

**BY ORDER OF THE COMMANDER
482D FIGHTER WING**

**HOMESTEAD AIR RESERVE BASE
INSTRUCTION 13-213**



7 MAY 2014

Airfield Management

AIRFIELD DRIVING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 13-213, *Airfield Driving*; it also implements/augments AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*, AFI 13-204 Volume 3, *Airfield Operations Procedures and Programs*, AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, Air Force Joint Manual (AFMAN) 24-306, *Manual for the Wheeled Vehicle Driver*, Chapter 20; AFI 91-203, Air Force Consolidated Occupational Safety Instruction, Chapter 24; and 482 FWI 21-101, Foreign Object Damage (FOD) and Dropped Object Program (DOP). This Homestead Air Reserve Base Instruction (HARBI) establishes policies and procedures for control of vehicle operations on HARB's airfield. Vehicles are required on the airfield to support operations and maintenance. Although Government Owned Vehicles (GOV) provide the vast majority of required vehicle support, certain rare situations require augmentation by Privately Owned Vehicles (POV). Vehicular traffic significantly amplifies the potential for collisions, injury, Foreign Object Debris (FOD) to aircraft, and security incidents. Positive control of vehicles and vehicle operators is imperative. It applies to all personnel who must operate GOVs or POVs on the airfield. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847 (AF Form 847), *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with (IAW) the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This instruction has been substantially revised and must be completely reviewed. Review with AFI 13-213, *Airfield Driving*, for many procedures that have been changed. This instruction has been renumbered to match the parent instruction and includes: Information on new procedures and forms for training documentation, unit inspections, and reporting procedures; new Airfield Driving Instruction (ADI) Compliance Spot Checks; reporting runway incursions; vehicle operations in close proximity to aircraft and the “Circle of Safety”; and new tests for runway incursion prevention, communications, and airfield layout. Hyperlinks have been added for access certain Federal Aviation Administration (FAA) publications.

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Chapter 1

RESPONSIBILITIES

1.1. 482d Fighter Wing Commander (482 FW/CC):

- 1.1.1. Designates personnel and agencies to support the airfield driving program (ADP).
- 1.1.2. Upon suspension/revocation of base driving privileges, the 482 FW/CC may authorize re-instatement of airfield driving privileges to perform critical mission essential duties. Authority must not be delegated.
- 1.1.3. Approves publication of the ADI.
- 1.1.4. Requests an AFRSAT through AFRC/A3VA if there are recurring problems with runway incursions. See AFI 13-204, Volume 2, for additional information.
- 1.1.5. Reviews runway incursion incidents and corrective actions taken.
- 1.1.6. Directs base assigned personnel who operate a vehicle on the airfield to complete all training and testing requirements. Previous experience as a vehicle operator or pilot is not a substitute for completion of this program.

1.2. 482 Operations Group Commander (482 OG/CC):

- 1.2.1. Reviews CMAVs and corrective actions taken.
- 1.2.2. 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.
 - 1.2.2.1. The RIPWG will include OSS/CC, Airfield Operations Manager (AOM), Airfield Manager (AFM), Wing Airfield Driving Program Manager (ADPM), Tower Chief Controller, Wing Safety, Unit Commanders and/or unit ADPMs, and other organizational leadership as determined locally. RIPWG shall take the following actions:
 - 1.2.2.1.1. Analyze each runway incursion and corrective actions taken.
 - 1.2.2.1.2. Evaluate the airfield driving operating procedures/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed.
 - 1.2.2.1.3. Develop strategies to prevent the reoccurrence of runway incursions. Examples include but are not limited to:
 - 1.2.2.1.3.1. Increase or improve local training or testing materials.
 - 1.2.2.1.3.2. Implement mandatory briefings to all airfield drivers, aircrew and ATC personnel, as applicable.
 - 1.2.2.1.3.3. Limit runway crossings and/or limit crossings to certain taxiways/road intersections.
 - 1.2.2.1.3.4. Increase penalty for CMAVs.
 - 1.2.2.1.3.5. Alter the shape and/or increase the size of the Controlled Movement

Area (CMA).

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

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

1.2.2.1.3.6.2. 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.

1.2.2.1.3.6.3. 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.

1.2.2.1.3.6.4. 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.

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

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

1.2.2.1.3.6.7. Procuring vehicle-tracking devices to include Global Position System, ground radar, or video surveillance. Note: Coordinate with AFRC/A3VA prior to the procurement and/or use of new systems/technology.

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

1.2.2.1.3.6.9. Installing Location Signs.

1.2.2.1.3.7. Coordinate with AFRC/A3VA prior to implementing new procedures and /or purchasing airfield support systems such as signs, marking and lighting.

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

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

1.2.2.3. Publish minutes of the RIPWG and provide an informational copy to the AFRC/A3VA within 30 calendar days.

1.3. Unit Commanders:

1.3.1. Carefully screens and appoints in writing at least one primary and at least one alternate unit ADPM to manage training and testing requirements for all their personnel whose duties require operating a vehicle on the airfield, as well as unit Airfield Driving

Program Trainers (ADPT) to conduct and document practical day and night (as applicable) airfield familiarization training plus practical driving exams as outlined in AFI 13-213 and this ADI. Ensures Unit ADPTs have completed the AF Training Course. Forwards a copy of the ADPM/ADPT appointment letter to Wing ADPM, 482d Operations Group Airfield Management (482 OG/OSAA). Appointment letters will be reviewed annually. A new letter is required when there is a change in unit ADPMs (primary or alternate), and/or unit ADPTs.

1.3.1.1. IAW AFI 13-213, Unit ADPMs must be at least Staff Sergeant(SSgt)/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use the most qualified SSgt/5-level or civilian equivalent available. The 482 OG/CC is delegated authority per AFI 13-213 to waive this requirement. Forward a copy of the waiver to the Wing ADPM.

1.3.1.2. Ensures a replacement unit ADPM, whether primary or alternate, is appointed in writing and trained by the 482 FW ADPM at least 30 days prior to releasing the current unit ADPM.

1.3.2. Certify personnel are qualified to drive on the airfield. (Authority may be delegated to the unit ADPM. If authority is delegated, the Wing ADPM must have a written letter on file from the unit commander).

1.3.3. Ensure unit assigned personnel complete the required training and testing requirements outlined in the ADI prior to obtaining an AF Form 483, *Certificate of Competency*.

1.3.4. Limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission. Focus should be on limiting entry onto/across the Controlled Movement Area (CMA). Together with the Unit ADPM, Annually validate the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Annotate results using the Unit Commander's Annual Validation of Airfield Drivers letter and forward to the Wing ADPM.

1.3.5. Ensure training is documented in AF Form 623, *Training Records*, on AF Form 1098, *Recurring Training*. Other approved electronic or manual media may also be used.

1.3.6. Upon suspension/revocation of a unit member's base driving privileges, suspend/revoke the member's airfield driving authorization and notify the unit ADPM and Wing ADPM. Request for reinstatement must be processed according to **paragraph 4.7**.

1.4. Wing ADPM:

1.4.1. Develop a local airfield driver's familiarization program and provide it to unit ADPMs.

1.4.2. Conduct a review of this ADI for currency and accuracy at least annually. Document the ADI review (e.g. Memo for Record) and maintain in accordance with AF RDS, Table 13-06, Rule 4.00.

1.4.3. Train unit ADPMs on airfield driving requirements and provide information and supplemental training material needed to train unit personnel operating vehicles on the airfield. The AFM and Wing ADPM will seek input and support requests from units on the quality and issues associated with the airfield driving program.

1.4.4. Conduct semi-annual meetings with unit ADPMs to provide training, brief runway incursions, CMAVs, trends, etc. **Note:** The Wing ADPM may wish to consider conducting this training and briefing in conjunction with the semi-annual VCO/VCNCO meeting.

1.4.5. Wing ADPM or designated representative conducts ADI Compliance Spot Checks of drivers on the airfield IAW AFI 13-213.

1.4.5.1. Ensure driver has the following:

1.4.5.1.1. AF Form 483, Certificate of Competency, endorsed for airfield driving at Homestead ARB and stamped with applicable restrictions, on the driver's person.

1.4.5.1.2. AFVA 11-240, USAF Airport Signs and Signals (or FAA equivalent), in plain sight of the driver and not covered or obstructed.

1.4.5.1.3. AFVA 13-221, Control Tower Light Signals (optional if vehicle has AFVA 11-240).

1.4.5.1.4. AFVA 13-222, Runway-Controlled Movement Area (CMA) Procedures, in plain sight of the driver and not covered or obstructed.

1.4.5.2. Report and documents results of spot checks to individual's Unit Commander and Unit ADPM, and brief at the quarterly AOB.

1.4.6. Wing ADPM or designated representative conducts Unit Airfield Driving Program Inspections at least annually (and whenever deemed necessary or appropriate by the WADPM) for program integrity and compliance with Homestead ARB's ADI. Wing ADPM will forward inspection results to the Unit Commander, and will brief results at the quarterly AOB.

1.4.6.1. Inspections will be conducted IAW AFI 13-213, AFI 13-204 Volume 3, and this instruction. At least the Primary Unit ADPM must attend the inspection, and the Alternate UADPM should make every effort to also attend.

1.4.6.2. Units will be inspected using the locally-revised electronic version of AFI 13-213 Attachment 4 (Homestead ARB Unit Airfield Driver Program Self-Inspection Checklist and 482 FW Airfield Driver Program Annual Unit Inspection Checklist). This form will be retained in Tab C of the unit's folder. (See **paragraph 1.5.21.3.**)

1.4.6.3. Units failing their initial inspection will be re-inspected in 30 days.

1.4.6.4. Units failing their re-inspection will:

1.4.6.4.1. Have their airfield driving program immediately suspended. During this time, no person assigned to that unit will be allowed to drive on the airfield.

1.4.6.4.2. Be re-inspected in 30 days. Suspension of the unit's airfield driving program will only be lifted when the unit passes the re-inspection.

1.4.6.4.2.1. In extreme cases where the unit's mission will be unduly degraded, the unit's commander may request in writing that the suspension be lifted, with justification showing mission impact, to AM. In this case, lifting the suspension will be considered on a case-by-case basis by the AFM or Wing ADPM.

1.4.6.5. Coordinate on unit airfield driving training lesson plans and tests.

1.4.6.6. Provide Unit ADPMs a standardized spreadsheet or electronic equivalent (such as a database, etc.) to monitor and track unit personnel who drive on the airfield.

1.4.7. Wing ADPM may delegate authority to administer tests, but only to unit ADPMs.

1.4.8. Coordinate this instruction and all tests with 482 FW Ground Safety Office (482 FW/SEG) prior to implementation. All tests must include OPR, currency date, and referenced ADI with date.

1.5. Unit ADPMs (UADPM):

1.5.1. Administers the unit airfield driving program, provide mandatory classroom training, computer based training, practical airfield driving procedures and training/orientation for day and nighttime driving, and airfield driving practical evaluations. Tests may be administered by unit ADPMs. **Note:** Individuals not receiving night training/orientation will have their AF Forms 483 restricted to daylight hours only. If the individual later requires night training, the UADPM will ensure training is accomplished and documented. Wing ADPM, upon successful completion of training, will issue a new AF Form 483. Airfield driving during blackout conditions with Night Vision Devices (NVD) is not authorized.

1.5.2. Must be trained and certified to provide this training on the airfield by the Wing ADPM or designated representative (Airfield Management).

1.5.3. Attends the semi-annual training conducted by the Wing ADPM.

1.5.4. Ensures all trainees are licensed or certified to operate the Government Operated Vehicle (GOV), POV, or contractor owned or leased vehicle they intend to drive on the airfield, and that assigned personnel are aware that operating a POV (including a contractor owned or leased vehicles) on the airfield is strictly prohibited unless Airfield Management has approved this and issued the driver an airfield POV Pass for that specific vehicle.

1.5.5. Maintains and updates records, associated documentation/forms, and listing of all unit personnel authorized to drive on the airfield electronically, using a shared folder on the base server or on an approved website. These files shall be reviewed as needed by the Unit ADPM and Wing ADPM.

1.5.6. Schedules training for replacement UADPMs at least 30 days prior to relinquishing unit duties.

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

1.5.8. Schedules personnel needing CMA driving access for color vision testing as required. contact the 482 MDS reception desk (extension 8391) to schedule a test.

1.5.8.1. If the individual fails the color vision exam, a light gun test may be accomplished at the control tower. Failure to pass color vision testing will result in denial of AF Form 483 for CMA access.

1.5.8.2. Personnel with AFSCs in which normal color vision testing is annotated in their flight/medical records are exempt from the color vision testing requirement. Annotate this on Section 3 of AFI 13-213 Attachment 5, *Airfield Driving Training Documentation and Certification Checklist*.

1.5.9. Conducts and documents periodic and annual refresher training for all airfield drivers. Classroom sessions, periodic newsletter articles, web- or computer-based training, or other media can satisfy this ongoing requirement.

1.5.9.1. As a minimum, annual training refresher training will include a review of this instruction (ADI), completion of the ADLS Airfield Driving CBT and the Runway Incursion Prevention test. **Note:** The Wing ADPM may opt to increase refresher training requirements by unit where warranted by violation trends.

