ADDITIONAL COMMENTS:			

Attachment 5

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

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

I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
SECTION V – TRAINEE ACKNOWLEDGEMENT (<i>Completed by Trainee</i>)			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
SECTION VI – UNIT CERTIFICATION (<i>Completed by Unit Commander or Unit ADPM</i>)			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle at <u>Local Base</u> . Check all applicable restrictions and or special access.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other (<i>Specify</i>)			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION VII – AIRFIELD DRIVING AUTHORIZATION (<i>Completed by the Wing ADPM or designated representative</i>)			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF IMT483 CERTIFICATE #	
Name (Last, First, MI):	Grade:	Signature:	Date:

Note: A local form or electronic equivalent may be used as long as it includes all information listed above.

Attachment 5 (HOLLOMANAFB)

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION
CHECKLIST

SECTION I - TRAINEE INFORMATION (Completed by the Unit ADPM)			
Name (Last, First, Middle Initial):			
Rank, Civilian Grade or Equivalent:			
Unit/Office Symbol or Company Name:		Duty Phone:	
Valid State Drivers License (List State of Issuance and Restrictions (Ramp Only, Daylight Hours Only, Other-Specify): Government License #:			
SECTION II - QUALIFICATION TRAINING STEP-2 (Completed by the Trainee and Unit ADPM or Unit Trainer)			
	Date Completed	Trainee's Initials	Trainer's Initials
Review AFI 13-213 and HAFBI 13-213 (Local ADI).			
Complete Airfield Driving Qualification Training Checklist Lesson Plan (Attach-6)			
Review AFMAN 24-306 Chapter 25 and AFOSHSTD 91-100 Chapter 6			
Air Force CBT (ADLS)- 80% [Score:].			
Practical Day Airfield FAM Training / Practical Driving Test.			
Practical Night Airfield FAM Training / Practical Driving Test.			
Demonstrate Ability to Contact ATC for Approval to Enter/Exit the CMA & Runway (Mandatory for CMA Vehicle Operators).			
Light Gun Signal Test W/Tower (Airfield Environment). Review AFVA 11-240 and Powerpoint presentation			
Verification of Line Badge.			

Color Vision Testing / Primary/Alternate Unit ADPM Signature: (Must recognize Red, Blue, Green, White, Yellow) Check Applicable: Normal Color Vision [] Color Blind/Deficient []			
SECTION III - QUALIFICATION TRAINING STEP - 3 (Completed by the Trainee and Unit ADPM)			
Complete Unit Test Pass: <input type="checkbox"/>			
Check Applicable Fail: <input type="checkbox"/>			
SECTION IV - QUALIFICATION TRAINING STEP – 4 (Completed by Trainee and Wing ADPM)			
	Date Completed	Trainee's Initials	Trainer's Initials
Attend Runway Incursion/Local Brief (Classroom)			
Runway Incursion Prevention Test (5 Questions – 100% [Score:]			
Communications Test. (6 Questions – 100%) [Score:]			
General Knowledge Test (10 Questions – 80%) [Score:]			
Airfield Diagram Test (Part-1) ID All Runways 100% [Score:]			
Airfield Diagram Test (Part-2) ID All Taxiways – 100% [Score:].			
Airfield Diagram Test (Part-3) ID All Ramps & Selected Perimeter Roads – 100% [Score:]			
Airfield Diagram Test (Part-4) ID All VFR/INST Hold Lines – 100% [Score:]			
SECTION V – TRAINER CERTIFICATION (Completed by Authorized Airfield Driving Training Instructor)			
I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last,	Grade:	Signature:	Date:

First, MI):			
SECTION VI – TRAINEE ACKNOWLEDGEMENT (Completed by Trainee)			
I have received and completed all of the above training requirements and will comply with Local Base Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATC).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
SECTION VII – UNIT CERTIFICATION (Completed by the Unit Commander or Unit ADPM)			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle at Holloman AFB, NM. Check all applicable restrictions and/or special access. Ramp Only (Non-CMA) _____ Taxiway Only (Non-CMA) _____ Daylight Hours Only _____ Ramp and Taxiway (Non-CMA) _____ Other (Specify) _____ Runways, Taxiway Golf, Overruns (Circle) _____			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION VIII – AIRFIELD DRIVING AUTHORIZATION (Completed by the Wing ADPM or Designated Representative)			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF IMT 483 CERTIFICATE #	
Name (Last, First, MI):	Grade:	Signature:	Date:

Attachment 6

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM)</i>				
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone	
	Date Completed	Trainee's Initials	Trainer's Initials	Not Available (N/A)
1. Definitions and terms. Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.				
1.1. Runway				
1.2. Controlled Movement Area (CMA)				
1.3. Controlled Movement Area Violation (CMAV)				
1.4. Runway Incursion				
1.5. Taxiway				
1.6. Ramp/Apron				
1.7. Foreign Object Damage (FOD) control/prevention				
1.8. Overrun				
1.9. Taxilane				
1.10. Light Gun				
1.11. Jet Blast				
1.12. Vehicle Service Road				
1.13. Hot Cargo Area				
1.14. Arm/De-Arm Area				
1.15. Aircraft Arresting Gear				
1.16. ILS Critical Area				
1.17. Mandatory Sign				
1.18. Informational Sign				
1.19. Emergency Response Vehicle				
1.20. Circle of Safety				
1.21. Restricted Area				
1.22. Entry Control Point				
1.23. Fixed/Mobile Obstacle				
1.24. Airfield Management				
1.25. Air Traffic Control Tower (ATCT)				
2. Vehicle operator requirements. Training				

