

**BY ORDER OF THE SECRETARY  
OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 13-213**



**1 JUNE 2011**

**KADENA AIR BASE  
Supplement**

**9 JULY 2012**

*Incorporating Change 1, 9 JULY 2014*

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

**AIRFIELD DRIVING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: HQ AFFSA/A3A

Certified by: AF/A3O-B  
(Mr. Steven Pennington)

Pages: 95

Supersedes: AFI 13-213, 29 January 2008

**(KADENAAB)**

OPR: 18 OSS/OSA

Certified by: 18 OSS/CC  
(Lt Col Robert K. Pekarek)

Pages: 36

Supersedes: KADENABI13-202,  
14 September 2009

---

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

recommended changes and questions about this publication to the OPR using the AF Information Management Tool (IMT) 847, Recommendation for Change of Publication; route AF IMT 847s from the field through MAJCOM OPR for AO to HQ AFFSA/A3A for final disposition. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, Secretary of the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. The reporting requirements in this AFI are exempt from licensing with a report control symbol (RCS) according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. See **Attachment 1** for a glossary of references and supporting information used in this instruction.

(KADENAAB) Air Force Instruction (AFI) 13-213, *Airfield Driving*, 1 June 2011, is supplemented as follows: This publication provides guidance and procedures on Air Traffic Control, Airspace, Airfield Operations, and Airfield Management. It applies to 18th Wing (18WG) and tenant units at Kadena Air Base (AB). Temporary Duty (TDY) aircraft and personnel operating from Kadena AB are considered "base assigned" and subject to the provisions of this instruction. This instruction has been reviewed and approved by headquarters (HQ) PACAF/A3OA Airfield and Weather Branch prior to implementation. 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 18th Operations Group Commander (18 OG/CC). Waiver authority for this instruction is 18 OG/CC. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, DoD 5200.2-R, and E.O. 9397. The applicable SORN F014 AF/A2FM A, *Weaponizing Intelligence Combat Capability-Training Documentation System*, is available at: <http://dpclo.defense.gov/privacy/SORNS/SORNS.html>. 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 Forms 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 maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

### **SUMMARY OF CHANGES**

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

(KADENAAB) This interim change revises AFI 13-213, Kadena AB Supplement, by adding a Privacy Act Advisory Statement in the opening paragraph and Kadena AB Form 63 utilization for training documentation. A margin bar (|) indicates newly revised material.

<b>Chapter 1—GENERAL INFORMATION</b>	<b>5</b>
1.1. Scope and Purpose. ....	5
1.2. Waivers, Recommended Changes and Issuing New Airfield Driving Policy or Procedures. ....	6
<b>Chapter 2—RESPONSIBILITIES</b>	<b>8</b>
2.1. HQ AFFSA. ....	8
2.2. MAJCOM OPR for AO. ....	8
2.3. Host Wing Commander or equivalent. ....	8
2.4. Operations Group Commander or equivalent. ....	9
2.5. Unit Commander or equivalent. ....	10
2.6. Wing ADPM. ....	11
2.7. Unit ADPM. ....	14
2.8. Airfield Management (AM). ....	18
2.9. Air Traffic Control Tower (ATCT). ....	18
2.10. Wing Safety. ....	19
2.11. Security Forces Squadron (SFS). ....	19
2.12. Hospital/Medical Treatment Facility. ....	20
2.13. (Added-KADENAAB) Contracting Responsibilities. ....	20
2.14. (Added-KADENAAB) Public Affairs Responsibilities. ....	20
<b>Chapter 3—AIRFIELD DRIVING INSTRUCTION (ADI)</b>	<b>21</b>
3.1. General. ....	21
3.2. ADI. ....	21
Figure 3.1. (Added-KADENAAB) Mandatory Signs ....	31
Figure 3.2. (Added-KADENAAB) Taxiway Signs ....	31
<b>Chapter 4—RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES</b>	<b>52</b>
4.1. General. ....	52
4.2. Radio Techniques. ....	52
4.3. Phraseology. ....	52
Table 4.1. Sample Runway Crossing Phraseology. ....	53

Table 4.2.	Sample Read back Instructions .....	53
Table 4.3.	Sample Hold Short Instructions. ....	54
4.4.	Common Use Phrases. ....	54
Table 4.4.	Common Use Phrases. ....	55
4.5.	Phonetic Aviation Alphabet. ....	56
Table 4.5.	Phonetic Aviation Alphabet. ....	56
4.6.	Adopted Forms: .....	57
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>58</b>
<b>Attachment 1—(KADENAAB) GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>64</b>
<b>Attachment 2—UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S) APPOINTMENT LETTER</b>		<b>65</b>
<b>Attachment 3—UNIT ADPM TRAINING CHECKLIST</b>		<b>66</b>
<b>Attachment 4—UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST</b>		<b>68</b>
<b>Attachment 5—AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST</b>		<b>72</b>
<b>Attachment 6—AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)</b>		<b>74</b>
<b>Attachment 7—TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST</b>		<b>79</b>
<b>Attachment 8—(Added-KADENAAB) SAMPLE REQUEST FOR CONTROLLED MOVEMENT AREA ACCESS</b>		<b>81</b>
<b>Attachment 9—(Added-KADENAAB) AIRFIELD MARKINGS AND SIGNS</b>		<b>83</b>
<b>Attachment 10—(Added-KADENAAB) AIRFIELD DIAGRAM</b>		<b>86</b>
<b>Attachment 11—(Added-KADENAAB) LMR CALL SIGNS</b>		<b>89</b>
<b>Attachment 12—(Added-KADENAAB) OPTOMETRY LETTER</b>		<b>95</b>

## Chapter 1

### GENERAL INFORMATION

#### 1.1. Scope and Purpose.

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

1.1.1.1. **(Added-KADENAAB)** The Base Airfield Driving Program Manager (ADPM) is the Office of Primary Responsibility for the Kadena AB Airfield Driving Program. Airfield Management trains and certifies the unit ADPMs. Unit ADPMs manage the unit program, and train and certify additional airfield trainers, if required. These trainers then train and certify unit personnel who have a requirement to drive on the airfield.

1.1.1.2. **(Added-KADENAAB)** Prior to operating a vehicle on the airfield, all personnel must be trained on local driving procedures and possess a valid AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card* (GOV License), and AF Form 483, *Certificate of Competency* endorsed for airfield driving. This requirement applies to military and civilian employees who are either assigned to, visiting or on temporary duty to Kadena AB.

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

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

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

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

1.1.5.1. In the interest of safety to airfield and flight operations, deviations to this AFI should be by exception only and include a Risk Management assessment. Factors to

consider for deviations include but are not limited to the length of time the operation has been in place and available resources.

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

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

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

### 1.2.1. Waivers.

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

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

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

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

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

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

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

1.2.3. Issuing New Airfield Driving Policy or Procedures. In accordance with AFI 33-360, *Publications Management Program*, a Guidance Memorandum (GM) or Interim Change (IC) will be used to prescribe procedures and guidance pending revision of this AFI. New USAF

procedures/guidance will be distributed through the MAJCOM OPR for AO. GMs and ICs will be posted on the AFDPO website until formalized in this publication.

## Chapter 2

### RESPONSIBILITIES

#### 2.1. HQ AFFSA.

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

#### 2.2. MAJCOM OPR for AO.

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

#### 2.3. Host Wing Commander or equivalent.

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

## 2.4. Operations Group Commander or equivalent.

2.4.1. Reviews CMAVs and corrective actions taken.

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

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

2.4.2.1.1. Analyze each runway incursion and corrective actions taken.

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

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

2.4.2.1.3.1. Increase or improve local training or testing materials.

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

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

2.4.2.1.3.4. Increase penalty for CMAVs.

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

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

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

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

2.4.2.1.3.6.3. Painting runway hold position signs on pavement prior to the runway hold position markings. (See FAA AC 150/5340-1, *Standards for Airport Markings*) **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

2.4.2.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with

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

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

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

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

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

2.4.2.1.3.6.9. Installing Location Signs.

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

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

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

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

## **2.5. Unit Commander or equivalent.**

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

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

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

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

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

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

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

2.5.5.1. (**Added-KADENAAB**) Airfield driving privileges must also be suspended or revoked when a unit member's USFJ Form 4EJ, *U.S. Forces, Japan Operator's Permit for Civilian Vehicle* (SOFA License), and/or GOV License are suspended or revoked.

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

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

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

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

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

2.5.11. Participates in the RIPWG.

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

2.6.1. Develops an ADI to establish the Wing ADP.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.6.5.3.2. Provide inspection results to the unit's commander and brief at the next quarterly AOB.

2.6.6. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate, inform and update personnel on airfield changes, trends and special events. Examples include but are not limited to exercises, air shows, static displays, driving violations, runway/taxiway closures, inclement weather driving conditions.

2.6.7. Maintain a Wing ADPM Continuity Binder or electronic equivalent in the TAB format below.

- 2.6.7.1. TAB A: Unit ADPM appointment letter(s).
  - 2.6.7.2. TAB B: Airfield Driving Instruction (ADI).
  - 2.6.7.3. TAB C: Annual Program Inspection Results.
  - 2.6.7.4. TAB D: Unit ADPM Training Documentation.
  - 2.6.7.5. TAB E: Current list of unit assigned airfield drivers.
  - 2.6.7.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Test/Answer Key.
  - 2.6.7.7. TAB G: Unit airfield driving requirements as applicable (e.g. Fire Trucks, Fuel Trucks, K-loaders, etc.).
  - 2.6.7.8. TAB H: Airfield Violations/Corrective actions.
  - 2.6.7.9. TAB I: References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 20 and AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities* Chapter 6., AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.
  - 2.6.7.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Digest Articles, RIPWG, etc.).
- 2.6.8. Conducts semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc.
- 2.6.8.1. This meeting may be done in-conjunction with the base Vehicle Control Officer/Vehicle Control Non-Commissioned Officer meeting.
  - 2.6.8.2. Use a MFR or electronic equivalent to document semi-annual meeting minutes. Maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder or electronic equivalent.
- 2.6.9. Coordinates on unit airfield driving lesson plans and tests.
- 2.6.10. Ensures unit ADPMs provide appropriate training to TDY personnel and Non-base assigned contractors based on type, location, time and duration of work. See paragraph **3.2.9** for additional information.
- 2.6.11. Provides classroom training as determined locally.
- 2.6.12. Participates in the RIPWG.
- 2.6.13. Provides unit ADPM a standardize spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, AF IMT 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date. **Note:** A sample spreadsheet is available for download at the Airfield Management Operations, Procedures and Training CoP.
- 2.6.13.1. **(Added-KADENAAB)** Unit 483 Databases are located on the Kadena Airfield Driving Share Point:  
<https://kadenae.eim.pacaf.af.mil/sites/Kadenadriving/default.aspx>. Update database according to Para. **2.7.10.2.1**

- 2.6.14. **(Added-KADENAAB)** Enforce provisions outlined in this instruction, AFI 13-213, and any policy letters regarding vehicle operations on the airfield.
- 2.6.15. **(Added-KADENAAB)** Maintain records of all airfield driving violations for at least one year.
- 2.6.16. **(Added-KADENAAB)** Train all unit ADPMs on Airfield Driving Program Management requirements.
- 2.6.17. **(Added-KADENAAB)** Write and maintain the airfield driver's test.
- 2.6.18. **(Added-KADENAAB)** Train, certify, and issue temporary airfield authorization to non-unit assigned individuals such as contractors working on the airfield when not directly supporting a unit with a unit ADPM. **Note:** Temporary authorization may be in MFR format signed by the base ADPM.
- 2.6.19. **(Added-KADENAAB)** Establish contractor routes to and from work areas on the airfield.
- 2.6.20. **(Added-KADENAAB)** Process requests for airfield PMV passes. Maintain records of annual and temporary airfield driving passes issued for at least one year.
- 2.6.21. **(Added-KADENAAB)** Periodically check PMVs to ensure a valid vehicle pass is visible while on the airfield.
- 2.6.22. **(Added-KADENAAB)** Provide 18 SFS with a current listing of all PMV passes.