1.5.10. Utilizes this ADI to familiarize airfield drivers with the airfield, and ensures compliance with all safety rules as set forth in this instruction, AFI 13-213, AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, AFMAN 24-306_IP, *Manual for the Wheeled Vehicle Driver*, AFI 24-301, *Vehicle Operations* and AFI 31-204. Add unique unit training requirements as necessary.

1.5.11. Provide unit personnel with all references and materials required to complete ADT. This material should always be readily available in the event the Unit ADPM and alternate are not available.

1.5.12. Administer written tests provided by Wing ADPM. Unless authority is delegated by Wing ADPM to Unit ADPM to administer tests, Unit ADPM will make arrangements for trainees to take tests administered by Wing ADPM.

1.5.12.1. A minimum passing score of 100% is required on all tests, except for the USAF CBT test, and the test for this ADI (80% passing score required, corrected to 100%). Any failing score will require additional training and a retest no earlier than the next duty day. A second failure requires retraining and retest no earlier than five business days later.

1.5.13. Ensure that, upon completion of all airfield driving training requirements, the trainer and trainee certify that each training item on **Attachments 5 and 6** from AFI 13-213 (**See Attachment 6** of this ADI) has been performed and tested with a passing grade (as applicable). Ensure that the unit commander or designated representative signs the checklist electronically (or in ink if the unit does not have access to the base server, or if technical issues preclude digitally signing the checklist), certifying that the trainee is qualified and authorized to drive on the airfield. Then, notify the WADPM the checklist is complete and available, and the trainee is ready to receive AF Form 483, endorsed for airfield driving at HARB.

1.5.13.1. All required training (whether initial or refresher training) and subsequent issuance of AF Form 483 must be accomplished within the following timelines:

1.5.13.1.1. Within two months from start to finish for traditional reservists (TR) and Drill Status Guardsmen (DSG).

1.5.13.1.2. Within one month for Active Reserve Technicians (ART) and Civil Service Technicians, Active Guard Reserve (AGR), all other military personnel, Department of Defense (DoD) or other US Government civilians, and long-term contractors.

1.5.13.1.3. Wing ADPM will not issue AF Forms 483 to personnel who have not met the timelines listed above.

- 1.5.14. Notify the unit commander and Wing ADPM if/when unit personnel commit an airfield violation.
- 1.5.15. Provide feedback/suggestions to Wing ADPM on the quality of the airfield driving program.
- 1.5.16. Ensure that prior to going on Temporary Duty (TDY), each individual has a current AF Form 483 for airfield driving at Homestead Air Reserve Base, and that the AF Form 483 remains valid for the duration of the individual's TDY.
- 1.5.17. Train Unit ADPTs on conducting and documenting training on newly-assigned unit airfield drivers.
- 1.5.18. Ensure TDY personnel hosted by the unit receive local airfield driving training as outlined in AFI 13-213 and this ADI.
- 1.5.19. Participate in the RIPWG.
- 1.5.20. Together with Unit Commander, annually validate the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Forward results to the Wing ADPM.
- 1.5.21. Maintain an Airfield Driving Continuity Binder in a TAB format:
 - 1.5.21.1. TAB A: Unit ADPM/Unit ADPT Appointment Letter.
 - 1.5.21.2. TAB B: Airfield Driving Instruction (ADI).
 - 1.5.21.3. TAB C: Annual Program Inspection Results.
 - 1.5.21.4. TAB D: Airfield Drivers Training and Certification Letters.
 - 1.5.21.5. TAB E: List of Unit Assigned Airfield Drivers.
 - 1.5.21.6. TAB F: Airfield Driving CBT, Training Curriculum, Test/Answer Sheets.
 - 1.5.21.7. TAB G: Unit Airfield Driving Safety Requirements, as applicable.
 - 1.5.21.8. TAB H: Airfield Violations/Corrective Actions.
 - 1.5.21.9. TAB I: References (AFI 13-213, HARBI 13-213, AFI 21-101, AFI 24-301, AFMAN 24-306 Chapter 20 and AFI 91-203 Chapter 24. **Note:** Digital copies are preferred, but hard (paper) copies are acceptable.
 - 1.5.21.10. TAB J: Miscellaneous Information and Documentation, such as:
 - 1.5.21.10.1. Meeting minutes.
 - 1.5.21.10.2. Digest articles.
 - 1.5.21.10.3. Runway Incursion Prevention Working Group (RIPWG) training and information, etc.
 - 1.5.21.10.4. Any articles, items, training, or documentation required by:
 - 1.5.21.10.4.1. Headquarters United States Air Force (HQ USAF).
 - 1.5.21.10.4.2. Air Force Flight Standards Agency (AFFSA).
 - 1.5.21.10.4.3. Air Force Reserve Command (AFRC).

1.5.21.10.4.4. Wing ADPM.

1.5.21.11. HARB has implemented an electronic version of the wing Airfield Driving Program Continuity Binder, which will replace physical (hard-copy) binders. Unit ADPMs should contact the Wing ADPM for more information.

1.5.21.12. Unit ADPMs will conduct a self-inspection of the unit's airfield driving program using the locally-revised electronic version of AFI 13-213 Attachment 4. NOTE: This is the same form the Wing ADPM will use to conduct the unit's annual airfield driving program inspection (see **paragraph 1.4.6.2.**) This form will be retained in Tab C of the unit's folder. (See **paragraph 1.5.21.3.**)

1.6. Air Traffic Control Tower:

1.6.1. Grant or deny authorization into the Controlled Movement Area (CMA) via two-way radio contact. Monitor and control all vehicle operations on the CMA.

1.6.2. Operate the light gun signal for training and real world operations.

1.6.3. Visually monitor airfield for illegal vehicle operation in or around the CMA.

1.6.4. Report known or observed CMA violations and problems with vehicle operators' radio communications.

1.6.5. Participate in the RIPWG.

1.7. Wing Safety:

1.7.1. Assist in monitoring airfield driving activities.

1.7.2. Coordinate with Wing ADPM prior to implementation of this instruction and any related tests or lesson plans.

1.7.3. Initiate safety investigations upon receipt of either AF Form 457, *USAF Hazard Report* or AF Form 651, *Hazardous Air Traffic Report*, for an airfield driving violation.

1.7.4. Review CMA violations for trends. May wish to consider suggesting training topics to Wing ADPM based on observed or noted trends.

1.7.5. Participate in the RIPWG.

1.8. Security Forces Squadron (SFS):

1.8.1. Monitor and enforce all traffic rules and directives on the airfield.

1.8.2. Ensure unauthorized vehicles are prohibited from operating on the airfield. Inform Airfield Management of all airfield driving violations.

1.8.3. Detain all unauthorized POVs driving on the airfield. Immediately notify AM.

1.8.4. Assist in escorting violators (as needed) to AM and issue appropriate citation for violations.

1.8.5. Comply with all procedures outlined in AFI 13-213 and this ADI for entry into the CMA.

1.8.6. Respond to airfield in support of inflight/ground emergencies and/or other emergency situations as requested by Airfield Management (AM), Tower, 482 FW Commander, or other competent authority.

1.9. Medical Clinic:

1.9.1. Conduct color vision screening (i.e., Dvorine PIP Color Vision Test) on all ADTP trainees (including civilians and contractors) who will require access to the CMA to determine if individuals can distinguish between red, green, white, yellow, and blue.

1.9.1.1. Inform individual's UADPM of test results in writing, so UADPM can record results on AFI 13-213 **Attachment 5**, *Airfield Driving Training Documentation and Certification Checklist*.

1.9.1.2. Unit ADPMs may schedule color vision testing with the 482 MDS/SGN at ext. 7310.

1.10. Contracting Office:

1.10.1. Ensure all contracts involving the airfield parking ramps, perimeter roads, hangars and controlled movement areas are coordinated through AFM. Contracts must include provisions for contractor personnel to be trained on the requirements of this instruction. Short-term (less than one year) contractors will be issued a temporary AF Form 483 from Wing ADPM after receiving an airfield driving briefing.

1.10.2. Ensure all contractors successfully complete airfield driving training no later than three days prior to contract start dates.

1.11. Airfield Personnel (Qualified Vehicle Operators):

1.11.1. Ensure rules and safety practices are obeyed, and report any violation(s) to the proper level of authority.

1.11.2. Compliance at Foreign Object Debris (FOD) checkpoints (e.g. checks tires, secure loose items, properly dispose of FOD).

1.11.3. Be alert for FOD at all times while on the airfield. When possible, pick up FOD. If unable, report FOD to Airfield Management Operations (AMOPS) at ext. 7516 or 7071, who will respond to the location and/or request sweeper support. FOD such as aircraft parts, tools, nuts, bolts, etc., will be turned in to the unit FOD monitor or Airfield Management.

1.11.4. Must have in their possession a current and valid state-issued driver's license, and, where the driver's GOV type requires it, a current and valid US Government driver's license.

1.11.5. Must have in their possession an AF Form 483 endorsed for "HARB Airfield Driving", and signed by the Airfield Manager or designated representative.

1.11.6. Provide feedback to the UADPM on the quality of training received.

Chapter 2

TRAINING CRITERIA AND TESTING REQUIREMENTS

2.1. All base assigned (military, DoD civilian, or contractor) personnel operating a vehicle on the airfield must be trained on local airfield driving procedures, complete the USAF Airfield Driving Computer Based Training (CBT) program, be licensed and/or certified to operate a vehicle, and possess an AF Form 483 endorsed for airfield driving at Homestead Air Reserve Base. Note: Non-base assigned contractors requiring unescorted access into the CMA must receive the full Airfield Driving Training outlined in this ADI. Refer to Chapter 5 for non-base assigned contractors who will not require unescorted CMA access.

2.1.1. Prior experience working on or near an airfield or aircraft (e.g., aircraft maintenance, aircrew, etc.) is not a substitute for completion of airfield driving training and testing requirements outlined in this instruction.

2.2. Conducting Training: Each Unit ADPM shall maintain all materials required and provided by the Wing ADPM (and all applicable directives) to conduct airfield driving training, to include all required documentation listed in **Attachment 6** of this ADI. Optional products shown in **Attachment 6** of this ADI are highly recommended.

2.2.1. UADPMs and trainers will provide at least 2 hours of training in classroom reading/lecture, computer-based training (CBT), and practical airfield orientation rides. Mastering this training is essential to maintaining a safe airfield environment.

2.2.2. An airfield driving training slide show (available in Tab F of each unit's electronic program binder) lists the minimum required topics to be briefed to potential and future airfield drivers. Airfield diagrams are included to aid in understanding the airfield layout. Each UADPM may also produce and use their own additional slide show for unique unit requirements.

2.2.2.1. Note that this slide show presentation satisfies the training requirements in AFI 13-213 Attachment 6, *Airfield Driver Qualification Training*, except for practical airfield orientations.

2.2.3. Practical airfield driving orientations:

2.2.3.1. The UADPM or Unit ADPT (UADPT) must conduct a daytime practical airfield driving orientation ride with the individual.

2.2.3.1.1. If nighttime driving is required, a separate nighttime practical airfield driving orientation ride must be conducted.

2.2.3.1.1.1. The orientation rides may be conducted during the same ride only if the daytime and nighttime rides are conducted so that official sunrise or sunset falls at the end of one ride and at the beginning of the other ride.

2.2.3.1.1.2. Practical orientations shall include at least:

2.2.3.1.1.2.1. Daytime and nighttime routes to/from work locations, with backup routes, should the primary routes be closed).

2.2.3.1.1.2.2. FOD prevention locations (airfield entry points).

- 2.2.3.1.1.2.3. Taxiway markings, lighting and signs.
- 2.2.3.1.1.2.4. Runway markings, lighting and signs.
- 2.2.3.1.1.2.5. Restricted areas and entry control point markings and procedures.
- 2.2.3.1.1.2.6. Tower light gun signal demonstration.
- 2.2.3.1.1.2.7. Proper radio channel selection and use.
- 2.2.3.1.1.2.8. Aviation radio communications procedures and phraseology.
- 2.2.3.1.1.2.9. Runway holding points markings and signs.
- 2.2.3.1.1.2.10. Navigation Aid (NAVAID) critical areas to avoid and proper entry and exit techniques.
- 2.2.3.1.1.2.11. Location and determination of Controlled Movement Areas and boundaries.
- 2.2.3.1.1.2.12. Speed limits for the type of vehicles to be operated.
- 2.2.3.1.1.2.13. Parking and chocking requirements and techniques.
- 2.2.3.1.1.2.14. Operations in close proximity to aircraft (including the “Circle of Safety”).
- 2.2.3.1.1.2.15. Radio blind spots (if any).
- 2.2.3.1.1.2.16. Any emergency procedures (including emergency response vehicle operating areas).
- 2.2.3.1.1.2.17. How these rules are enforced.

2.2.4. Initial Testing Requirements for issue of AF Form 483:

2.2.4.1. Use AFI 13-213 Attachment 5, *Airfield Driving Training Documentation and Certification Checklist* to document all test results. (See [Attachment 6](#) of this ADI.)

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

2.2.4.2.1. Airfield Diagram/Layout Test. Potential airfield drivers must know the location of runways, taxiways, aprons, perimeter road, airfield access points, etc. The airfield diagram/layout test also includes identifying the location and description of Visual Flight Rules (VFR) holding positions. Minimum passing score is 100%.