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

5.1. Familiarize trainee with the following airfield lighting.				
5.1.1. Runway.				
5.1.1.1. Edge Lights.				
5.1.1.2. Approach Lights.				
5.1.2. Taxiway.				
5.1.2.1. Edge Lights.				
5.1.2.2. Centerline Lights.				
5.1.2.3. Guard Lights (as applicable).				
5.2. Familiarize trainee with the following airfield signage.				
5.2.1. Runway Hold Sign.				
5.2.2. Taxiway Location Sign.				
5.2.3. ILS Critical Area Sign.				
5.2.4. Direction Sign.				
5.2.5. Distance Remaining Sign.				
5.3. Familiarize trainee with the following airfield markings.				
5.3.1. Runway.				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. VFR Hold Line.				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas.				
5.3.5. Non-Movement Area Boundary Marking as applicable.				
5.3.6. Non Standard Airfield Markings as applicable.				
5.3.7. Aircraft Arresting Gear Marking as applicable.				
5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.6. Familiarize trainee with the location of Free Zones as applicable.				
5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques.				

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

Notes:

1. A local form or electronic equivalent may be used as long as it includes all information listed above.
2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for the practical training requirements in items 4 and 7 above.

Attachment 6 (HOLLOMANAFB)**AIRFIELD DRIVER'S QUALIFICATION TRAINING LESSON PLAN (HOLLOMAN
ADDENDUM ATTACHMENT-6)**

A6.1. Airfield Drivers are required to know, understand, and demonstrate proper airfield driving practices. The Qualification Training Lesson Plan curriculum provides specific task certification on 18 separate airfield driving categories. The Lesson Plan is located at the 49 OSS/OSAA Airfield Driving SharePoint site at

Attachment 7

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

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

points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicle maintenance problems.			

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

TRAINEE

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

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
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UNIT ADPM

I certify that the above individual has completed all local training requirements outlined in State Local Base Airfield Driving Instruction (ADI). Check all applicable restrictions.

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

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
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WING ADPM or designated representative (*as required*)

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
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Notes:

1. A local form or electronic equivalent may be used as long as it includes all information listed above.
2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for items 12 and 16 above.

Attachment 7 (HOLLOMANAFB)**HOLLOMAN AFB TDY PERSONNEL/NON BASE ASSIGNED CONTRACTORS
TRAINING DOCUMENT (HOLLOMAN ADDENDUM ATTACHMENT-7)**

A7.1. The Wing ADPM and/or Unit ADPM may provide a local briefing/training when TDY personnel and non-base assigned contractors driving route(s) and work area do not permit access on or across the CMA. The training document curriculum is located at the 49 OSS/OSAA Airfield Driving SharePoint site at

https://holloman.eim.acc.af.mil/49_OG/49_OSS/OSA1/OSAA/Shared%20Documents/Forms/AllItems.aspx

Attachment 8 (Added-HOLLOMANAFB)

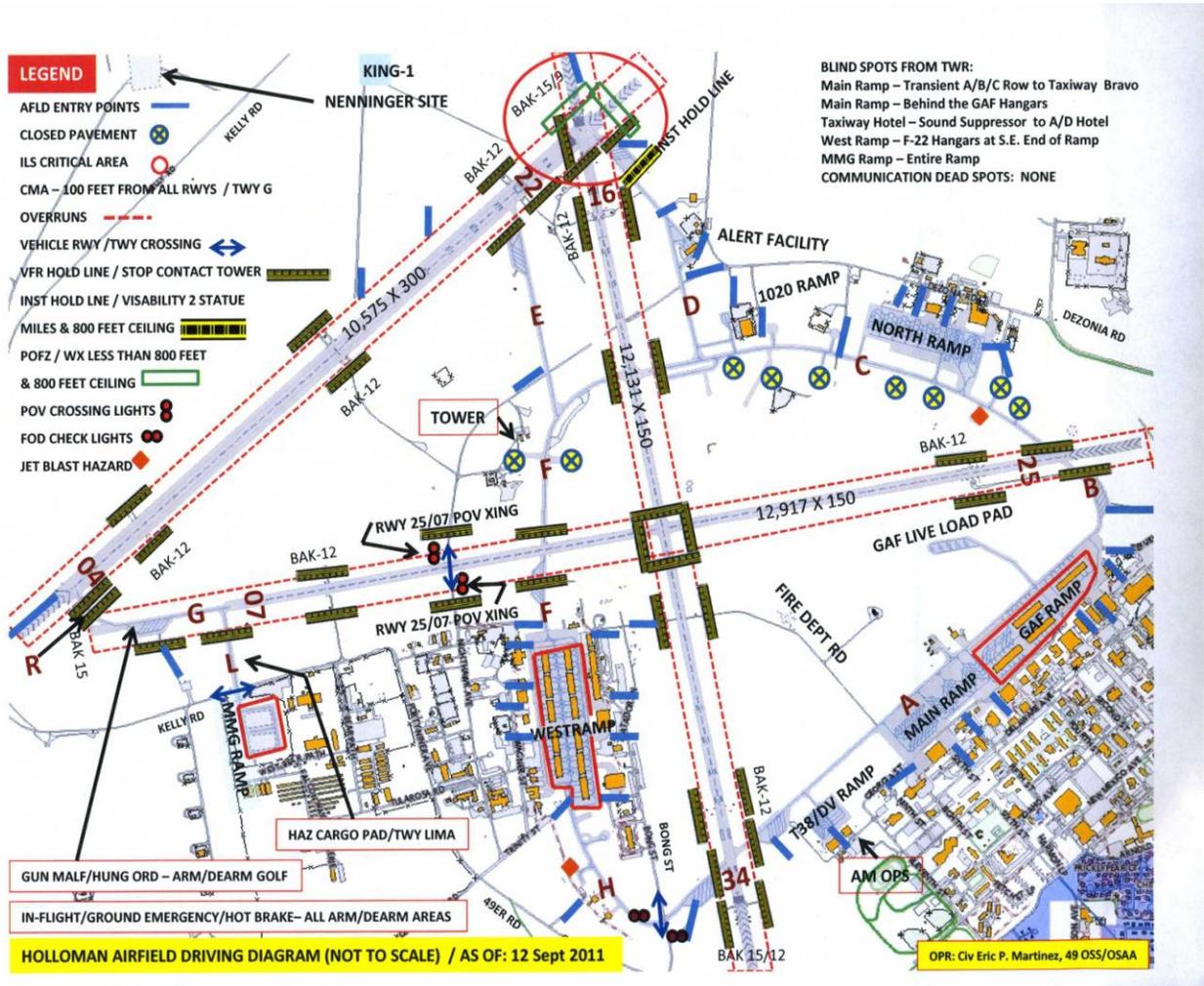
**AIRFIELD ANNUAL REFRESHER TRAINING DOCUMENTATION AND
CERTIFICATION CHECKLIST**