## 2.7. Unit ADPM.

- 2.7.1. Must be trained and certified to drive on the airfield.
- 2.7.2. Administers the unit airfield driver's training program according to this AFI and ADI.
- 2.7.3. Ensures unit personnel complete airfield driver training and certification prior to issuance of a AF IMT 483. (See [Attachment 5](#))
- 2.7.3.1. **(Added-KADENAAB)** Use Kadena AB Form 63, *Request for Airfield Drivers and Airfield Driving Training and Certification*, for training documentation IAW para 2.7.3.
- 2.7.4. Identifies, documents, and tracks personnel requiring access to the CMA, non-CMA, or restricted airfield driving as applicable (e.g. Ramp only, Daylight Hours only, etc).
- 2.7.5. Ensures unit personnel who are not trained and certified to drive at night AF IMT 483 indicates restricted access (e.g., "*AUTHORIZED DAYLIGHT HOURS ONLY*"). If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving test is conducted and documented prior to updating the AF IMT 483.
- 2.7.6. Ensures designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving test on unit personnel prior to issuance of an AF IMT 483.
- 2.7.7. Ensures unit personnel authorized to drive on the CMA have completed all the required training and AF IMT 483 is annotated "CMA Access" by AM.

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

2.7.8.1. **(Added-KADENAAB)** All airfield drivers must possess SOFA License and GOV license. **Note:** Marines lower enlisted personnel cannot obtain a SOFA License until rank of E-6 or above. The Marines ADPM will contact the Wing ADPM to coordinate alternative procedures.

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

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

2.7.10.1. **(Added-KADENAAB)** At a minimum the following documentation must be maintained for every airfield driver:

2.7.10.1.1. **(Added-KADENAAB)** Form 63, **Attachment 6**, **Attachment 8** (if applicable) current CBT and Pass/Fail letters received from Wing ADPM after taking the airfield driving test for initial and refresher training.

2.7.10.1.1.1. **(Added-KADENAAB)** These documents must be retained until drivers Permanent Change of Station (PCS) or are no longer authorized to drive on the airfield.

2.7.10.1.1.2. **(Added-KADENAAB)** Members who PCS or separate must give their AF Form 483 to their unit ADPM. This is to ensure the unit listing is updated. Training and certification documentation may be given to the individual.

2.7.10.1.2. **(Added-KADENAAB)** Members who's AF Form 483 has been lost or destroyed will:

2.7.10.1.2.1. **(Added-KADENAAB)** Complete a new card, transcribing their previous card number.

2.7.10.1.2.2. **(Added-KADENAAB)** Hand-carry the new AF Form 483 and original training and certification paperwork to 18 OSS/OSAM.

2.7.10.1.2.3. **(Added-KADENAAB)** 18 OSS/OSAM will verify training and testing documentation and endorse the new AF Form 483.

2.7.10.1.3. **(Added-KADENAAB)** Members who Permanent Change of Assignment (PCA) will:

2.7.10.1.3.1. **(Added-KADENAAB)** Notify unit ADPM of gaining unit. Program managers will notify Airfield Management to update the master database. Members will keep issued AF Form 483.

2.7.10.1.3.2. **(Added-KADENAAB)** The losing unit ADPM will give drivers all

training and certification documentation, e.g., Kadena AB Form 63, color vision waivers, etc., and update their unit's list.

2.7.10.1.3.3. **(Added-KADENAAB)** The driver will then give the training and certification documentation to the gaining unit ADPM.

2.7.10.1.4. **(Added-KADENAAB)** Gaining unit ADPM will verify training and certification information, and update their unit's list.

2.7.10.2. **(Added-KADENAAB)** Unit 483 Airfield Driving Databases should include name, grade, AF Form 483 certificate number, date of issue and date eligible for return from overseas (DEROS).

2.7.10.2.1. **(Added-KADENAAB)** Review and update the database at least quarterly and upload to the Kadena Airfield Driving Share Point or forward a copy to Wing ADPM. <https://kadena.eim.pacaf.af.mil/sites/Kadenadriving/default.aspx>.

2.7.10.3. **(Added-KADENAAB)** Conduct and document re-training on personnel who fail a test or commit a violation.

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

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

2.7.12.1. **(Added-KADENAAB)** Unit ADPMs will administer color vision tests.

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

2.7.13.1. **(Added-KADENAAB)** Annual refresher tests will be administered by the Wing ADPM.

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

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

2.7.15.1. **(Added-KADENAAB)** All trainers must be trained and certified to drive on the airfield and be appointed in writing by the Unit ADPM. Provide a copy of the appointment letter to the Wing ADPM.

2.7.15.1.1. **(Added-KADENAAB)** Airfield driver trainers must:

2.7.15.1.1.1. **(Added-KADENAAB)** Have assigned duties involving driving on the airfield.

2.7.15.1.1.2. **(Added-KADENAAB)** Be highly qualified and knowledgeable in all aspects involving unit operations and airfield procedures.

2.7.15.1.1.3. **(Added-KADENAAB)** Remain qualified on tasks on which they train or certify others.

- 2.7.15.1.2. **(Added-KADENAAB)** Airfield driver trainers will:
  - 2.7.15.1.2.1. **(Added-KADENAAB)** Conduct training in accordance with the unit's training program and this instruction.
  - 2.7.15.1.2.2. **(Added-KADENAAB)** Annotate all training on the Kadena AB Form 63 and **Attachment 6** of this instruction. Forms must be reviewed and signed by the unit ADPM.
  - 2.7.15.1.3. **(Added-KADENAAB)** It is recommended that units have one trainer for every 20 airfield drivers.
- 2.7.15.2. **(Added-KADENAAB)** Trainees will:
  - 2.7.15.2.1. **(Added-KADENAAB)** Provide feedback to trainer and unit ADPM on training received.
  - 2.7.15.2.2. **(Added-KADENAAB)** Comply with requirements in this instruction.
  - 2.7.15.2.3. **(Added-KADENAAB)** Complete the airfield driving CBT and written tests.
  - 2.7.15.2.4. **(Added-KADENAAB)** Hand carry all documents to Base ADPM's office for certification.
  - 2.7.15.2.5. **(Added-KADENAAB)** Return all completed documentation to unit ADPM. **Note:** Trainee is not qualified to operate on airfield until unit ADPM has all documentation on file.
- 2.7.16. Attends Wing ADPM semi-annual meeting and/or briefing regarding airfield driving.
- 2.7.17. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this AFI and ADI.
- 2.7.18. Use **Attachment 4** or electronic equivalent to conduct and document a self-inspection of unit's ADP at least annually. Forward a copy of the inspection results to the Wing ADPM.
- 2.7.19. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit airfield drivers.
- 2.7.20. Conducts random spot checks for enforcement and compliance with the ADI. Correct all discrepancies noted.
- 2.7.21. Provides classroom training as determine locally.
- 2.7.22. Maintains current and accurate training and testing materials.
  - 2.7.22.1. **(Added-KADENAAB)** It is highly advised that a practice test be administered to all trainees before taking the airfield driving test administered by the Wing ADPM.
- 2.7.23. Notifies Unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges.
- 2.7.24. Participates in the RIPWG.

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

2.7.26. **(Added-KADENAAB)** At no later than 30 days prior to relinquishing unit ADPM duties, ensures replacement ADPM is airfield driving certified and trained to manage the unit Airfield Driving Program and received Airfield Driving Program Managers training from the Wing ADPM.

2.7.27. **(Added-KADENAAB)** If applicable, maintain copies of Airfield Management-approved PMV pass requests.

## 2.8. Airfield Management (AM).

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

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

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

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

2.8.5. Imposes and publishes restricted driving routes as required.

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

2.8.6.1. Escort individuals off of the airfield.

2.8.6.2. Confiscate individuals AF IMT 483.

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

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

2.8.7. Participates in the RIPWG.

## 2.9. Air Traffic Control Tower (ATCT).

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

2.9.1.1. **(Added-KADENAAB)** If a driver loses two-way radio communication with ATC while on the runway, ATC will raise or lower the intensity of the runway edge lights. The driver must immediately exit the runway and establish communication with tower.

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

2.9.2.1. **(Added-KADENAAB)** File an AF Form 457, *USAF Hazard Report*, or AF Form 651, *Hazardous Air Traffic Report (HATR)*, as required and provide a copy to Airfield Management Operations.

2.9.3. Participates in the RIPWG.

## **2.10. Wing Safety.**

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

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

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

2.10.4. Participates in the RIPWG.

2.10.5. Reviews CMA violations for trends.

## **2.11. Security Forces Squadron (SFS).**

2.11.1. Monitors airfield vehicle operations for ADI compliance.

2.11.1.1. **(Added-KADENAAB)** Ensures POVs driving on the airfield have a valid Kadena AB Form 14EJ, *Temporary Airfield PMV pass*.

2.11.1.2. **(Added-KADENAAB)** Secures any airfield PMV pass that has expired, was reported lost or stolen, or is being used for an unauthorized purpose.

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

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

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

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

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

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

2.11.8. Participates in the RIPWG.

2.11.9. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

## **2.12. Hospital/Medical Treatment Facility.**

2.12.1. Administers color vision screening as determined in the ADI.

2.12.1.1. **(Added-KADENAAB)** Color vision testing is delegated to unit ADPMs by memorandum from 18 MDG filed with the Wing ADPM (See **Attachment 11**). Unit ADPMs must use the approved color vision testing method which can be found on the Kadena Airfield Driving Share Point (<https://kadena.eim.pacaf.af.mil/sites/Kadenadriving/Miscellaneous%20Memos/Fo rms/AllItems.aspx>)

2.12.1.1.1. **(Added-KADENAAB)** If the individual fails the color vision test administered by the unit ADPM, “Daytime only” will be annotated on their AF 483

2.12.1.1.2. **(Added-KADENAAB)** Any individuals found to be color blind will not drive in the CMA (please refer to para **3.2.5** for further information).

2.12.2. Documents color vision test results as determined in the ADI.

2.12.2.1. **(Added-KADENAAB)** Unit ADPMs will document color vision results on Form 63, Section III. If color is required for your specific AFSC annotate AFSC and sign.

2.12.3. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

## **2.13. (Added-KADENAAB) Contracting Responsibilities.**

2.13.1. **(Added-KADENAAB)** Inform Airfield Management of all contracts that will involve the airfield environment. Ensure routes to and from airfield construction sites are approved by Airfield Management and published in the contract.

2.13.2. **(Added-KADENAAB)** Inform Airfield Management of all pre-construction meetings involving contracts that will require driving within the airfield environment.

2.13.3. **(Added-KADENAAB)** Ensure all contracts requiring access to the airfield state that contractors must contact Airfield Management for training and safety briefings about airfield driving procedures, and that compliance with this instruction is mandatory. This briefing must be conducted before the work on the airfield starts.

2.13.4. **(Added-KADENAAB)** Ensure all project supervisors or designated representatives’ contacts Airfield Management prior to starting work each day and after work is completed for the day.

## **2.14. (Added-KADENAAB) Public Affairs Responsibilities.**

2.14.1. **(Added-KADENAAB)** Inform Airfield Management of all tours that will require driving on the airfield.

2.14.1.1. **(Added-KADENAAB)** Ensure drivers contact Airfield Management for training and applicable temporary access permits.

## Chapter 3

### AIRFIELD DRIVING INSTRUCTION (ADI)

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

3.1.1. **(Added-KADENAAB)** The unit commander, through the unit ADPM, is responsible for the unit's overall training program.

3.1.2. **(Added-KADENAAB)** All personnel having a requirement to drive on the Kadena AB airfield must be trained and certified in accordance with this instruction.

**3.2. ADI.** The ADI must contain the following:

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

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

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

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

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

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

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

3.2.3.1.1. **(Added-KADENAAB)** Use Kadena AB Form 63 for training documentation IAW para 3.2.3.1.

3.2.3.1.2. **(Added-KADENAAB)** Unit ADPMs and trainers will use AF Form 63 to document training prior to the trainee taking the airfield driving test.

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

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

3.2.3.4. Classroom training as determined locally.

3.2.3.4.1. **(Added-KADENAAB)** Classroom training will consist of reviewing the Initial Classroom Training slides provided by the WG ADPM (also available on the Kadena Airfield Driving share point <https://kadena.eim.pacaf.af.mil/sites/Kadenadriving/default.aspx>), all items on **Attachment 6** and a practice exam.

3.2.3.4.2. **(Added-KADENAAB)** Driving in Chemical Ground Crew Ensemble (GCE), as required. In accordance with AFI 24-301, *Vehicle Operations*, additional training is required to operate vehicles in chemical warfare gear. This training will be coordinated by unit vehicle control officers and documented in personnel training records.