2.2.4.2.2. Communications Test (required for access onto the CMA). Minimum passing score is 100%. At a minimum, the communication test will include:

2.2.4.2.2.1. Basic communication principles.

2.2.4.2.2.2. Phonetic alphabet.

2.2.4.2.2.3. Standard aviation phraseology.

2.2.4.2.2.4. Escort phraseology and rules.

2.2.4.2.2.5. A simulation of radio communications between a vehicle operator and ATCT. For example, initial radio contact, crossing active runway, hold short

instructions, etc.

2.2.4.2.3. ADI (HARBI 13-213) Test. Written general knowledge test on the ADI. Minimum passing score is 80%, corrected to 100%.

2.2.4.2.4. Runway Incursion Prevention Test. Minimum passing score is 100%.

2.2.4.2.5. Practical Driving Evaluation(s):

2.2.4.2.5.1. The individual must successfully pass a daytime practical evaluation and, if nighttime driving is required, a separate nighttime practical evaluation. Completion of these evaluations must be scored and annotated on separate score sheets.

2.2.4.2.5.1.1. The practical evaluations may be conducted during the same ride and scored/annotated on the same score sheet only if the daytime and nighttime evaluations are conducted so that official sunrise or sunset falls at the end of one evaluation and at the beginning of the next evaluation.

2.2.4.2.5.1.2. At a minimum, the individual must:

2.2.4.2.5.1.2.1. Drive the vehicle during the check ride.

2.2.4.2.5.1.2.2. Demonstrate the ability to operate a vehicle in all areas required for the duty position and/or work areas without assistance.

2.2.4.2.5.1.2.3. Identify the location of the runway and all CMA boundaries.

2.2.4.2.5.1.2.4. Demonstrate knowledge of radio procedures, as well as the ability to contact ATCT prior to entering the runway and any other portion of the CMA (for CMA drivers only).

2.2.4.2.5.1.2.5. Practical airfield driving evaluations shall further include all items covered during the orientation ride, as listed in paragraph 2.2.3.2.1.3 above.

2.2.4.2.6. Successful completion of the USAF (ADLS) Airfield Driving CBT and test.

2.2.4.3. Test Failure:

2.2.4.3.1. Failing any written test the first time requires an additional training period of no less than one (1) business day before retesting will be permitted.

2.2.4.3.2. A second failure of the same written test requires a retraining period of no less than five (5) business days before retesting will be permitted.

2.2.5. Refresher Testing Requirements for AF Form 483:

2.2.5.1. Refresher training will be accomplished on an annual basis, at a minimum.

2.2.5.1.1. The WADPM may require vehicle drivers to complete refresher training more frequently (e.g. semi-annually, quarterly, etc.) due to their limited or infrequent (e.g. once a week or month, emergency only, etc.) presence on the airfield.

2.2.5.2. At a minimum, annual refresher training will include:

2.2.5.2.1. A review of the ADI.

2.2.5.2.2. Successful completion of the USAF (ADLS) Airfield Driving CBT and test.

2.2.5.2.3. Airfield Diagram/Layout Test (minimum passing score of 100%).

2.2.5.2.4. Runway Incursion Prevention Test (minimum passing score of 100%).

2.3. Ensure Color Vision Tests. Ensure Color Vision Tests are administered to personnel requiring CMA access to determine if they can distinguish between red, green, white, yellow, and blue. Document results on AFI 13-213 Attachment 5, *Airfield Driving Training Documentation and Certification Checklist*.

2.4. The AFM, Wing ADPM, and other designated AM representatives are responsible for signing and issuing AF Form 483.

2.4.1. The Federal Aviation Administration (FAA) has runway safety awareness material available for free. UADPMs are highly encouraged to use this supplemental material to enhance unit programs. Go to http://www.faa.gov/airports/runway_safety/ for further information and to download or order.

2.5. Issuing AF Form 483: The Wing ADPM shall develop the base training curriculum and procedures for issuing AF Form 483, and shall assist each UADPM for developing their unit training curriculum as required. (FAA Advisory Circular 150/5210-20, *Ground Vehicle Operations on Airports*, Appendix A may be used as an example).

2.5.1. Initial issue. After completing all mandatory training at the unit, personnel shall store in their unit ADTP folder on the base server (or bring to the Wing ADPM if the unit has no server access) the following completed and signed airfield driver training checklists from AFI 13-213 (See **Attachment 6** of this ADI) for issuance of AF Form 483:

2.5.1.1. **Attachment 6**, *Airfield Driving Qualification Training*.

2.5.1.2. **Attachment 5**, *ADT Documentation and Certification Checklist*.

2.5.1.3. Copies of all the tests outlined in paragraph 2.2.4 above for initial issue of AF Form 483, or **paragraph 2.2.5** above for the refresher.

2.5.1.4. An AF Form 483 is considered valid only if all of the following requirements are met:

2.5.1.4.1. The front of the AF 483 must be annotated for airfield driving at Homestead ARB,

2.5.1.4.2. AF 483 has been validated with the signature of the AFM/Wing ADPM or designated representative, and

2.5.1.4.3. The refresher training due date (one calendar year from the last training date) annotated on the reverse side of the AF Form 483 has not been exceeded.

Chapter 3

AIRFIELD OPERATING PROCEDURES AND STANDARDS

3.1. General. Personnel driving on the airfield will comply with the procedures described in this instruction, AFI 13-213, AFMAN 24-306 Chapter 20, AFI 21-101, AFI 24-301, AFI 31-204, and AFI 91-203 Chapter 24.

3.1.1. As outlined in this instruction, personnel required to drive on the airfield for mission related duties will receive training or a briefing from the sponsoring/host unit (for TDY personnel or short-term contractors only) prior to entry on the airfield, or be escorted. All escorts must be trained and certified to drive on the airfield at HARB.

3.1.1.1. IAW AFI 13-204 Vol 3, *Airfield Operations Procedures and Programs*, and AFI 31-102, *Physical Security*, AM personnel are not authorized to provide escorts. The sponsoring/host unit must provide escorts for personnel who are not qualified to drive on the airfield.

3.1.1.2. Vehicles Authorized On the Airfield:

3.1.1.2.1. Applicability. Any vehicle operating on the airfield must have a direct mission-related purpose. The airfield will not be used for convenience or as a shortcut to move from one part of the base to another. The use of perimeter and access roads will be used to the maximum extent.

3.1.1.2.2. Government Vehicles. All mission-support GOVs, General Service Administration (GSA) vehicles, and special purpose vehicles are authorized on the airfield. These are easily recognizable and are not required to display any special identification.

3.1.1.2.3. Non-Government Vehicles:

3.1.1.2.3.1. Construction Contractors. Contractor vehicles working construction or repair projects on the airfield will be authorized access only by AFM or designated representative. AM will ensure contractors are briefed on control and safety requirements and acceptable routing at pre-construction meetings. POV passes (if issued) will be turned in at the end of the project(s). All construction personnel that will be driving during construction on the airfield must be trained by AM and be issued a temporary AF Form 483 to drive on any portion of the airfield.

3.1.1.2.3.2. Privately Owned Vehicles. POVs on the airfield are discouraged for reasons of security, safety, FOD, and liability. Therefore, POV operations will be kept to the absolute minimum necessary to accomplish the mission. POV access to the airfield requires a POV Pass issued by Airfield Management.

3.1.1.2.3.2.1. Commanders and Key Personnel. Group and unit commanders will certify by letter to Airfield Management that they have a valid need to respond to the airfield in their POV for mission related reasons. A pass is issued to an individual and is to be used for that individual's specific vehicle and license plate number. The pass is non-transferrable to any other

individual or vehicle, and will be returned when the individual no longer requires airfield access with the POV. This pass is valid for one calendar year.

3.1.1.2.3.2.2. Contractor Vehicles. Contractor vehicles may be operated on the airfield only once the drivers have satisfied all training requirements and completed all documentation per this instruction, AFI 13-213, and all other applicable directives; been issued a temporary AF Form 483 (or has arranged for escort onto the airfield); and been issued a temporary POV Pass as required for each individual and each vehicle.

3.1.1.2.3.3. Privately rented vehicles will not be allowed on the airfield except under extraordinary circumstances, as approved by the AFM or Wing ADPM.

3.1.2. Jogging is prohibited on the airfield, and also on the North and South perimeter road.

3.1.3. The operation of privately owned two or three wheeled motorized or non-motorized vehicles (such as motorcycles, mopeds, scooters, bicycles, tricycles, etc.) is prohibited on the airfield.

3.1.4. Government (unit) owned bicycles and tricycles are permitted only on parking aprons and inside the dispersed parking areas. Bicycles and tricycles are not authorized in any part of the CMA.

3.1.5. Government owned golf carts are permissible as long as certain requirements are met:

3.1.5.1. All items inside the golf cart must be secured so as not to be blown out of the cart by wind or jet blast.

3.1.5.2. Carts must remain at least 200 feet in front of and 500 feet behind all aircraft with engines running or about to start.

3.1.5.3. Most golf carts are not equipped with speedometers. Take extra care to ensure any golf cart operations remain within established speed limits.

3.1.5.4. Carts must be equipped with headlights and taillights when operating during periods of darkness and/or inclement weather.

3.1.5.5. Golf cart style vehicles without proper lighting are prohibited for use within the CMA, but may operate on the ramps.

3.1.6. Vehicles equipped with daytime running lights will yield right of way. Point vehicle away from oncoming aircraft that are taxiing or under tow to ensure headlights do not blind pilots or tug operators.

3.1.7. Turn ignition off when leaving vehicle unattended.

3.1.8. Set emergency brake when leaving vehicle unattended.

3.1.9. **Speed Limits:**

3.1.9.1. "Common Sense Rule": No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing traffic and weather conditions.

3.1.9.2. Established speed limits:

3.1.9.2.1. Runway, Airfield Access Roads and Perimeter Roads—25 MPH.

- 3.1.9.2.2. Taxiways—15 MPH.
- 3.1.9.2.3. Main/Transient Ramp, FANG Ramp—15 MPH.
- 3.1.9.2.4. MAKO ramp—5 MPH.
- 3.1.9.2.5. Within close proximity of an aircraft, within the Circle of Safety, or while towing an aircraft—5 MPH.
- 3.1.9.2.6. Special Purpose Vehicles (tugs, forklifts, refueling vehicles, K-loaders, etc.)—10 MPH.
- 3.1.9.2.7. Vehicle Parking Areas—5 MPH.
- 3.1.9.2.8. Aircraft, Equipment, and Trailer Towing:
 - 3.1.9.2.8.1. Vehicles towing one maintenance stand: 10 MPH.
 - 3.1.9.2.8.2. Vehicles towing two maintenance stands: 5 MPH.
 - 3.1.9.2.8.3. Vehicles towing Aerospace Ground Equipment (AGE): 15 MPH.
 - 3.1.9.2.8.3.1. AGE includes compressors, ground power units, oxygen carts, and other similar equipment. See AFI 91-203 Chapter 24 for more information on towing AGE equipment.
 - 3.1.9.2.8.3.2. Do not use ropes, chains, cables, or other flexible means of towing ground servicing equipment.
- 3.1.9.3. Emergency response vehicles must have emergency light bars in operation when responding to any emergency on the airfield. See AFI 91-203 Chapter 24 for more information.
 - 3.1.9.3.1. Emergency vehicles include the following only:
 - 3.1.9.3.1.1. Fire Department/Ambulances.
 - 3.1.9.3.1.2. Security Forces.
 - 3.1.9.3.1.3. Airfield Management.
- 3.1.9.4. Driving within the CMA will be at a safe speed, regardless of other conditions. If at any time the tower instructs a vehicle to expedite departing the runway, the ground vehicle operator will depart the runway immediately at the nearest taxiway and at a safe speed.

3.2. Airfield Access Points:

- 3.2.1. Only paved access roads will be used for all vehicles transitioning to/from the airfield. Entry onto the airfield via a non-paved access point is prohibited.
 - 3.2.1.1. Security Forces vehicles responding to alert conditions or emergency response vehicles responding to an emergency (real-world or exercise) are exempt.
- 3.2.2. All-terrain vehicles will remain off the airfield unless mission essential.
- 3.2.3. Vehicle operators shall stop and check tires for FOD prior to entering any portion of the airfield. Where excessive debris cannot be immediately cleaned up, the driver will contact Airfield Management Operations (AMOPS) and request a sweeper. Contact AMOPS

via FM radio Ramp Net (call sign "Airfield Ops"), via landline (ext.7156 or 7071), or relay via Tower.

3.3. Ramps:

3.3.1. Vehicles entering any aircraft parking ramp shall adhere to established speed limits as published in this ADI, and shall adhere to any restrictions for operations in restricted areas, within close proximity to aircraft, or within the Circle of Safety.

3.4. Taxiways:

3.4.1. Except as noted below, vehicle operators will drive on the far right-hand side of the taxiway in reference to the vehicle's direction of travel.

3.4.1.1. Emergency response vehicles may travel on the near right-hand side, but must observe caution and safety.

3.4.1.2. Vehicle operators may drive astride the taxiway centerline only when:

3.4.1.2.1. Specifically checking the pavement condition,

3.4.1.2.2. Checking for FOD,

3.4.1.2.3. Leading a taxiing aircraft to parking, or

3.4.1.2.4. Towing an aircraft.

3.4.1.2.5. Normally, the only agencies/vehicles that will drive on the taxiway centerline are AM, Transient Alert (TA) Follow-Me, aircraft tugs (while towing an aircraft only), 93 FS Supervisor of Flying (SOF), and the airfield sweeper.

