

**BY ORDER OF THE COMMANDER
1ST SPECIAL OPERATIONS WING**

HURLBURTFIELD INSTRUCTION 13-213

14 AUGUST 2013



Space, Missile, Command and Control

AIRFIELD DRIVING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 1 SOSS/OSAB

Certified by: 1 SOSS/CC
(Lt Col Jeremy D. Kokenes)

Pages: 60

Supersedes: HURLBURTFIELDI13-202,
30 November 2003

This instruction implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic, Airfield, Airspace and Range Management*, and interfaces with Air Force Instruction (AFI) 13-213, *Airfield Driving*. It establishes procedures and guidelines for all personnel using Hurlburt Field airfield outlining requirements for validating airfield driver training, certification, and Privately Owned Vehicle (POV) passes. It applies to all military personnel, civilian employees, civilian contract and vendor personnel, and Air Force Reserve personnel with a need to perform official duties on the Hurlburt Field airfield. This instruction does not apply to the Air National Guard. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintain IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and requires full review. Major changes include (but are not limited to): Redefined Unit Airfield Driving Program Manager responsibilities, added program electronic database guidance, added color vision screening requirements, deleted GOV license requirements, added communication testing requirements,

added disabled vehicle procedures, added radio phraseology guidance, defined airfield vehicular parking areas, changed controlled movement area definition, added airfield driving violation repercussions, updated airfield diagram, updated Hurlburt airfield call signs, Eglin/Duke driving requirements. Deviations are authorized in the interest of safety or in an emergency; however full details and justification concerning deviations from these procedures will be briefed to the squadron commander/operations officer who will, in turn, brief the 1 SOG/CC. Waiver authority for this instruction is the 1 SOG/CC.

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Chapter 1

PURPOSE AND RESPONSIBILITIES

1.1. Purpose.

1.1.1. The Hurlburt Field Airfield Driving Program (ADP) is designed to create a safe and efficient airfield environment by ensuring all drivers have the most up-to-date training available. While the operation of motor vehicles is necessary on the airfield, they pose a marked risk to both aircraft and ground personnel. Carelessness, haste, and/or a disregard for established procedures are the primary sources of accidents, incidents, and personnel injury with motor vehicles on the airfield.

1.1.2. The use of vehicles on the airfield will be limited to the minimum required to accomplish the mission. Only qualified personnel with assigned duties requiring them to drive on the airfield will be trained. Personnel driving on the airfield must be knowledgeable of, and comply with, this instruction.

1.2. 1st Special Operations Wing Commander Responsibilities.

1.2.1. Ensure personnel and agencies support the ADP.

1.2.1.1. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension/revocation of base driving privileges. Authority may not be delegated.

1.2.1.2. Approve publication of this Airfield Driving Instruction (ADI).

1.2.1.3. Requests an AF Runway Safety Action Team (AFRSAT) through the Major Command (MAJCOM) if there are recurring problems with runway incursions. See AFI 13-204, Volume 2, *Airfield Operations Standardization and Evaluations* for additional information.

1.2.1.4. Reviews runway incursion incidents and corrective actions taken.

1.2.2. 1st Special Operations Group Commander Responsibilities.

1.2.2.1. Reviews Controlled Movement Violations (CMAVs) and corrective actions taken during the Airfield Operations Board (AOB).

1.2.2.2. 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.

1.2.2.3. The RIPWG will include OSS/CC, AOF/CC, Airfield Manager (AFM), Deputy Airfield Manager (DAFM), Tower Chief Controller, Flight Safety, Unit Commanders and/or unit Airfield Driving Program Managers (ADPMs), and other organizational leadership as determined locally. RIPWG shall take the following actions:

1.2.2.3.1. Analyze each runway incursion and corrective actions taken.

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

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

1.2.2.3.3.1. Increase or improve local training or testing materials.

1.2.2.3.3.2. Implement mandatory briefings to all airfield drivers, aircrew and Air Traffic Control (ATC) personnel, as applicable.

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

1.2.2.3.3.4. Increase penalty for CMAVs.

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

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

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

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

1.2.2.3.3.6.3. Painting runway hold position signs on pavement prior to the runway hold position markings (See FAA AC 150/5340-1).

1.2.2.3.3.6.4. Painting Federal Aviation Administration (FAA) enhanced taxiway centerline marking prior to the runway hold position markings.

1.2.2.3.3.6.5. Installing runway guard lights (RGL) or “wig-wag lights”, if applicable.

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

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

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

1.2.2.3.3.6.9. Installing Location Signs.

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

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

1.2.2.3.3.6.12. When held, provide a summary of the RIPWG’s analysis and recommendations during the next AOB.

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

1.2.3. Unit Commanders Responsibilities.

1.2.3.1. Appoint a primary and alternate unit ADPM and trainers in writing (*normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer*) to manage training and testing requirements of unit personnel required to operate a vehicle on the airfield.

1.2.3.1.1. Forward a copy of the ADPM appointment letter to the DAFM within 30 days of appointment.

1.2.3.1.2. The ADPM appointment letter will include name, rank, and telephone number of the primary/alternate program manager(s).

1.2.3.2. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent. **Note:** Group Commanders or equivalents are delegated authority to waive this requirement due to manning constraints/personnel shortages. Forward a copy of the waiver to the DAFM.

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

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

1.2.3.5. Ensures unit assigned personnel complete the required training/testing requirements outlined in this instruction prior to obtaining an AF Form 483, *Certificate of Competency*, prescribed by AFI 10-209, *Red Horse Program*, to operate a vehicle on the airfield. (**Note:** This is done by endorsing Step 3 on the online Airfield Driving database).

1.2.3.6. Limits the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission. Limit their access on or across the runway to mission essential duties only. **Note:** Annually validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Forward results to the DAFM.

1.2.3.7. Upon suspension/revocation of a unit member's civilian/base driving privileges, suspend/revoke the member's airfield driving authorization and notify the DAFM and unit ADPM in writing. Reinstatement request must be processed IAW paragraph 1.2.1.1. If airfield driving privileges are revoked due to airfield violation, reinstatement IAW paragraph 5.4.2 and paragraph 5.4.4. See Attachment 5 for example.

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

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

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

1.2.3.9. Appoints unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical driving test as outlined in this instruction.

1.2.3.9.1. Trainers must have completed the AF Training Course.

1.2.3.9.2. Forwards a copy of the appointment letter to the DAFM.

Note: This letter may be consolidated with the unit ADPM appointment letter.

1.2.3.10. Reviews individual's AF Form 1313, *Driver Record* (located at Security Forces), prescribed by AFMAN 24-306_IP, *Manual for The Wheeled Operators*, to determine their qualifications before permitting them to operate a vehicle and or equipment on the airfield.

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

1.2.3.12. Participates in the RIPWG.

1.2.3.13. Establish a comprehensive training program with the unit ADPM designed to meet the needs of their respective organization IAW this instruction and other applicable directives.

1.2.3.14. Ensure all airfield drivers check for and read new Airfield Driving Highlights (ADHL) before operating on the airfield. Authority may be delegated to the unit ADPMs.

1.2.3.15. Endorses all privately owned vehicles (POV)/government leased vehicles (GOV) vehicle passes.

1.2.4. Deputy Airfield Manager Responsibilities.

1.2.4.1. Develop, manage, and maintain overall responsibility for 1 SOW's Hurlburt Field ADP IAW AFI 13-201_AFSOCSUP, *Airspace Management*.

1.2.4.2. Units may develop a supplement to this publication. Supplements must be routed through the DAFM, 1 SOSS/CC, 1 SOG/CC, MAJCOM and HQ AFFSA/A3A (hqaffsa.a3a@tinker.af.mil) for technical/functional coordination prior to certification and approval to publish.

1.2.4.3. Train and assist unit ADPMs in establishing and maintaining their Airfield Driving Programs IAW AFI 13-201_AFSOCSUP and this instruction. Provide unit ADPMs a copy of the Airfield Driving Instruction (ADI), airfield driver training, and program management training. **Note:** Unit training and testing materials will be conducted online via the ADP. Provide ADPMs training documentation upon completing ADPMs training.

1.2.4.4. Conduct an annual review of the ADP to include directive and supportive information for currency and accuracy. Use a memorandum for record (MFR), log, or electronic equivalent to document program reviews and maintain a copy IAW Air Force RDS, Table 13-06, Rule 4.00.

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

- 1.2.4.5.1. Routinely monitor ramp net radio for proper terminology/phraseology and discipline.
- 1.2.4.5.2. Conduct random spot checks for enforcement and compliance with the instruction. **Note:** A spot check will include the validation of AF Form 483, current AF Visual Aids (e.g., AFVA 11-240, Airports Signs and Markings, AFVA 13-222, Runway/Controlled Movement Area Procedures), and a current local airfield diagram.
 - 1.2.4.5.2.1. Report violations detected during spot checks to the AFM, AOF/CC, individual's Unit Commander and ADPM.
 - 1.2.4.5.2.2. Report and document results of spot checks (unit/office symbol) in the "status of airfield driving" section of AOB.
- 1.2.4.5.3. Annually inspect each unit ADP. AF Form 2519, *All Purpose Checklist*, prescribed by AFMAN 33-361, *Publishing Processes and Procedures*, will be used to document the inspection. Inspections should focus on program integrity and compliance with this ADI. Inspection results will be provided to the unit commander and briefed at the AOB. As a minimum, inspections will include:
 - 1.2.4.5.3.1. Unit Commanders responsibilities.
 - 1.2.4.5.3.2. Unit Airfield Driving Program Managers responsibilities.
 - 1.2.4.5.3.3. TDY personnel/Non-base assigned Contractors
 - 1.2.4.5.3.4. Training
 - 1.2.4.5.3.5. Miscellaneous. (e.g., AFVA 11-240, FOD, rotating beacons, airfield diagram, etc.)
- 1.2.4.6. Assist Wing Safety in the inspection of the unit ADP of the personnel that commit a runway incursion as part of the investigation defined in section 5.2.2.1.
 - 1.2.4.6.1. Emphasis will be placed on how the unit trained the individual and their compliance with the ADI.
 - 1.2.4.6.2. The results will be reported to the Unit Commander.
- 1.2.4.7. Develop a standardized ADPM Training Guide or electronic equivalent to conduct and document training on the following items:
 - 1.2.4.7.1. Unit ADPM duties and responsibilities.
 - 1.2.4.7.2. Runway incursion prevention.
 - 1.2.4.7.3. Governing Directives (e.g., AFMAN 24-306_IP, *Manual for The Wheeled Operator*, Chapter 25 and AFOSHSTD 91-100, *Aircraft Flightline – Ground Operations and Activities*, Chapter 6, AFI 21-101, etc.).
 - 1.2.4.7.4. Testing requirements.
 - 1.2.4.7.5. Color vision testing.
 - 1.2.4.7.6. Training requirements.
 - 1.2.4.7.7. Unit ADPM Continuity Binder.

1.2.4.7.8. Refresher training.

1.2.4.7.9. Reporting, enforcing and violation consequences.

1.2.4.7.10. Appointment of trainers.

1.2.4.8. Conduct semi-annual ADPM meetings to provide training, brief runway incursions, CMAVs, safety violations, changes to airfield driving procedures, etc. Additional meetings may be held when deemed necessary by the DAFM. Use a MFR to document meeting minutes and maintain a file copy IAW Air Force RDS, Table 33-46, Rule 15.01 and distribute to ADPMs. **Note:** This may also be briefed at the VCO/VCNCO meetings.

1.2.4.9. Develop ADHL's and/or utilize base paper, unit briefings, etc. to educate, inform and update personnel on pertinent up-coming construction, safety issues, changes to airfield status, etc. Disseminate ADHLs or articles to ADPM's on a monthly basis for unit distribution.

1.2.4.10. Conduct color vision testing using color chart approved by 1 Special Operations Medical Group (SOMDG). **Note:** Testing will be conducted by AM personnel only during initial training. AM is the only agency able to sign off this training online.

1.2.4.11. Maintain a DAFM Continuity Binder (or electronic equivalent) in the TAB format below. **Note:** Unit program information may be located in a single binder, or electronic equivalent. A DD Form 2861, **Cross-Reference**, prescribed by AFMAN 33-363, Management of Records may be used in a TAB to identify the location of the items listed below.

1.2.4.11.1. TAB A: Unit ADPM appointment letter(s).

1.2.4.11.2. TAB B: ADI.

1.2.4.11.3. TAB C: Annual Program Inspection Results.

1.2.4.11.4. TAB D: Unit ADPM Training Documentation.

1.2.4.11.5. TAB E: Current list of unit assigned airfield drivers.

1.2.4.11.6. TAB F: USAF Airfield Driving Computer Base Training (CBT), Training Curriculum, Test/Answer Key.

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

1.2.4.11.8. TAB H: Airfield Violations/Corrective actions.

1.2.4.11.9. TAB I: References (e.g., AFMAN 24-306_IP, *Manual for The Wheeled Vehicle Operator*, Chapter 25 and AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, Chapter 6., AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.

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

1.2.4.12. Coordinates on unit airfield driving lesson plans and tests.

1.2.4.13. Ensures unit ADPMs provide appropriate training to TDY personnel and Non-base assigned contractors based on type, location, timing and duration of work. See paragraph 2.8 for additional information.

1.2.4.14. Provides classroom training/briefing upon request from the Unit Commanders.

1.2.4.15. Participates in the RIPWG.

1.2.4.16. Provides unit ADPM a standardized spreadsheet or can use to the Airfield Driving online database to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, office symbol, AF Form 483 certificate number, restrictions (e.g., daytime or limit access) and refresher training due date.

1.2.4.17. Coordinates with Security Forces and Safety to determine the best method to obtain and document statements from CMAV and Runway Incursions.