3.2.3.4.3. **(Added-KADENAAB)** A spotter will be used when backing a vehicle while wearing the GCE and mask.

3.2.3.4.4. **(Added-KADENAAB)** All training tasks are taken from the 2T1X1 CFETP dated 1 Jan 01, task 3.23, Operate Vehicles Under Contingency Environments.

3.2.3.4.5. **(Added-KADENAAB)** No one will operate a vehicle in the CMA while in GCE.

3.2.3.5. Practical Day and Night (as applicable) Airfield Familiarization Training. At a minimum, the practical airfield drivers training involves taking the individual out on the airfield to show them how to get to and from their work areas. Use the Airfield Driving Training Documentation and Certification Checklist to document completion of training. (See **Attachment 5**)

3.2.3.5.1. **(Added-KADENAAB)** Use Kadena AB Form 63 for training documentation IAW para 3.2.3.5.

3.2.3.5.2. **(Added-KADENAAB)** As a minimum all trainees must accomplish one day and night time check ride to certify Items 2.1-2.13 on **Attachment 6**.

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

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

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

3.2.4.2.1. **(Added-KADENAAB)** Initial and annual refresher testing will be administered by the WG ADPM only. All above training criteria should be accomplished before testing.

3.2.4.2.1.1. **(Added-KADENAAB)** Trainees are initially completing their airfield driving training they MUST have **Attachment 6**, AF Form 63, the Airfield Driving CBT certificate and an AF Form 483, Certificate of Competency (Comp Card) with them when they take the airfield driving test to complete the airfield driving process.

3.2.4.2.1.2. **(Added-KADENAAB)** Trainees completing refresher training only require the Airfield Driving CBT certificate their AF Form 483.

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

3.2.4.3.1. Airfield Diagram/Layout Test. Develop an airfield diagram/layout test to ensure individuals know the location of runways, taxiways, aprons, perimeter road, airfield access points, etc. The airfield diagram/layout test must also include identifying the location and description of Visual Flight Rules (VFR) and instrument (INST) holding position signs and markings. Individuals must achieve a minimum passing score of 100%. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (See **Attachment 5**)

3.2.4.3.1.1. **(Added-KADENAAB)** Use Kadena AB Form 63 for training documentation IAW para 3.2.4.3.1.

3.2.4.3.2. Communications Test (*required for access onto the CMA*). Communication test must be at least 5 questions with a minimum passing score of 100%. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (See **Attachment 5**) At a minimum, include the following areas on the communication test:

3.2.4.3.2.1. Basic communication principles.

3.2.4.3.2.2. Phonetic Alphabet.

3.2.4.3.2.3. Standard aviation phraseology.

3.2.4.3.2.4. Escort phraseology/rules.

3.2.4.3.2.5. A simulation of radio communications between a vehicle operator

and ATCT. For example, initial radio contact, crossing active runway, hold short instructions, etc.

3.2.4.3.2.6. **(Added-KADENAAB)** Use Kadena AB Form 63 for training documentation IAW para 3.2.4.3.2.

3.2.4.3.3. General Knowledge Test. Develop a written general knowledge test on the ADI with at least 10 questions and a passing score of 80%, (corrected to 100%). Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (See [Attachment 5](#))

3.2.4.3.3.1. **(Added-KADENAAB)** Use Kadena AB Form 63 for training documentation IAW para 3.2.4.3.3.

3.2.4.3.4. Practical Driving Test. At a minimum, the individual must:

3.2.4.3.4.1. Drive the vehicle during the check-ride.

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

3.2.4.3.4.3. Identify the location of runways and other CMAs.

3.2.4.3.4.4. Demonstrate the ability to contact ATCT prior to entry on the runway and other CMAs (*for Runway/CMA drivers only*).

3.2.4.3.4.5. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (See [Attachment 5](#))

3.2.4.3.4.5.1. **(Added-KADENAAB)** Use Kadena AB Form 63 for training documentation IAW para 3.2.4.3.4.5.

3.2.4.3.5. Runway Incursion Prevention Test. Runway Incursion Prevention Test must be at least 5 questions with a minimum passing score of 100%.

3.2.4.4. Test Failure. Include wing and/or base procedures for test failures. (e.g. First, Second or Third time) such as additional time before retest or remedial training endorsed by the Unit/CC.

3.2.4.4.1. **(Added-KADENAAB)** First Time Failures: Receive additional training from the unit ADPM. This training will be documented on a memorandum for record and attached to the Training and Certification letter. Drivers can be rescheduled for testing upon completion of additional training but no earlier than 7 days from the failure.

3.2.4.4.2. **(Added-KADENAAB)** Second Time Failures: Receive additional training from the unit ADPM. This training will be documented on a letter from the unit commander with a statement that the trainee is safe to conduct airfield operations. Drivers can be rescheduled for testing upon completion of additional training and the commander's endorsement letter, but no earlier than 14 days from the failure.

3.2.4.4.3. **(Added-KADENAAB)** Third Time Failures: Will not be granted driving privileges.

3.2.4.5. **(Added-KADENAAB)** After completion of [Attachment 6](#) and the written airfield driving examination and the trainees AF Form 63 is completed and signed by the Unit ADPM, trainer, trainee and Unit Commander or designated representative, the Wing ADPM will be the last signature and will also sign and stamp the trainees comp card.

3.2.4.6. **(Added-KADENAAB)** For annual refresher training the trainee must return all paperwork to the unit ADPM for filing.

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

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

3.2.5.1.1. **(Added-KADENAAB)** A color vision test will be administered by the unit airfield driving program managers (please see [Attachment 11](#)).

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

3.2.5.2.1. **(Added-KADENAAB)** Individuals who fail color vision requirements can obtain a waiver endorsed by the 18th Medical Group, 18 WG Safety Office and approved by the Airfield Manager to drive on the airfield during the day only. In accordance with this regulation, waivers to color vision requirements can only be approved for areas outside the CMA. **Note:** Waivers should only be obtained due to operational necessity. Members with a color vision waiver WILL NOT drive on the airfield at night or in restricted areas/CMA.

3.2.5.2.2. **(Added-KADENAAB)** If approved the individual's AF Form 483 will be stamped "AUTHORIZED KADENA AB AIRFIELD DAY ONLY."

3.2.5.2.3. **(Added-KADENAAB)** If the individual is color blind, but has an operation necessity to drive on the airfield at night the unit commanders may submit a waiver to the Airfield Manager. Waivers will be coordinated with the unit ADPM, 18th Medical Group, and 18th Wing Safety. A practical driving evaluation will be conducted by the Airfield Manager. Results will be annotated on the waiver request letter. If an AFSC specifies the individual cannot be color blind, the waiver will be disapproved.

3.2.5.2.3.1. **(Added-KADENAAB)** If approved by the Airfield Manager, the individual's AF Form 483 will be stamped "AUTHORIZED KADENA AB AIRFIELD LIMITED ACCESS."

3.2.5.2.4. **(Added-KADENAAB)** Approved waiver documentation must be maintained with the Kadena AB Form 63.

3.2.5.3. Refer to the Officer and Enlisted Classification Directory for AFSCs that have a mandatory requirement for normal color vision in their Air Force Specialty Code

(AFSC). Both products are available for viewing and download on the AF Portal. **Note:** Unit ADPM must still validate individual has normal color vision and/or no waiver to the classification directory standards.

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

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

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

3.2.6.3. Airfield access points.

3.2.6.4. Restricted area boundaries/entry control points.

3.2.6.5. Control area boundary.

3.2.6.6. Vehicle traffic lanes and traffic flow.

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

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

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

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

3.2.6.11. Communication “dead spots”.

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

3.2.6.13. Other confusing or ambiguous areas identified on airfield.

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

3.2.6.15. Jet Blast Hazard areas.

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

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

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

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

3.2.7.1.1.1. **(Added-KADENAAB)** Please refer to Para **3.2.4** Testing Requirements.

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

3.2.7.1.2.1. **(Added-KADENAAB)** Please refer to Para. **3.2.9** TDY Personnel and Non-base Assigned Contractors.

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

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

3.2.7.2.1.1. **(Added-KADENAAB)** CMA training is in addition to airfield drivers training. Only those airfield drivers who have completed training and are certified on both airfield driving and CMA may enter the CMA.

3.2.7.2.1.1.1. **(Added-KADENAAB)** Unit ADPMs are responsible for training their personnel on CMA crossing procedures. Only personnel who have “CONTROLLED MOVEMENT AREA AUTHORIZED, KADENA AB, JAPAN”, stamped on the back of their AF Form 483 and have had no previous CMA violations may be appointed as CMA trainers by the unit ADPM.

3.2.7.2.1.1.2. **(Added-KADENAAB)** Training and Certification Procedures:

3.2.7.2.1.1.2.1. **(Added-KADENAAB)** Individuals must be airfield drivers certified at Kadena AB for at least 6 months before they can be certified to drive in the CMA.

3.2.7.2.1.1.2.2. **(Added-KADENAAB)** Training should include everything outlined in **Attachment 6** and **Attachment 8 (if applicable)** and documented on **Attachment 8, CMA Training and Certification Form**.

3.2.7.2.1.1.2.3. **(Added-KADENAAB)** Individuals must demonstrate proficiency to their unit trainer. This must include a phraseology test simulating contact with the control tower (Practical CMA Test).

3.2.7.2.1.1.2.4. **(Added-KADENAAB)** After all training requirements are accomplished individuals will attend the CMA class and take the written test administered by the Wing ADPM. Passing score is 90%.

3.2.7.2.1.1.2.5. **(Added-KADENAAB)** Bring a current non-laminated AF Form 483 and completed and signed **Attachment 8** to the CMA class. Once the test is passed the Wing ADP will stamp the back of their AF Form 483.

3.2.7.2.1.1.3. **(Added-KADENAAB)** Disposition of CMA Documentation:

3.2.7.2.1.1.3.1. **(Added-KADENAAB)** Return all certification paperwork to unit ADPM for filing.

3.2.7.2.1.1.3.2. **(Added-KADENAAB)** Maintain **Attachment 8** until the member PCSs or is no longer authorized to drive on the airfield.

3.2.7.2.1.1.3.3. **(Added-KADENAAB)** If a member PCAs to another

squadron where job duties still require access to the CMA, forward document to the gaining unit ADPM. The gaining ADPM will file personnel's paperwork, and update unit lists.

3.2.7.2.1.1.3.4. **(Added-KADENAAB)** Unit ADPMs will keep an updated list of all CMA qualified personnel.

3.2.7.2.1.1.4. **(Added-KADENAAB)** CMA Communication Procedures:

3.2.7.2.1.1.4.1. **(Added-KADENAAB)** All vehicles must have two-way radio contact with the tower and will conduct a radio check with the tower prior to entering the CMA. They must also remain in radio contact with the tower while in the CMA or be escorted by a vehicle that meets these requirements.

3.2.7.2.1.1.4.2. **(Added-KADENAAB)** CMA access is strictly limited to vehicles transporting hazardous materials, airfield management, barrier maintenance when working on the runway, airfield lighting when working on the runway, K-loaders, aircraft tows, and vehicles responding to an emergency. Exceptions may be coordinated with the Airfield Operations Flight Commander. Airfield Management will ensure the number of certified drivers is kept to an absolute minimum.

3.2.7.2.1.1.4.3. **(Added-KADENAAB)** Vehicles approaching the CMA shall stop prior to the Visual Flight Rules (VFR)/Instrument Hold Line and obtain approval from tower prior to crossing. Never cross the VFR or Instrument Hold Lines without permission from the control tower.

3.2.7.2.1.1.4.4. **(Added-KADENAAB)** On taxiways Alpha, Bravo, Echo North and Foxtrot, the Instrument Hold Line is the primary hold line.

3.2.7.2.1.1.4.5. **(Added-KADENAAB)** Vehicles will cross runways expeditiously after receiving approval from control tower. Operators requesting access onto the runway to a specific location shall remain in the immediate vicinity of that location unless otherwise authorized by the control tower. Operators anticipating travel along the length of the runway shall advise tower upon initial request.