3.4.2. Except for Follow-Me vehicles, no vehicle will be parked in front of or driven into the path of taxiing aircraft.

3.4.2.1. No vehicle will be driven between a taxiing aircraft and its Follow-Me guide.

3.4.3. During hours of darkness (sunset to sunrise), vehicle headlights shining towards a moving aircraft will be immediately turned off so the pilot's night vision is not affected. Parking lights or emergency flashers will be turned on for visibility. Headlights will remain off until the aircraft is out of range, then will be turned back on before putting the vehicle in motion.

3.4.4. All vehicle drivers who operate on parking ramps/aprons and taxiways will give way to taxiing and towed aircraft. The responsibility to avoid aircraft rests with ground vehicle operators. Vehicle operators encountering an aircraft (whether in front or behind) will exit the taxiway by the shortest route (and, if necessary, reverse course) in order to quickly move out of the way. Only as a last resort should the vehicle be driven off of paved surfaces to ensure adequate wingtip clearance for the aircraft. Adequate wingtip clearance is a minimum of 25 feet.

3.4.5. Ground vehicle operators will yield the right-of-way to all aircraft and shall:

3.4.5.1. Not cross in front of or behind any taxiing aircraft that is within 200 feet from their vehicle's position.

3.4.5.2. Remain at least 100 feet away from any helicopter with its rotors in motion.

3.4.5.3. Yield right-of-way to emergency vehicles with rotating lights and sirens operating.

3.4.5.4. Yield the right-of-way to any vehicle already operating on a taxiway they wish to enter or cross.

3.4.6. Whenever a vehicle on the airfield experiences a malfunction that prevents operation under its own power, every means will be used to alert taxiing aircraft in the vicinity. As a minimum, the ground vehicle operator will:

3.4.6.1. Leave the parking lights or emergency flashers on if the malfunction occurs within the CMA or during hours of darkness.

3.4.6.2. If the vehicle has two-way radio capability, make the following transmission on land mobile radio (LMR) Channel 15: “All parties break-break: This is (call sign) with an emergency for Airfield Management, Tower, and Maintenance: Disabled (vehicle type) located at (location), (nature of problem), (other info as required)”.

3.4.6.3. Operators of other radio-equipped vehicles (Security Forces, Civil Engineering, Transportation, Transient Alert, etc.) should make every effort to assist in removing the disabled vehicle from the airfield—especially the parking aprons, taxiways, and runway.

3.4.6.4. If the disabled vehicle is not equipped with a two-way radio, remain with the vehicle and continue trying to alert any taxiing aircraft or vehicles in the vicinity.

3.4.6.5. If disabled vehicle is in the CMA, vehicle operator will:

3.4.6.5.1. Notify Tower and AM by any means possible to coordinate expeditious removal of the disabled vehicle.

3.4.6.5.2. Never leave a vehicle unattended in the CMA.

3.5. Vehicle Escorts:

3.5.1. Escorts must be trained and certified airfield drivers with a valid AF Form 483.

3.5.2. Escorts shall remain in control of and in close proximity to escorted vehicle(s) at all times.

3.5.3. Escorts must never leave uncertified vehicle operators unattended while operating within the confines of the airfield environment.

3.5.4. Escorts are responsible for making all radio calls to the control tower for permission to operate in or across the CMA.

3.6. Perimeter Road:

3.6.1. Only certified vehicle drivers who hold a valid AF Form 483 are permitted to travel on the airfield perimeter roads. Otherwise, they must be escorted by a fully-qualified airfield driver.

3.6.2. POV operators shall be granted access to the perimeter roads only if they carry a valid POV pass. This pass will be issued by Airfield Management to individuals that hold a valid AF Form 483 and a justification letter from their units' commanders requiring them to drive their vehicle on the perimeter road in support of their mission.

3.7. Operating In or Across the Controlled Movement Area (CMA): Any vehicle operating in the CMA must have a valid AF Form 483, stamped for Airfield Driving on HARB and annotated as authorized for CMA access. Furthermore, only vehicles possessing direct two-way radio contact with the Control Tower are permitted in the CMA. Vehicle operators must obtain permission from the Control Tower prior to entering or crossing the CMA.

3.7.1. If radio contact is lost or suspected lost while operating in the CMA, operators will monitor the Tower for light gun signals while immediately exiting the CMA. Repeated flashing (or changes in intensity) of runway lights signifies a need from the Tower to communicate with the driver either by radio or light gun signal, and is an indication to immediately exit the runway. If radio failure is known or suspected, proceed to AMOPS and brief them on the incident.

3.7.2. To enter or cross the CMA, the following procedures will be followed:

3.7.2.1. Contact the Control Tower and receive permission. Upon receiving permission, repeat Tower's instructions verbatim before proceeding. (See [Attachment 2](#) of this ADI for additional guidance and proper phraseology.)

3.7.2.2. If equipped, top-mounted rotating emergency lights/flashers must be in operation while in the CMA. Vehicles not equipped with top-mounted emergency lights may use dash or grill mounted lighting. As a minimum, the hazard lights/emergency flashers will be turned on.

3.7.2.3. Vehicle operators in the CMA must constantly monitor their two-way radio for instructions from Tower.

3.7.2.4. When finished operating in the CMA, contact Tower and report off. Ensure Tower acknowledges all reporting statements on or off the airfield.

3.7.2.4.1. Personnel requiring access to the CMA that do not have two-way radio contact with Tower must be escorted. (See [paragraph 3.5](#).)

3.7.2.4.2. The Control Tower is the only agency authorized to permit vehicle operations in the CMA. Permission may not be requested of or granted by any other agency. Three-way relayed messages to the tower are prohibited.

3.8. Airfield Emergencies:

3.8.1. Vehicle operators will yield right-of-way to all responding emergency vehicles.

3.8.2. Ground vehicles operators not in direct support of the emergency will remain clear of taxiways, the runway, and airfield access points until the emergency is terminated.

3.8.3. During emergency conditions, the Control Tower will advise aircraft to hold their position so they won't interfere with responding emergency vehicles. At Tower's discretion, aircraft may be taxied to a more suitable parking place or holding area that is clear of ground vehicles.

3.9. Control Tower Light Gun Signals: All GOVs and POVs operating on the airfield must have AFVA 11-240, *USAF Signs and Signals* in the vehicle, in sight of the driver. To obtain these decals, contact your unit ADPM or the Wing ADPM.

3.9.1. The FAA “Ground Vehicle Guide to Airport Signs and Markings” is the equivalent of AFVA 11-240 and may be used instead. Go to http://www.faa.gov/airports/runway_safety/ for more information.

3.9.2. Drivers will know and comply with the following signals while operating in the CMA:

3.9.2.1. Steady Green = Proceed/Go/Cross.

3.9.2.2. Steady Red = STOP.

3.9.2.3. Flashing Red = Depart the runway or taxiway.

3.9.2.4. Flashing White = Return to starting point on airfield.

3.9.2.5. Alternating Red and Green = General warning signal; exercise extreme caution. Note: The alternating red and green light gun signal may be used in conjunction with another light gun signal.

3.9.2.6. The flashing green light gun signal applies to aircraft only, not to ground vehicles.

3.10. Vehicle Parking and Operations near Aircraft or Airfield Obstacles:

3.10.1. **“Circle of Safety”**: Do not drive vehicles within ten feet of a parked aircraft (except when the aircraft is being serviced, loaded, or off-loaded). Use spotters to guide the vehicle’s approach to the aircraft. Never drive vehicles under any part of the aircraft. Do not back or drive vehicles forward directly toward any aircraft (except as authorized in certain loading, unloading, or fueling operations). In these cases, place pre-positioned wheel chocks between the aircraft and the approaching vehicle to keep vehicles from striking the aircraft. Post guides as a required safety measure. Keep chocks in position until vehicles leave from within the ten-foot safety distance requirement.

3.10.1.1. Never drive a vehicle under any part of an aircraft, especially the wings.

3.10.2. **“Close Proximity”**: Vehicles will not be backed or parked in close proximity (within 25 feet) of any aircraft, except as authorized for operations such as loading or unloading, servicing, or towing. A spotter will be posted when a vehicle is backed towards an aircraft. Pre-positioned wheel chocks will be used to prevent vehicles from being backed into aircraft.

3.10.2.1. When an aircraft’s engines are operating or are about to be started, no vehicle will be parked or driven closer than 25 feet in front of or 200 feet to the rear of that aircraft.

3.10.3. Vehicles parked at the side of an aircraft will be located clear of the wingtips and shall be clearly visible to personnel in the aircraft cockpit.

3.10.4. Maintenance vehicles, such as navigational aid maintenance, contractors, mowers, etc., operating near obstacles on the airfield such as taxiway/runway guidance signs, instrument landing system equipment, approach lights, etc. will use extreme caution. Should it become necessary to back a vehicle toward such obstructions, a spotter shall be used to avoid damage to the vehicle or costly equipment.

3.10.5. Vehicles parked and left unattended on the flight line. Refer to AFI 91-203 Chapter 24.

3.10.6. The only vehicles exempt from these requirements are:

3.10.6.1. Emergency vehicles responding to a real-world emergency.

3.10.6.2. Alert vehicles responding to a real-world alert.

3.10.6.3. Vehicles responding to exercises are not authorized to exceed established speed limits. See AFI 91-203 Chapter 24.

3.10.7. Vehicles will be parked so that the direction of travel, either forward or backward, will never be toward any part of the aircraft.

3.10.8. Vehicles shall approach parked aircraft with the vehicle operator's side of the vehicle toward the aircraft.

3.10.9. Vehicles shall not be parked unattended in front of hangar doors while aircraft are parked inside.

3.10.9.1. Vehicles may be parked in front of any hangar door that is not used for the egress or ingress of aircraft operations. See AFI 91-203 Chapter 24.

3.10.10. Use extreme caution when operating vehicles near the aircraft sunshade structures on the Mako Ramp. Vehicles will not be parked and left unattended under these structures.

3.11. Routes of Travel. Passenger/tour buses and other large vehicles are prohibited from operating on the airfield, with the following exceptions:

3.11.1. Prior coordination and approval of AM.

3.11.1.1. Munitions convoys may operate on taxiways as required, but must contact AM (ext. 7516 or 7071) prior to moving the convoy on the airfield to ensure they won't interfere with any airfield operations.

3.11.2. Buses used to provide airfield orientation training, when operated within the parameters of this ADI.

3.12. Airfield Tours: Tours will be conducted by and coordinated through 482 FW Public Affairs (PA) at ext. 7303 or 7330. PA will notify 482d Security Forces Squadron (482 SFS) and AM of tour details (who, what, where, when, why, and how tour will take place).

3.13. Passengers and Cargo in Vehicles:

3.13.1. Personnel will ride in passenger compartments. Riding in or on trailers or towed equipment is prohibited.

3.13.2. Passengers will remain seated while vehicle is in motion and will keep arms and legs inside the vehicle.

3.13.3. Passengers will use available seat belts at all times while the vehicle is in motion.

3.13.4. Passengers will not ride in the doorways or sit on the engine cover of metro vans (or step vans). Rear door nets will be in place while transporting passengers when the doors are open.

3.13.5. Side doors on passenger vans will be closed while the vehicle is in motion.

3.13.6. Passengers will not mount or dismount moving vehicles.

3.13.7. Secure cargo using ropes, chains, or chocks to prevent injury or damage caused by falling or sliding. Cargo extending beyond the body of the vehicle will have a red flag attached during daylight hours or a red warning reflector/light during hours of darkness.

3.14. Restricted Visibility and Night Operations:

3.14.1. Vehicles temporarily parked on the aircraft parking ramp at night shall have hazard or parking lights in operation. This does not apply if a vehicle is parked in a designated area.

3.14.2. When visibility is less than 300 feet, no vehicles (except emergency response and alert vehicles) will be operated on the airfield. Emergency flashers/hazard lights will be used on all vehicles temporarily parked on the aircraft parking apron during periods of reduced visibility.

3.14.3. When visibility is less than 300 feet, refueling and explosive-laden vehicles will not be operated unless directed by the wing commander.

3.14.4. Vehicle operators will ensure headlights do not point toward taxiing aircraft or tugs towing an aircraft to ensure pilots or tug operators are not blinded.

3.14.5. Driving on the airfield during blackout conditions using Night Vision Devices (NVD) is not authorized.

3.15. Pedestrian Movement:

3.15.1. Pedestrians on the airfield will walk facing oncoming traffic.

3.15.2. Personnel will not sit or recline on the ramp so as to interfere with normal vehicle and aircraft operations.

3.15.3. Pedestrians inside the CMA shall have direct radio contact and approval from the Control Tower.

Chapter 4

SUSPENSION/REVOCAION/REINSTATEMENT OF AF FORM 483

4.1. General. Gross violations of safety or airfield driving rules, or a demonstrated inability on the part of the certificate holder to drive safely on the airfield will result in suspension, surrender, or revocation of the certificate.