1.2.4.18. Validate vehicle passes/decals at least annually.

1.2.5. Unit Airfield Driving Program Managers Responsibilities.

1.2.5.1. Appointed in writing by unit commander and trained by the DAFM.

1.2.5.2. Minimum ADPM grade for ADPM: SSgt, 7-level or above (or civilian equivalent). Group Commanders or equivalents, are delegated authority to waive this requirement due to manning constraints/personnel shortages.

1.2.5.3. Both primary and alternate ADPMs will be certified to drive on the airfield. ADPMs will only be trained and qualified to operate in the CMA if their unit requires access for mission essential duties.

1.2.5.4. Develop and conduct unit airfield driver's training program IAW this instruction and applicable directives given by the DAFM.

1.2.5.5. Attend DAFM meetings/briefings and annual refresher training.

1.2.5.6. Notify the Unit Commander and DAFM in writing after revoking an individual's airfield driving privileges.

1.2.5.7. Schedule replacement ADPM training with the DAFM at least 30 days prior to relinquishing duties.

1.2.5.8. Conduct a semiannual self-inspection (checklist provided by DAFM) of the unit's ADP. Supplemental inspections should be conducted when a change in ADPM occurs. **Note:** Units are encouraged to add checklist items specific to their organizational needs.

1.2.5.9. Ensure unit personnel have a valid stateside driver's license and are qualified to drive the vehicle(s) they will operate on the airfield, including contractor owned/leased vehicles. This includes any other additional training required to operate vehicles in various field conditions (e.g. blackout or Night Vision Devices (NVD), Mission Oriented Protective Posture (MOPP) gear, etc).

1.2.5.10. Maintain records, associated forms, and listing of all unit personnel authorized to drive on the airfield including: name, grade, unit/office symbol, AF Form 483

certificate number, date of issue, date of refresher/refresher due date, and restrictions. Update the authorized drivers listing as required and provide the DAFM a quarterly update.

1.2.5.11. Ensure all unit personnel required to drive on the airfield complete all training through the Online ADP located at <https://private.amc.af.mil/ADTP/Login.aspx>. If unable to access the online database due to non-CAC (Common Access Card) holders or other circumstances, the ADPM will administer a paper copy of the material to those individuals needing airfield driver's training.

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

1.2.5.12.1. Schedule personnel that will drive on the CMA for color vision testing IAW the ADI.

1.2.5.12.2. Ensures AF Form 483 for unit personnel who are not trained and certified to drive at night indicates restricted access (e.g., "DAYLIGHT ONLY" or (D) in the restrictions). If the individual later requires driving on the airfield at night, ensure practical airfield familiarization training and a practical driving test is conducted and documented.

1.2.5.13. Ensures designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving test on unit personnel prior to issuance of an AF Form 483. Ensures unit personnel authorized to drive on the CMA have completed all the required training and AF Form 483 is annotated "CMA Access" or (C) in the restrictions by AM.

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

1.2.5.15. Ensures deploying personnel are fully trained and possess a valid AF Form 483 for airfield driving.

1.2.5.16. Conducts and documents annual refresher training on unit airfield drivers. **Note:** Document completion of refresher training on the reverse side of the individual's AF Form 483. Maintain a copy of the most current refresher training completion date on file through the unit's online Airfield Driving database.

1.2.5.17. Ensure temporary duty (TDY) personnel being sponsored by their unit possess a valid AF Form 483 from their home station, or fellow service/DoD equivalent. Brief TDY personnel on local airfield driving procedures, and conduct an airfield orientation. Send briefing sheet with individual's information to the DAFM. Advise DAFM when TDY personnel have re-deployed.

Note: TDY units/personnel will not be authorized to access the CMA without an escort and/or approval by Airfield Management (AM).

1.2.5.18. Ensure each airfield vehicle operator knows and complies with all airfield signs, markings and ATC Tower signals and has an AFVA 11-240, *Airport Signs and Markings* signal decal prominently displayed in the vehicle and easily seen by the driver. Ensure all vehicles that drive in the CMA have AFVA 13-222, Runway/Controlled

Movement Area Procedures, readily available. **Note:** These decals may be affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

1.2.5.19. Ensure their unit is aware of any airfield information distributed through the ADHLs.

1.2.5.20. Maintains an ADP Continuity Binder in the TAB format outlined in paragraph 1.2.4.11. **Note:** When approved by the DAFM, contents from a TAB may be maintained in another location or electronically. Use the DD Form 2861 to identify location. **Note:** ADI, Airfield Drivers Training and Certification letter, training curriculum, training references, (e.g., AFMAN 24-306, Chapter 25, AFOSHSTD 91-100, Chapter 6, AFI 21-101, *Aircraft and Equipment Maintenance Management*) Airfield Driving Highlights, miscellaneous information, and a list of unit assigned airfield drivers is maintained in the airfield driving database.

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

1.2.5.22. Conducts random spot checks each quarter for enforcement and compliance with the ADI. At a minimum, spot check will include the validation of AF Form 483, current AF Visual Aids (e.g., AFVA 11-240, AFVA 13-222) and to ensure a current local airfield diagram is available in the vehicle. Correct all discrepancies noted.

1.2.5.23. Provides classroom training for trainees. **Note:** Trainers can perform this duty.

1.2.5.24. Maintains current and accurate training and testing materials.

1.2.5.25. Participates in the RIPWG.

1.2.6. Airfield Management (AM) Responsibilities.

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

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

1.2.6.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the ATC Tower or through the monitoring of radio frequencies. Document corrective actions in the AF Form 3616, Daily Record of Facility Operation.

1.2.6.4. The AFM, DAFM, or Non-Commissioned Officer In Charge (NCOIC), Airfield Management Operations will sign off the airfield driving requirement on any pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF Form 483 for airfield driving.

1.2.6.5. Imposes and publishes restricted driving routes as required.

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

1.2.6.6.1. Escort individuals off of the airfield.

1.2.6.6.2. Confiscate individuals AF Form 483.

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

1.2.6.6.4. Document and report the incident to the DAFM, AFM and AOF/CC.

1.2.6.6.5. Participates in the RIPWG.

1.2.7. The 1st Special Operations Security Forces Squadron (SOSFS) Responsibilities.

1.2.7.1. Monitor and enforce vehicle operations on Hurlburt Field airfield IAW this instruction.

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

1.2.7.3. Enforces all traffic rules and directives on the airfield.

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

1.2.7.5. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM. Stays with the violators until AM responds.

1.2.7.6. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations.

1.2.7.7. Provides assistance when requested by AM or the ATC Tower to apprehend airfield driving violators and remove unauthorized persons from the airfield.

1.2.7.8. Participates in the RIPWG.

1.2.8. Control Tower Responsibilities.

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

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

1.2.8.3. Provide access to light gun signals for training/testing in support of ADI requirements.

1.2.8.4. Control vehicles operating on the airfield IAW FAAO 7110.65, *Air Traffic Control*, AFI 13-204V3, *Airfield Operations Procedures and Programs*, HFI 13-201, *Airfield Operational Procedures/Air Traffic Control/Airfield Management*, and this instruction.

1.2.8.5. Participates in the RIPWG.

1.2.9. 1st Special Operations Wing Safety (SOW/SE) Responsibilities.

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

1.2.9.2. Review lesson plans and testing materials prior to implementation.

1.2.9.3. Assist AM with investigations of airfield driving incidents (as required).

1.2.9.3.1. Processes AF Form 457, *USAF Hazard Report*, prescribed by AFI 91-202, and AF Form 651, *Hazardous Air Traffic Reports*, prescribed by AFI 91-202, as Class E safety events for CMA violations IAW AFI 91-202, and AFI 91-204, *Safety Investigation and Reports*, and *Aviation Safety Investigation and Reports*.

1.2.9.3.2. Provide a copy of processed AF Form 457s/651s to the AOF/CC.

1.2.9.4. Reviews CMA violations for trends.

1.2.9.5. Assist the DAFM IAW paragraph 1.2.4.6.

1.2.9.6. Participates in the RIPWG.

1.2.10. 1st Special Operations Medical Group (SOMDG) Responsibilities.

1.2.10.1. Train AM personnel to conduct color vision screening using Ishihara Pseudo Isochromatic Plates 1 (PIP 1). **Note:** Optometry will provide training for color vision screenings, responsibility for purchasing equipment lies with AM.

1.2.11. Unit Airfield Driving Program Trainers Responsibilities.

1.2.11.1. Attend or have previously attended the AF Training Course.

1.2.11.2. Appointed and certified in writing by unit ADPM to train personnel on local airfield driving procedures.

1.2.11.3. Must be certified to drive on the airfield. Final Certification: The Airfield Manager, DAFM, and other designated AM representatives are responsible for signing AF Form 483 on the initial training after completion of unit training and final test.

Chapter 2

TRAINING CRITERIA

2.1. General.

2.1.1. All base assigned (e.g. military, DoD, contractor, civilian, etc.) personnel operating a vehicle on the airfield must complete airfield driving training and testing requirements outlined in this instruction. **Note:** AFSC or career field training is not a substitute for completion of airfield driving training and testing requirements (e.g. aircraft maintenance, aircrew, fire department, security forces, transportation, etc.).

2.1.1.1. Unit Commanders approval and possess a valid (current) drivers license and/or certification to operate a privately, government, contractor-owned, or leased vehicle.

2.1.1.2. Complete the Airfield Driving CBT (ADLS website).

2.1.1.3. Possess an AF Form 483 endorsed for airfield driving at Hurlburt Field.

2.1.2. AM does not provide airfield escorts for personnel requiring access to the airfield. If escorts are required, the agency sponsoring the individuals or event is required to provide qualified escorts. Personnel acting as an escort must be authorized and certified to drive on the airfield in the duties they are about to perform (CMA or Non-CMA). Sponsoring unit (escort) must maintain positive control of all personnel working on or near the airfield and all persons within their group.

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

2.1.4. All training and documentation will be completed on the Airfield Driving database at <https://private.amc.af.mil/ADTP>.

2.2. Online Database Population. (Step 1).

2.2.1. All personnel requiring Hurlburt Field airfield driving certification will upload their personal information into the Airfield Driving database.

2.3. Initial Airfield Driver's Training. (Step 2).

2.3.1. Initial airfield driver's training will consist of material outlined on the Airfield Driving database. All personnel will complete electronic checklist IAW this ADI.

2.3.1.1. All items must be completed prior to unit ADPM's review/certification. If the trainee does not require access to the runway, the unit ADPM will need to annotate "Airfield" (A) as their restriction.

2.3.1.2. Unit personnel who are not trained and certified to drive at night must have their AF Form 483 restricted to "Daytime Only" (D). If the individual later requires training, the unit ADPM will conduct training and revise the individual's restrictions.

2.3.1.3. Any restrictions imposed on a civilian license (e.g., glasses required) must be complied with while operating on the airfield.

2.3.2. The qualified unit trainer is responsible for ensuring the trainee is trained on:

2.3.2.1. Classroom (HFI 13-213): All trainees must review HFI 13-213. Training must cover vehicle operating principles as well as local airfield layout. Ensure special attention is placed on CMA markings and procedures. Trainees must be familiar with operating procedures in this instruction before completing day and/or night airfield orientation training.

2.3.2.2. Day Airfield Orientation Training (Orientation/Practical): At a minimum, the practical airfield drivers' training involves taking individuals out on the airfield to show them how to get to and from their work areas. In addition to general procedures in this instruction, emphasis should be placed on vehicle operating procedures in the vicinity of aircraft and the airfield layout. Ensure markings used to define the boundaries of the CMA (markings and signs) are emphasized. Also, ensure proper radio phraseology is trained if getting CMA qualified. During day orientation previously experienced airfield drivers need to be shown the VFR/Instrument hold lines, airfield complexity/layout, CMAV trends, work routes, speed limits and any pertinent information concerning each unit.

2.3.2.3. Night Airfield Orientation Training (Orientation/Practical): At a minimum, nighttime airfield orientation training must include practical driving on the airfield during the hours of darkness. In addition to general procedures in this instruction, emphasis should be placed on airfield lighting and signs used to augment daytime airfield markings with continued focus on the CMA boundaries and proper radio phraseology.

2.3.2.4. CMA Practical training (CMA only): Trainee must complete two successful runway crossings with a qualified CMA trainer.

2.3.2.5. Airfield Driving CBT from ADLS (or paper equivalent): Must be accomplished within 365 days of the previous CBT completion date. The training is located on the ADLS website. For all contractors not possessing a Common Access Card (CAC) the unit ADPM may administer a paper copy with test and maintain the paperwork as CBT verification. **Note:** This process can be administered if the ADLS website is not working properly.

2.3.2.6. Light Gun recognition (CMA Only): During the practical night airfield orientation training, the trainer will request a light gun signal test with the ATC Tower to familiarize airfield drivers with light gun signal procedures. Non-CMA drivers complete this process during their CBT training.

2.3.2.7. Airfield Map: Individual must know the location of the runway, taxiways, aprons, perimeter road, airfield access points, etc. The final certification will be given during Step 4 of the online airfield drivers training.

2.3.2.8. Airfield Driving Slideshow: This slideshow is Hurlburt Field specific and emphasizes procedures outlined in this ADI.

2.3.2.9. Color Vision Screening:

2.3.2.9.1. AM will administer a color vision screening using the 1 SOMDG Optometry Clinic approved color distinction chart. This screening will be conducted after all authorized signatures and online training have been accomplished and prior to moving the individual to Step 3 in the online database. AM will sign off color

vision testing for the individual on the online database. **Note:** Testing will be performed and signed off by AM personnel online during initial training only.

2.3.2.9.2. Access to the CMA will not be granted without a passing color vision test. Individuals that fail the color vision test can be issued a limited access (L) on their AF Form 483 and/or be referred to 1 SOMDG Optometry Clinic for further screening.

2.3.2.10. AF Form 1313, Driving Record: ADPM will check driving record information located at 1 SOSFS prior to certification.