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

3.2.7.2.2.1. **(Added-KADENAAB)** Due to the complexity of air traffic control, other instructions may be given. It is important that vehicle operators listen carefully and repeat instructions verbatim. When reporting off of a movement area, vehicle operators will ensure a response is received from tower. **Note:** The control tower is often busy on other frequencies and may take some time to respond. Vehicle operators should wait at least one full minute before calling again.

3.2.7.2.2.2. **(Added-KADENAAB)** Strict radio discipline is mandatory. No Citizen Band (CB), sarcastic, superfluous, obscene, or deceptive transmissions will be made. Call signs will be used at all times.

3.2.7.2.2.3. **(Added-KADENAAB)** To eliminate miscommunications and the degradation of safety, it is imperative operators adhere to standard air traffic control phraseology. Refer to **Chapter 4** for authorized transmission phraseology. **Under no circumstances will a vehicle proceed onto a runway if there is any uncertainty concerning approval.**

3.2.7.2.2.4. **(Added-KADENAAB)** All vehicle operators will ensure the tower uses their exact call sign. Hearing the correct location of your vehicle, but the wrong call sign does not indicate approval of your request. For example, if your vehicle's call sign is Bearcat 10 and you are requesting access onto runway 05R and tower gives approval for Bearcat 01 to proceed onto runway 05R, you **DO NOT** have approval onto runway 05R. Even if it appears obvious that you are the only vehicle in that location; do not proceed until the control tower uses the correct call sign. Do not hesitate to question the tower if there is any ambiguity.

3.2.7.2.2.5. **(Added-KADENAAB)** If other vehicles will accompany the vehicle requesting access to an area, the vehicle operator must state the word "plus" and the number of vehicles that will accompany. For example: "*Ops 1 plus 2.*"

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

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

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

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

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

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

3.2.7.2.6.2.1. Airfield Manager (Airfield – 1).

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

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

3.2.7.2.6.2.4. **(Added-KADENAAB)** Please see **Attachment 10**, LMR Call Signs.

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

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

3.2.7.2.8.1. **(Added-KADENAAB)** Runway convenience crossings are not authorized and will be considered an airfield driving violation. Violators will lose driving privileges for a minimum of 30 days.

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

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

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

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

3.2.7.4. Procedures and standards to use and maintain airfield driving visual aids/decals. At a minimum, all vehicles that operate on the airfield will contain the following AFVA/decals and diagrams: **Note:** Decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

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

3.2.7.4.1.1. **(Added-KADENAAB)** All Government Owned Vehicles (GOVs) will have AFVA 11-240, *USAF Airport Signs and Markings*, signal decal permanently affixed inside their vehicle in plain view of the vehicle operator.

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

3.2.7.4.3. AFVA 13-222.

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

- 3.2.7.4.5. Hot Spots (as determined locally) when depicted on a different airfield diagram.
- 3.2.7.5. Procedures and standards to comply with airfield signs, marking and ATCT light gun signals. **Note:** Provide a detailed description and an example of the following:
- 3.2.7.5.1. Airfield signs (e.g., mandatory and informational).

3.2.7.5.1.1. **(Added-KADENAAB)** Mandatory signs are Red signs with a white legend, indicating mandatory holding positions for runways, ILS critical area boundaries, and certain other mandatory instructions to pilots.

**Figure 3.1. (Added-KADENAAB) Mandatory Signs**



3.2.7.5.1.2. **(Added-KADENAAB)** Taxiway guidance and information signs are Yellow signs with a black legend, indicating direction, destination, runway exit, clear of a boundary, or other information.

**Figure 3.2. (Added-KADENAAB) Taxiway Signs**



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

3.2.7.5.2.1. **(Added-KADENAAB)** Runway:

3.2.7.5.2.1.1. **(Added-KADENAAB)** Centerline – a series of uniformly spaced longitudinal stripes. They are 3 feet wide and begin 40 feet inward from the runway designation marking (numerals), and continue to the midpoint of the runway.

3.2.7.5.2.1.2. **(Added-KADENAAB)** Designation Numbers – 30 feet high

and placed 160 from the beginning of the full-strength pavement.

3.2.7.5.2.1.3. **(Added-KADENAAB)** Aircraft arresting system warning markings – mark aircraft arresting system locations on the runway with a series of discs placed beneath the pendant.

3.2.7.5.2.2. **(Added-KADENAAB)** Taxiway and apron/ramp:

3.2.7.5.2.2.1. **(Added-KADENAAB)** Centerline – mark the centerline of all taxiways, guidelines on runways, and taxilanes on aprons and pads with a single 6-inch wide yellow stripe.

3.2.7.5.2.2.2. **(Added-KADENAAB)** Holding positions – are necessary on all pavements that lead to an active runway or helipad. They designate a boundary intended to protect the runway or helipad environment from incursions and prevent interference with signals transmitted by electronic navigational aids.

3.2.7.5.2.2.3. **(Added-KADENAAB)** Taxiway, Taxilane, and Apron Edge Stripes – used to delineate the edge of the taxiway or apron from other pavements or surfaces not intended for use by aircraft. Taxiway and apron edge stripes mark the edge of the full-strength pavement with two continuous 6-inch wide stripes separated by a 6-inch wide gap. Taxilane edge stripes show wingtip clearance.

3.2.7.5.2.3. **(Added-KADENAAB)** Instrument:

3.2.7.5.2.3.1. **(Added-KADENAAB)** This hold position is configured differently from a VFR hold position and is augmented with the letters "INST" on the runway side of the line.

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

3.2.7.5.3.1. **(Added-KADENAAB)** Runway:

3.2.7.5.3.1.1. **(Added-KADENAAB)** Runway end lights - 10 red lights in two groups of 5 lights located within 10feet of the end of the usable runway surface.

3.2.7.5.3.1.2. **(Added-KADENAAB)** Runway edge lights - Located along the full length of the runway in two parallel rows equidistant from the centerline. Placed along the edge of the area declared for use as the runway.

3.2.7.5.3.2. **(Added-KADENAAB)** Taxiway:

3.2.7.5.3.2.1. **(Added-KADENAAB)** Taxiway edge lights - Located parallel to each side of the taxiway and defines the lateral limits and direction of a taxiing route .

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

3.2.7.6.1. Vehicle parking areas.

3.2.7.6.2. Aircraft parking ramps.

3.2.7.6.3. Airfield access or bypass road.

3.2.7.6.4. Taxiways.

3.2.7.6.4.1. **(Added-KADENAAB)** No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing traffic, road, and weather conditions.

3.2.7.6.4.2. **(Added-KADENAAB)** The speed limit in the general airfield area (including areas mentioned above) is 24 KPH (15 MPH) for general purpose vehicles and 16 KPH (10 MPH) for special purpose vehicles.

3.2.7.6.5. Runways.

3.2.7.6.5.1. **(Added-KADENAAB)** The speed limit on the runway is 50 KPH (30 MPH).

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

3.2.7.6.6.1. **(Added-KADENAAB)** The speed limit for all vehicles is 8 KPH (5 MPH) within 50 feet of an airfield facility.

3.2.7.6.7. Aircraft, equipment, and trailer towing.

3.2.7.6.7.1. **(Added-KADENAAB)** Towing speed is 8 KPH (5 MPH) when towing aircraft or two or more maintenance stands.

3.2.7.6.7.1.1. **(Added-KADENAAB)** Towing speed with one maintenance stand is 16 KPH (10 MPH).

3.2.7.6.7.1.2. **(Added-KADENAAB)** The maximum towing speed for AGE is 24 KPH (15 MPH).

3.2.7.6.8. **(Added-KADENAAB)** Speed Limit Exceptions.

3.2.7.6.8.1. **(Added-KADENAAB)** Emergency response vehicles (Fire and Rescue, Ambulance, Security Forces) responding to an emergency may operate at any prudent speed commensurate with safety.

3.2.7.6.8.2. **(Added-KADENAAB)** When necessary to accommodate the optimum safe taxiing speed of aircraft, "Follow Me" vehicles are permitted to exceed the normal 24 KPH/15 MPH speed limit.

3.2.7.6.8.3. **(Added-KADENAAB)** Any time the control tower advises to "expedite" or uses the term "immediately." Extreme caution and common sense shall be exercised at all times.

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

3.2.7.7.1. **(Added-KADENAAB)** The speed limit for all vehicles is 8 KPH (5 MPH) within 25 feet of an aircraft.

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

- 3.2.7.8.1. **(Added-KADENAAB)** Vehicles will not be left unattended on runways, helipads, or taxiways.
- 3.2.7.8.2. **(Added-KADENAAB)** Vehicles may be left unattended on service aprons, ramps, and hardstands under the following conditions:
- 3.2.7.8.2.1. **(Added-KADENAAB)** Vehicle is located beyond the wing tip clearance line toward the service apron, hardstand or ramp.
  - 3.2.7.8.2.2. **(Added-KADENAAB)** Vehicle is turned off, but keys remain in ignition and the doors remain unlocked.
  - 3.2.7.8.2.3. **(Added-KADENAAB)** The transmission is placed in park (automatic transmission) or the reverse gear (manual transmission).
  - 3.2.7.8.2.4. **(Added-KADENAAB)** Parking brake set. Vehicles not equipped with an internal braking system will have chocks placed both in front and behind one of the rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles.
  - 3.2.7.8.2.5. **(Added-KADENAAB)** At night, when parked unattended, a vehicle's parking lights and/or emergency flashers shall be turned on.
  - 3.2.7.8.2.6. **(Added-KADENAAB)** Vehicles can park in front of aircraft hangars as long as they do not prevent the hangar doors from opening and closing safely.
- 3.2.7.8.3. **(Added-KADENAAB)** Only aircraft servicing support vehicles, which require the vehicle engine to operate as a power source for auxiliary components, may be left unattended while the engine is running. However, the parking brake will be set, transmission placed in neutral (manual transmission) or park (automatic transmission) and the wheels will be chocked.
- 3.2.7.8.4. **(Added-KADENAAB)** AGE towing vehicles may be placed in neutral and left running while the driver completes hookup operations. **Note:** If AGE equipment is not removed immediately following hookup operations, drivers will shut off the vehicle, set the parking brake, and place the vehicle in park or reverse.
- 3.2.7.8.5. **(Added-KADENAAB)** With the exception of emergency response vehicles that must remain in operation at the scene of the emergency, no other vehicles will be left with the engine running while unattended on the airfield. Emergency response vehicles will have the parking brake set, with the transmission in neutral or park, and the rear wheels chocked when the driver's seat is not occupied.
- 3.2.7.8.6. **(Added-KADENAAB)** Vehicles will not be parked within 25 feet of any aircraft, except as authorized for operations such as unloading, loading, servicing, or towing.
- 3.2.7.8.7. **(Added-KADENAAB)** A spotter will be posted when a vehicle is backed toward an aircraft, and pre-positioned wheel chocks will be used. The spotter will pre-brief the operator on standard signals to be used.
- 3.2.7.8.8. **(Added-KADENAAB)** Park vehicles with the driver's side toward the aircraft.

3.2.7.8.9. **(Added-KADENAAB)** Vehicles parked at the side of an aircraft will be located clear of the aircraft's wing tips, clearly visible to personnel in the aircraft cockpit.

3.2.7.8.10. **(Added-KADENAAB)** Vehicles will not be parked/stopped directly in front of or behind an aircraft loaded with forward firing ordnance.

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

3.2.7.9.1. **(Added-KADENAAB)** An obstacle is anything that poses a threat to aircraft movements, e.g., fire bottles, maintenance stands, vehicles, AGE, etc.

3.2.7.9.2. **(Added-KADENAAB)** When not directly supporting aircraft, obstacles must remain at least 1,000 feet from runway centerlines, 200 feet from taxiway centerlines, and varying distances from the edge of aprons in accordance with UFC 3-260-01, *Airfield and Heliport Planning and Design*.

3.2.7.9.3. **(Added-KADENAAB)** Equipment and vehicles not directly supporting aircraft must be parked or placed at the nose of the aircraft, with the driver's side of vehicles closest to the aircraft.

3.2.7.9.4. **(Added-KADENAAB)** 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 removed as soon as possible.

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

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

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

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

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

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

3.2.7.10.6. **(Added-KADENAAB)** All vehicles will have a light gun placard or decal Air Force Visual Aid (AFVA) 11-240, *Airport Signs and Markings*, displayed in plain view of the driver.

3.2.7.10.7. **(Added-KADENAAB)** In the event vehicles or personnel on the runway do not respond to light gun signals, the tower will raise and lower the intensity of the runway lighting. This signal directs all runway occupants to immediately exit the runway and establish communications with the tower.