4.1.1. Unit Commanders, UADPMs, and AM personnel are authorized to confiscate AF Form 483 and/or POV passes from anyone violating this instruction. AMOPS must be notified immediately of any CMA violation.

4.1.2. The offender's unit commander will be notified in writing of the CMA violation, with a courtesy copy sent to the 482 FW/SE, 482 OG/CC and HQ AFRC/A3VA.

4.2. Suspension. Any supervisor in the driver's chain of command may suspend a driver's AF 483. All suspensions will be reported to the UADPM and to AM. Failure to complete annual refresher training or lack of documentation of annual training is cause for AF 483 suspension.

4.3. Revocation. AF Form 483 may be revoked by the Unit Commander, UADPM, AFM, Wing ADPM, or designated representative. Once revoked, another certificate will not be reissued without the explicit approval of the 482 FW/CC (through the AFM's office).

4.4. The first violation of this ADI will result in a 30-day suspension of airfield driving privileges. The second violation will result in a 1-year suspension. The third violation will result in permanent suspension.

4.5. Unauthorized CMA crossing/entry, or runway incursion: Results in an automatic 6-month suspension of airfield driving privileges. A second CMA violation will result in a permanent ban from the airfield complex.

4.5.1. CMAVs/runway incursions that have a direct impact on flight operations (affecting aircraft arrivals, departures, etc.): An AF Form 651, *Hazardous Air Traffic Report (HATR)* will be submitted to 482 FW/SE within 24 hours and forwarded to HQ AFFSA. CMAVs/runway intrusions that do not have a direct impact on flight operations: An AF Form 457, *USAF Hazard Report*, will be submitted to 482 FW/SE within 24 hours. AFM or designated representatives are responsible for taking immediate actions to correct the problem or applying interim control measures.

4.5.2. All CMA violations, including Hazardous Air Traffic Report (HATRs), regardless of impact on flight safety, must be documented in Airfield Operations Board (AOB) minutes. Units must provide specific information (Who, What, When, Where and How) for trend analysis, and must maintain a copy of all AF Form 651 and AF Form 457, actions taken, results and supporting documentation for 1 year. (See AFI 91-202, *US Air Force Mishap Prevention Program* and AFI 91-223, *Aviation Safety Investigations and Reports*.)

4.6. Reinstatement Procedures: Unit commanders and UADPMs will ensure that, prior to seeking reinstatement of airfield driving privileges, the individual(s) concerned:

4.6.1. Receive refresher training on ground vehicle operations on the airfield. Training will be documented, signed by the unit commander or designated representative, and forwarded to the Airfield Manager for approval.

4.6.2. Is retested on the provisions of this instruction.

4.6.3. Is issued a new AF Form 483 by the Airfield Manager or designated representative.

4.7. Under unique circumstances, individuals requiring early reinstatement to meet essential mission requirements must be fully justified to Unit Commanders, 482 FW/SE, 482 OG/OSAA and the 482 FW/CC. Note: Reinstatement of a suspended or revoked certificate requires a written request from the Unit Commander.

Chapter 5

TDY/NON BASE-ASSIGNED CONTRACT PERSONNEL

5.1. TDY personnel are not authorized to drive on HARB's airfield without a valid (endorsed and current) AF Form 483 issued from their home station.

5.1.1. The sponsoring/host unit ADPM is responsible for unit-specific TDY training. Forward a copy of documentation of ADT for TDY personnel to Wing ADPM. **Exception:** The AFM or designated representative may provide a local briefing/training when TDY/contractor personnel's driving route(s) do not cross active taxiways, taxilanes, or runways. Document training completion on an AF Form 483 or locally developed equivalent (MFR, Form, etc.). Forward an informational copy to AM no later than 5 days after training completion date if done by sponsoring unit ADPM. AM will maintain a copy of this training for at least 3 months.

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

5.1.1.1.1. Airfield signs and markings.

5.1.1.1.2. Speed limits as outlined in paragraph 3.1.9 of this ADI.

5.1.1.1.3. Operating vehicles in the vicinity of aircraft.

5.1.1.1.4. Parking and chocking requirements.

5.1.1.1.5. Lateral distance requirements for mobile obstacles on taxiways/aprons.

5.1.1.1.6. FOD control/prevention.

5.1.1.1.7. Runway intrusion prevention.

5.1.1.1.8. Airfield Violations and Consequences.

5.1.1.1.9. Light Gun signals.

5.1.1.1.10. Use of proper radio terminology and phraseology in the CMA.

5.1.1.2. AFM or designated representative may tailor minimum briefing requirements, when TDY/contractor(s) route(s) to/from work site does not cross active taxiways or runways.

5.1.2. Complete and sign Attachment 7, TDY Personnel and Non-Base Assigned Contractors Training Checklist.

5.2. Deployed/Transient/TDY Personnel. Use of POVs and rental vehicles on the airfield for deployed unit missions, inspection teams, etc., may be authorized by AFM or designated representative on a case-by-case basis. However, they must have a valid AF Form 483 from their home station prior to driving on Homestead's airfield. Additionally, they will be briefed and trained by the sponsoring/host unit on the airfield layout and proper procedures prior to driving on the airfield, as well as given daytime (and nighttime, as appropriate) airfield orientation/familiarization rides focusing on their expected route(s) of travel. After training and documentation from the sponsoring unit their AF Form 483 will be annotated for airfield driving at Homestead ARB by AM. If the deployed unit personnel do not have a valid AF 483, their documentation is presented to AM from the sponsoring unit after training, and AM will issue a

temporary AF Form 483. See Chapter 7, ADI Compliance Spot Checks and Unit Program Inspections, for a list of all documentation required to operate a vehicle on Homestead's airfield.

Chapter 6

POV AND RENTAL VEHICLE PASSES

6.1. POVs on the Airfield. POV access to the airfield is prohibited without a POV pass issued by AM. No other means will be used to authorize POV access. AM will administer, issue, and strictly control airfield POV passes (annual or temporary) to ensure the total number of passes issued is kept to the absolute minimum.

6.2. Requesting/Issuing Annual POV Passes:

6.2.1. Request for POV passes must be indorsed by the individual's Unit Commanders or Company/Contractor representative.

6.2.2. POV passes must be validated at least annually.

6.2.3. AFM, Wing ADPM or designated AM representatives are responsible for issuing POV passes.

6.3. Requesting/Issuing Temporary POV Passes:

6.3.1. Passes are issued when military transportation is not available.

6.3.2. Individuals requesting a pass must have an AF Form 483 or be escorted by a qualified airfield driver.

6.3.3. The requesting individual, not the escort, will sign for the pass.

6.3.4. Passes will be used only for authorized trips to and from specified locations on the airfield.

6.3.5. Passes will be displayed on the dash of the vehicle any time it is on the airfield.

6.3.6. Passes issued in support of construction or special projects will be issued on a daily basis or until the end of contract, and limited to the routes to and from the construction site area or specific project.

6.3.7. Passes will be returned to AMOPS at the end of the contractor's duty day for accountability, or, at the Wing ADPM's discretion, pass will be secured inside the vehicle when off the airfield. All misplaced or lost passes will be reported immediately to AM.

CHRISTIAN G. FUNK, Colonel, USAFR
Commander, 482d Fighter Wing

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

AFI 13-213, *Airfield Driving*, 1 June 2011
AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010
AFI 24-301, *Vehicle Operations*, 1 November 2008
AFJI 31-102, *Physical Security*, 31 May 1991
AFI 31-218_IP, *Motor Vehicle Traffic Supervision*, 22 May 2006
AFI 91-202, *US Air Force Mishap Prevention Program*, 5 August 2011
AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 13 June 2012
AFI 91-204, *Aviation Safety Investigations and Reports*, 12 February 2014
AFMAN 24-306_IP, *Manual for the Wheeled Operator*, 1 July 2009
AFMAN 33-363, *Management of Records*, 1 March 2008
AFVA 11-240, *USAF Airport Signs and Markings*, 1 May 2013
482FWI 21-101, *Foreign Object Damage (FOD) and Dropped Object Program (DOP)*, 31 October 2012

Adopted Forms

AF Form 483, *Certificate of Competency*
AF Form 847, *Recommendation for Change of Publication*
AF Form 623, *Training Records*
AF Form 1098, *Recurring Training*
AF Form 457, *USAF Hazard Report*
AF Form 651, *Hazardous Air Traffic Report*

Abbreviations and Acronyms

AAFM—Assistant Airfield Manager
AD—Airfield Driving
ADI—Airfield Driving Instruction
ADLS—Advanced Distributed Learning Service
ADP—Airfield Driving Program
ADPM—Airfield Driving Program Manager
ADPT—Airfield Driving Program Trainer
ADT—Airfield Driving Training

ADTP—Airfield Driving Training Program
AFECD—Air Force Enlisted Classification Directory
AFFSA—Air Force Flight Standards Agency
AFI—Air Force Instruction
AFJMAN—Air Force Joint Manual
AFM—Airfield Manager
AFMAN—Air Force Manual
AFOCD—Air Force Officer Classification Directory
AFOSHSTD—Air Force Occupational Safety and Health Standard
AFRSAT—Air Force Runway Safety Action Team
AFVA—Air Force Visual Aid
AGE—Aerospace Ground Equipment
AM—Airfield Management
AMO—Airfield Management Operations (Base Operations)
AMOPS—Airfield Management Operations (Base Operations)
AO—Airfield Operations
AOB—Airfield Operations Board
AOI—Airfield Operations Instruction
AOM—Airfield Operations Manager
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
DV—Distinguished Visitor
ECP—Entry Control Point
FAA—Federal Aviation Administration
FOD—Foreign Object Debris (or) Foreign Object Damage
GOV—Government Owned Vehicle
GSA—General Services Administration
IAW—In Accordance With

ILS—Instrument Landing System
HARB—Homestead Air Reserve Base
HARBI—Homestead Air Reserve Base Instruction
HATR—Hazardous Air Traffic Report
MPH—Miles Per Hour
OPR—Office of Primary Responsibility
OSS—Operations Support Squadron
POV—Privately Owned Vehicle
RIPWG—Runway Incursion Prevention Working Group
SFS—Security Forces Squadron
TDY—Temporary Duty
UADPM—Unit Airfield Driving Program Manager
UADPT—Unit Airfield Driving Program Trainer
USAF—United States Air Force
VCNCO—Vehicle Control Noncommissioned Officer
VCO—Vehicle Control Officer
VFR—Visual Flight Rules
WADPM—Wing Airfield Driving Program Manager

Terms

AF Form 483, Certificate of Competency—Issued by Airfield Management and stamped for Airfield Driving at HARB once all airfield driving training requirements are successfully completed.

Airfield—An area prepared for the accommodation (including any buildings, installations, and equipment) of landing and take-off of aircraft. Includes the runway, all taxiways, taxi lanes, ramps and aprons, hot cargo pad, arm/de-arm areas, hangars, and perimeter roads. Also known as “airport operations area” (AOA) and “aerodrome”.

Airfield Management (AM)—Directs services in the AMOPS facility. Monitors/coordinates airfield activities to provide a safe airfield environment. Ensures airfield is managed IAW AF and FAA directives.

Airfield Management Operations (AMOPS)—Airfield facility which provides aircrews with various services including flight planning/processing and weather. Previously known as “Base Operations”.

Airfield Manager (AFM)—Manages AM facilities to ensure safe, efficient, and effective support to the base flying mission and transient aircrews.

Airfield Operations Manager (AOM)—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.

Assistant Airfield Manager (AAFM)—The AAFM assists the AFM in supervising airfield operations and airfield maintenance activities. Also serves as the Wing ADPM.

Circle of Safety—An imaginary circle measuring 10 feet out from (and connecting) the nose, wingtips, and tail of an aircraft. Vehicles are not allowed inside this circle unless they are to service the aircraft or be loaded aboard.

Controlled Movement Area (CMA)—All airfield surfaces (paved or unpaved) except of aircraft parking ramps. This includes: Runway 05/23 (including both overruns and any area within 100 feet of any runway edge); Taxiways Alpha, Bravo-1, Bravo-2, Charlie, Delta, Echo, Foxtrot, and Papa; the north and south perimeter road around each end of the runway (when traffic lights are not in operation), the Hot Cargo Pad, and the aircraft Rinse Rack.

Foreign Object Debris/Damage (FOD)—Any debris on the airfield that can cause damage to an aircraft, equipment or personnel. A few examples are tools, plastic packing materials, rocks and discarded parts from maintenance activities. Any of these objects can shred internal parts if sucked into a jet engine and can become deadly projectiles. FOD can create an extremely hazardous and costly situation during aircraft taxiing, takeoff, and landing. Therefore, it is imperative that everyone on the airfield be alert to FOD and removes it immediately.

Government Owned Vehicle (GOV)—Any vehicle, including bicycles, wholly owned or leased by the U.S. Government. The terms “Air Force Motor Vehicle (AFMV)” and GOV are interchangeable.

Host/Wing Commander—Commanding officer, 482 FW. The ultimate authority for operations on the airfield.

Parking Ramp/Apron—Areas where aircraft are parked, loaded/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 any part of an aircraft or its wings. Always use caution.

Privately Owned Vehicle (POV)—Any vehicle, including bicycles, not owned or leased by the U.S. Government. NOTE: This includes contract company owned vehicles.