2.3.3. To gain access onto Eglin AFB and Duke Field, individuals must complete training for those bases during Step 2. Extra training can be conducted through the Airfield Driving database or one-on-one training with the UADPM. Training includes:

2.3.3.1. Eglin/Duke Field Airfield Driving slide show.

2.3.3.2. Eglin/Duke Field HFI 13-203, Airfield Driving.

2.3.3.3. Practical Day/Night time orientation for familiarization.

2.3.4. All training must be documented on the individuals AF Form 483 with both Eglin AFB (E) and Duke Field (D) under the individual's restrictions.

2.4. Airfield Driving Practice Test. (Step 3).

2.4.1. Completed at unit level by the ADPM.

2.4.2. Unit ADPM or their alternate will administer airfield drivers' pre-tests.

2.4.2.1. Units that require CMA access will have 5 communication test questions populated into their unit test that will be automatic failures if missed. 100% is needed on the communication questions to pass this portion of the pre-test.

2.4.2.2. Communication questions are in areas of basic communication principles, phonetic alphabet, Standard aviation phraseology, escort phraseology/rules, and simulation of radio communications between a vehicle operator and ATC Tower. (e.g, initial radio contact, crossing active runway, hold short instructions, etc.)

2.4.3. All training requirements are to be accomplished before airfield certification can be granted. All documentation and dates of instruction/orientations will be completed within 30 days of start date. Annual refresher will be conducted within 365 days of the previous CBT completion date, no later than the first day of the preceding month. Failure to complete annual refresher training will entail personnel incurring a violation IAW paragraph 5.4.3.6 of this instruction. **Note:** The AF Form 483 may be laminated. Personnel that are not able to complete refresher training due to deployment and/or TDY must complete it prior to driving on the airfield.

2.5. Airfield Driving Certification. (Step 4).

2.5.1. Airfield Test Administration and Certification.

2.5.1.1. AM, 1 SOSS/OSAB, will administer the final written test, map test and certification.

2.5.1.2. Test will comprise of 16 Airfield layout questions, 15 written questions comprised of general knowledge and runway incursion prevention.

2.5.2. Pass/Fail Requirements:

2.5.2.1. Test Scores. The minimum passing score is 80 percent on unit written test and 100 % on wing map test, 80% on the wing written test. Exception: Incorrectly answering Visual Flight Rule (VFR), Instrument hold line and runway incursion prevention questions are an all automatic failure regardless of overall percentage. **Note:** All wing written tests are consolidated on one test in the online database.

2.5.2.2. Individuals that fail either exam are automatically in review status with the unit ADPM for clarification/retraining.

2.5.3. Retesting (all tests):

2.5.3.1. First Time Failures: Receive additional training by the unit ADPM. Drivers may retest upon completion of additional training but no earlier than 24 hours from failure date.

2.5.3.2. Second Time Failures: Individual is sent to AM for further review. A letter must be routed to the DAFM from the unit ADPM requesting further training from AM. Drivers can be rescheduled for testing upon completion of additional training and the commander's endorsement letter, but no earlier than 7 days from the second failure.

2.5.3.3. Third Time Failures: Will not be granted driving privileges.

2.5.4. Final Certification: The Airfield Manager, DAFM, and other designated AM representatives are responsible for signing AF Form 483 on the initial training after completion of unit training and final test. Authority for signing must not be delegated outside of AM. AM will approve individual's restrictions after certifying IAW their duties on the airfield. CMA (C) restriction will only be given to those with all CMA training items completed. All Non-CMA drivers will be approved under Airfield (A), Ramp Only (R), TDY personnel (T), Non-Base Assigned Contractors (X), Daytime Only (D), Needs escort in CMA (N), or Limited Access (L) whichever is applicable.

2.6. Annual Refresher Training.

2.6.1. All refresher training is conducted through the online database and is the ADPM's responsibility.

2.6.2. This training consists of an AF CBT, any new procedural changes to the airfield, Runway Incursion Prevention Test and a review of the ADI. Unit ADPM's should track their individuals using their database tools to ensure standards compliance.

2.7. Renewing/Disposition of AF Form 483.

2.7.1. Annual refresher training will be documented on the reverse side of the AF Form 483 through the online database by the unit ADPM. After completion a new form will be printed with documented training completed.

2.7.2. Unit ADPM's will forward PCS/PCA/Separation personnel through the online database.

2.7.3. In the event of the loss of an AF Form 483, the member can print a new AF Form 483 through the online database under their account. This responsibility falls on the individual, not the unit ADPM.

2.8. TDY/Non-Base Assigned Contractor Personnel.

2.8.1. Prior to entering the airfield, visiting personnel must either complete airfield driver's training in their respective areas or be escorted by a vehicle driver (from their sponsoring unit) who possesses a valid AF Form 483.

2.8.2. Airfield familiarization will be comprised of, as a minimum, one daytime and one nighttime tour. For trainees who have never driven on an airfield, additional orientations are highly recommended before the practical test.

2.8.3. For large groups (e.g., 10 people or more) the sponsoring unit ADPM will accomplish all local training and briefings, then forward an informational copy of the sign-in roster and briefing to the DAFM.

2.8.4. For smaller groups (e.g., 9 people or less) the ADPM's will upload their personnel into the Airfield Driving database under their unit.

2.8.4.1. For tracking purposes, use the "Applications" icon and load TDY/Non-Base Assigned contractor personnel under "Create TDY" and contractors under "Miscellaneous".

2.8.4.2. TDY/Non-Base Assigned contractors must receive the TDY/Non-Base assigned contractor briefing prior to being issued "Airfield Only" access and a temporary AF Form 483. **Note:** CMA access will not be granted unless the individual is trained and possess two-way communication capabilities with the ATC Tower.

2.8.5. DAFM will provide the TDY/Non-base assigned contractor briefing guidance to the ADPM through the Airfield Driving online database.

2.8.6. TDY personnel will be annotated in the database as (T) restriction.

2.8.7. Non-base assigned contractors will be annotated in the database as (X) restriction.

2.8.8. DAFM will maintain a copy of this training IAW Air Force RDS, Table 33-42, Rule 04.00.

Chapter 3

OPERATING PROCEDURES AND STANDARDS

3.1. Airfield Diagram (See Attachment 2).

3.2. Vehicle Operations.

3.2.1. Using the airfield for convenience is prohibited. Do not use the airfield as a short cut when there are accessible roads off of the airfield.

3.2.2. Runway crossings are restricted and limited to mission essential operations only. No vehicle will cross the runway when the perimeter road could be used. The perimeter road is designated as the primary means for all traffic to gain access to facilities on the North and South sides of the runway.

3.2.3. No vehicle or pedestrian will enter the CMA without approval from the ATC Tower.

3.2.4. All vehicles will stop prior to entering the airfield or crossing a taxiway and determine visually that the way is clear before proceeding. Aircraft have the right of way at all times. Vehicles will never overtake or pass a taxiing aircraft.

3.2.5. With the exception of a Transient Alert "FOLLOW ME" vehicle, no vehicle will be driven into the path of a taxiing aircraft. Never drive a vehicle between a "FOLLOW ME" vehicle and an aircraft, a marshaller and an aircraft, or a fire truck, and an aircraft when the fire truck has its emergency lights on.

3.2.6. When driving on the airfield, drivers will follow the basic rules of the road. Random travel on the airfield is not authorized. Vehicles traveling on taxiways and aprons will not drive on the center/taxi lines unless performing official duties.

3.2.7. No vehicle will be driven within 50 feet of any fueling/refueling operation unless specifically authorized by a directive.

3.2.8. Helicopters operate (hover and ground taxi) on taxiways. It is important that drivers "look up" as much as out when driving in helicopter operating areas. Drivers must be familiar with designated helicopter operating areas on Hurlburt Field.

3.2.9. Any disabled vehicle on the airfield will be immediately reported to AM. When a vehicle has a malfunction that prevents operation under its own power, every means will be used to alert taxiing aircraft in the vicinity. At a minimum, the ground vehicle operator will:

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

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

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

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

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

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

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

3.2.9.6. The driver will establish contact with an applicable control center and the owning unit must coordinate vehicle removal.

3.3. Controlled Movement Area (CMA) Procedures. All vehicles and personnel must obtain ATC Tower permission prior to entering the CMA and maintain direct two-way radio communications with the ATC Tower while in the CMA. After exiting the CMA, drivers will inform the ATC Tower that they are off the CMA. When operating around the CMA, **the vehicle operator must verbally acknowledge all hold short instructions.** See Table 4.2 for proper radio terminology. See Attachment 2.4 for high potential or history of CMAVs.

3.3.1. Hurlburt Field consists of two CMA areas (depicted in Attachment 2):

3.3.1.1. Runway 18/36: The CMA is the paved surface of the runway and overruns, the paved surface between the taxiway hold lines and the runway, and the infield area within 75' of the east/west edges of runway (Attachment 2).

3.3.1.2. Landing Lane 18H/36H: The landing lane CMA is the paved surface of the landing lane, the paved surface between the taxiway hold lines and the landing lane, and the infield/overrun within 75' of the north and west paved landing lane edges.

3.3.1.3. When the INST vehicle control lights are illuminated RED, any area on the runway side of the INST hold lines are considered part of the CMA (Figure 3.13.2).

Note: Personnel and vehicles operating in the controlled movement area require tower approval and must maintain two-way radio contact with the tower at all times. Vehicles may not proceed past the instrument hold line unless approved by the Tower.

3.3.1.4. Non-CMA: All aircraft parking ramps, taxiways, and apron areas inside the airfield perimeter fence to include all access roads and perimeter road.

3.3.2. Vehicle traffic on the CMAs must be kept to the absolute minimum required for mission support. Routine traffic not requiring CMA access (e.g. not on the CMA for an inspection, emergency, etc.) must utilize perimeter road. If vehicle crossing of a CMA is required during flying operations, the preferred crossing point is the departure end.

3.3.3. Vehicles operating in the CMA must be equipped with and use a rotating beacon and/or hazard/warning flashers. Vehicles operating in the CMA on a daily basis should have a permanent radio mounted in the vehicle to communicate with the ATC Tower. A hand-held radio should only be used as a backup or when communication is required outside the vehicle. **Note:** Conduct an operational test of the radio before entering the airfield.

3.3.4. CMA Communications and Radio Procedures/Communication.

3.3.4.1. Before contacting Ground Control, operators will look in all directions to verify no aircraft are on final, ready for takeoff, or in the local traffic pattern.

3.3.4.2. Personnel will contact the ATC Tower (call sign “Hurlburt Ground”) via the base land mobile radio Ramp Net and continuously monitor the Ramp Net while within the CMA.

3.3.4.3. Based on traffic, Ground Control may not respond to requests when aircraft are within five miles of the airfield or ready for departure. Exceptions: Fire Department, Airfield Management, Barrier Maintenance, Supervisors of Flying, BASH teams, and Transient Alert.

3.3.4.4. Vehicles will only use approved call signs as described in Attachment 4. AM may approve temporary call signs in coordination with the ATC Tower on a case-by-case basis. **Note:** Do not use a call sign that is also a part of ATC phraseology such as “Taxi”.

3.3.4.5. Blanket clearance will not be approved by ATC.

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

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

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

3.3.4.9. Radio Phraseology.

3.3.4.9.1. Radio transmissions are monitored by AM and the ATC Tower at all times. Violating radio phraseology requirements can result in loss of driving privileges. See Table 4.2 for defined phraseology terms.

3.3.4.9.2. All radio communications will be kept to the minimum required for mission accomplishment.

3.3.4.9.3. The words “CLEAR”, “CLEARED” or “CLEARANCE” will never be used by vehicles or personnel on the radio. These words are reserved for communication between the ATC Tower and aircraft. **Exception:** Vehicle operators may reply “Loud and Clear” in response to an ATCT request for radio transmission quality or clarity.

3.3.4.9.4. It is mandatory that all “HOLD SHORT” or “PROCEED” instructions issued by the ATC Tower are acknowledged and read back verbatim. A vehicle/pedestrian will not enter the CMA until instructions issued by the ATC Tower are read back. Vehicle operators and pedestrians must listen carefully and repeat ATC Tower instructions as they understand them. **Note:** If there is uncertainty or confusion

about tower's instructions, request tower to repeat or explain clearly. If additional instructions are unclear, exit the CMA immediately and advise tower when out of the CMA. Personnel must monitor the frequency once approved on the CMA.

3.3.4.9.5. Always ensure radios are keyed prior to beginning the transmission to prevent parts of the communications being cut off. Also ensure that the radio mike does not have wind blowing into or across it while transmitting.

3.3.4.9.6. Normal communication sequence:

3.3.4.9.6.1. Call sign of station being called (who you are calling).

3.3.4.9.6.2. Your call sign (who you are).

3.3.4.9.6.3. Your location (where you are).

3.3.4.9.6.4. Your request (what your intentions are).

3.3.4.9.7. Sample communication sequence:

3.3.4.9.7.1. Airfield 3: "*Hurlburt Ground, Airfield 3.*"

3.3.4.9.7.2. Hurlburt Ground: "*Airfield 3, Hurlburt Ground.*"

3.3.4.9.7.3. Airfield 3: "*Ground, Airfield 3 at Taxiway Delta, request permission to cross the runway to Taxiway Delta East.*"

3.3.4.9.7.4. Hurlburt Ground: "*Airfield 3, Ground. Proceed across runway 18 from Taxiway Delta to Taxiway Delta East and report when off the runway.*"

3.3.4.9.7.5. Airfield 3: "*Ground, Airfield 3 proceeding across runway 18 from Taxiway Delta to Taxiway Delta East and will report when off.*"

3.3.4.9.7.6. Airfield 3: "*Ground, Airfield 3 is off the runway at Taxiway Delta East.*"

3.3.4.9.7.7. Hurlburt Ground: "*Airfield 3, Hurlburt Ground copies. Remain off.*"

3.3.4.9.7.8. Airfield 3: "*Ground, Airfield 3 will remain off.*"

Table 3.1. Commonly Used Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear	Question relating to the quality of the transmission or to determine how well

me?	the transmission is being received.
Immediately or without delay	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

Table 3.2. Phonetic Aviation Alphabet.