3.2.7.10.8. **(Added-KADENAAB)** Extreme caution should be used not to confuse the rotating beacon with the tower light gun signal. Tower light gun signals can be observed through the large glass windows of the tower.

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

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

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

3.2.7.11.1.1.1. **(Added-KADENAAB)** Drivers will not operate a vehicle on the airfield without first stopping and thoroughly checking tires for stones and other foreign objects. "Roll-over" FOD checks will be performed prior to entering the airfield. Roll-over FOD checks consist of an initial FOD check, and then moving the vehicle forward enough to examine the remaining tire tread.

3.2.7.11.1.1.2. **(Added-KADENAAB)** FOD checks will also be conducted when driving onto taxiways from Centerline Road, as this area is not routinely swept for FOD.

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

3.2.7.11.1.2.1. **(Added-KADENAAB)** Vehicle operators will make sure all equipment carried on their vehicle is properly stored and secured before operating their vehicle on the airfield. Operators will ensure the cargo bed and the passenger compartment floor are clean to prevent debris from falling onto the airfield. Vehicles that utilize the airfield at night will carry a flashlight to accomplish the FOD check.

3.2.7.11.1.2.2. **(Added-KADENAAB)** General and special purpose government motor vehicles which routinely require access to the airfield will carry a covered container, clearly marked with contrasting letters no less than two inches in height, for deposit of FOD. These containers will be securely fastened to the vehicle and will be emptied frequently.

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

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

- 3.2.7.11.3. **(Added-KADENAAB)** Vehicle operators will be constantly alert for and will pick up any foreign object. If the debris is too small or too abundant to be thoroughly picked up by hand, the individual will notify Airfield Management Operations (18 OSS/OSAM), Control Tower (18 OSS/OSAT), or any Aircraft Maintenance Operations Control Center. Provide location of debris so an airfield sweeper can be dispatched.
- 3.2.7.11.4. **(Added-KADENAAB)** FOD CHECK signs are located on all airfield access roads and on Centerline Road. . These are painted on the pavement with red letters with a white background. All drivers will insure that they stop at these signs and perform an FOD check
- 3.2.7.12. Procedures and standards for using cellular/mobile phones on the airfield.  
**Note:** Cellular/mobile phones must not be used while driving on the airfield.
- 3.2.7.12.1. **(Added-KADENAAB)** Individuals will ensure cellular/mobile phones are stowed securely to prevent them from becoming FOD hazards.
- 3.2.7.12.2. **(Added-KADENAAB)** The use of Cellular/mobile phones while driving on the airfield is a violation, if caught the individuals' airfield drivers' licenses will be suspended for 30 days.
- 3.2.7.13. Procedures and standards for driving during restricted visibility or night operations. Poor weather conditions (e.g. snow, fog, rain, etc.) might obscure visual cues, roadway markings, and airfield signs. Vehicle operators must remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions. At a minimum, include procedures to stop and hold at an "INST" marking/sign when conditions are less than a reported ceiling of 800 feet or 2 miles visibility.
- 3.2.7.13.1. **(Added-KADENAAB)** Vehicle operators will stop and hold at "INST" markings/signs regardless of weather conditions.
- 3.2.7.13.2. **(Added-KADENAAB)** Headlights will be used during periods of darkness or restricted visibility (e.g., haze, fog, rain, etc.). Headlights will not be pointed toward a moving aircraft. Parking lights will remain on. Resume normal headlight operation when the aircraft is out of range, prior to moving vehicle.
- 3.2.7.13.3. **(Added-KADENAAB)** All vehicle drivers will comply with vehicle night operations per AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, para 6.4.7.
- 3.2.7.13.3.1. **(Added-KADENAAB)** Flashing lights or parking lights will be used at night when vehicles are temporarily parked on any part of the aircraft parking ramp. This does not apply if vehicles are parked in a designated area.
- 3.2.7.13.3.2. **(Added-KADENAAB)** When visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the wing or installation commander.
- 3.2.7.13.3.3. **(Added-KADENAAB)** When visibility is less than 100 feet, PMVs and flight line vehicles (except emergency and alert vehicles) will not be operated

on the flight line. Flashing lights will be used on all vehicles temporarily parked on the aircraft parking ramps during the periods of lowered visibility.

3.2.7.13.3.4. **(Added-KADENAAB)** When visibility is less than 50 feet, it is recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of alert vehicles.

3.2.7.13.3.5. **(Added-KADENAAB)** Vehicle operators will exercise caution to ensure headlights do not point toward taxiing aircraft or towing operations, so aircraft or tow vehicle operators are not blinded

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

3.2.7.14.1. **(Added-KADENAAB)** Headlights will not be pointed toward a moving aircraft.

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

3.2.7.15.1. **(Added-KADENAAB)** If an individual's primary means of transportation is a motorcycle, mopeds/scooters, or bicycles they are only authorized to and from their work facility.

3.2.7.15.2. **(Added-KADENAAB)** Properly registered Low Speed Vehicles are authorized for mission related use.

3.2.7.15.3. **(Added-KADENAAB)** All vehicle operators will possess an AF Form 483.

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

3.2.7.16.1. **(Added-KADENAAB)** Forward Area Refueling Point (FARP) Operations. FARP involves hot refueling from one aircraft (tanker) to another (receiver) with engines running. Aircraft and vehicles involved in FARP operations are completely blacked out. While FARP operations are in progress, Taxiway Alpha North and Runway 5L/23R shall be NOTAM closed. Prior to commencing and at the conclusion of FARP operations, the 353d Special Operations Group/Special Operations Center (353 SOG/SOC) shall notify Airfield Management Operations, 18 SFS, Fire Department, the 733d Air Mobility Squadron Command Center (733 AMCC) and the 18th Maintenance Operations Center (18 MOCC). Each unit notified shall advise all vehicle operators to remain off the area closed for FARP operations. With exception of responding emergency vehicles, vehicle operators shall remain at least 1,500 feet from aircraft performing FARP operations due to taxi clearance for tanker and receiver egress should an emergency occur.

3.2.7.16.2. **(Added-KADENAAB)** Static FARP Training. Static FARP training involves a single static (engines not running) C-130 aircraft that pressurizes its FARP cart hoses outside of the aircraft. Aircraft involved in static FARP training are completely blacked out. While static FARP training operations are in progress, Taxiway Alpha North shall be NOTAM closed. Prior to commencing and at the conclusion of static FARP training, 353 SOG/SOC shall notify Airfield Management Operations, 18 SFS, Fire Department, 733 AMCC and 18 MOCC for all maintenance

units. Each unit notified shall advise all vehicle operators to remain off the area closed for static FARP training. With exception of responding emergency vehicles, vehicle operators shall remain at least 300 feet from aircraft performing FARP operations. Vehicle operators must be aware that aircrew members may be as far as 150 feet from the aircraft.

3.2.7.16.3. **(Added-KADENAAB)** Aircraft Tows. Aircraft tows on taxiway Lima or Kilo require two-way radio contact with and approval from the control tower. **Exception 1:** Aircraft tows from Service Apron 4 to Service Apron 5 that cross Taxiway Lima do not require two-way radio contact. In this circumstance, the tow operator shall give way to taxiing aircraft before crossing Taxiway Lima. **Exception 2:** Aircraft Tows from Taxiway Hotel to Service Apron 3 or Building 890 do not require two-way radio contact. In this circumstance, the tow operator shall give way to taxiing aircraft before entering Taxiway Kilo.

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

3.2.7.17.1. **(Added-KADENAAB)** Perimeter Road will be used to travel to the opposite side of the airfield, and Centerline Road shall be used for travel in between the runways.

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

3.2.7.18.1. A review of the ADI.

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

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

3.2.7.18.4. **(Added-KADENAAB)** Please refer to Para 3.2.4. Testing Requirements.

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

3.2.7.19.1. **(Added-KADENAAB)** Visual Blind Spots. Vehicles operating on Taxiways November, Papa, and Kilo between Taxiways Echo and Foxtrot, Taxiway Hotel, Spots 1-50 on the Upper Fighter Ramp (UFR), and the intersection of Taxiways Juliet and Delta cannot be seen from the Tower. Airfield drivers must use extreme caution when operating in these areas.

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

- 3.2.7.20.1. Follow-on/support response agencies are required to standby in a designated area (e.g. ramp, taxiway, etc.) until called forward by the Fire Chief or incident/on-scene commander.
- 3.2.7.20.2. All emergency response vehicles must have approval from the ATCT or authorized vehicle escort, to enter the CMA.
- 3.2.7.21. Procedures for vehicle traffic control devices/lights located on active taxiways/runways (if applicable).
- 3.2.7.22. Procedures for airfield driving during blackout conditions (as applicable). At a minimum, Night Vision Device (NVD) procedures will be IAW AFMAN 24-306, Chapter 18 and include the following:
- 3.2.7.22.1. Vehicle speed limits.
  - 3.2.7.22.2. Driver and assistant driver responsibilities.
  - 3.2.7.22.3. NVD-related accident reporting procedures.
  - 3.2.7.22.4. Airfield driving/NVD licensing procedures. Annotate "NVD Qualified" on the AF IMT 483.
  - 3.2.7.22.5. Qualification/Annual refresher training requirements.
  - 3.2.7.22.6. NVD instructor qualification requirements.
  - 3.2.7.22.7. Vehicles operating with lights-out during periods of reduced airfield lighting must use hazard warning flashers or mount an Infrared Red (IR) strobe on the vehicle's roof so the ATCT and aircrew can observe the vehicle on the airfield. **Note:** Vehicles must still maintain two-way radio communications with the ATCT while operating on the CMA.
  - 3.2.7.22.8. Vehicle routes shall be designated. Non-participating vehicles will not mix with participating NVD vehicles on any CMA. **Note:** Vehicle operations should be kept to a minimum during periods of reduced airfield lighting configurations.
  - 3.2.7.22.9. **(Added-KADENAAB)** Blackout/NVD Driving Conditions **WILL NOT** be conducted on Kadena's airfield.
- 3.2.7.23. Procedures for vehicle escorts and convoys on the CMA and non-CMA.
- 3.2.7.23.1. **(Added-KADENAAB)** Escorting in the CMA:
    - 3.2.7.23.1.1. **(Added-KADENAAB)** A vehicle with direct two-way radio contact with the control tower may escort a maximum of five non-radio-equipped vehicles requiring runway crossings.
    - 3.2.7.23.1.2. **(Added-KADENAAB)** Vehicle operators escorted in CMAs shall remain in visual and voice contact with the escort vehicle operator and shall adhere to any escort instructions.
    - 3.2.7.23.1.3. **(Added-KADENAAB)** After obtaining control tower approval for crossing, the escort vehicle will ensure all vehicles cross the runway.
    - 3.2.7.23.1.4. **(Added-KADENAAB)** The escort vehicle will notify the control tower when all vehicles are beyond established hold lines.

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

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

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

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

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

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

3.2.7.27.1. **(Added-KADENAAB)** An aircraft with illuminated landing and/or taxi lights or rotating beacon is about to start engines, has engines running, or is about to taxi.

3.2.7.27.1.1. **(Added-KADENAAB)** Do not operate vehicles within 25 feet to the front or 200 feet to the rear of the aircraft except as prescribed in AFJMAN 24-306 and AFOSHSTD 91-100.

3.2.7.27.1.2. **(Added-KADENAAB)** Do not operate vehicles within 300 feet to the rear of MD-11, B-747, E-3B, E-4B, C-5, C-17, KC-10, or KC-135 type aircraft when engines are running at low power settings and within 800 feet to the rear when the engines are running at high power settings.

3.2.7.27.1.3. **(Added-KADENAAB)** Never drive a vehicle between an aircraft and the aircraft marshaller, regardless of whether or not the aircraft is in motion.

3.2.7.27.2. **(Added-KADENAAB)** Do not operate vehicles within 100 feet of a helicopter with moving rotors. **Note:** Vehicle operators shall use extreme caution when helicopters are conducting hover checks at the intersections of Taxiways Charlie and November.

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

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

3.2.8.1.1. **(Added-KADENAAB)** Only commanders, base or unit ADPMs, Airfield Management and Security Forces may suspend/revoke a member's AF Form 483.