SECTION I - TRAINEE INFORMATION (Completed by the Unit ADPM)			
Name (Last, First, Middle Initial):			
Rank, Civilian Grade or Equivalent:			
Unit/Office Symbol or Company Name:		Duty Phone:	
SECTION II - QUALIFICATION TRAINING (Completed by the Trainee and Unit ADPM or Unit Trainer)			
	Date Completed	Trainee's Initials	Trainer's Initials
Review AFI 13-213 & HAFBI Supplement 13-213 (Local ADI).			
Complete Airfield Driving Qualification Training Checklist Lesson Plan (Attach-6)			
Air Force CBT (ADLS)- 80% [Score:].			
Review Runway Incursion Local Slide Presentation			
Demonstrate Ability to Contact ATC for Approval to Enter/Exit the CMA & Runway (Mandatory for CMA Vehicle Operators).			
Runway Incursion Prevention Test (4 Questions – 100% [Score:].			
Communications Test. (4 Questions – 100%) [Score:].			
General Knowledge Test (7 Questions – 80%) [Score:].			
Airfield Diagram Test Runways, Taxiways, Ramps & Perimeter Roads – 100% (10 Questions) [Score:].			
Annotate/Document Training on the back of the AF IMT 483			

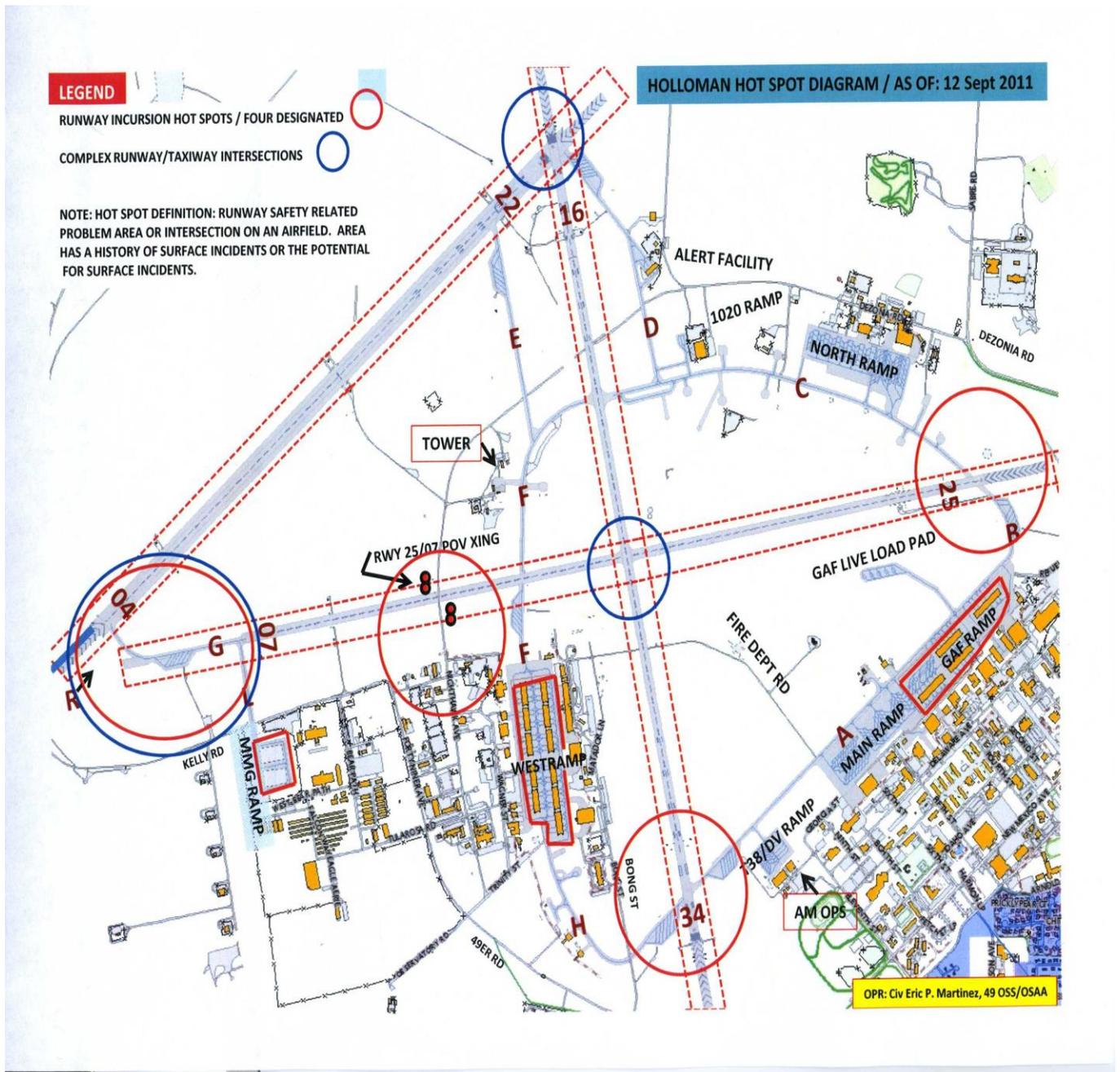
SECTION III – TRAINEE ACKNOWLEDGE AND TRAINER CERTIFICATION			
(Completed by Training Instructor and Trainee)			
I have received and completed all of the above training requirements and will comply with Local Base Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATC).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
I certify that the trainee has completed all required Annual Refresher Training qualification requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:

Attachment 9 (Added-HOLLOMANAFB)

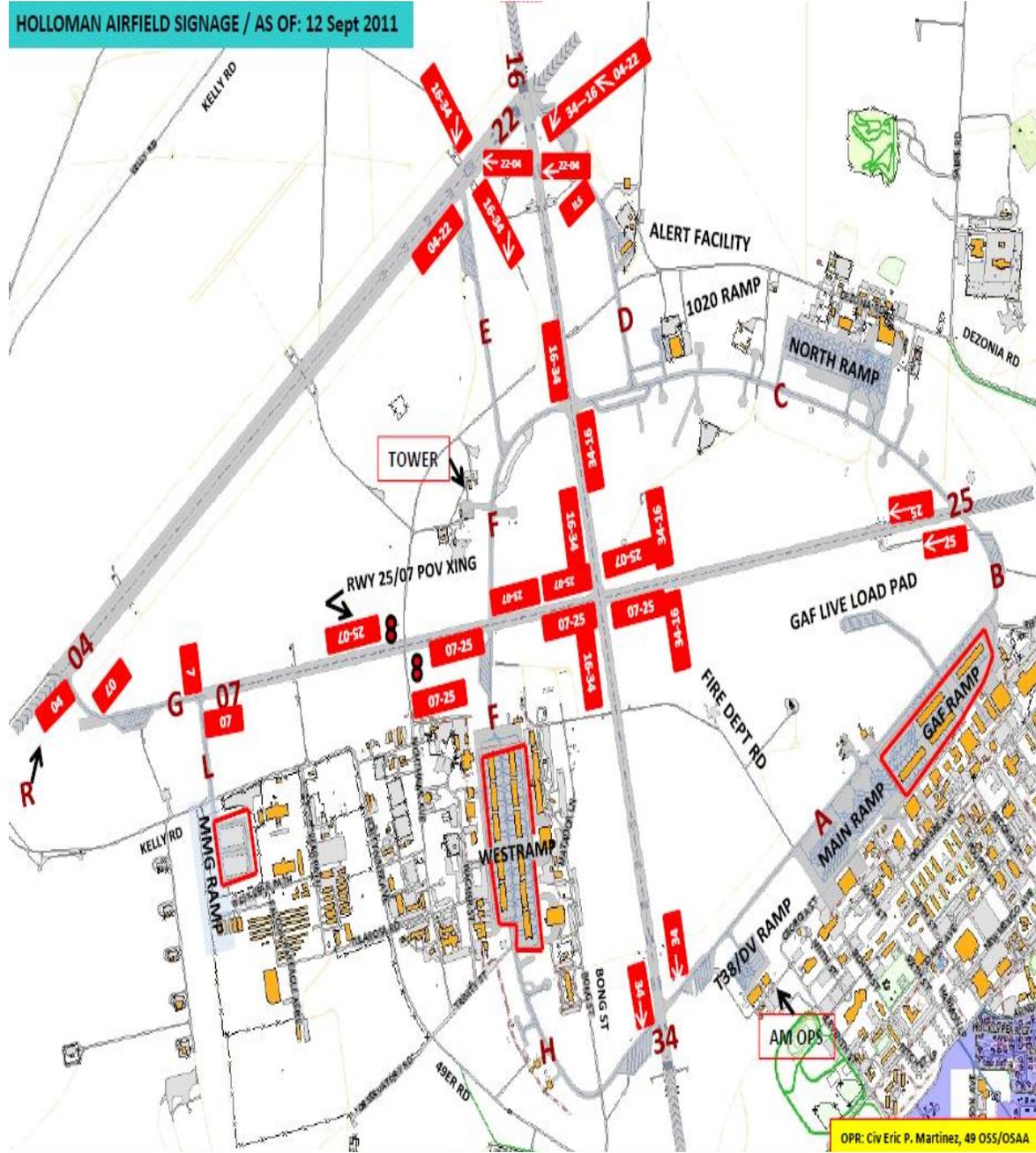
HOLLOMAN AIRFIELD DRIVING DIAGRAM



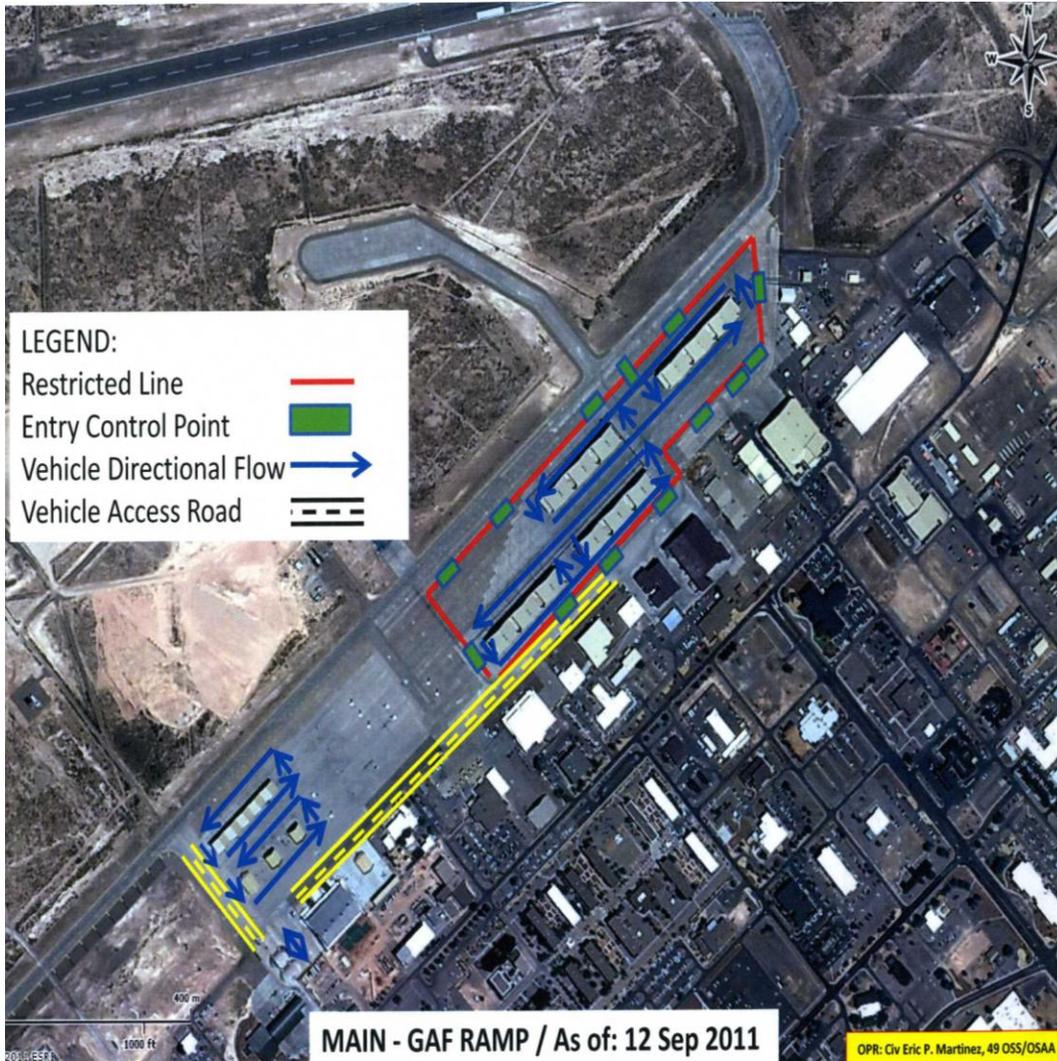
HOLLOMAN HOT SPOT DIAGRAM



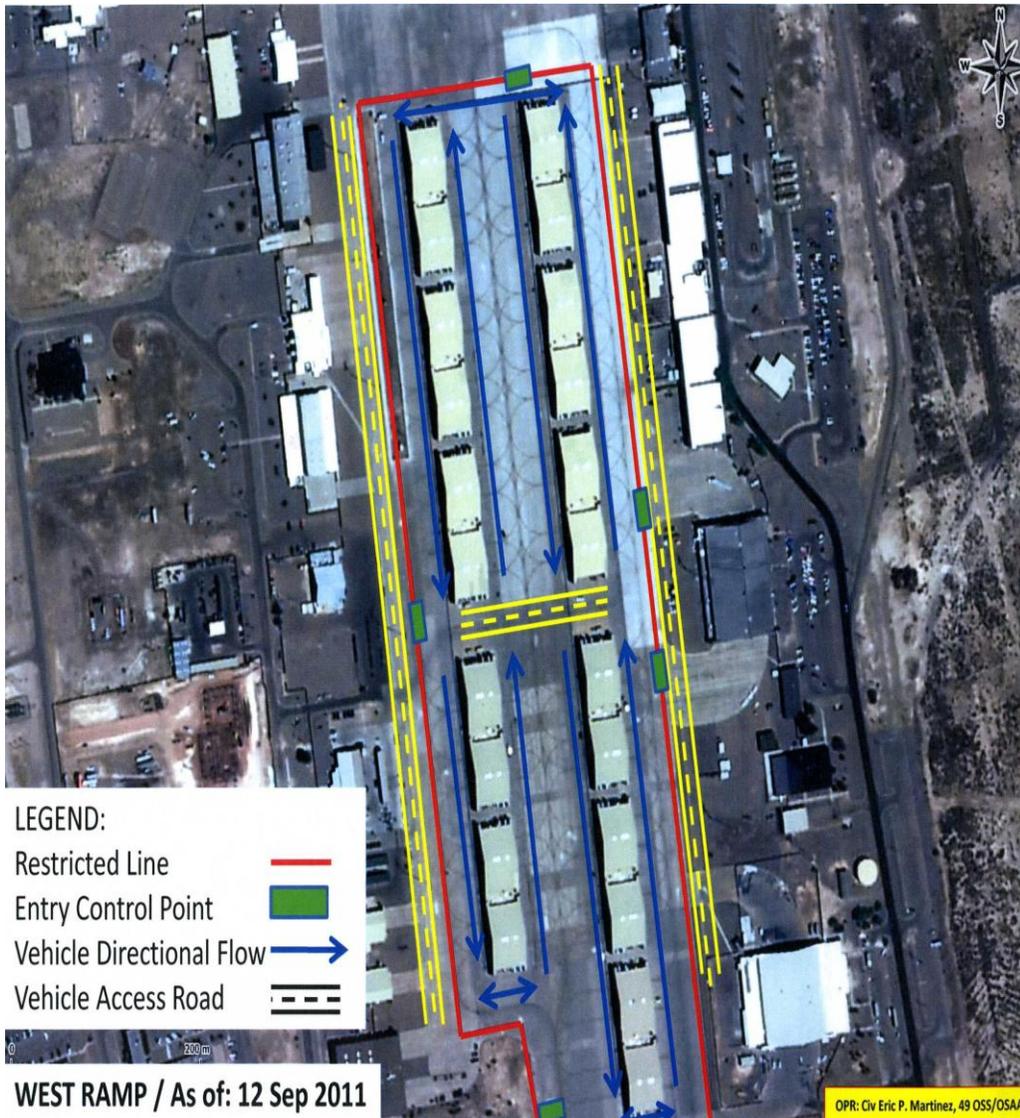
HOLLOMAN AIRFIELD SIGNAGE



MAIN – GAF RAMP



WEST RAMP



MMG RAMP



Attachment 10 (Added-HOLLOMANAFB)

AIRFIELD VEHICLE CALL-SIGNS

AGENCY/CALL SIGN	USER
49 WG	
FIGHTING 1	Wing CC
FIGHTING 2	Vice Wing CC
FIGHTING 3	Operations Group (OG) CC
FIGHTING 3 ALPHA	Operations Group Deputy Commander
FIGHTING 3 CHIEF	Operations Group Chief
MOC	Maintenance Operations Center
FIGHTING CHIEF 1	Command Chief
FIGHTING 5	MXG Commander
FIGHTING 5 ALPHA	MXG Deputy Commander
FIGHTING 5 CHIEF	MXG Chief
MXG SUPER	MXG Weekend Duty OIC
MXG SUPER	MXG After Hours NCOIC/OIC
FIGHTING 10	Chief of Safety
FIGHTING 10 ALPHA	Chief of Flight Safety
FIGHTING SAFETY	Safety Duty Officer
MOBILE COMMAND POST	Disaster Control Group