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

3.3.4.9.8. **Always read back instructions verbatim before taking any action** and allow time for correction, if misinterpreted. If you are unsure what the controller has transmitted, or if you do not understand an instruction, you **MUST** ask the controller

to repeat it. Good communications only occur when each party knows and understands what the other is saying.

3.3.4.9.9. Vehicle operators must always acknowledge all communications so ATC Tower and other persons know that the message was received.

3.3.4.9.10. Vehicle operators must always give aircraft and ATC Tower transmissions priority unless an emergency exists.

3.3.5. Procedures for Radio failure:

3.3.5.1. In the event of radio failure the ATC Tower may need to recall personnel and vehicles to a safe distance from the runway or other movement area. If on the runway the ATC Tower will flash runway edge lights on and off. If that does not work the tower will use the light gun as a back-up measure. If these procedures do not work, the ATC Tower will notify AM for assistance. Personnel/vehicles should immediately exit the runway/movement area when instructed and remain off. Contact ATC Tower or AM immediately and advise off the runway and include any pertinent information that might affect safe runway operations. Report incident to AM immediately.

3.3.5.2. If a vehicle operator experiences a radio failure while on a CMA, the operator will vacate the CMA at the nearest exit point and notify the ATC Tower or Airfield Management via land-line or cellular communications.

3.3.5.3. If radio failure occurs and cellular communications are not available, after vacating the CMA the vehicle operator will turn the vehicle towards the ATC Tower and start flashing the vehicle headlights. Wait for the ATC Tower to signal via the light gun.

3.3.6. Radio Techniques.

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

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

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

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

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

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

3.3.7. Escorts will request permission to proceed by using their call sign, the term “plus,” and the number of vehicles to be escorted.

3.3.8. During periods when airfield operations are suspended or the ATC Tower is not manned, only emergency vehicles responding to an emergency and aircraft tows are permitted to cross the runway. All other vehicles must utilize perimeter road.

3.4. Restricted and Controlled Areas.

3.4.1. The Hurlburt Field airfield is a Controlled Area.

3.4.2. Restricted Areas.

3.4.2.1. All restricted area aircraft parking ramps are defined with a red line (Attachment 2). The compass rose and the flare ramp become restricted areas when an aircraft requiring restricted access is placed on them. Restricted areas can also be found in some hangars and wash racks.

3.4.2.2. Solid red lines painted on the pavement identify restricted areas. Only use authorized Entry Control Points (ECP) to enter a restricted area. ECPs are identified by painted black boxes on the pavement, outlined by a red line, with white diagonal lines across the box (Figure 3.1).

Figure 3.1. Entry Control Point



3.4.3. Airfield Entry Points have motorized gates for airfield security.

3.4.3.1. All drivers operating motorized vehicles within the Controlled Area must be in possession of a valid Hurlburt Field certified AF Form 483 or be escorted by an airfield driving certified vehicle operator.

3.4.3.2. Certification of airfield driving qualifications and possession of an AF Form 483 constitutes permission to access and operate a vehicle within the Controlled Area. However, operators require an AF Form 1199D, USAF Restricted Area Badge for Restricted Area access.

3.5. Vehicle Parking and Chocking.

- 3.5.1. At no time will vehicles drive or park on the shoulders of runways, taxiways, or aprons.
- 3.5.2. Unattended vehicles are not authorized within the CMAs or clear zones at any time.
- 3.5.3. When on the airfield accomplish the following:
 - 3.5.3.1. Ensure the vehicle is turned off and keys are left in the ignition.
 - 3.5.3.2. Place the gear selector of automatic transmission vehicles in park. Place standard shift vehicles in reverse or low gear.
 - 3.5.3.3. Set the parking brake.
 - 3.5.3.4. Leave doors unlocked.
 - 3.5.3.5. Vehicles not equipped with an internal braking system will have chocks placed both in front and behind one of the rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles. **Note:** Vehicles without an operational integral parking brake system must be chocked to prevent movement.
- 3.5.4. When a vehicle is parked and unattended at night, the parking lights and/or emergency flashers will be turned on. **Note:** Flashing lights or parking lights will be used at night when vehicles are temporarily parked on any part of the aircraft ramp. This does not apply if vehicles are parked in a designated area.
- 3.5.5. No vehicle may be left parked and unattended with the engine running except the following:
 - 3.5.5.1. Aircraft servicing support vehicles requiring the vehicle engine to operate as a power source for auxiliary components. The parking brake will be set, transmission placed in neutral (manual transmission) or park (automatic transmission) and the wheels chocked.
 - 3.5.5.2. Aerospace Ground Equipment (AGE) towing vehicles may be placed in neutral and left running while the driver completes hookup operations. **Note:** Drivers must shut off the vehicle, set the parking brake, and place the vehicle in park or reverse if they do not drive off with the AGE equipment immediately following hookup.
 - 3.5.5.3. Emergency response vehicles that must remain in operation at the scene of an emergency. Emergency response vehicles will have the parking brake set, the transmission in neutral or park, and the rear wheels chocked when the driver's seat is not occupied. The vehicle may be running if it needs to conduct operations with the engine on.
- 3.5.6. When a vehicle is backed towards an aircraft a spotter will be posted and pre-positioned wheel chocks will be used to prevent vehicles from striking the aircraft. The spotter will pre-brief the operator on the standard signals used.
- 3.5.7. Never park a vehicle pointed at an aircraft. Park vehicles with the driver's side door toward the aircraft.

3.5.8. Vehicles parked at the side of an aircraft must be positioned clear of the wing tips or rotor blades and visible to aircraft cockpit personnel.

3.5.9. Vehicles will not be parked or stopped directly in front of or behind an aircraft loaded with forward firing ordnance.

3.5.10. Vehicles will not be parked within 25 ft of any aircraft except as authorized for operations (e.g.: unloading, loading, servicing, towing, etc.).

3.5.11. Vehicles will not travel under the rotor tip path (moving or stationary) of rotary wing aircraft.

3.6. Vehicle Speed Limits.

3.6.1. Vehicles will be operated at speeds reasonable for existing traffic, road, or weather conditions and within the published speed limits.

3.6.2. Twenty-five (25) miles per hour (MPH) speed limit applies to Perimeter Road between East Ramp and West Ramp.

3.6.3. Fifteen (15) MPH speed limit applies to:

3.6.3.1. General purpose vehicles operating/airfield access gates within the airfield environment, excluding perimeter road.

3.6.3.2. On all taxiways.

3.6.3.3. Vehicles towing one piece of equipment or towing AGE, such as compressors, ground power units, oxygen carts, and similar equipment.

3.6.3.4. Driving within the parking and ramp areas on the East and West Ramp (no closer than 25 feet of an aircraft).

3.6.3.5. Vehicles traveling on designated vehicle driving lanes closer than 200 feet of a parking ramp. Vehicles traveling on designated vehicle driving lanes through the airfield except those outlined in paragraph 3.6.2.

3.6.4. Ten (10) MPH speed limit applies to:

3.6.4.1. Special-purpose vehicles.

3.6.4.2. Vehicles towing two pieces of equipment.

3.6.4.3. Any vehicle operated with night vision devices or operating during blackout conditions.

3.6.4.4. Vehicles towing a hitched trailer.

3.6.5. Five (5) MPH speed limit applies to:

3.6.5.1. Vehicles operating within 50 feet of a facility (e.g., hangar, building etc.).

3.6.5.2. Vehicles towing an aircraft.

3.6.5.3. Vehicles operating within 25 feet of any aircraft.

3.6.6. Two (2) to 4 MPH speed limit applies to vehicle parking areas on the airfield.

3.6.6.1. Adjacent to Commando Hangar (building 90816)

3.6.6.2. Airfield side of Airfield Management (building 90729)

3.6.6.3. North side of 16 Hangar (building 90032)

3.6.6.4. Airfield side of building 90030.

3.6.6.5. In-between Freedom Hangar (building 91262) and Independence Hangar (building 91266) on the East Ramp.

3.6.7. Vehicles responding to aircraft maintenance problems are not authorized to exceed these limits IAW AFOSHSTD 91-100, 6.4.1.

3.6.8. Speed limit exceptions are:

3.6.8.1. Vehicles responding to an emergency (Fire Department, SFS, Ambulances, or AM vehicles) with emergency lights flashing. Vehicle operators must use sound judgment and only operate at a speed prudent for existing conditions. Vehicles will not automatically assume right-of-way. All emergency response vehicles must have direct two-way radio contact with and have approval from the ATC Tower prior to entering the CMA.

3.6.8.2. Transient Alert vehicles positioning for a "FOLLOW ME" operation.

3.6.8.3. AM personnel in the performance of official duties.

3.6.8.4. Bird Control teams during wildlife dispersal operations.

3.6.8.5. Any time ATC Tower directs a driver to "expedite" or directs a vehicle with the term "immediately". Once vehicle is clear of aircraft operation, they will resume normal speed limits.

3.6.8.6. All motorized vehicles/equipment (e.g., mules, golf carts, all-terrain vehicles, etc.) will comply with established vehicle speed limitations at all times.

3.6.8.7. The runway has no speed limit but drivers should not operate at a speed that will put an individual, vehicle and/or aircraft at risk.

3.7. Jet Blast.

3.7.1. Jet Blast areas are depicted on Attachment 2.5 and as follows:

3.7.1.1. Alpha thru Charlie rows have small propelled aircraft.

3.7.1.2. MI row and East Ramp have a significant amount of rotor wash from helicopter and tilt-rotor aircraft.

3.7.1.3. Echo, Foxtrot, Golf, and Lima thru November rows have large propelled aircraft.

3.7.1.4. Hotel thru Kilo rows, East Ramp, Hazardous Cargo, and Flare Ramp are transient/operational needs areas where aircraft/helicopters conduct operations on a case-by-case basis.

Note: Use caution when operating vehicles around aircraft with engines running.

3.7.2. All aircraft: Do not operate a vehicle closer than 200 ft behind or 25 ft in front of any aircraft with engines running.

3.7.3. Rotary wing aircraft: Do not operate a vehicle closer than 100 ft of any rotary wing (helicopter and/or tilt-rotor) aircraft with engines running.

3.8. Immediate Vicinity of Aircraft.

3.8.1. Circle of Safety: Do not operate a vehicle within 25 ft of a parked aircraft unless the vehicle is involved in maintenance or loading procedure necessary for operations (see paragraph 3.5.12).

3.8.2. Do not operate a vehicle closer than 200 ft in front of or behind a moving aircraft.

3.9. Emergency Vehicle Operations.

3.9.1. Emergency Response Vehicles are required to respond to aircraft or airfield emergencies. The primary emergency response vehicles include, but are not limited to Fire Department, Crash recovery, Airfield Management. The secondary emergency response vehicles include, but are not limited to: Security Forces, Safety, Ambulance, Mobile Wing Operations Center, and Transient Alert.

3.9.2. Follow-on/support response agencies are required to standby in a pre-determined designated area until called forward by the Fire Chief or Incident Commander.

3.9.3. Emergency response vehicles must have approval from ATC Tower prior to entering the CMA.

3.9.4. Non-emergency vehicles must give way to all emergency response vehicles.

3.9.5. Emergency response may require emergency vehicles to enter/exit the restricted area at other than designated entry points. When feasible, prior to crossing a red restricted area line, vehicle operators should coordinate intentions with Security Forces.

3.9.6. Vehicles responding to emergencies are required to operate flashing lights, rotating beacons or hazard/warning flashers.

3.10. Aerospace Ground Equipment (AGE) Operations.

3.10.1. AGE or support equipment must be placed within the dashed lines or between the dashed lines and the parked aircraft the equipment is being used on. The yellow dashed lines indicate wing tip clearance from an aircraft utilizing the adjacent taxiway/taxi lane lead-in line.

3.11. Restricted Visibility or Night Operations.

3.11.1. Poor weather conditions (e.g., heavy rain, fog, etc.) might obscure visual cues, roadway markings, and airfield signs. Vehicle operators must remain vigilant of their surroundings and operating boundaries.

3.11.2. Flashing lights or parking lights will be used at night when vehicles are temporarily parked on any part of the aircraft ramp. This does not apply if vehicles are parked in a designated parking area.

3.11.3. Vehicle operators will exercise caution to ensure headlights do not point toward taxiing aircraft or towing operations to avoid blinding operators.

3.11.4. INST lights will be illuminated on taxiway foxtrot when instrument flight rules apply. Drivers must hold short at INST markers until lights have been turned off by the ATC Tower.

3.11.5. When visibility is less than 300 ft, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the 1 SOW/CC.

3.11.6. When visibility is less than 100 ft, no vehicles (except emergency vehicles as defined in paragraph 3.8) will operate on the airfield. Flashing lights will be used on all vehicles temporarily parked on the aircraft ramps during periods of lowered visibility.

3.11.7. When visibility is less than 50 ft, it is recommended that a walking guide, equipped with a flashing or luminescent wand, be used during emergency vehicle movement.

3.12. Daytime Running Lights.

3.12.1. Daytime running lights will not hinder aircraft operations. If daytime running lights are operating at night, do not point them in the direction of an approaching aircraft.

3.12.2. Vehicles operating with daytime running lights are prohibited from operating in blackout areas.

3.13. Air Traffic Control (ATC) Tower Light Gun Signals.

3.13.1. ATC Tower may use light gun signals (See Figure 3.2) to instruct vehicle operators when radio contact is lost or in question. All airfield drivers must be trained and familiar with light gun signals. CMA drivers must conduct a Light Gun Signal Test with the ATC Tower prior to certification.