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

3.2.8.2.1. **(Added-KADENAAB)** Individuals who have their airfield driving privileges revoked must be completely retrained and recertified in accordance with this instruction.

3.2.8.2.1.1. **(Added-KADENAAB)** The unit ADPM may submit a reinstatement memorandum to the Airfield Manager. This memorandum will be signed by the unit ADPM and endorsed by the member's Squadron Commander.

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

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

3.2.8.3.1.1. **(Added-KADENAAB)** Drivers involved in a CMAV will immediately notify their supervisor and unit ADPM.

3.2.8.3.1.2. **(Added-KADENAAB)** Airfield Management will notify the individual's commander in writing of what action was taken and why.

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

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

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

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

3.2.8.3.2.3.1. **(Added-KADENAAB)** When runway incursions have an adverse affect on flight operations (arrivals, departures, etc.), the reporter of the incursion will submit an AF Form 651 to 18 WG/SE. Drivers who commit a verified runway incursion will lose their airfield driving privileges for a

period of 90 days.

3.2.8.3.2.3.2. (**Added-KADENAAB**) When runway incursions and other CMA violations do not impact aircraft operations, the reporter of the incursion will use an AF Form 457. A copy of the AF Form 457 will be sent to the Airfield Manager, who will take immediate action to correct the problem or apply interim control measures. Drivers who commit a verified infraction will lose their driving privileges for a period of 60 days.

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

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

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

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

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

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

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

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

3.2.8.3.3. CMAV events must be briefed at the AOB.

3.2.8.3.3. (**KADENAAB**) Drivers will be escorted off the airfield and taken to AM where they will be requested to submit a written statement. The statement will be forwarded to 18 WG/SE. A copy of the statement will be provided to the individual to be given to their program manager.

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

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

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

incursion AFSAS report may be obtained from Wing Safety and/or MAJCOM OPR for AO.

3.2.8.3.4. **(KADENAAB)** After the investigation, the Airfield Manager will determine the corrective course of action and notify all appropriate agencies.

3.2.8.3.5. **(Added-KADENAAB)** Any further action is at the discretion of the driver's unit commander.

3.2.8.3.5.1. **(Added-KADENAAB)** Airfield Management will maintain a record of violations from the last 12 months, plus those from the previous calendar year

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

3.2.8.4.1. **(Added-KADENAAB)** Individuals caught driving on the airfield with an expired airfield driver's license will be escorted off the airfield and driving privileges will be suspended until annual refresher training is completed.

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

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

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

3.2.8.5.3. **(Added-KADENAAB)** Drivers who commit minor violations (e.g., speeding, unauthorized parking, etc.) will lose their driving privileges for a minimum of 30 days.

3.2.8.5.4. **(Added-KADENAAB)** Drivers who commit three violations within a 12 month period will lose their driving privileges for a minimum of 6 months.

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

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

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

3.2.9.2.1. **(Added-KADENAAB)** All individuals on temporary duty at Kadena AB with a valid need to operate a vehicle on the CMA must:

- 3.2.9.2.2. **(Added-KADENAAB)** Posses a valid AF Form 483 from their home station.
- 3.2.9.2.3. **(Added-KADENAAB)** Complete the entire CMA training course as outlined in para. 3.2.7.2. Procedures and standards for operating a vehicle on the CMA, Controlled Movement Area and Certification Procedures. Host unit ADPMs will provide all training in accordance with this instruction.
- 3.2.9.2.4. **(Added-KADENAAB)** Host unit ADPMs must maintain the CMA and certification form until the member's TDY is terminated.
- 3.2.9.3. Use **Attachment 7** or electronic equivalent to document the name/unit of the individual that received the local briefing/training.
- 3.2.9.4. If a sponsoring unit ADPM accomplishes the local training/briefing, forward an information copy to the Wing ADPM. The Wing ADPM or designated representative will issue a temporary AF IMT 483 with the restriction "*Ramp Access Only*" or "*Non CMA Only*" and expiration date.
- 3.2.9.4.1. **(Added-KADENAAB)** The host unit ADPM will conduct a local area briefing on items unique to Kadena AB. Briefings will include all training items required on **Attachment 7** of this instruction
- 3.2.9.4.2. **(Added-KADENAAB)** TDY and contractor personnel will take the Kadena area written test administered by host unit's ADPM; passing score is 90% or better with an on spot correction to 100%.
- 3.2.9.4.3. **(Added-KADENAAB)** The host unit ADPM will ensure **Attachment 7** is signed by the Wing ADPM and a copy is provided. The attachment will indicate all applicable restrictions.
- 3.2.9.4.3.1. **(Added-KADENAAB)** A copy of **Attachment 7** MUST be carried with the TDY personnel at all times while operating on the airfield.
- 3.2.9.4.4. **(Added-KADENAAB)** Vehicles will only be operated in approved areas and in conjunction with official duties. Personnel will only utilize routes that have been approved by 18 OSS/OSAM.
- 3.2.9.5. The local briefing and/or training materials should be made available in host nation language where applicable.
- 3.2.9.5. **(KADENAAB)** Local National Contractors.
- 3.2.9.5.1. **(Added-KADENAAB)** The Wing ADPM will train, certify, and issue temporary airfield authorization to non-unit assigned individuals such as contractors working on the airfield when not directly supporting a unit with a unit ADPM. Temporary authorization will be in MFR format signed by the base ADPM. In most cases the memorandum will be restricted to "*Ramp Access Only*" and will be carried at all times while operating on the airfield.
- 3.2.9.5.2. **(Added-KADENAAB)** Contractor routes to and from work areas on the airfield will be established by Airfield Management.

3.2.9.5.3. **(Added-KADENAAB)** Requests for airfield PMV passes will be processed by the Wing ADPM.

3.2.9.5.4. **(Added-KADENAAB)** Temporary Contractor Operations.

3.2.9.5.4.1. **(Added-KADENAAB)** Personnel shall only utilize routes that have been approved by 18 OSS/OSAM. Vehicles will be operated in approved areas only and in conjunction with official duties.

3.2.9.5.4.2. **(Added-KADENAAB)** Contract administrators, project officers, or unit ADPMs will notify 18 OSS/OSAM of any changes.

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

3.2.9.6.1. **(Added-KADENAAB)** Training materials are available in Kanji on the Kadena Airfield Driving SharePoint: <https://kadenae.eim.pacaf.af.mil/sites/Kadenadriving/Training%20Slides/Forms/AllItems.aspx>

3.2.9.6.1.1. **(Added-KADENAAB)** If the Unit ADPM is sending more than 5 local nations to the weekly testing session, please inform the Wing ADPM so that enough Kanji tests are available.

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

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

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

3.2.10.1.1.1. Owner/User.

3.2.10.1.1.2. Organization.

3.2.10.1.1.3. Duty Phone.

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

3.2.10.1.1.5. Pass/Permit number.

3.2.10.1.1.6. Area of Operation(s)/location.

3.2.10.1.1.7. Justification.

3.2.10.1.1.8. Effective period/dates.

3.2.10.1.1.9. **(Added-KADENAAB)** DEROS

3.2.10.1.1.10. **(Added-KADENAAB)** AF Form 483 number

- 3.2.10.1.1.11. **(Added-KADENAAB)** Complete license plate number (XX Y XX-XX)
- 3.2.10.1.1.12. **(Added-KADENAAB)** Justification must include how many GOVs are assigned to the unit, and reason those GOVs are unavailable for use
- 3.2.10.1.1.13. **(Added-KADENAAB)** All Kadena AB Form 14EJ, *Airfield POV Pass* requests will be processed through the Wing ADPM.
- 3.2.10.1.2. Vehicle passes/decals must be validated at least annually.
- 3.2.10.1.2.1. **(Added-KADENAAB)** Airfield Management will maintain control of all POV passes and will change the color of all POV passes yearly to ensure integrity.
- 3.2.10.1.2.2. **(Added-KADENAAB)** Passes expire at the end of the calendar year, upon the operator's DEROS, or when the operator's duties no longer require access, whichever comes first.
- 3.2.10.1.3. POV and Government Leased vehicles passes/decals must be differentiated in the ADI.
- 3.2.10.1.3.1. **(Added-KADENAAB)** Kadena AB Form 14EJ, *Airfield POV Pass*, is issued to drivers who require access to specific areas of the airfield in a POV. The term POV refers to vehicles that are privately owned by military members, department of defense (DoD) civilians and contractors.
- 3.2.10.1.3.2. **(Added-KADENAAB)** The Wing ADPM will issue magnetic orange cones to be placed on the top of rental vehicles. The term Government Leased vehicles refers to vehicles that are commercially owned by a private organization (e.g. rental vehicles).
- 3.2.10.1.4. The AFM, Wing ADPM or designated AM representatives are responsible for issuing vehicle passes/decals. **Note:** Authority must not be delegated outside of AM.
- 3.2.10.1.4.1. **(Added-KADENAAB)** The Wing ADPM will issue the operator a POV pass. The pass will be displayed on the driver's side of the windshield at all times while operating a POV on the airfield. POVs without a visible placard will be ticketed and escorted or towed off the airfield by 18 OSS/OSAM, Security Forces, and/or Transportation. Passes will be returned to 18 OSS/OSAM when a member PCS/PCA.
- 3.2.10.1.4.2. **(Added-KADENAAB)** POV operators are subject to all provisions outlined in this instruction.
- 3.2.10.1.4.3. **(Added-KADENAAB)** The vehicle is authorized only in the areas designated on the pass.
- 3.2.10.1.4.4. **(Added-KADENAAB)** The unit ADPM or contract administrator will notify the Wing ADPM in writing of any changes.
- 3.2.10.1.4.5. **(Added-KADENAAB)** The unit ADPM or contract administrator will notify Airfield Management of any lost, stolen, or expired PMV passes.

3.2.10.1.4.6. **(Added-KADENAAB)** The unit ADPM or contract administrator will ensure that all PMV passes are returned to 18 OSS/OSAM upon completion of the contract work on the airfield or if passes are lost or stolen.

3.2.10.1.4.7. **(Added-KADENAAB)** The Wing ADPM will provide 18 SFS with a current listing of all PMV passes.

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

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

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

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

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

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

3.2.11.2.1. **(Added-KADENAAB)** If possible operators will contact their control center and have the information relayed to Airfield Management Operations for relay to the control tower.

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

3.2.11.3.1. **(Added-KADENAAB)** Emergency flashers should be on, and hood open to indicate a vehicle malfunction.

3.2.11.3.2. **(Added-KADENAAB)** Drivers will stay with the vehicle until the situation is resolved.

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

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

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

3.2.11.5. **(Added-KADENAAB)** Vehicles involved in accidents.

3.2.11.5.1. **(Added-KADENAAB)** Vehicles will not be moved until released by 18 WG/SE, AM and Security Forces Security Control (18 SFS/SFOS).

3.2.11.5.2. **(Added-KADENAAB)** All individuals involved in an accident will have their airfield driving privileges suspended immediately until liability is determined. Driving privileges will be reinstated immediately for those found not liable. The duration of the suspension for liable parties will be determined by Airfield Management.

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

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

3.2.12.2. Walk facing oncoming traffic.

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

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

3.2.12.5. **(Added-KADENAAB)** Jogging and recreational activities are prohibited on the airfield.

3.2.13. **(Added-KADENAAB)** Vehicle Traffic. When operating on the airfield, operators will follow basic “rules of the road” and have seat belts fastened while the vehicle is in motion. Vehicles will not be driven diagonally across the parking apron or ramp, but at a 90-degree angle to the driving lanes.

3.2.13.1. **(Added-KADENAAB)** All vehicles will stop prior to entering the airfield.

3.2.13.2. **(Added-KADENAAB)** All vehicles will be driven single file, left of the taxiway centerline, and to the right side of stressed pavement edge markings. Vehicles will not be driven on the shoulder. Note: To help prevent FOD in the fighter taxi areas, vehicles shall be driven closer to the left side of the taxiway.

3.2.13.3. **(Added-KADENAAB)** All drivers will receive tower permission before entering Centerline Road. Drivers will stop and ensure the taxiway is clear before proceeding.

3.2.13.4. **(Added-KADENAAB)** When driving on runways, drive to the left of the runway centerline and to the right of stressed pavement edge markings. Use the most direct route when crossing runways. Airfield Management vehicles are exempt from these requirements when performing airfield inspections and checks.