Restricted Area—Any area containing protection level resources. Protection level resources are collected into defined areas and controlled using a single security control system. Restricted areas are shown on the airfield by red lines painted on the pavement. Entry Control Points (ECPs) are shown with a series of white and red lines on a black background with four reflectors on each corner.

Runway Intrusion—A Controlled Movement Area (CMA) violation resulting from an unauthorized entry of a runway or other surface used for takeoff and landing of aircraft, regardless of impact on aircraft safety. These incidents can be caused by aircraft, vehicles, pedestrians, or communication errors.

Unit ADPM—The civilian or military individual appointed in writing by the squadron/unit commander to administer the organization’s vehicle airfield driving program, to include coordinating with Wing ADPM for issuance of AF Form 483, Certificate of Competency,

operation of vehicles on the airfield, and associated training including airfield layout orientation, radio procedures and phraseology, Controlled Movement Area and runway entry procedures, etc. Each unit typically has both a primary and an alternate Unit ADPM.

Visual Flight Rule (VFR) Hold Line—VFR hold lines are located on taxiways A, B, C, D, and E. VFR hold lines consist of four yellow lines (two dashed and two solid lines) extending across the width of the taxiway. **NOTE:** AFVA 11-240, USAF Airport Signs and Signals, is a vehicle visor placard or sticker used to serve as a quick reference guide to identify airfield signs and markings, Air Traffic Control Tower light gun signals, etc. It is required for use in all vehicles operating on the airfield. To obtain a copy, check the Runway Safety Office web site at http://www.faa.gov/airports/runway_safety/ for information on how to obtain copies for unit vehicles, or contact Airfield Management Operations (extension 7529 or 7516).

Wing ADPM—The Assistant Airfield Manager (extension 7529) serves as the Wing ADPM. Administers HARB's vehicle airfield driving program, to include coordinating with Unit ADPMs for issuance of AF Form 483, Certificate of Competency, operation of vehicles on the airfield, and associated training including airfield layout orientation, radio procedures and phraseology, Controlled Movement Area and runway entry procedures, etc.

Attachment 2

RADIO PROCEDURES AND PHRASEOLOGY ON HARB

Please note that this primer is in NO way intended to be all-inclusive. It is simply a short introduction to proper radio communications on the airfield and is intended to familiarize you with basic radio phraseology. The only real way to gain extensive knowledge of radio phraseology and procedures is through on-the-job training.

An airfield is generally quite busy and inherently hazardous due to a number of factors including taxiing, departing, and arriving aircraft; other vehicles; construction work; etc. For safety, you must understand and use proper radio phraseology while driving your vehicle at any point on the airfield. Radio communications, especially with Air Traffic Control (ATC), must be concise so that transmission time is minimized, but all transmissions must be fully understood, as well. Single words can mean an entire phrase. Sometimes, even single words which are not commonly encountered in everyday use are used by ATC as important instructions. Also, you must know and use the International Phonetic Alphabet and properly pronounce numbers to avoid any confusion.

On Initial Contact with the Control Tower:

- **Know your correct call sign.** (Each vehicle should have a call sign identifying the vehicle.)
- **Use proper phraseology.** Never use Citizen's Band (CB) lingo or law-enforcement "ten-" codes.
- **Keep communications clear, concise, and to-the-point.** Think about what you're going to say before calling Tower.
- **Use the proper sequence in calling the Tower.** Before you start talking, ensure no one else is already talking on that radio frequency. (NEVER step on another radio transmission!) Then, do the following in this order:
 - State who you're calling (i.e. "Homestead Ground" on first radio call; after that, "Ground" will suffice).
 - State your call sign (i.e. "Airfield Three").
 - Wait for Tower to respond. Once you receive a response from Tower, state where you are and where you want to go or what you want to do. Request your complete route from starting point to stopping point. (Example: "Homestead Ground, Airfield 3 at Flightline Road, request to enter Taxiways Bravo, Papa, Alfa for airfield inspection.")
 - Again, wait for Tower to respond. They'll approve or deny your request, or issue special instructions. **Always repeat Tower's response verbatim (word-for-word), whether permissive or restrictive.**

EXAMPLE #1 of proper communication (entering the Controlled Movement Area, or CMA):

Vehicle: "Homestead Ground, Airfield 3."

Tower: "Airfield 3, Homestead Ground."

Vehicle: “Ground, Airfield 3 at Flightline Road, request to enter Taxiways Bravo, Papa, Alfa for airfield inspection.”

Tower: “Airfield 3, Ground, approved to enter Taxiways Bravo, Papa, Alfa. Hold short of the runway.”

Vehicle: “Ground, Airfield 3, entering Taxiways Bravo, Papa, Alfa. Will hold short of the runway.”

EXAMPLE #2 of proper communication (crossing the active runway):

Vehicle: “Ground, Airfield 3.”

Tower: “Airfield 3, Ground.”

Vehicle: “Ground, Airfield 3, request to cross Runway Five at Taxiway Bravo-2.” (or) “Ground, Airfield 3 at Taxiway Bravo-2, request to cross Runway 5.” (Either is proper.)

Tower: “Airfield 3, Ground, cross Runway 5 at Taxiway Bravo-2. Report when off.”

Vehicle: “Ground, Airfield 3, crossing Runway 5 at Taxiway Bravo-2. Will advise when off.”

---> Then, once the runway crossing has been completed:

Vehicle: “Ground, Airfield 3 is off Runway 5 at Taxiway Bravo-3.” (or) “Ground, Airfield 3, runway crossing complete.” (Again, either is proper.)

Tower: “Airfield 3, Ground, roger.”

EXAMPLE #3 of proper communication (entering the active runway):

Vehicle: “Ground, Airfield 3.”

Tower: “Airfield 3, Ground.”

Vehicle: “Ground, Airfield 3 at Taxiway Echo, request to enter Runway Two Three.” (or) “Ground, Airfield 3, request to enter Runway 23 from Taxiway Echo.”

Tower: “Airfield 3, Ground, hold short of Runway 23; landing traffic.” (An aircraft is on final approach.)

Vehicle: “Ground, Airfield 3, holding short of Runway 23.”

---> Then, once the arriving aircraft has landed and passed the vehicle:

Tower: “Airfield 3, Ground, proceed on Runway 23 at Taxiway Echo. Report when off.”

Vehicle: “Ground, Airfield 3, proceeding onto Runway 23 from Taxiway Echo. Will advise when off.”

---> Then, once the vehicle has departed the runway:

Vehicle: “Ground, Airfield 3 is off Runway 23 at Taxiway Alfa. Request to enter Taxiways Alfa, Papa, Bravo.”

Tower: “Airfield 3, Ground, understand you’re off the runway. Proceed on Taxiways Alfa, Papa, Bravo.”

Vehicle: "Ground, Airfield 3, entering Taxiways Alfa, Papa, Bravo."

Specific Phraseology / Terminology:

- **"Acknowledge"**: Let me know you have received and understand this message.

- **"Advise intentions"**: Tell me what your intentions are, or what you plan to do.

- **"Affirmative"**: Yes (or) That is correct.

- **"Approved" (or) "Proceed"**: Authorized to begin or continue moving, or perform a specific task or operation.

- **"Approved as requested" (or) "Proceed as requested"**: You are authorized to perform the task or operation exactly as you have requested. *Note: This is THE ONE exception to the rule about repeating Tower's instructions verbatim. Instead, acknowledge Tower by repeating your original intentions, and give them a chance to reply otherwise. (Example: Tower says, "Mower 1, Ground, proceed as requested." Mower 1 should reply, "Ground, Mower 1, copy proceed onto CMA from Taxiway Bravo-1 and Flightline Road. Will hold short of the runway.")*

- **"Clear" (or) "Cleared" (or) "Clearance"**: Never, ever -- *for any reason* -- use the words "clear" or "cleared" in any radio transmission, EXCEPT in response to a radio check (i.e. "loud and clear"). *Note: ATC uses these terms to "clear" aircraft for takeoff or landing, and the potential for a major mishap resulting from confusion is far too great. Instead, terms such as "Proceed on runway" or "Approved as requested" should be used.*
- **"Confirm ..." (or) "Verify..."**: Request confirmation of information given.

- **"Correction..."**: An error was made in the transmission and the correct version follows.

- **"Expedite"**: Do this without delay.

- **"Go ahead"**: State your request. *Note: "Go ahead" NEVER means "proceed".*

- **"Hold" (or) "Hold present position"**: Stop where you are.

- **"Hold short of..."**: Proceed up to—but not into/onto/beyond—a specific point.

- **"How do you hear me?"**: How well is this radio working? How well can you hear my transmission?

- **"Immediately"**: Right now---with *no delay*. *Note: You will probably never hear Tower say "Immediate" or "Immediately", but if you do, it's because of an immediate hazard or safety concern. Do as Tower directs right now. Use common sense and operate safely at all times; but otherwise, all other considerations are secondary.*

- **"Negative"**: No (or) That is incorrect (or) Permission denied.

- **"Read back"**: Repeat my message back to me. *Note: Tower uses this to ensure you understand what they are trying to tell you.*

- **“Roger” (or) “Copy”:** I have received and understand your last transmission.
Note: “Roger” and “Copy” do NOT mean “yes” or “will comply”!! Instead, use “Affirmative” for Yes, or “Wilco” for Will Comply.

- **“Runway Five” (or) “Runway Two Three”:** These are the correct terms. (Runway 5 is NOT “Runway Zero Five”, and Runway 23 is NOT “Runway Twenty Three”.)

- **“Say again”:** Repeat your transmission.

- **“Speak slower”:** Speak slower.

- **“Stand by”:** Wait a moment...I’ll get back to you. *Note: If the delay after your call-up is lengthy, contact Tower again. Also, note that “Stand by” is neither an approval nor a denial.*

- **“Unable”:** I cannot do as requested (or) I cannot approve that operation or task.

- **“(Vehicle Call Sign) Plus Two (or other number)”:** Tells the Tower the vehicle calling Tower is escorting other vehicles (for which the driver does not have an AF Form 483 for airfield driving) to a given place on the airfield. The number following the “plus” indicates the number of vehicles being escorted. *Example: “Tower, Airfield 2 plus one, request to enter the CMA at Ammo Way and Taxiway Bravo-1.”*

- **“Wilco”:** I have received your message, understand it, and will comply as directed.

Table A2.1: International Phonetic Alphabet and Numeric Pronunciation.

A	Alpha	J	Juliet	S	Sierra	1	“Wun”
B	Bravo	K	Kilo	T	Tango	2	“Two”
C	Charlie	L	Lima	U	Uniform	3	“Tree”
D	Delta	M	Mike	V	Victor	4	“Fow-er”
E	Echo	N	November	W	Whiskey	5	“Fife”
F	Foxtrot	O	Oscar	X	X-Ray	6	“Sicks”
G	Golf	P	Papa	Y	Yankee	7	“Seven”
H	Hotel	Q	Quebec	Z	Zulu	8	“Ait”
I	India	R	Romeo			9	“Niner”
						0	“Zee-row”

Key Elements of Proper Radio Communication on the Airfield:

- Before contacting Tower, know precisely where you are on the airfield at all times. To aid you in this, know the airfield layout and the locations/designations of all runways, taxiways, and holding points.

- Speak clearly and at a moderate speed, especially if you have a strong regional or non-native accent.

- Always listen before starting a transmission, and be aware that there may be a short delay between any transmission and the corresponding reply.

- Press the radio transmit switch before beginning to speak, and do not release it until your transmission is complete. Otherwise, it may be "clipped", and an important part of the content lost.

- If you have any doubt about an instruction from the Tower, request they repeat the instruction by using the phrase, "Say again". When the instruction is repeated, make sure you understand it clearly and repeat it verbatim and in full before proceeding.

- Remember your designated radio call sign and listen for it at all times.

- If you ever become uncertain of your position, stop your vehicle immediately and inform the Tower. Wait until receiving instructions from them before moving again.