3.13.2. Light gun signals, and their meaning, are as followed and depicted on figure 3.2.

3.13.2.1. Steady Green Light: "Cleared to cross", "Proceed", "Go".

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

3.13.2.3. Flashing Red Light: "Clear active taxiway/runway".

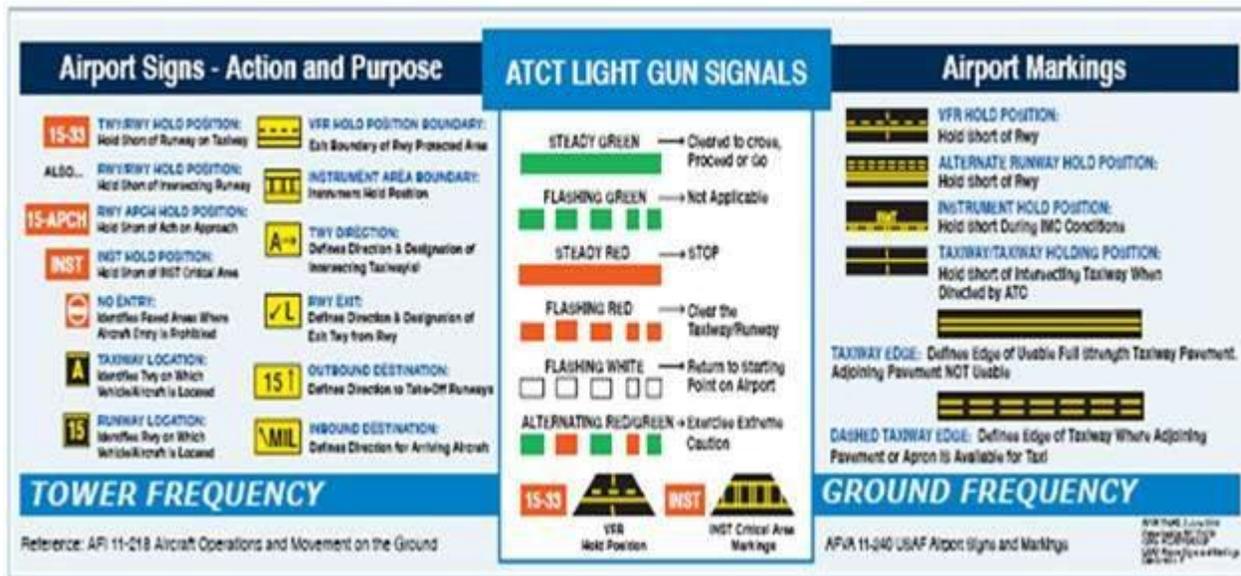
3.13.2.4. Flashing White Light: "Return to starting point".

3.13.2.5. Red and Green Light: "General warning. Exercise extreme caution."

3.13.2.5.1. During alerts and emergency conditions all non-essential personnel within the CMA will withdraw to AM or their work control center until the emergency is terminated. ATC Tower will notify personnel within the CMA to vacate the CMA immediately. If communication cannot be established between ATC Tower and personnel the ATC Tower will notify AM to respond to remove individuals within the CMA.

3.13.2.5.2. The withdrawal of contractors will be at the discretion of AM.

Figure 3.2. AFVA 11-240 USAF Airports Signs and Markings.



3.14. Description and Location of Runway/Taxiway Lighting, Markings and Signage.

3.14.1. Airfield Lighting:

3.14.1.1. Taxiway lights consist of blue lights located on the shoulders of active taxiways.

3.14.1.2. Runway edge lights consist of white lights on the shoulders along the edge of the runway. **Note:** The last 2000' of landing runway edge lights are amber.

3.14.1.3. Ramps are illuminated by flood lights throughout the airfield.

3.14.2. Airfield markings.

3.14.2.1. Taxiway markings consist of a yellow centerline stripe and may include double yellow edge stripes.

3.14.2.2. Runway markings consist of retro-reflective white threshold markings, dashed centerline stripes, edge stripes, and fixed distance markers.

3.14.2.3. CMA/ILS hold lines.

3.14.2.3.1. Visual Flight Rule (VFR) hold lines can be found on all taxiways leading to the runway and landing lane (See Figure 3.3.).

3.14.2.3.1.1. VFR hold lines consist of two parallel rows of dashed yellow lines and two rows of solid yellow lines. These hold lines are outlined in black to enhance visual identification. See Attachment 2 for location.

3.14.2.3.1.2. The solid portion of the paint scheme denotes the runway side of the line. Ensure you are on the correct side when calling the ATC Tower.

Figure 3.3. Visual Flight Rules (VFR) Hold line.

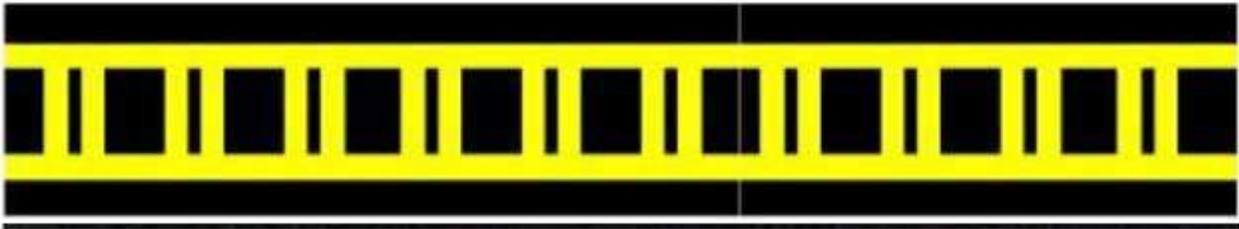


3.14.2.3.2. An Instrument (INST) hold line is located on Taxiway Foxtrot protecting the Instrument Landing System (ILS) and the Primary Obstacle Free Zone (POFZ) (See Figure 3.4).

3.14.2.3.2.1. An INST hold line is comprised of two parallel yellow lines with double lines running perpendicular across the taxiway surface.

3.14.2.3.2.2. Stop and hold at an "INST" marking/sign when conditions are less than a reported ceiling of 800 feet or 2 mile visibility or the "wig wag" lights have been activated (See Figure 3.5).

Figure 3.4. Instrument Hold line.



3.14.2.3.3. When the ILS is in use, the ATC Tower will activate the corresponding "wig-wag" lighting system to advise vehicle and aircraft traffic (See Figure 3.5). Permission to operate beyond the hold line must be received from the ATC Tower before proceeding onto the CMA.

Figure 3.5. Wig Wag Lights.



3.14.2.3.4. When the ILS is in use, the ATC Tower will activate the corresponding traffic control lighting system to stop vehicle traffic on the perimeter road where it penetrates the Glideslope critical area (See Figure 3.6). Permission to operate beyond the hold line must be received from the ATC Tower before proceeding when the light is illuminated.

Figure 3.6. Vehicle Traffic Light.



3.14.2.4. Aircraft parking rows are identified by painted yellow letters at the turn point for each row. Similarly, parking spots are identified by painted yellow letters and numbers at the turn point for each parking spot.

3.14.2.5. Stop Bars are white painted lines on the pavement of access roads leading to aircraft movement areas or the runway. There are 5 Stop Bars on the airfield:

3.14.2.5.1. Bravo East access road leading to runway 36/18. Stop and obtain clearance from ATC Tower before proceeding.

3.14.2.5.2. Two stop bars on perimeter road leading into taxiway Delta East by the Glide slope antenna on both sides of the taxiway. All vehicles must yield to aircraft operations.

3.14.2.5.3. Two stop bars on perimeter road leading into taxiway Charlie East on both sides of the taxiway. All vehicles must yield to aircraft operations.

3.14.2.6. Apron /Ramp markings.

3.14.2.6.1. Restricted Areas are outlined in paragraph 3.4.2.

3.14.2.6.2. AGE staging areas are marked in white and yellow paint lines and are 6 inch wide.

3.14.2.6.3. Apron edge markings are marked with double yellow painted lines. Lines are 6 inches wide and denote the edge of the ramp and aircraft stressed pavement.

3.14.3. Airfield Signs.

3.14.3.1. Mandatory Signs.

3.14.3.1.1. Hold signs are located at each runway and landing lane entry point (See Figure 3.7). They establish the CMA boundary where ATC Tower approval is required to proceed.

Figure 3.7. Mandatory Hold line Sign.



3.14.3.1.2. ILS Critical Area/POFZ: Hold signs (See Figure 3.14.6.) and hold markings (See Figure 3.8.) are located on Taxiway Foxtrot adjacent to the approach end of Runway 36. These hold signs are positioned to protect the ILS critical area between the runway edge and the hold sign/markings.

Figure 3.8. ILS Critical Area Hold line Sign.



3.14.3.1.3. During inclement weather, the ATC Tower operates the traffic lights on the maintenance haul road or perimeter road that connects the East and West Ramps to control vehicle traffic operations through the ILS critical area (See Figure 3.6).

3.14.3.2. Informational signs.

3.14.3.2.1. Directional signs: Consist of black lettering and directional arrow on a yellow background. These signs are used to facilitate efficient flow of traffic around airfields (See Figures 3.9).

Figure 3.9. Directional Signs



3.14.3.2.2. Position Signs: Consist of yellow lettering on a black background. These are used to identify the position of aircraft/vehicle operators as viewed from the sign (See Figure 3.10).

Figure 3.10. Position Signs.

3.14.3.3. Composite signs. Include both mandatory signs and informational signs (See Figure 3.11).

Figure 3.11. Composite Signs.**3.15. ATC Tower and Radio and Visual Blind Spots.**

3.15.1. There are no identified radio blind spots on the airfield.

3.15.2. Visual blind spots are located on parking row "L" spots 7 and 8 and parking row "F" spots 4 and 5.

3.16. Foreign Object Damage (FOD) Control and Prevention.

3.16.1. FOD CHECK signs are located at airfield entry points and east side access roads.

3.16.2. The airfield must be kept free of debris or objects that may damage aircraft or cause injury if propelled by prop/rotor wash or jet blast. It is the responsibility of all individuals operating on the airfield to remove objects that could cause damage or injuries.

3.16.3. All vehicles entering the airfield must stop, turn engine off, and perform a FOD check. Checks will include tires, wheel wells, fenders and truck beds. Each individual item being towed must also be checked. Operators towing FOD magnets must remove any debris from the collection face. FOD checks during the hours of darkness must be performed with a flashlight. A FOD check is defined as stopping the vehicle performing a check of tires, wheel wells, fenders and truck bed and then moving the vehicle forward a sufficient distance to ensure that the tire has rotated through half of its circumference. The vehicle will then be stopped and the tires checked once again. Debris found in the tire surface or tread will be removed.

3.16.4. IAW Hurlburt Field Instruction 21-103, *Foreign Object Damage Prevention Program*, pintal hooks should be secured with a pin and the pin secured with a lanyard. FOD cans will be secured with bolts (cleared through Vehicle Operations) or rope and should be emptied every day. Magnetic decals should be inspected daily for functionality.

3.16.5. Vehicle operators will make sure all the equipment carried on or in their vehicle is properly stored and secured before operating their vehicle on the airfield. Operators will ensure the cargo bed and passenger compartment floor are clean to prevent debris from falling onto the airfield. Secure any/all items loaded on payload vehicle, including all tie

down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the airfield. Vehicles utilizing the airfield at night will carry a flashlight to accomplish the FOD check.

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

3.16.7. To the maximum extent possible, vehicles will be operated on paved surfaces. If operation on an unpaved surface is necessary, vehicle operators will perform a FOD check immediately after returning to a paved surface. If the pavement requires cleaning after returning to the paved surface (e.g., mud deposits fall from vehicle or tires) the vehicle operator will ensure a sweeper is requested through AMOPs at the earliest opportunity.

3.16.8. Vehicle operators will be constantly alert for, and pick up, any foreign object debris. If the debris is too small or too abundant to be thoroughly picked up by hand, the individual will notify AMOPs or ATC Tower. Provide location of debris so an airfield sweeper can be dispatched.

3.17. Lateral Distance Requirements for Fixed or Mobile Obstacles on Taxiways/Aprons.

3.17.1. An obstacle is anything that could pose a threat to aircraft movements (e.g., fire bottles, maintenance stands, vehicles, AGE, etc.).

3.17.2. When not directly supporting aircraft, obstacles must be kept at least 1,000 feet from runway centerlines and 200 feet from taxiway centerlines. The clearance for mobile obstacles around parking aprons will normally be no closer than 125 feet of the nearest parking apron edge but distances may vary IAW UFC 3-260-01, *Unified Facilities Criteria*.

3.17.3. Equipment and vehicles not directly supporting aircraft must be parked or staged at the nose of the aircraft with the driver's side closest to the aircraft.

3.17.4. Equipment may be pre-staged on parking aprons or hardstands no earlier than 1 hour prior to the arrival of the aircraft it will support and should be removed as soon as possible.

3.18. Motorcycles, Mopeds or Scooters, Bicycles, Tricycles, and Other Electrical, Gas, or Gasoline-powered Golf-type Carts or Similar Utility Vehicles.

3.18.1. Operating personal motorcycles, mopeds or scooters, bicycles, tricycles, and other non-motorized electrical, gas, or gasoline powered golf-type carts or similar utility vehicles on taxiways and runways is prohibited.

3.18.2. Organizational owned motorcycles, mopeds or scooters, bicycles, tricycles, and other non-motorized electrical, gas, or gasoline powered golf-type carts or similar utility vehicles may be approved, on a case by case basis, by the Airfield Manager for use on parking ramps and access roads only.

3.18.2.1. All vehicles owned and operated by Special Tactics units have been approved on the airfield by the Airfield Manager through this ADI.

3.18.2.2. All vehicles on organizational equipment accounts have been approved on the airfield by the Airfield Manager through this ADI.

3.18.3. Operators of approved motorcycles, mopeds or scooters, bicycles, tricycles, and other vehicles must complete all training, possess a valid AF Form 483 endorsed for Hurlburt

Field and obtain a POV vehicle pass, except for those depicted in paragraph 3.18.2.1 and paragraph 3.18.2.2 must only possess a valid AF Form 483 for Hurlburt Field.