QA CHIEF	Quality Assurance (QA) Chief
QA 1	QA Chief Inspector
QA2-QA40	MXG Inspector
EOR	End of Runway Inspection Team
WSS	Weapons Standardization
GERMAN FLT SAFETY	Tornado Flight Safety Officer
Operations	
RAPTOR 1	OSS CC
RAPTOR 2	OSS DO
TOWER	ATCT
AIRFIELD 1	Airfield Manager
AIRFIELD 2	Assistant Airfield Manager
AIRFIELD 3	NAMO, NAMT and Airfield Management Ops Personnel or civilian equivalents
AIRFIELD 4	NAMO, NAMT and Airfield Management Ops Personnel or civilian equivalents
OPS 1	AOF/CC
OPS 2	AOF/DO
CHASE 1	F-22 Chase Vehicle
DEMON 1	7FS Commander
DEMON 2	7 FS DO
DEMON OPS	7FS Ops

Mission Support/Medical	
CHIEF 1	Fire Department Chief / Deputy
CHIEF 2	Assistant Chief on Duty
BATALLION 20	Command and Control
FIRE COMMAND	On Scene Assistant Fire Chief
BATALLION 1	Deputy Fire Chief
CRASH#	Fire Trucks by # (i.e. CRASH 4)
MEDIC 1	Flight Ambulance
CE 1	CES CC
CE 4	CE Operations Chief
AIRFIELD MAINTENANCE	CE Airfield MX Super