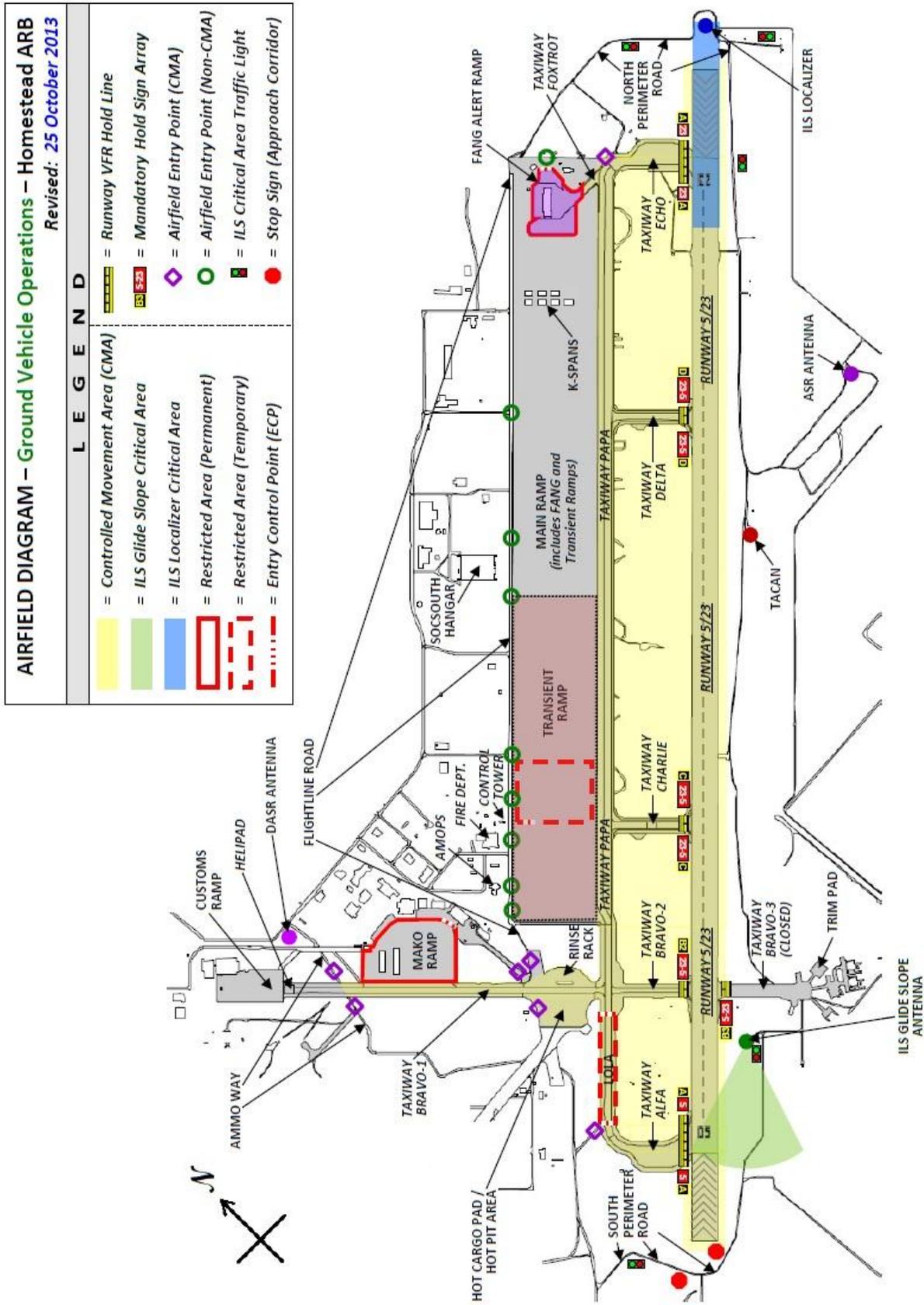
- Should you need to work outside your vehicle while you are under the Tower's direct control (i.e., inside the CMA), you must have a means of hearing calls from that agency, via vehicle loudspeaker or portable radio. Ensure it is audible at the prevailing (sometimes quite high) ambient noise level.

- Be aware of radio failure procedures, and be prepared to recognize the signs that this has in fact occurred. Know the different light gun signals that the Tower might use to attempt to communicate with you. And make certain you have an AFVA 11-240 (USAF Airport Signs and Signals) card prominently displayed and readily accessible in your vehicle. If you lose radio contact with the Control Tower, depart the Controlled Movement Area immediately. Transmit in the blind to Tower that you've departed the runway and the CMA (in case they can still hear you). Then, report off the runway and the CMA to Airfield Management Operations, ext. 7516 or 7072. They will so advise Tower.

Attachment 3

HOMESTEAD AIR RESERVE BASE AIRFIELD DIAGRAM

Figure A3.1. Homestead Air Reserve Base Airfield Diagram.



Attachment 4

OPERATING PROCEDURES

A4.1. OPERATIONS IN CLOSE PROXIMITY OF AIRCRAFT:

A4.1.1. When driving on parking ramps, drivers shall operate vehicles with driver's side closest to the aircraft. **Speed limit for vehicles operating within 25 feet of any aircraft is 5 MPH.** When parking within 25 feet of an aircraft, vehicles shall be forward of the wing tip and in clear view of the cockpit with driver's side closest to the aircraft and the vehicle's wheels chocked. Only those vehicles performing aircraft servicing operations shall operate closer than 10 feet from an aircraft (the "**Circle of Safety**") and then pre-positioned chocks and spotters shall be used between the vehicle and aircraft to prevent contact. When parking along a taxiway, vehicle must be at least 25 feet off the paved surface. Allow at least 25 feet of wing tip clearance when yielding the right of way to aircraft. Vehicles must have 25 feet of clearance on each side before passing between aircraft. Safe operating distance between vehicles and aircraft while aircraft engines are in operation are:

A4.1.1.1. *NO CLOSER than 25 feet in front.

A4.1.1.2. *NO CLOSER than 200 feet to the rear.

A4.1.1.3. *NO CLOSER than 500 feet for C-130 and larger aircraft, when at full power.

A4.1.2. **Do not get too close to aircraft as damage or injury could occur if the engine is started.** Jet blast or prop wash can be extremely dangerous! Flashing beacons located on the tail, top, and/or bottom of the aircraft indicate the engine is running or about to start.

(**)Note: Transient Alert vehicles are the only vehicles authorized to drive in the direct path of taxiing aircraft.

A4.2. FOD CONTROL AND PREVENTION: The major sources of FOD on an airfield are vehicles and personnel. Trash can be sucked into an aircraft engine and cause extensive damage. Trash can puncture tires and dent or puncture wings and other parts of an aircraft making the aircraft unsafe. Personnel can be struck by debris blown backwards by a jet engine's exhaust. You can help make your airfield a safer place by referring to 482FWI 21-101 and following these basic guidelines:

A4.2.1. *Remove any debris from tire treads before entering the airfield.

A4.2.2. *Put all your trash in a covered container that won't be blown over.

A4.2.3. *If the vehicle has dual rear tires – check between the tires.

A4.2.4. *Pick up trash and rocks.

A4.2.5. *Look out for nails, bolts, and other small metal pieces that can puncture tires easily.

A4.2.6. *Be responsible for watches and rings and pens and pencils.

A4.2.7. *Perform a FOD CHECK immediately after re-entering pavement area from grassy areas.

A4.3. UNIQUE (UNIT-SPECIFIC) VEHICLE OPERATIONS:

A4.3.1. **Alert Aircraft Scrambles:** Maintain constant vigilance while operating vehicles in the areas of the airfield adjacent to taxi-ways E and B, where often without warning, aircraft will have to scramble for takeoff. Whenever the Tower broadcasts an active aircraft scramble, or you view flashing lights at gate of the Florida Air National Guard ramp, vehicle operator must hold short as directed by control tower personnel.

A4.3.2. **Sweeper Operations:** Sweeper vehicle operations take place on all paved surfaces, making frequent stops and U turns collecting debris that could be blown in by the wind and carried on and deposited by vehicles and even vibrated loose and fallen from aircraft itself. The sweeper operator might be concentrating on debris in front of him, so a wide path around the vehicle is advised.

A4.3.3. **Airfield Grass and Weed Cutters/Groundskeepers:** These operators drive a variety of vehicles in order to maintain the grassy parts of the airfield at an established height and to ensure proper airfield signage and lights are visible for the rest of us. These vehicles range from tractors and mowers to hovercraft and even standard weed eaters. Pay close attention to where and when you operate or travel around the airfield. Remember: Most of their equipment is quite loud, and they may not hear you as you drive up.

A4.3.4. **Barrier Maintenance:** These personnel maintain the aircraft arresting system located on both ends of the runway. The above ground cables raised with rubber doughnuts in the over run near the landing threshold of each end and the recessed cables about a thousand feet from each end. These cable systems help stop hook equipped aircraft stop during emergency situations, as such we need to drive carefully when operating vehicles in their vicinity. Try not to drive directly over the rubber supports as this can cause damage to the system.

A4.4. NIGHT AND INCLEMENT WEATHER CONDITIONS:

Night driving and poor weather conditions can be hazardous to drive in. Rain, fog, wind and poor lighting will affect the normal operation of the airfield, as well as your work. Here are a few precautions to remember when driving at night or in poor weather conditions: **IF YOU ARE ON THE RUNWAY AND NOTICE THE RUNWAY LIGHTS FLASHING, DEPART THE RUNWAY IMMEDIATELY, AND LOOK AT THE TOWER FOR LIGHT GUN SIGNALS. THIS MEANS THAT YOUR RADIO HAS FAILED AND THE CONTROL TOWER IS UNABLE TO CONTACT YOU.**

A4.4.1. **Night driving:**

A4.4.2. Headlights are required. When converging with aircraft, switch to parking lights or hazard flashers and yield right of way. Failure to follow this procedure could result in night blindness of the pilot.

A4.4.3. **When parked on the airfield, you must leave the parking or hazard lights on and leave the keys in the ignition. Ensure aircraft will have at least 25 feet of wing tip clearance from the vehicle.**

A4.4.4. **Poor weather conditions:**

A4.4.4.1. Secure any loose objects in the open areas of your vehicle to prevent them from blowing out while driving.

A4.4.4.2. Test brakes, headlights, and windshield wipers on vehicle before you leave.

A4.4.4.3. Drive slower than normal. Braking distance may be 2 to 10 times greater on wet surfaces.

A4.4.4.4. When notified of lightning within 5 miles of the airfield, stop all outside activities and return to your unit until weather condition is terminated.

A4.5. DISTANCE REQUIREMENTS FOR MOBILE OBSTACLES:

A4.5.1. Vehicles or wheeled equipment (light carts, power carts, jammers, toolboxes and extinguishers taller than 24 inches) shall not be left unattended within 25 feet of any parked aircraft or taxiway. Vehicles and equipment shall be removed when no longer needed for servicing, launching or recovering aircraft. This same requirement exists for the runway clear zone, extending 200 feet beyond each end and 1000 feet on either side of the runway centerline.

A4.6. PERSONNEL PROCEDURES:

A4.6.1. Driving on taxiways and ramps will be kept to a minimum and in direct support of mission aircraft. Use of perimeter roads shall be used to the highest extent possible as there are no FOD checks required and the speed limit is 25, until you finally enter the aircraft operating area.

A4.6.1.1. NEVER cross the runway or drive onto the runway unless specifically authorized to do so by the procedures outlined in here, and only with approval from the control tower when operating within 100 feet of the runway and Controlled Movement Area.

A4.6.1.2. Vehicle operators will do FOD checks prior to entering the airfield (taxiways, parking aprons, etc). Check ALL tire tread surfaces, then pull your vehicle forward for one half of a turn of the tires, then check all tire treads again for debris stuck in the treads. FOD checks will be accomplished when entering or crossing any taxiway, ramp, or runway from an access road/unpaved surface or when exiting a construction area.

A4.6.1.3. Do not cross taxiways when an approaching aircraft is within 200 feet or until it has passed by at least 500 feet. Larger aircraft can blow over light and top-heavy vehicles at great distances.

A4.6.1.4. Always yield to taxiing aircraft and emergency response vehicles. When seen or heard start moving out of their way, but do not stop where they might need to be.

A4.6.1.5. Vehicles stopped for aircraft holding on a taxiway will not cross the taxiway in front of the aircraft unless signaled to do so by the pilot and air traffic control (tower) personnel.

A4.6.1.6. Remain at least 100 feet from helicopters with rotors in motion. Watch out for rotor wash as it can disrupt normal vehicle operations.

A4.6.1.7. Exercises or other priority maintenance missions are **NOT** emergencies. You must adhere to established speed limits. Safety has to come first.

A4.6.1.8. Personal radios will not be used in vehicles operating on the airfield. This includes AM/FM radios, tape players, and personal stereos (walkmans, etc.). Your attention needs to be focused on the critical safety items listed in this instruction.

A4.6.1.9. Perimeter roads: No vehicle will be allowed to drive on airfield perimeter roads when visibility is below 300 feet at ground level. Critical aircraft instrument landing systems used by approaching aircraft could be affected by vehicles on the north and south perimeter roads (curving around each end of the runway). Should it become necessary to travel around the perimeter roads and the perimeter road traffic lights are green, proceed straight along the length of the perimeter road and past the ILS Glide Slope antenna (stopping ONLY at the final approach corridor on the south perimeter road, where you must look along the arrival corridors of both ends of the runway for inbound aircraft and at the north end of the runway for any opposite-direction departures toward you).

A4.7. ENFORCEMENT PROCEDURES:

A4.7.1. Depending on the infraction committed, Airfield Management, Unit VCOs and Commanders are empowered to order retraining and may suspend airfield driving privileges. Because runway incursions and Controlled Movement Area violations (CMAV) can be so hazardous, jeopardizing personnel and equipment, they will result in an automatic six-month suspension. In all cases, the Unit Commander will be notified, and your name will be reported at all staff meetings during the suspension period. You are responsible for preventing runway incursions and CMAVs on the airfield through constant vigilance and situational awareness. If you are unclear on any radio transmissions from the tower, ask for clarification before proceeding. Also remember that the entire airfield is monitored via video surveillance and all radio frequencies are monitored and recorded. Upon attaining your AF Form 483 certifying you to drive on the airfield, you will be responsible for many safety issues. Many of these attachments are printable; make sure you have them with you until you become thoroughly knowledgeable and fully comfortable with driving on the airfield.