3.19. Vehicle Traffic Control Devices/Lights for Crossing Active Taxiways/Runways.

3.19.1. There are no traffic control devices at Hurlburt Field for crossing active runways and/or taxiways. All vehicle operators must have two-way radio contact with the ATC Tower to access the CMA.

3.19.2. Vehicles should cross an apron or taxiway in a 90 degree angle to the apron or taxiway. This will give the driver straight line of sight of any aircraft movement on either side of the vehicle.

3.20. Procedures for Vehicles Supplemental Traction Control Devices (e. g., Snow Chains, Studded Tires).

3.20.1. There is no requirement for supplemental control devices on vehicles at Hurlburt Field. Supplemental control devices are prohibited for use on any aircraft movement area.

3.21. Procedures to Use Perimeter, Infield and/or Other Airfield Routes.

3.21.1. Airfield drivers will utilize perimeter road as the primary route for East and West side access to reduce all non-essential vehicle runway crossings.

3.21.2. The Glide Slope Critical Area encompasses part of the airfield perimeter road connecting the East and West ramps around the south end of the runway. Refer to paragraph 3.14.2.3.4 for operating procedures.

3.22. Night Vision Devices (NVDs). Units operating vehicles on the airfield using NVDs must have an Operating Instruction (OI)/Letter of Procedure (LOP) coordinated through the DAFM and approved by the squadron commander. The OI/ LOP must contain at a minimum:

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

3.22.2. Driver and assistant driver responsibilities.

3.22.3. NVD-related accident reporting procedures.

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

3.22.5. Qualification/Annual refresher training requirements.

3.22.6. NVD instructor qualification requirements.

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

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

3.23. Smoking Areas.

3.23.1. Smoking is prohibited on all areas of the airfield IAW HFI 32-2001, *Base Fire Protection Program*.

3.24. FARP / Hot Gas / Rapids / Combat Offloads.

3.24.1. FARP / Hot Gas operations may be conducted on Taxiway Delta East, on Taxiway Golf adjacent to the Hot Cargo pad and on Taxiway Alpha.

3.24.2. Rapids training may be conducted on Oscar and Uniform row, the Hot Cargo pad and Taxiway Alpha.

3.24.3. Combat Offloads may be conducted on the Hot Cargo Ramp.

3.24.4. Non-participating aircraft, vehicles, and personnel should avoid these areas while operations are in progress.

3.25. Vehicle Passengers Approved Seating.

3.25.1. **Passengers** will not ride on any part of a vehicle that does not provide seat and back support. Personnel riding in the back of pickup trucks will sit on the bed floor with the tailgate closed. Do not use the tailgate as back support.

3.26. Avoidance of In-Ground Fuel Pit Covers.

3.26.1. There are no in-ground fuel pits located on Hurlburt Field's airfield.

3.27. Cellular/Mobile Phones.

3.27.1. Cellular/mobile phones will not be used within any Hazardous Cargo areas when aircraft are present or next to any ammunition storage facilities (building 90838).

3.27.2. Cellular/mobile phones will be used when no other means of communication is available.

3.27.3. Cellular/mobile phones will not be used while driving or conducting organizational duties where the phone will be a disturbance to fulfill your duties.

3.28. Helicopter Operations on Taxiway Golf.

3.28.1. Use caution as ATC departs and arrive aircraft on Taxiway Golf. See Attachment A2.5

3.29. Pedestrian Movement.

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

3.29.2. Walk facing oncoming traffic.

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

Chapter 4

PRIVATELY OWNED (POV) AND GOVERNMENT (GOV) LEASED VEHICLE PASSES

4.1. POV/GOV/leased GOV Procedures.

4.1.1. GOV's are highly encouraged. To operate on the airfield, POVs/leased GOVs must have a mission requiring airfield access and cannot be used for personal convenience. POVs/leased GOVs on the airfield are not recommended and will be restricted to an absolute minimum. GOV leased vehicles are rented vehicles in support of the mission.

4.1.2. All POVs/leased GOVs pass applicants must possess a valid AF Form 483 for Hurlburt Field before issuance of POVs/leased GOVs pass. Applicants must file and submit their request to AM using the Airfield Driving database. **Note:** Applicants who do not have access to a government computer should inform their ADPM or AM for processing.

4.2. Annual Airfield POV/GOV Leased Passes are issued by AM under the following conditions:

4.2.1. Vehicles leased by the government requiring airfield access in support of local flying missions. Operators must be trained and certified for Hurlburt Field IAW this ADI.

4.2.2. Vehicles owned/operated by contract companies whose functions require access to the airfield in support of Hurlburt Field's missions (e.g., Boeing, Lockheed Martin, etc.). Operators must be trained and certified for Hurlburt Field IAW this ADI.

4.2.3. All requests for POV/leased GOV passes must be endorsed by the individual's unit commander or company/contractor representative prior to pass consideration. See Attachment 4 for example.

4.2.4. Place POV/GOV leased passes in the lower left hand corner of the windshield.

4.2.5. Any damages incurred on a POV/GOV leased vehicle while on Hurlburt Field will be the responsibility of the user not the Air Force.

4.3. Temporary Airfield Passes.

4.3.1. Passes may be issued by AM for short-term access of POV, GOV leased, and/or contractor vehicles to support the local mission.

4.3.2. Temporary passes must be displayed on the left side of the dashboard to be visible from the outside at all times when on the airfield.

4.3.3. Operators will be briefed on the airfield environment and must carry an airfield map in the vehicle at all times.

4.4. POV/GOV Pass Oversight.

4.4.1. AM is the sole authority for issuing airfield vehicle passes.

4.4.2. Passes will be approved/disapproved by AM.

4.4.3. Passes will change colors and numbers on an annual basis.

4.4.4. AM is the sole agency authorized to print the pass for contractors and TDY personnel; local units can print their pass from the Airfield Driving database.

4.4.5. The requesting individual is responsible for picking up their pass from AM 24 hours after submission.

4.4.6. Loss or theft of airfield decals/passes must be promptly reported to AM.

4.4.7. Altering a pass will result in immediate suspension of airfield driving privileges.

4.4.8. Only one POV pass will be issued per vehicle.

4.4.9. Passes must be re-issued annually using the Airfield Driving database or through the ADPM.

4.4.10. AM will maintain vehicle pass supportive information IAW Air Force RDS, Table 13-01, Rule 01.00.

Chapter 5

REPORTING, ENFORCING AND VIOLATION CONSEQUENCE

5.1. General.

5.1.1. Unit Commanders, ADPMs (for unit assigned personnel), AM and SOSFS personnel have authority to revoke airfield driving privileges. All personnel operating on the airfield are responsible for identifying airfield driving violations and notifying AM immediately of any CMA violation event. **Note:** When an individual's airfield driving privileges have been revoked, the DAFM, the individual's Unit Commander and ADPM must be notified.

5.1.2. Some airfield driving violations also violate Hurlburt Field traffic rules and can result in a citation issued by Security Forces.

5.2. Runway Incursion/CMAV.

5.2.1. A CMAV is event an airfield violation caused by aircraft, vehicles, or pedestrians entering the CMA without specific ATC Tower approval.

5.2.2. A Runway Incursion is a CMAV event that involves the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. Each runway incursion will be designated under one or more of the following three operational categories: Operational Error, Pilot Deviation and Vehicle/Pedestrian. See Attachment 1 for further definition.

5.2.2.1. Base Safety, AOF/CC and the DAFM will work as a team to assign all runway incursion operational categories for trend analysis.

5.2.2.1.1. The AF Form 651 and AF Form 457 will include:

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

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

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

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

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

5.2.2.2. For an actual or suspected runway incursion and CMAV, the individual's AF Form 483 must be surrendered to AM and airfield driving privileges will be temporarily suspended until an investigation and retraining is completed. If revoked, the individual will have to receive retraining and certification.

5.2.2.3. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF Form 457 or narrative section of the AF Form 651, Hazardous Air Traffic Report (HATR).

5.2.2.4. Runway Incursions and CMAV events will be reported to Safety with 24 hours of the incident.

5.2.2.5. The AFM or designated representatives must be notified immediately when a CMAV or runway incursion occurs to provide guidance or escort violator off the airfield. The DAFM is responsible for taking immediate actions to correct the problem or applying interim control measures are applied until permanent corrections are made. Units will notify their MAJCOM AOs within 24 hours of a CMAV/HATR incident.

5.2.2.6. Runway Incursions and CMAV events will be briefed at the AOB.

5.2.2.6.1. The DAFM will provide a detailed description of each incident to the individuals unit commander who committed the violation and the incident is under investigation or valid.

5.2.2.6.1.1. Inform to provide will include: what, when, where, type vehicle/aircraft involved, and action taken to prevent reoccurrence.

5.2.2.6.1.2. Notification must be made within 24 hours of the incident.

5.2.2.6.2. The DAFM will highlight any trends, update the database to reflect CMA violations under the individual's name, and note any available comments.

5.2.2.6.3. The DAFM must maintain a copy of the AF Form 651/457, actions taken, results, and supporting documentation IAW Air Force RDS, Table 13-06, Rule 15.00. (See AFI 91-202 and AFI 91-223).

5.2.3. AM and Flight Safety will conduct an investigation of all CMAVs. If the driver is found to be at fault, airfield driving privileges will be revoked and the unit commander will be notified by the DAFM. The driver must be completely retrained IAW this instruction and obtain a new AF Form 483 before driving privileges are reinstated.

5.2.4. Any individual whose base driving privileges are revoked will also have all airfield driving privileges revoked for the period of the suspension. Individuals will re-accomplish all airfield training prior to resuming airfield driving privileges. Unit commanders or unit ADPMs will notify the DAFM when base driving privileges have been revoked. Reinstatement procedures are IAW paragraph 1.2.1.2.

5.3. Other Airfield Driving Violations.

5.3.1. Individuals stopped for suspected violations must surrender their AF Form 483 upon request. Privileges may be suspended on site pending an investigation. If privileges are suspended, another certified driver must take control of the vehicle. If a certified driver is not available, AM will escort the individual off the airfield immediately. AM will obtain the following:

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

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

5.3.2. When under investigation for a violation, individuals are encouraged to provide a statement to their unit ADPM to be forwarded to the DAFM for consideration. The DAFM

obtain any statements from witnesses involved in the airfield driving violation/incident. The DAFM will complete an investigation and notify the unit ADPM of investigation results. The unit ADPM will notify their unit commander.

5.4. Violation Classifications.

5.4.1. Major violations: These are classified as incidents that may cause death, serious injury, damage to property, or severe mission impairment. Major violations include, but are not limited to:

5.4.1.1. Runway incursion.

5.4.1.2. Failure to obey ATC Tower instructions.

5.4.1.3. Failure to comply with ILS traffic control lights during inclement weather.

5.4.1.4. Failure to yield right-of-way to taxiing or towed aircraft.

5.4.1.5. Failure to yield right-of-way to emergency response vehicles.

5.4.1.6. Failure to report your disabled vehicle in the CMA to either tower or AM.

5.4.1.7. Excessive speed (20+ MPH) over the established speed limits (excluding emergency response vehicles conducting emergency duties).

5.4.1.8. Operating a vehicle on the airfield under a suspended AF Form 483.

5.4.2. Any major violation will result in the following actions:

5.4.2.1. First Violation: Driving privileges will be suspended for a minimum of 30 days.

Retraining must be accomplished by the unit ADPM. Once all training requirements have been completed, the ADPM will document it on a memo to the DAFM and request reinstatement of the individual's driving privileges. Driver may resume airfield driving duties once a new AF Form 483 has been attained and the suspension date met. Attachment 5 shows a sample of reinstatement letter.

5.4.2.2. Second violation: Driving privileges will be suspended for 1 year, and a letter forwarded to 1 SOW Safety (1 SOW/SE) and 1 SOG/CC. Retraining must be accomplished by the unit ADPM. Once all training requirements have been completed, the ADPM will document it on a memo to the DAFM and the unit commander requesting reinstatement of the individual's driving privileges. Driver may resume airfield driving duties once a new AF Form 483 has been attained and the suspension date has been met. Attachment 5 shows a sample of reinstatement letter.

5.4.2.3. Third major violation: Airfield driving privileges will be suspended permanently.

5.4.3. Minor, or less severe violations still warrant the attention of AM. The violator's name will be recorded by AM and airfield-driving privileges can be suspended for up to 30 days (to be determined by the DAFM). Minor violations include, but are not limited to:

5.4.3.1. Failure to obey the ILS traffic control lights in clear weather.

5.4.3.2. Failure to comply with established speed limits.

5.4.3.3. Failure to remove (drive by) debris on the aircraft movement areas (FOD hazard).

5.4.3.4. Driving a POV on the airfield without an airfield POV pass or without the pass properly displayed.

5.4.3.5. Failure to report a disabled vehicle on the airfield to AM within 1 hour.

5.4.3.6. Failure to obtain annual required training or refresher certification on the first day of the preceding month after the refresher training is due.

5.4.3.7. Failure to conduct a roll-over FOD check.

5.4.4. Any minor violation will result in the following actions:

5.4.4.1. First Violation: Driving privileges will be suspended from 7 to 14 days depending on the nature of the violation. Additional training may be directed by the DAFM to specifically address the violation. If directed, the training must be conducted by the unit ADPM and will be documented on a memo to the DAFM that all training requirements have been completed IAW this instruction and request for reinstatement of the individual's driving privileges. Driver may resume airfield driving duties once suspension time is over and (if applicable) additional training has been accomplished. Attachment 5 shows a sample of reinstatement letter.

5.4.4.2. Second Violation: Driving privileges will be suspended from 14 to 30 days depending on the nature of the violation. Additional training must be completed by the unit ADPM and documented on a memo to the DAFM and the unit commander that all training requirements have been completed IAW this instruction and request for reinstatement of the individual's driving privileges. Driver may resume airfield driving duties once suspension time is over and additional training has been accomplished. Attachment 5 shows a sample of reinstatement letter.