C-105	CE Airfield Mx
C-107	Airfield Sweeper Primary
C-106	Second Airfield Sweeper
CE 41	Horizontal Repair Shop
EXTERIOR 3	Airfield Lighting
EXTERIOR 8	Exterior Electrics
BARRIER MX 1/2/3	Barrier Mx
POWER PRO	Generator MX
COMM 4	METNAV MX
Maintenance Other	
GERMAN RECOVERY	Tornado Crash Recovery
GERMAN MAINTENANCE	Tornado Maintenance
GERMAN EOD	Tornado EOD
GERMAN TOW	Tornado Tow
ROAD RUNNER #	586th Mx
FOD – 1	FOD MANAGER
49 AMXS	
AMXS 1	AMXS Commander
AMXS 2	AMXS MOO
AMXS CHIEF	AMXS Chief
AMXS SUPER	AMXS Production Supervisor
DEMON SUPER	7 AMU Production Supervisor
DEMON 3	7 APG Expeditor
DEMON 4	7APG Expeditor
DEMON 5	7 Specialist Expeditor
DEMON 6	7 Weapons Expeditor
DEMON CHIEF	7 AMU Superintendent
DEMON LEAD	7 AMU OIC
DEMON LEAD ALPHA	7 Assistant OIC
DEMON LEAD BRAVO	7 Assistant OIC
DEMON RAMP RAT	7 AMU APG Line Supervisor
DEMON DEBRIEF	7 AMU Debrief Section
DEMON TOW	7 AMU Aircraft Tow Team