Attachment 5

TDY AND CONTRACTOR PERSONEL BRIEFING

A5.1. General. This letter reiterates policies and procedures for control of vehicle operations on the airfield in accordance with Homestead Air Reserve Base Instruction 13-213, Airfield Driving. It authorizes TDY personnel qualified to drive on their home station airfield, and in possession of an AF Form 483, Certificate of Competency issued by their home base, to operate on the airfield at Homestead ARB. Airfield vehicle operations are covered in AFMAN 24-306 (Chapter 20) and AFI 91-203 (Chapter 24), and must be strictly complied with. Keep this letter, a copy of the airfield diagram, and a copy of your orders with you while driving on our airfield. Airfield driving privileges are good only for the duration of the TDY and/or contract.

A5.2. Precautions.

A5.2.1. Driving on taxiways and ramps will be kept to a minimum and in direct support of mission aircraft.

A5.2.2. Never cross the runway or drive onto the runway unless specifically authorized to do so by the procedures outlined in HARBI 13-213, and only with approval from the Control Tower when operating within 100 feet of the runway or elsewhere within the CMA.

A5.2.3. Vehicle operators will do FOD checks prior to entering the airfield (taxiways, parking aprons, etc). FOD checks will be accomplished when entering or crossing any taxiway, ramp, or runway from an access road/unpaved surface or when exiting a construction area.

A5.2.4. Do not cross taxiways when an approaching aircraft is within 200 feet or until it has passed by 200 feet.

A5.2.5. Always yield to taxiing aircraft and emergency response vehicles (which will have their emergency lights and sirens operating).

A5.2.6. Vehicles stopped for aircraft holding on a taxiway will not cross the taxiway in front of the aircraft unless signaled to do so by the pilot.

A5.2.7. Remain at least 100 feet from helicopters with rotors in motion.

A5.2.8. Exercises or other priority maintenance missions (including "Red Ball") are not emergencies. You must adhere to established speed limits.

A5.2.9. No personal radios (including AM/FM radios, tape players, etc.) will be used in vehicles on the airfield.

A5.2.10. The South and North Perimeter Roads will not be used unless direct two-way radio contact is established with the Control Tower and permission received from them, when perimeter road lights are not working.

A5.2.11. Always drive on the far right side of a taxiway.

A5.2.12. Do not pass a stopped or towed aircraft unless the aircrew or marshaller indicates that you may proceed. Maintain at least 25 feet lateral clearance from the aircraft's wingtip.

A5.2.13. If you encounter an aircraft coming towards you, do one of the following:

A5.2.13.1. Turn around and exit the taxiway at the next paved surface.

A5.2.13.2. As a last resort, drive into a grassy area and maintain at least a 25-foot wingtip clearance for the aircraft to pass. However, before driving on to the paved surface again, you must check the tires for FOD.

A5.3. Speed Limits. Refer to paragraph 3.1.9 of this instruction.

A5.4. Parking:

A5.4.1. Never leave a vehicle unattended on a taxiway.

A5.4.2. Do not park closer than 25 feet in front of or 200 feet to the rear of any aircraft when engines are running or are about to start.

A5.4.3. All vehicles parked and left unattended on the airfield will have the ignition turned off. Keys will remain in the ignition and the door will be unlocked.

A5.4.4. Place the vehicle in park (automatic transmissions), or reverse (manual transmissions).

A5.4.5. Set the foot/hand brake and do not point the vehicle so it will roll towards any aircraft. Additionally, the vehicle must not be parked in any manner that will impede other aircraft and/or vehicle traffic.

A5.5. Foreign Object Damage (FOD) Prevention. A FOD potential exists at all airports. If you see debris on or near the airfield, you must remove it. If there is too much debris to pick up yourself, call Airfield Management at ext. 7516/7071 or the Tower on the Ramp Net (channel 15) and request a sweeper.

A5.6. Night Driving. During darkness (sunset to sunrise), vehicle operators will not shine their headlights toward oncoming aircraft. Pull over to the side, turn off the headlights, and turn on the vehicle parking lights.

A5.7. Controlled Movement Area (CMA) Procedures:

A5.7.1. The CMA is defined as Runway 05/23, overruns, and within 100 feet of these areas, plus all taxiways and taxilanes except taxiway B-3. ALL vehicle movement within the CMA must have approval from the Control Tower.

A5.7.1.1. Vehicles and/or personnel will not operate in the CMA unless necessary to perform mission essential duties. TDY/contractor personnel without an AF Form 483 for HARB will be escorted by the sponsoring/host unit.

A5.7.1.2. Vehicles in the CMA must have direct two-way radio with the control tower, and must monitor the Tower ramp net frequency while in the movement area.

A5.7.2. Come to a complete stop at the runway or instrument hold line.

A5.7.3. Inform the tower of your location and of your intentions.

A5.7.4. Repeat the tower's instructions verbatim and then comply with those instructions.

A5.7.5. Advise the tower when you have departed the Controlled Movement Area.

A5.8. Contractors' Airfield Driving Briefing: Additional requirements:

A5.8.1. Contractor(s) will sign in at Airfield Management Operations (AMOPS) at the beginning of their work day and sign out at AMOPS at the end of their work day.

A5.8.2. Contractor(s) will follow a designated route to the work/project site.

A5.8.3. Contractor(s) vehicles will not be escorted unless prior coordination and permission are granted from the Airfield Manager.

A5.8.4. Vehicles will be clean and FOD free, and the work site kept clean and orderly (to the maximum extent possible).

A5.8.5. Contractors may be asked to leave the area due to mission requirements.

A5.8.6. These are the minimum briefing requirements for TDY and contractor personnel. Unit ADPMs may add additional or unique unit requirements as necessary.

Attachment 6

APPOINTMENT/TRAINING DOCUMENTATION AND PROGRAM CHECKLISTS

A6.1. There are five checklists in AFI 13-213 of particular interest to unit ADPMs, as well as a sample Unit ADP Manager and Trainer appointment letter, identified by Attachment number below. These letters and checklists have been customized for HARB, including computerized (form-fillable and electronically signable) .pdf versions. They are required in all unit airfield driving training programs and must be completed prior to issue of AF Form 483. Though it is permissible to use the attachments as they appear in AFI 13-213, using the computerized attachments customized for Homestead ARB is preferable. Contact the Wing ADPM to obtain the local computerized versions.

A6.1.1. **AFI 13-213 Attachments (Required):**

A6.1.1.1. **Attachment 2, Unit ADPM and Trainer Appointment Letter** - Used by Unit Commanders to appoint individuals as Unit ADPMs and/or trainers.

A6.1.1.2. **Attachment 3, Unit ADPM Training Checklist** - Used to document initial training for primary and alternate UADPMs.

A6.1.1.3. **Attachment 4, Unit Airfield Driving Program Self-Inspection Checklist** - Used by UADPMs to perform a self-inspection of their airfield driving program.

A6.1.1.4. **Attachment 5, Airfield Driving Training Documentation and Certification Checklist** - Checklist of training items required prior to issue of AF Form 483, Certificate of Competency.

A6.1.1.5. **Attachment 6, Airfield Driving Qualification Training** - Checklist of items required in the training curriculum. (Must be completed prior to completing **Attachment 5**.)

A6.1.1.6. **Attachment 7, TDY Personnel and Non-Base Assigned Contractors Training Checklist** - Checklist of training items for TDY or non-base assigned contract personnel in local airfield driving procedures.

A6.1.2. **Other Documentation (Required):**

A6.1.2.1. **POV Pass Justification Letter:** One copy must be completed and signed for one driver and one vehicle only. Individual who will be issued the pass completed the Driver section. Unit Commanders or UADPMs complete the 1st endorsement, then the Wing ADPM completes the 2nd endorsement.

A6.1.2.2. **Airfield Driving Unit Inspection Form:** Used by the WADPM to inspect Unit ADPs (see **paragraph 7.2**).

A6.1.3. **Other Sources of Airfield Driving Information (OPTIONAL):**

A6.1.3.1. **FAA Videotape:**

A6.1.3.1.1. Runway Incursions - "The Unseen Danger" (Video tape and extra copies of this guide available from ASY-300, 202-267-7770).

A6.1.3.2. **Publications:**

A6.1.3.2.1. Aeronautical Information Manual (Available from Government Printing Office)

A6.1.3.2.2. Airport/Facility Directory.

A6.1.3.2.3. Airport diagrams contained in U.S. Terminal Instrument Approach Procedures (Available from NOAA, 800-638-8972)

A6.1.3.2.4. FAA Advisory Circular AC 150/5370-2E, Operational Safety on Airports During Construction (Available through DOT/FAA, 202-366-2795 Fax Request number)

A6.1.3.3. Pamphlets:

A6.1.3.3.1. Airport Markings, Signs and Introduction SMGCS, ASY-20, 95/001

A6.1.3.3.2. Runway Incursions, FAA/ASY-300 97/002

A6.1.3.4. **FAA Web Site:** http://www.faa.gov/airports/runway_safety/.

Attachment 7

AUTHORIZED VEHICULAR RADIO CALL SIGNS

Table A7.1. Authorized Vehicular Radio Call Signs.

482 FW:		
REEF 1	WING COMMANDER	415-7002
REEF 2	WING VICE COMMANDER	415-7126
REEF 3	OPS GROUP COMMANDER	414-7459
REEF 4	MSG COMMANDER	415-7306
REEF 5	OPS GROUP/CD	415-7179
REEF 6	MXG COMMANDER	415-7266/7998
REEF 7	PUBLIC AFFAIRS	415-7303
REEF 8	SAFETY	415-7333
REEF 9	PLANS	415-7034
REEF 15	SPTG GP/CD	415-7807
MR. MAKO	93 FS SUPERVISOR OF FLYING (SOF)	415-6742
125 FW-DET 1 (FLORIDA ANG):		
FANG 1	DETACHMENT COMMANDER	415-6532
FANG 2	DIRECTOR OF OPERATIONS	415-6540/6531
AIRFIELD MANAGEMENT OPERATIONS:		
AIRFIELD 1	AIRFIELD MANAGER	415-7072
AIRFIELD 2	ASSISTANT AIRFIELD MANAGER	415-7529
AIRFIELD 3	AIRFIELD MANAGEMENT OPERATIONS	415-7516/7071
FIRE DEPARTMENT:		
CHIEF 1	FIRE CHIEF	415-7117
CHIEF 2	ASSISTANT FIRE CHIEF	415-7117
RESCUE 3	RESCUE TEAM	415-7117
CRASH 4-14	CFR CREW	415-7117
HAZMAT 8	HAZMAT RESPONSE	415-7117
TANKER 10	CFR CREW	415-7117
ENGINE 11/13	CFR CREW	415-7117
MAINT 16	MAINTENANCE TEAM	415-7117
482 MXG:		
FALCON SUPER	PRODUCTION SUPERVISOR	415-6790/7589
FALCON EXPEDITER	MAINTENANCE EXPEDITER	415-6790/7589
FALCON 10-18	EOR CREW	
AMMO 1-7	MUNITIONS FLIGHT	415-7462
BULLET	DELIVERY SUPERVISOR	415-7030/7031
BULLET 1-7	MUNITIONS DELIVERY	415-7030/7031
COBRA 1-6	ACCESSORY FLIGHT	415-7131/7141
INSPECTION 1-4	INSPECTION TEAM	414-7463
MAVERICK 1-2	AGE SUPERINTENDENT	415-7296
SIDEWINDER	MISSILE SHOP	415-7676

STORAGE 1-4	STORAGE	415-7425-7893
TRAP 1	ARMAMENT FLIGHT	415-7224/7226
TURBO 1-6	PROPULSION FLIGHT	415-7253/7270
VIPER 1-2	MXS CC/SUPERINTENDENT	415-7149/7720
482 LRS/LGRF (FUELS):		
FUELS 1	FUELS CHIEF	415-7144
FUELS 2	FUELS OPERATIONS	415-7144
POL 1-8	FUELS TANKER TRUCKS	415-7144
482 CS:		
METNAV	ATCAL/METNAV MAINTENANCE	414-7508
CIVIL ENGINEERING:		
CE 1	OPERATIONS CHIEF	4 15-7476
CE 2	OPERATIONS MANAGER	4515-7050
DOLPHIN 1-4	AVIONICS CHIEF	415-7146
ELECTRIC 1	ELECTRIC SHOP FOREMAN	415-7223
EQUIPMENT 1-6	EQUIP SHOP FOREMAN	415-7946
INTERIOR 1-2	ASSISTANT FOREMAN	415-7076
LOG 1	LOGISTICS CHIEF	415-7166
MAINTENANCE 1	REAL PROPERTY MANAGER	415-7387
MAINTENANCE 2-12	REAL PROPERTY MAINTENANCE	415-7387
EXTERIOR 2-3	TECHNICIAN	415-7811
POWER 1-8	POWER PRODUCTION/BARRIER MAINT	415-7101
PLUMBER 1	PLUMBING AND DRAINAGE	415-7322
SWEEPER 1-3	SWEEPER OPERATORS	414-7322
OTHER:		
BIRDMAN 1-2	USDA-WILDLIFE SERVICES	415-7516
MOWER 1-3; TRIMMER 1	AIRFIELD GRASS CUTTER/WEED CONTROL	415-7516
TA 1-10	TRANSIENT ALERT	415-7522
<i>Call signs of any other units, including TDY units or non-base assigned contractors or agencies, will be assigned upon coordination with AM.</i>		