5.4.4.3. Third Violation: Any driver committing a third violation will have their driving privileges revoked for the remainder of the individual's assignment. A unit commander requesting airfield driving privileges for a third time offender must submit a written request to the 1 SOG/CC for consideration. If the 1 SOG/CC approves continued privileges, the driver must complete retraining and receive a new AF Form 483. Attachment 5 shows a sample of reinstatement letter.

5.4.5. Any violation not specifically mentioned above will be evaluated by the DAFM on a case-by-case basis to determine appropriate action.

JAMES C. SLIFE, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- AFI 24-301, *Vehicle Operations*, 1 November 2008
- AFI 32-1002, *Snow and Ice Control*, 19 October 2011
- AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 14 June 2010
- AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 August 2011
- AFI 91-204, *Safety Investigations and Reports*, 24 September 2008
- AFI 91-207, *US Air Force Traffic Safety Program*, 27 Oct 2011
- AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 Aug 2011
- AFI 91-204, *Safety Investigations and Reports*, 24 September 2008
- AFI 91-207, *The US Air Force Traffic Safety Program*, 27 October 2011
- AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFMAN 91-223, *Aviation Safety Investigations and Reports*, 6 July 2004
- AFOSHSTD 91-100, *Aircraft Flightline- Ground Operations and Activities*, 1 May 1998
- AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 7 July 2010
- AFVA 11-240, *USAF Airport Signs and Markings*, 1 December 2011
- Engineering Technical Letter 04-2, *Standard Airfield Pavement Marking Schemes*, 19 July 2004
- Hurlburt Field Instruction 21-103, *Foreign Object Damage (FOD) Prevention Program*, 10 August 2007
- Hurlburt Field Instruction 32-2001, *Base Fire Protection Program*, 12 April 2012
- Technical Order 36-1-3, *Painting, Marking and Lighting Requirements for USAF Vehicles*, 16 March 1994
- Technical Order 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 15 December 2004
- Unified Facilities Criteria 3-535-01, *Visual Air Navigation Facilities*, 17 November 2005
- Unified Facilities Criteria 3-260-01, *Airfield and Heliport Planning and Design*, 17 November 2008

Three CMAV Operational Categories

- 1) Operational Error (OE)** - A failure of the air traffic control system that results in loss of separation.
- 2) Pilot Deviation (PD)** - The action of a pilot that results in the violation of ATC instructions, AFIs and/or FARs.

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

Adopted Forms

AF Form 457, USAF Hazard Report
AF Form 483, Certificate of Competency
AF Form 651, Hazardous Air Traffic Report (HATR)
AF Form 847, Recommendation for Change of Publication
AF Form 1199d, USAF Restricted Area Badge
AF Form 1313, Driver Record
AF Form 2519, All Purpose Checklist
DD Form 2861, Cross-Reference

Abbreviations and Acronyms

ADHL—Airfield Driving Highlights
ADLS—Advanced Distributed Learning Service
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRSAT—Air Force runway Safety Action Team
ADPM—Airfield Driving Program Manager
ADI—Airfield Driving Instruction
ADHL—Airfield Driving Highlights
AM—Airfield Management
AOB— Airfield Operations Board
AOF—Airfield Operations Flight Commander
AF—Air Force
AFSC—Air Force Specialty Code
AFVA—Air Force Visual Aid
AGE—Aerospace Ground Equipment
AFSOC—Air Force Special Operations Command
ATC—Air Traffic Control
CAC—Common Access Card
CMAV—Controlled Movement Area Violation

CMA—Controlled Movement Area
CBT—Computer Based Training
DOD—Department of Defense
DAFM—Deputy Airfield Manager
ECP—Entry Control Point
FAA—Federal Aviation Administration
FOD—Foreign Object Damage
FARP—Forward Area Refueling Point
GOV—Government Owned Vehicle
IMT—Information Management Tool
ILS—Instrument Landing System
INST—Instrument
IAW—In Accordance With
MFR—Memorandum for Record
MPH—Mile per Hour
NCOIC—Non-Commissioned in Charge
NVD—Night Vision Devices
OPR—Office of Responsibility
RIPWG—Runway Incursion Prevention Working Group
PIP—Pseudo Isochromatic Plates 1
POFZ—Precision Obstacle Free Zone
POV—Privately Owned Vehicle
RDS—Records Disposition Schedule
RGL—Runway Guard Lights
SFS—Security Forces
SOG/CC—Special Operations Group Commander
SOMDG/CC—Special Operations Medical Group Commander
SOSFS/CC—Special Operations Security Forces Commander
SOW—Special Operations Wing
SOSS—Special Operations Support Squadron
SUP—Supplement
TDY—Temporary Duty

VFR—Visual Flight Rules

Terms

Aircraft Movement Area— All pavement areas where aircraft park, taxi, land, and/or take off.

Airfield—All areas, to include facilities, pavements, and grounds, prepared to support aircraft operations.

Airfield Authorized Drivers— Personnel who have been trained and certified and have a valid AF Form 483 for Hurlburt Field. Driving must be in performance of official duties.

Airfield Entry Point— Access roads/point that may be used to enter the Airfield.

Airfield Perimeter Road— Road connecting East and West Ramp.

Apron— Pavement used to park and service aircraft.

Circle of Safety— Area within 25 feet of any aircraft.

Controlled Movement Area— Any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control approval for access. Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. Specifically, the runway, both overruns, and 150 feet outwards from the edge of the runway and overruns.. Access to the CMA is limited to mission essential operations only. All vehicles or personnel must establish and maintain two way radio contact with the Control Tower before entering any portion of the CMA.

Emergency Vehicles— Vehicles equipped with rotating beacons that respond to aircraft or airfield emergencies: Fire Department, Medic Ambulances, AM, Barrier Maintenance, Crash Recovery, Security Forces and Mobile Command Post etc.

Instrument Landing System (ILS) Critical Area— Area at the south end of the runway that must be protected when an aircraft are on final approach on instruments, to ensure the integrity of the signal.

Mobile Obstacle—Vehicles, AGE, etc.

Overrun— 1000 feet of pavement on both ends of the runways.

Parked Vehicle— Vehicle that is stopped without an operator at the controls.

Restricted Areas— Areas on the airfield bounded by fencing with signs posted warning of restricted access and defined entry/exit locations. These areas require an AF Form 1199d, USAF Restricted Area Badge, prescribed by AFI 31-101, The Air Force Installation Security Program, or an escort before entry is authorized. 1 SOSFS controls access entry to these areas. All vehicle operators are required by 1 SOSFS to carry and produce, when requested, proper identification within restricted areas at all times.

Runway— Airfield surface used for the arrival and departure of aircraft. Runway is designated 18 and 36 at Hurlburt Field. Designation is based on Compass heading to nearest 10 degree.

Taxilanes— Marked routes on aprons and hard-stands for aircraft to taxi to and from parking spots.

Taxiways— Airfield surface used to taxi or move aircraft between parking locations and the runway.

Unit Airfield Driving Program Manager— Individuals appointed by their unit commander who are responsible for their unit's airfield driving training program.

Vehicle— All non-flying wheeled transportation devices including motorcycles and bicycles.

Attachment 2 AIRFIELD DIAGRAM

Figure A2.1. Airfield Diagram Full View.

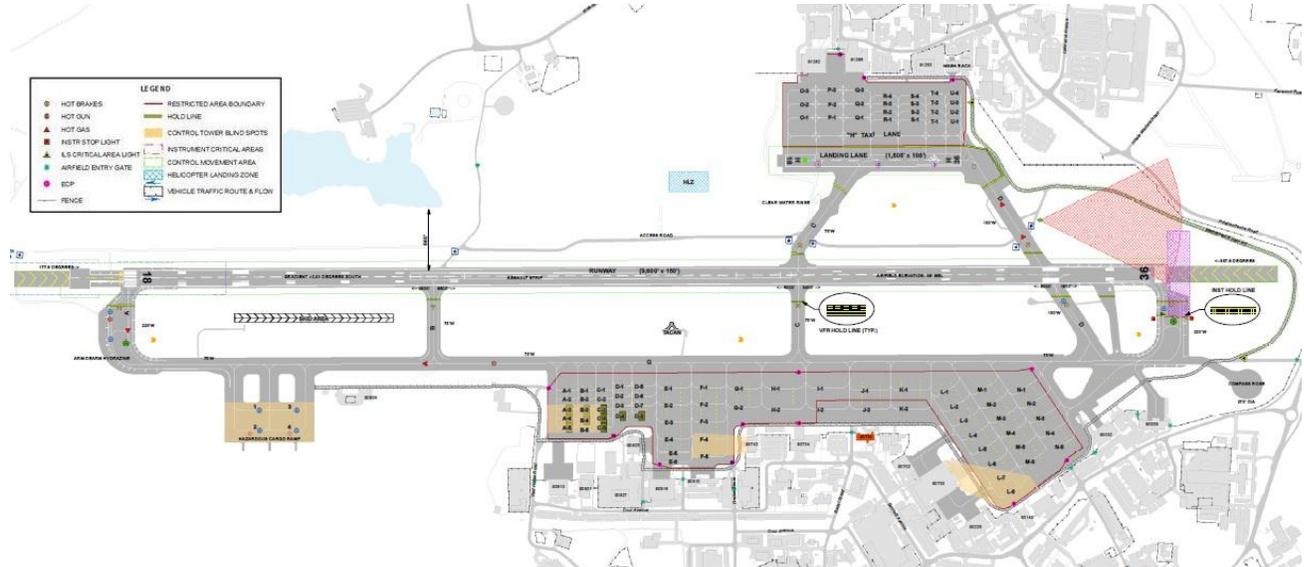


Figure A2.2. Airfield Diagram North View.

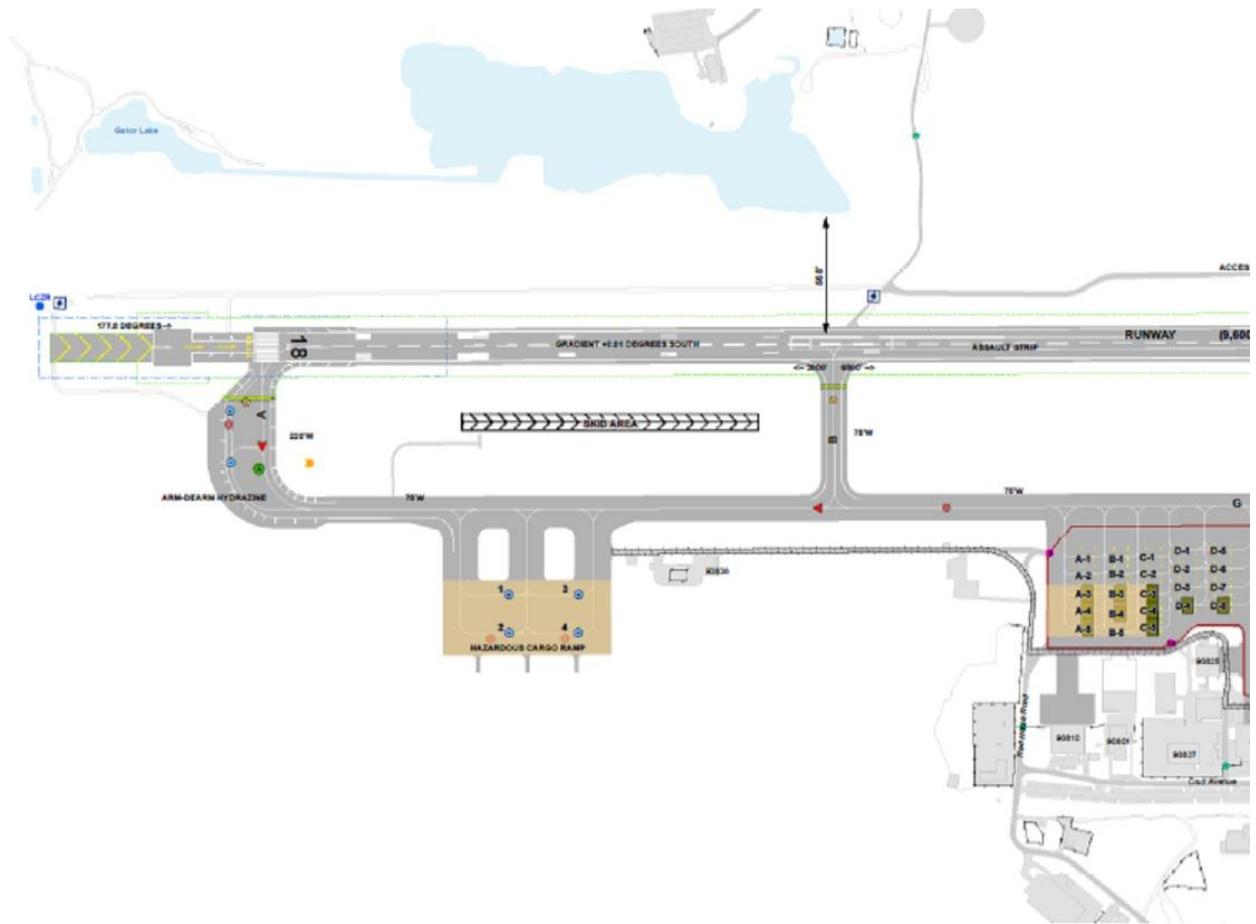


Figure A2.3. Airfield Diagram South View.