3.2.13.5. **(Added-KADENAAB)** All vehicles must approach parked aircraft with the driver’s side of the vehicle facing the aircraft.

3.2.13.6. **(Added-KADENAAB)** Do not drive between parked aircraft unless there is a vacant aircraft parking space between them.

3.2.13.7. **(Added-KADENAAB)** Emergency response vehicles (e.g., Airfield Management, Civil Engineering, Supervisor of Flying, Flight Safety, etc.) are exempt from normal traffic flow patterns while responding to an emergency.

- 3.2.13.8. **(Added-KADENAAB)** Before attempting a U-turn, the operator will slow the vehicle and ensure it is clear to the front, side, and rear.
- 3.2.13.9. **(Added-KADENAAB)** Passing explosive-laden vehicles is prohibited.
- 3.2.13.10. **(Added-KADENAAB)** Prior to driving on the airfield, all drivers shall review the current airfield status for updates regarding current construction activity, runway closures/openings that can affect airfield driving on the Kadena Airfield Driving website at <https://kadena.eim.pacaf.af.mil/sites/Kadenadriving/Airfieldstatus>, or by contacting their respective maintenance operations center when the network is down. Drivers will check the “Notice to Airmen (NOTAMs)”, “Airfield Construction”, and “Closures and Events” sections prior to entering the airfield. p and ensure the taxiway is clear before proceeding.
- 3.2.14. **(Added-KADENAAB)** Right of way priorities are as followed:
- 3.2.14.1. **(Added-KADENAAB)** Arriving and departing aircraft.
- 3.2.14.2. **(Added-KADENAAB)** Emergency response vehicles actively responding to an aircraft emergency. No vehicle will be driven in front of an emergency response vehicle actively responding to an emergency.
- 3.2.14.3. **(Added-KADENAAB)** Emergency response vehicles responding to a non-aircraft emergency (helping hand, fuel spill, Emergency Medical Technician [EMT], ext).
- 3.2.14.4. **(Added-KADENAAB)** Taxiing Aircraft.
- 3.2.14.5. **(Added-KADENAAB)** All other authorized vehicles. Vehicles traveling north or south have the right of way over vehicles traveling east or west.
- 3.2.15. **(Added-KADENAAB)** Taxiing Aircraft. Except for "Follow Me" guides, vehicles will not be parked in front of or driven into the path of taxiing aircraft. Do not drive between a taxiing aircraft and its Follow Me guide.
- 3.2.15.1. **(Added-KADENAAB)** All vehicles, except those responding to an emergency, must yield to taxiing aircraft. Vehicles will be driven on a paved surface via the shortest available route. Only as a last resort will vehicles be driven off a paved surface to ensure adequate aircraft clearance. Minimum wing tip clearance is 25 feet.
- 3.2.15.2. **(Added-KADENAAB)** When approaching an aircraft at night, extinguish vehicle headlights and activate vehicle parking lights or emergency flashers. Resume normal headlight operation when the aircraft is out of range, prior to moving vehicle. **Note:** Vehicles equipped with daytime running lights will park in a safe location, turn off vehicle, set parking brake, and activate emergency flashers.
- 3.2.16. **(Added-KADENAAB)** Circle of Safety. A circular area extending 25 feet beyond the wing tips, nose, and tail of an aircraft.
- 3.2.16.1. **(Added-KADENAAB)** Vehicles are prohibited from entering the circle of safety except when the servicing aircraft.
- 3.2.16.2. **(Added-KADENAAB)** Never drive a vehicle under any part of an aircraft, except as authorized for operations such as loading, unloading, servicing, or towing.

3.2.16.3. **(Added-KADENAAB)** When operating within the circle of safety, use spotters to guide the vehicle's approach to the aircraft. Place pre-positioned wheel chocks between the aircraft and approaching vehicle to prevent a collision.

3.2.17. **(Added-KADENAAB)** Convoy and Escort Responsibilities. Personnel acting as escorts must be authorized and certified to drive on the Kadena AB airfield and be fully aware of associated responsibilities.

3.2.17.1. **(Added-KADENAAB)** Escorts will brief associated drivers on route, speed, procedures, etc.

3.2.17.2. **(Added-KADENAAB)** Convoys or escorted groups will not exceed six vehicles (one lead and maximum of five escorted vehicles). Fire Department and munitions convoys are exempt.

3.2.18. **(Added-KADENAAB)** Unauthorized Clothing/Uniforms. Metal insignias/badges will not be worn on the airfield. Wigs, hairpieces, hats, metal hair fasteners, earrings, or any other jewelry that may fall off without notice, are not authorized on the airfield.

## Chapter 4

### RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

#### 4.1. General.

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

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

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

#### 4.2. Radio Techniques.

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

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

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

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

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

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

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

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

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

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

**Table 4.1. Sample Runway Crossing Phraseology.**

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

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

**Table 4.2. Sample Read back Instructions**

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

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

**Table 4.3. Sample Hold Short Instructions.**

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

**4.4. Common Use Phrases.**

4.4.1. (**Added-KADENAAB**) The inclusion of words such as “expedite,” “without delay,” or “immediately” indicate that the tower expects the vehicle operator to proceed with his/her request rapidly, without hesitation. Operators unable to comply will remain out of the CMA, advise tower “unable,” and await further instructions.

**Table 4.4. Common Use Phrases.**

<b>What Is Said:</b>	<b>What It Means:</b>
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. <b>Note:</b> Use of this phrase does not authorize requestor to "Go Ahead" with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay, Expedite	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.

Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

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

**Table 4.5. Phonetic Aviation Alphabet.**

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

**4.6. Adopted Forms:** AF IMT 457, *USAF Hazard Report*

AF IMT 483, *Certificate of Competency*

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

AF Form 1313, *Driving Record*

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

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

**(KADENAAB)**

MATTHEW H. MALLOY, Brig Gen, USAF  
Commander

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

##### **US Air Force Publications.**

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

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010

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

AFMAN 24-306, *Manual for Wheeled Vehicle Driver*, 1 July 2009

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000

AFI 33-360, *Publications and Forms Management*, 18 May 2006

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

AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, 1 May 1998

AFI 91-202, *The US Air Force Mishap Program*, 1 August 1998

AFMAN 91-223, *Aviation Safety Investigations and Reports*, IC 1, 9 August 2006

AFI 48-123, *Medical Examinations and Standards*, IC1, 1 June 2010

Air Force Enlisted Classification Directory (AFECD), 1 August 2009

Air Force Officer Classification Directory (AFOCD), 31 October 2009

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

FAA Advisory Circular 150/5340-1K, *Standards for Airport Markings*, 3 September 2010

FAA Joint Order 7110.65, *Air Traffic Control*, 11 February 2010

##### **Forms.**

AF IMT 457, *USAF Hazard Report*, 1 August 2002

AF IMT 483, *Certificate of Competency*, 1 August 2002

AF IMT 651, *Hazardous Air Traffic Report (HATR)*, 28 May 2002

AF IMT 3616, *Daily Record of Facility Operation*, 31 March 2003

#### *Abbreviations and Acronyms*

**ADI**—Airfield Driving Instruction

**ADP**—Airfield Driving Program

**ADPM**—Airfield Driving Program Manager

**AF**—Air Force

**AFFSA**—Air Force Flight Standards Agency

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

**POV**—Privately Owned Vehicle

**RIPWG**—Runway Incursion Prevention Working Group

**RGL**—Runway Guard Light

**RWY**—Runway

**SF**—Security Forces

**TDY**—Temporary Duty

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer

**VFR**—Visual Flight Rule

### *Terms*

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

**Advise Intentions**—Tell me what you plan to do.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Proceed**—Authorization to begin/continue on approved routes.

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

**Read Back**—Repeat my message back to me.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AFI13-213, *Airfield driving*, 1 June 2011  
AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*, 7 August 2007  
AFI 24-301, *Vehicle Operations*, 1 November 2008  
AFMAN 24-306, *Manual for Wheeled Vehicle Driver*, 1 July 2009  
AFMAN 33-363, *Management of Records*, 1 March 2008  
AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, 1 May 1998  
UFC 3-260-01, *Airfield and Heliport Planning and Design*, 17 November 2008  
AFI 33-324, *The Information Collections and Reports Management Program*, 1 June 2000  
AFVA 11-240, *USAF Airport Signs and Markings*, 1 December 2011

***Prescribed Forms:***

Kadena AB Form 14EJ, *Temporary Airfield PMV Pass*  
Kadena AB Form 16EJ, *Annual Airfield PMV Pass*  
Kadena AB Form 63, *Request for Airfield Drivers and Airfield Driving Training and Certification*

***Adopted Forms:***

AF Form 847, *Recommendation for Change of Publication*  
AF IMT 457, *USAF Hazard Report*  
AF IMT 483, *Certificate of Competency*  
AF IMT 651, *Hazardous Air Traffic Report (HATR)*  
AF Form 63, *Active Duty Service Commitment (ADSC) Acknowledgement Statement*  
AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*  
AF Form 483, *Certificate of Competency*

## Attachment 2

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

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

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

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

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

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

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

XXXX X. XXXXX, Lt Col, USAF  
Commander

## Attachment 3

## UNIT ADPM TRAINING CHECKLIST

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

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

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

## Attachment 4

## UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

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

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

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

---

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

## Attachment 5

**AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST**

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

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

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

Attachment 6

**AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)**

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

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

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

5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.				
5.9. Familiarize trainee with the location and use of traffic control devices.				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.				
5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Hot Spots as required locally.				
5.16. Identify Smoking Areas as applicable.				
<b>6. Communications.</b> Training Outcome(s): Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications.				
6.2. Procedural Words and Phrases.				
6.3. Aviation Phonetic Alphabet.				
6.4. Aviation Terminology.				
6.5. Procedures for Contacting the ATCT.				
6.6. Light Gun Signals (Description of ATCT Light Gun signals).				
6.7. ATCT and or vehicle blind spots.				
<b>7. Other.</b>				
7.1. Review ADI.				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. <b>Note:</b> Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. <b>Note:</b> Required for all personnel that require assess on or across the runway.				

<b>SECTION III – TRAINING CERTIFICATION</b> ( <i>Completed by the Trainee, Unit ADPM and Wing ADPM</i> )			
<b>TRAINEE</b>			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>UNIT ADPM</b>			
I certify that the above individual has completed all local training requirements outlined in <u>State Local Base</u> Airfield Driving Instruction (ADI). Check all applicable restrictions.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other ( <i>Specify</i> )			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM or designated representative (<i>as required</i>)</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

**Notes:**

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

## Attachment 7

## TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

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

points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicle maintenance problems.			
<b>SECTION III – TRAINING CERTIFICATION</b> ( <i>Completed by Trainee, Unit ADPM and Wing ADPM as required</i> )			
<b>TRAINEE</b>			
I have received and completed all of the above training requirements and will comply with <u>Local Base Airfield Driving Instruction (ADI)</u> . I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>UNIT ADPM</b>			
I certify that the above individual has completed all local training requirements outlined in <u>State Local Base Airfield Driving Instruction (ADI)</u> . Check all applicable restrictions.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other ( <i>Specify</i> )			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM or designated representative</b> ( <i>as required</i> )			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

**Notes:**

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

**Attachment 8 (Added-KADENAAB)**

**SAMPLE REQUEST FOR CONTROLLED MOVEMENT AREA ACCESS**

**Figure A8.1. Sample Request for Controlled Movement Area Access**

MEMORANDUM FOR KADENA AB AIRFIELD MANAGER  
 FROM: UNIT COMMANDER  
 SUBJECT: Controlled Movement Area Access Request

1. Request CMA certification for the following individual:

Rank/Name: \_\_\_\_\_  
 Unit/Office Symbol: \_\_\_\_\_  
 Duty Phone: \_\_\_\_\_  
 AF Form 483 #: \_\_\_\_\_  
 CMA Test Score: \_\_\_\_\_

2. Individual has received orientation on CMA access procedures under supervision of a unit trainer in accordance with KADENA ABI 13-202. Individual is not color blind.