DEMON SUPPORT	7 AMU Support Section
DEMON SUPPLY	7 AMU Supply
DEMON AGE	7 AMU Designated AGE Driver
49 MXS	
MXS 1	MXS Commander
MXS 2	MXS Maintenance Supervisor
MXS CHIEF	MXS Maintenance Superintendent
MXS SUPER	MXS Production Supervisor
RECOVERY BASE	Crash Recovery
RECOVERY 1	Crash Recovery
RECOVERY 2	MB2/UTE – Tow Vehicle
RECOVERY 3	Crash Recovery
RECOVERY 4	MB2 - Tow Vehicle
FABRICATION	Fabrication Flight Chief
METALS TECH	Metals Technology
NDI	Nondestructive Inspection Station
ACCESSORIES	Accessories Flight Chief
PROPS 1	Propulsion Element
PROPS 2	Propulsion Element
EGRESS BASE	Egress Element
EGRESS 1-2	Egress Element
FUELS 1-2	Fuels Element Dispatch
FUELS BASE	Fuels Management Element
AGE FLIGHT	AGE Flight Chief
AGE SUPER	AGE Superintendent
AFETS 1- 4	AFETS Field Service Representatives
LO Lead	Low Observable Element Expeditor
LO 1-3	Low Observable Element Dispatch Crew
LO ASM	Low Observable Structural Repair Crew
STRUCTURES BASE	Remote Piloted Aircraft Structural Maintenance
STRUCTURES 1-3	Remote Piloted Aircraft Structural Maintenance
ARMAMENT	Armament Element
PMP	Programmed Maintenance Package Element
Munitions Support	
AMMO CONTROL	Munitions Control
SHADOW	Alternate Control
BLOCKER 1-10	Munitions Entry Control
AMMO 1	Munitions Flight OIC
AMMO 2	Munitions Flight Assistant OIC
AMMO CHIEF	Munitions Flight Chief
AMMO 3	Munitions Flight Superintendent
SYSTEM SUPER	Systems Superintendent
PROD SUPER	Production Superintendent
MAT SUPER	Material Superintendent
MOBILE 1 & 2	Munitions Mobility

TRAINER 1-5	Munitions Training
STACKER 1-30	Munitions Storage
HAMMER DISPATCH	Munitions Line Delivery Dispatch
HAMMER 1-20	Munitions Line Delivery
TM 1-10	Munitions Trailer Maintenance
Iron 1-20	Munitions Conventional Maintenance
PGM 1-20	Precision Guided Munitions
AMMO OPS 1-10	Munitions Accountability
INSPECTOR 1-10	Munitions Inspection
Consolidated Aircraft MX	
M1	CAM Program Manager
DOC	CAM Maintenance Operations Manager
QUALITY CONTROL (QC) 1	PISM Division Manager
QUALITY CONTROL(QC) 2-8	PISM Inspectors
ENVIRONMENTAL	Environmental
QAE	49 MXG CAM Contract Surveillance Assurance Evaluators
CAM Division (T38)	
TALON CHIEF	T-38 Maintenance Superintendent
TALON SUPER	T-38 Production Supervisor
TALON 1	T-38 Team Leader
TALON 2	T-38 Maintenance Crew/Tow Team
TALON 3	T-38 Maintenance Crew/Tow Team
TALON DEBRIEF	T-38 Debrief Section
TALON PHASE	T-38 Phase Docks
TALON COSO	T-38 COSO
TALON EOR	T-38 End of Runway Inspection Crew
CAM Maintenance Division	
AGE 1	AGE Team Leader
TALON AGE	AGE Driver
EGRESS	Egress Shop
PROP 1	JEIM Supervisor
TEST CELL	Test Cell Maintenance Team
ALERT 1-3	Transient Maintenance Vehicle
FUELS	Fuels Shop
44 Fighter Group (FG)--AFRC	
8 BALL 01	44 FG/CC
8 BALL 02	44 FG/CD (Ops)
8 BALL 03	44 FG/CD (Mx)
8 BALL 04	44 FG/CCC
KATZ 01	301 FS/CC
KATZ 02	301 FS/DO
KATZ 03	44 OSF/CC
KATZ 04	44 OSF/DO
KATZ 05	44 OSF/DOL

BLUE 01	44 AMXS/CC
BLUE 02	44 AMXS/MXA (Ops O)
BLUE CHIEF	44 AMXS/MXA
GOLD 01	44 MXS/CC
GOLD 02	44 MXS/MXM (Ops O)
GOLD CHIEF	44 MXS/MXM
ATKS Reaper Ops	
TIGER SUPER	AMU Production Supervisor
TIGER 3	APG Expeditor
TIGER 4	APG Expeditor
TIGER 5	Specialist Expeditor
TIGER 6	Weapons Expeditor
TIGER CHIEF	AMU Superintendent
TIGER LEAD	AMU Maintenance Officer
TIGER LEAD ALPHA	Assistant OIC
TIGER LEAD BRAVO	Assistant OIC
TIGER RAMP RAT	AMU APG Line Supervisor
TIGER DEBRIEF	AMU Debrief Section
TIGER TOW	AMU Aircraft Tow Team
TIGER SUPPORT	AMU Support Section
TIGER SUPPLY	AMU Supply
TIGER AGE	AMU Designated AGE Driver
849 AMXS	
RATTLER 1	AMXS Commander
RATTLER 2	AMXS MOO
RATTLER CHIEF	AMXS Chief
RATTLER SUPER	AMXS Production Supervisor
6 AMU	
VENOM SUPER	AMU Production Supervisor
VENOM 3	APG Expeditor
VENOM 4	APG Expeditor
VENOM 5	Specialist Expeditor
VENOM 6	Weapons Expeditor
VENOM CHIEF	AMU Superintendent
VENOM LEAD	AMU OIC
VENOM LEAD ALPHA	Assistant OIC
VENOM LEAD BRAVO	Assistant OIC
VENOM RAMP RAT	AMU APG Line Supervisor
VENOM DEBRIEF	AMU Debrief Section
VENOM TOW	AMU Aircraft Tow Team
VENOM SUPPORT	AMU Support Section
VENOM SUPPLY	AMU Supply
ATKS Reaper Ops	
WARRIOR 1	29 ATKS Commander
WARRIOR 2	29 ATKS DO