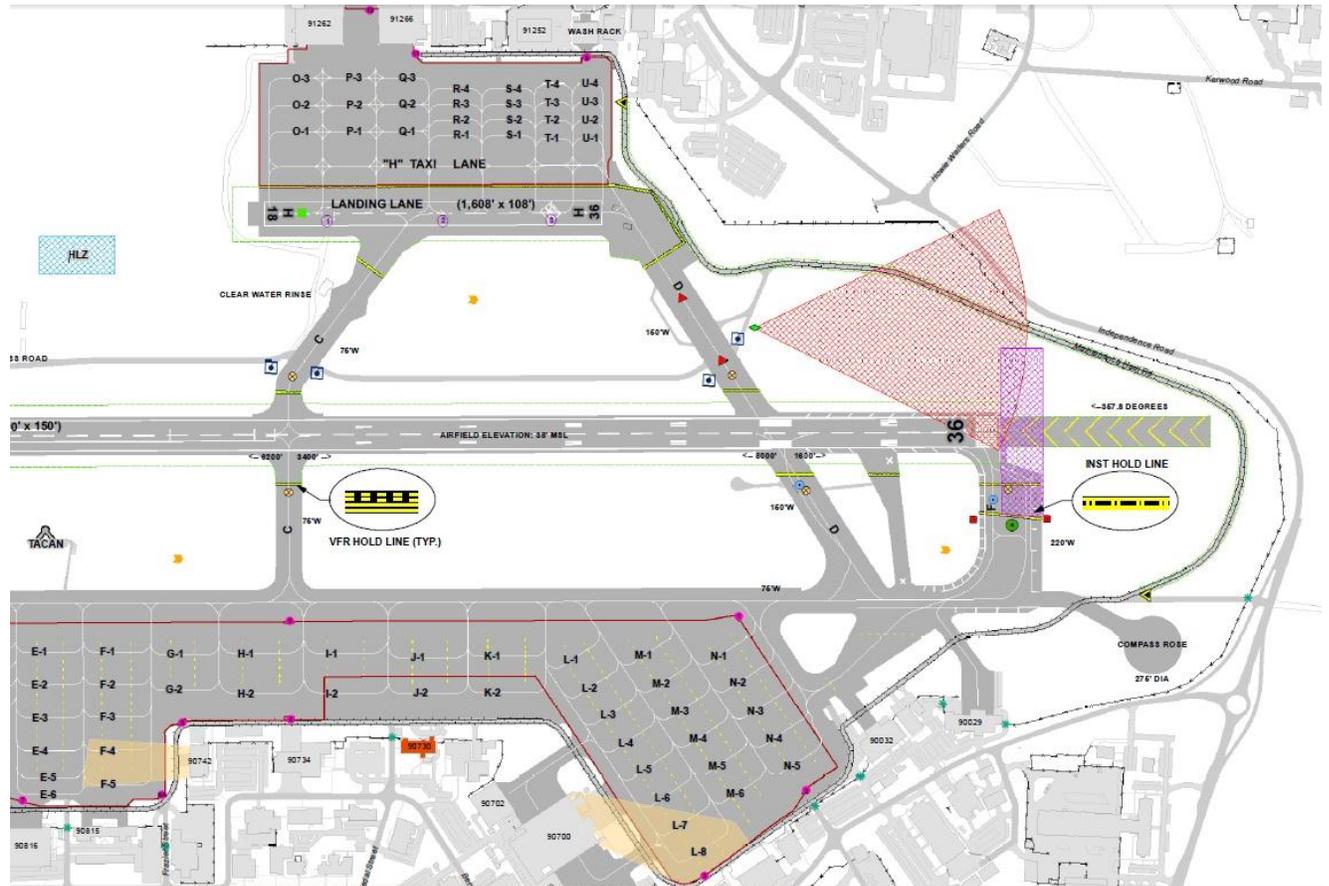


Figure A2.4. Complex Runway/Taxiway Intersections. (High CMA Violation Potential).

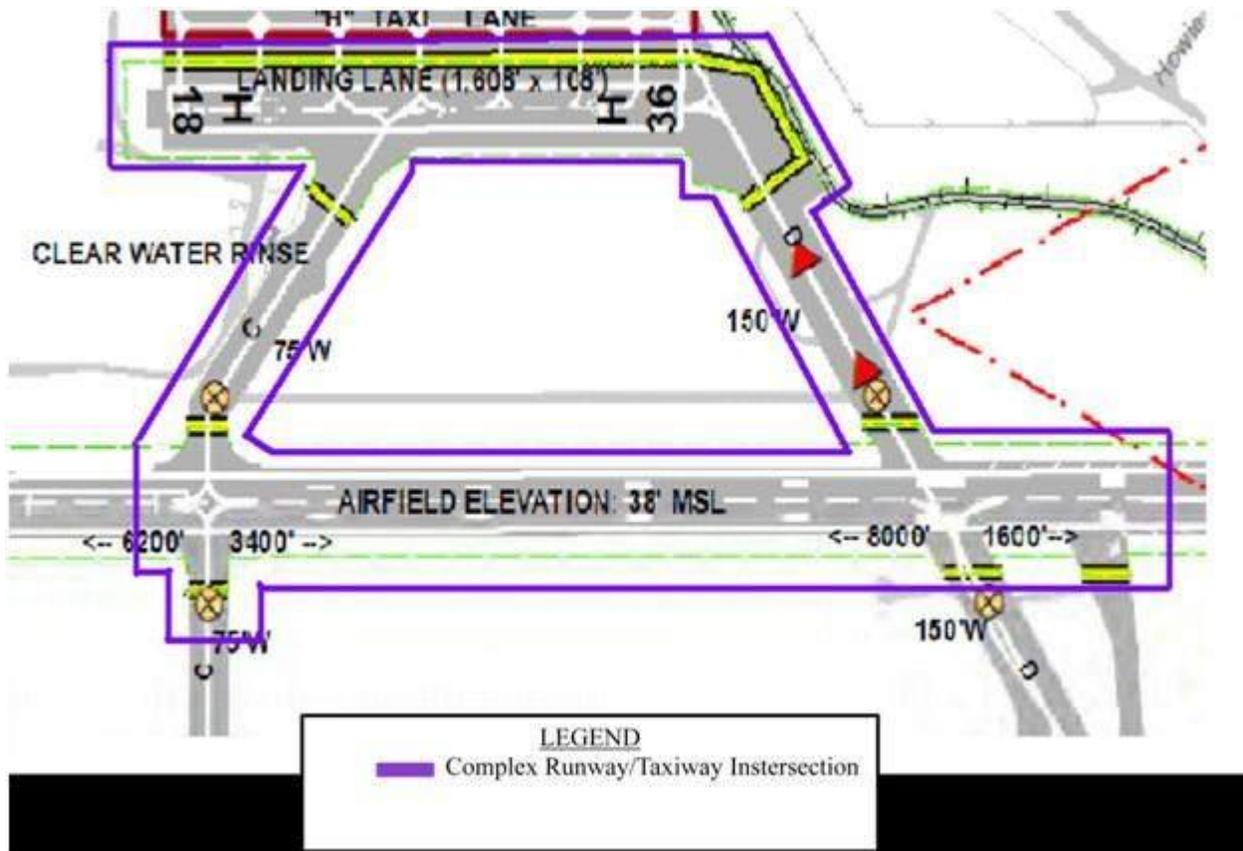
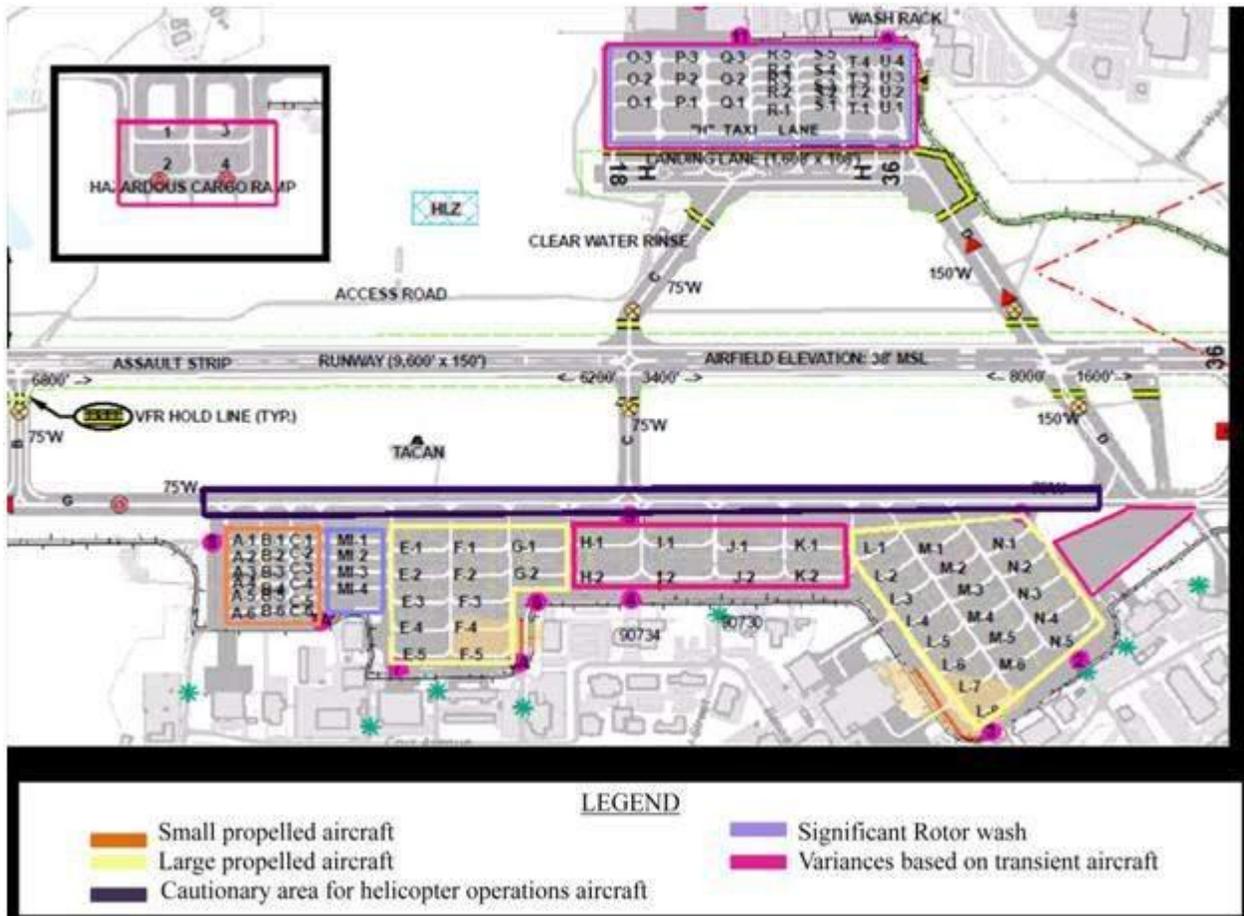


Figure A2.5. Jet Blast Hazard Areas/Helicopter Non-Controlled Operating Areas.



Attachment 3

AUTHORIZED CALLSIGNS

Table A3.1. Hurlburt Field Call Signs.

Organization	Call sign	Organization	Call sign
1 SOW/CC	Anytime 1	1 SOW/SE/Wildlife	Wildlife #
1 SOW/CV	Anytime 2	1 SOZMXS/4 AMU	Ghost
1 SOG/CC	Anytime 3		Boeing
1 SOMXS/CC	Anytime 4	801 SOAMXS	Hornet
1 SOMSG/CC	Anytime 5	801 SOAMXS/15 AMU	Talon
1 SOSS/OSAB	Airfield (1, 2, etc.)	1 SOAMXS/8 AMU	Osprey
1 SOSS/OSA	AOF	SOCMS	CMS
1 SOCES/CC/CV	Engineer 1-2		Hydro
1 SOCES/CEF	Chief #	SOCS/SCOA	MetNav
	Crash #	6 SOS	Hobo
	Fire #	1 SOLRS	Trans
			Mobile Maintenance
1 SOCES	Heavy		Fuels, POL
	Utility	1 SOW/SEF	Safety
	Electrical	1 SOEMS/TA	TA or Transient Alert
	Power 1-15	319 SOS	Nevada
	Sweeper	1 SOMOS/QA	Cobra
		1 SOMOS/Weapons Standardization	Weapons Stan

Note: All vehicle call signs will have a number associated with it.

Attachment 4

PRIVATELY OWNED VEHICLE REQUEST

Figure A4.1. POV Request Sample.



DEPARTMENT OF THE AIR FORCE
1ST SPECIAL OPERATIONS WING (AFSOC)
HURLBURT FIELD FLORIDA

(DATE)

MEMORANDUM FOR 1 SOSS/OSAB

FROM: (Unit Commander Office Symbol)

SUBJECT: Privately Owned Vehicle Request

1. Request the following individuals be issued airfield vehicle passes for one year:

Vehicle Operator: John B. Doe

Organization: 1 SOSS/OSAB

Phone #: 884-1000

Vehicle Make, Model, Year, Color, and License/State: Nissan, Xterra, 2006, Silver, F1234/FL

Area of operations/location: Entire airfield/West ramp

Justification: Requires pass to perform duties as Wing Protocol personnel.

AF IMT 483, Certificate of Competency number: XXXXXX

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

XXXX X. XXXXX, Lt Col, USAF
Commander

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Attachment 5

REINSTATEMENT LETTER FOR CERTIFICATE OF COMPETENCY

Figure A5.1. Reinstatement of Competency Cards Sample.



DEPARTMENT OF THE AIR FORCE
1ST SPECIAL OPERATIONS WING (AFSOC)
HURLBURT FIELD FLORIDA

(DATE)

MEMORANDUM FOR 1 SOSS/OSAB or 1 SOW/CC

FROM: (Unit Commander Office Symbol)

SUBJECT: Reinstatement for (insert individual's name) Certificate of Competency

1. Request reinstatement of (insert individual's name) AF IMT 483, Certificate of Competency IAW HFI 13-213, Airfield Driving, paragraph 5.4.2. and/or 5.4.4.

Or

1. Request reinstatement of (insert individual's name) airfield driving privileges IAW AFI 13-213, Airfield Driving, paragraph 1.2.3.7. following civilian/base driving privileges revocation only to perform mission essential duties.

2. Individual has completed all training and suspension timeline requirements outlined in HFI 13-213, Chapter 2.

3. If you have any questions, please contact (insert ADPM name) at XXX-XXXX.

XXXX X. XXXXX, Lt Col, USAF
Commander

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