WARRIOR OPS	29 ATKS Operations Supervisor
29 AMU	
DIAMONDBACK SUPER	AMU Production Supervisor
DIAMONDBACK 3	APG Expeditor
DIAMONDBACK 4	APG Expeditor
DIAMONDBACK 5	Specialist Expeditor
DIAMONDBACK 6	Weapons Expeditor
DIAMONDBACK CHIEF	AMU Superintendent
DIAMONDBACK LEAD	AMU OIC
DIAMONDBACK LEAD ALPHA	Assistant OIC
DIAMONDBACK LEAD BRAVO	Assistant OIC
DIAMONDBACK RAMP RAT	AMU APG Line Supervisor
DIAMONDBACK DEBRIEF	AMU Debrief Section
DIAMONDBACK TOW	AMU Aircraft TOW Team
DIAMONDBACK SUPPORT	AMU Support Section
DIAMONDBACK SUPPLY	AMU Supply
DIAMONDBACK AGE	AMU Designated AGE Driver
General Atomics MQ-9	
REAPER SUPER	Production Supervisor
REAPER 3	QA
REAPER 4	APG Lead
REAPER 5	Technician Lead
REAPER 6	Weapons Lead
REAPER LEAD	Maintenance Officer
REAPER LEAD ALPHA	Assistant OIC
REAPER DEBRIEF	Debrief Section
REAPER TOW	Aircraft TOW Team
REAPER SUPPLY	Supply
REAPER AGE	Designated AGE Driver

Attachment 11 (Added-HOLLOMANAFB)

AIRFIELD DRIVING SUSPENSION MEMORANDUM CONTROLLED MOVEMENT AREA (CMA) VIOLATION CITATION

BASE: HOLLOMAN AFB NM 88330			
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA AIRFIELD DRIVING SUSPENSION MEMORANDUM CONTROLLED MOVEMENT AREA(CMA) VIOLATION		DATES(S)	
NAME (LAST, FIRST, MI)	GRADE	ORGANIZATION	PHONE NUMBER
AGE:	YEARS EXPERIENCE DRIVING ON AIR FORCE AIRFIELDS:		
AIRFIELD MANAGEMENT REPRESENTATIVE (NAME AND GRADE):			
VIOLATION INFO - LOCATION:		DATE:	TIME:
VEHICLE DRIVER STATEMENT (WRITE IN OWN WORDS WHAT HAPPENED/USE BACK OF FORM IF REQ)			
VEHICLE DRIVER SIGNATURE/DATE/TIME:			
MANDATORY CORRECTIVE ACTION: 1.) 60 DAY LOSS OF AIRFIELD DRIVING PRIVILEGES 2.) MEET WITH OG/CC 3.) COMPLETE ALL INITIAL AIRFIELD DRIVER TRAINING TO ACQUIRE A NEW AF IMT 483 4.) UNIT COMMANDER LETTER TO WING ADPM REQUESTING RE-ISSUANCE OF AF IMT 483			
DID THE INDIVIDUAL HAVE AN AF IMT 483? YES OR NO (Circle)		AF IMT 483 #:	
AF IMT 483 CONFISCATED BY:			
IF NO AF IMT 483: EXPLAIN REASON:			
RE-ISSUANCE OF AF IMT 483 – (COMPLETED BY WING ADPM) DATE LETTER RECEIVED BY UNIT COMMANDER: ALL MANDATORY CORRECTIVE ACTION REQUIREMENTS MET: YES OR NO			
AIRFIELD DRIVER ACKNOWLEDGEMENT OF AF IMT 483 RECEIPT:		DATE RECEIVED:	
SIGNATURE OF INDIVIDUAL			

Attachment 12 (Added-HOLLOMANAFB)

**UNIT CC/SITE DIRECTOR REINSTATEMENT OF AIRFIELD DRIVING
PRIVILEGES LETTER / CMAV**



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 48TH WING (ACC)
HOLLOMAN AIR FORCE BASE, NEW MEXICO

MEMORANDUM FOR WING ADPM (49 OSS/OSAA)

FROM: (Unit Commander Office Symbol)

SUBJECT: Reinstatement of Airfield Driving Privileges CMAV

1. Request reinstatement of airfield driving privileges for (name of individual) who is assigned to (name of unit), and was involved in a Controlled Movement Area (CMA) Violation on (date/time).
2. It has been 60 days since his/her AF IMT 483 was confiscated.
3. (name of individual) has met with the OG/CC and has completed all initial airfield driving training requirements to acquire a new AF IMT 483.

XXXX X.XXXXX, LtCol, USAF
Commander

Attachment 13 (Added-HOLLOMANAFB)

AD TRAINING DOCUMENTATION AND CERTIFICATION JUSTIFICATION
LETTER

DEPARTMENT OF THE AIR FORCE
HEADQUARTER 3 49TH WING (ACC)
HOLLOMAN AIR FORCE BASE, NEW MEXICO

MEMORANDUM FOR WING ADPM (49 OSS/OSAA)

FROM: (Unit Commander Office Symbol)

SUBJECT: AD Training Documentation and Certification Justification Letter

1. The following individual completes assigned duties that are deemed mission essential toward unit mission accomplishment.
2. _____ (rank, name) requires a Holloman AFB AF IMT 483 (Airfield License) with access to the following areas:
3. Please check one of the following categories:
 CMA Access (All Runways, Overruns and Taxiway Golf)
 Non CMA Access (Ramps, Hangars and All Taxiways except Golf)
 Deployed

Unit CC signature, Rank, USAF
Commander (Signature Block Required)

NOTE: Unit CC or Acting Unit CC Signature required. Can't be delegated.