3. Individual has been trained and certified on the following items:

<b>Training Item</b> ***To Be Completed with Unit Trainer(s)***	<b>Date Completed</b>	<b>Trainee Signature</b>	<b>Trainer Signature</b>
Location of Controlled Movement Areas			
Runways, Helipads, VTOL Pad, TWYS A-F			
Speed Limits			
Minimum Distance to Aircraft			
Runway and Helipad hold lines			
Instrument Landing System hold lines			
Proper Use of Phraseology and Call Signs			
Improper Phraseology			
Vehicle Communications Procedures			
Primary Crossing Point			
Alternate Crossing Point			
Escort Procedures			
Runway Intrusions			
Use of Runway Lights During Radio Failure			
Complete Light Gun Recognition Test			

(With Unit Trainer)			
Brief Centerline Road			
CMA Fundamental Classroom training (With Unit Trainer)			

4. Training Certification: I certify the above trainee has been fully trained on CMA access procedures.

Trainer Name and Rank \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

5. Receipt of Training Statement: I certify that I have received training on CMA access procedures, and consider myself to be qualified to operate in the Kadena Air Base CMA.

Trainee Name and Rank \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

6. Unit ADPM Statement: I certify the above trainee has been trained by a qualified trainer for CMA access. Unit ADPM Name and Rank

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** This memorandum will be retained on file by the unit ADPM until the individual is reassigned.

UNIT CC Signature Block

1st Ind, 18 OSS/OSAM

(Date)

MEMORANDUM FOR *UNIT COMMANDER*

Documentation of Controlled Movement Area Training and Certificate.

Approve/disapprove controlled movement area access.

Wing ADPM Signature Block

**Attachment 9 (Added-KADENAAB)****AIRFIELD MARKINGS AND SIGNS**

**A9.1. (KADENAAB) TAXIWAY CENTERLINE MARKING:** Solid yellow line used to designate the center of the taxiway.

**A9.2. (KADENAAB) EDGE OF STRESSED PAVEMENT MARKING:** A double yellow line used to mark the edge of the pavement stressed to support aircraft. These are NOT to be used as wingtip clearance lines.

**A9.3. (KADENAAB) WING TIP CLEARANCE LINES:** A solid yellow line parallel to the taxiway centerline crossing hardstands and service aprons marking the minimum distance vehicles and ground equipment must be maintained from the taxiway centerline to ensure wingtip clearance for the largest aircraft allowed to taxi on the associated taxiway.

**A9.4. (KADENAAB) WING TIP CLEARANCE LINES, UPPER FIGHTER RAMP:** In the upper fighter ramp parking area and taxiway Golf, from taxiway Echo to the northeast connector, a dashed line is used in lieu of a solid yellow line to represent the wingtip clearance line to eliminate confusion with the taxiway centerline.

**A9.5. (KADENAAB) STOP BAR:** Single white stripe located on all vehicle access roads leading to runways and taxiways. Vehicle operators must stop and obtain permission from the tower before proceeding into any CMA via an access road. Stop Bars are used to ensure operators stop and look before proceeding.

**A9.6. (KADENAAB) INSTRUMENT HOLD LINE:** During periods of reduced ceilings and visibility (ceiling less than 800 feet and/or visibility than 2 miles) vehicle operators may be instructed to hold short of instrument hold lines. These consist of two parallel solid yellow lines with vertical stripes and the letters "INST" stenciled on the movement surface facing the driver. Instrument hold lines are located on taxiways Alpha, Bravo, Echo, and Foxtrot.

**A9.7. (KADENAAB) VFR HOLD LINE:** Two solid yellow lines adjacent to two dashed yellow lines, located 100 feet from the edge of the runways, helipads, and the VTOL pad. Vehicle operators must contact the control tower and obtain permission prior to proceeding beyond the hold line.

**A9.8. (KADENAAB) FOD Check:** Located on airfield entry points and Centerline Road, vehicle operators must stop at this sign and perform a FOD Check.

**A9.9. (KADENAAB) RESTRICTED AREA/ENTRY CONTROL POINT:** A solid red line used to designate restricted areas. Operators who require access to or from restricted areas will do so from designated entry/exit control points. Individuals who enter these areas must have a valid restricted area badge, or be escorted by authorized personnel.

**A9.10. (KADENAAB) NO UNAUTHORIZED DRIVERS/ CONTROLLED AREA SIGNS:** Top: Denotes the Airfield Entry Point. Middle: Denotes entering a controlled area. Bottom: Denotes No Unauthorized Drivers.

**A9.11. (KADENAAB) Contact Tower Sign (Midfield Road)** All drivers will stop and contact the control tower before proceeding on Midfield Road. This marking denotes entry into the CMA area.

**A9.12. (KADENAAB) TOWER LIGHT GUN SIGNALS (Below, Center):** Various light signals used to control aircraft and vehicles on the airfield when communications cannot be established.

**Figure A9.1. Airfield Markings**



Figure A9.2. AFVA 11-240, Airport Markings and Signs

Airport Signs - Action and Purpose	ATCT LIGHT GUN SIGNALS	Airport Markings
<p><b>16-33</b> TWY/RWY HOLD POSITION: Hold Short of Runway on Taxiway</p> <p>ALSO... RWY/RWY HOLD POSITION: Hold Short of Intersecting Runway</p> <p><b>16-APCH</b> RWY APCH HOLD POSITION: Hold Short of Act on Approach</p> <p><b>INST</b> INST HOLD POSITION: Hold Short of INST Critical Area</p> <p><b>NO ENTRY:</b> Identifies Pavement Areas Where Aircraft Entry is Prohibited</p> <p><b>A</b> TAXIWAY LOCATION: Identifies Taxi on Which Vehicle/Aircraft is Located</p> <p><b>16</b> RUNWAY LOCATION: Identifies Runway on Which Vehicle/Aircraft is Located</p> <p><b>VFR HOLD POSITION BOUNDARY:</b> Exit Boundary of Runway Protected Area</p> <p><b>INSTRUMENT AREA BOUNDARY:</b> Instrument Hold Position</p> <p><b>TWY DIRECTION:</b> Defines Direction &amp; Designation of Intersecting Taxiway(s)</p> <p><b>RWY EXIT:</b> Defines Direction &amp; Designation of Exit Taxi from Runway</p> <p><b>15-1</b> OUTBOUND DESTINATION: Defines Direction to Take-Off Runway</p> <p><b>MIL</b> INBOUND DESTINATION: Defines Direction for Arriving Aircraft</p>	<p><b>STEADY GREEN</b> → Cleared to cross, Proceed or Go</p> <p><b>FLASHING GREEN</b> → Not Applicable</p> <p><b>STEADY RED</b> → STOP</p> <p><b>FLASHING RED</b> → Clear the Taxiway/Runway</p> <p><b>FLASHING WHITE</b> → Return to Starting Point on Airport</p> <p><b>ALTERNATING RED/GREEN</b> → Exercise Extreme Caution</p> <p><b>16-33</b> VFR Hold Position</p> <p><b>INST</b> INST Critical Area Markings</p>	<p><b>VFR HOLD POSITION:</b> Hold Short of Runway</p> <p><b>ALTERNATE RUNWAY HOLD POSITION:</b> Hold Short of Runway</p> <p><b>INST HOLD POSITION:</b> Hold Short During IMC Conditions</p> <p><b>TAXIWAY/TAXIWAY HOLDING POSITION:</b> Hold Short of Intersecting Taxiway When Directed by ATC</p> <p><b>TAXIWAY EDGE:</b> Defines Edge of Usable Full Strength Taxiway Pavement. Adjoining Pavement NOT Usable</p> <p><b>DASHED TAXIWAY EDGE:</b> Defines Edge of Taxiway Where Adjoining Pavement or Apron IS Available for Taxi</p>
<p><b>TOWER FREQUENCY</b></p> <p>Reference: AFI 11-218 Aircraft Operations and Movement on the Ground</p>	<p><b>GROUND FREQUENCY</b></p>	<p>AFVA 11-240, 23 Jun 2004                  Published by AFM 11-218                  (S) (C) (U) (R) (S) (P)                  US Air Force                  AFVA 11-240 Airport Signs and Markings                  Distribution: P</p>

Attachment 10 (Added-KADENAAB)

AIRFIELD DIAGRAM

Figure A10.1. Airfield Diagram



Notes:

**ATCT Blind Spots** – Vehicles operating on Taxiways November, Papa, and Kilo between Taxiways Echo and Foxtrot, Taxiway Hotel, Spots 1-50 on the Upper Fighter Ramp (UFR), and the intersection of Taxiways Juliet and Delta cannot be seen from the Tower.

**Jet Blast Hazard areas** - Along the Upper Fighter Ramp, Service Apron 2, spots 102, 104, 106, 108 and 110 and Lima Taxiway near spots L1-L-8 and through the Navy Ramp.

Figure A10.2. Airfield Taxiway and Helipad Locations

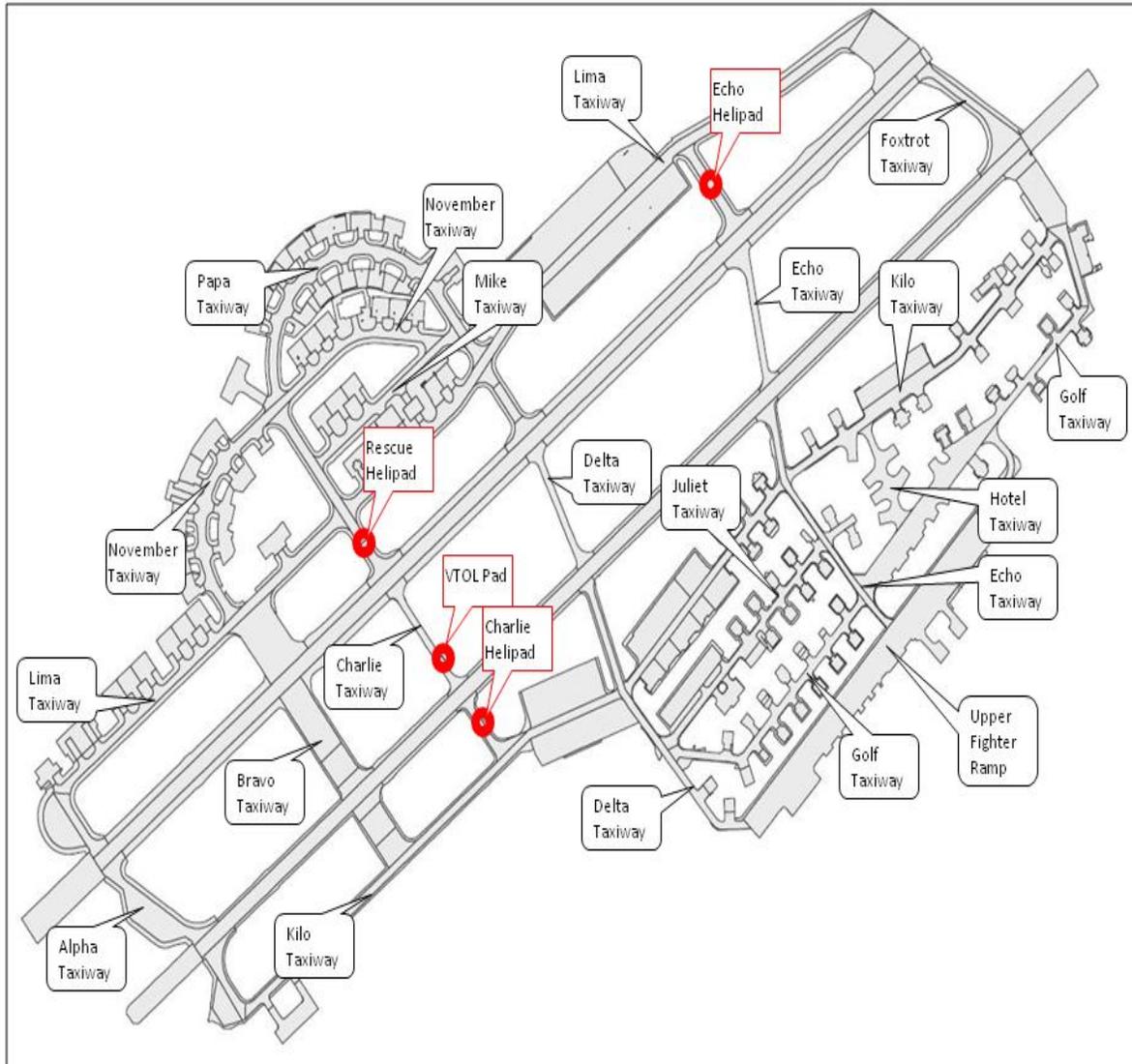
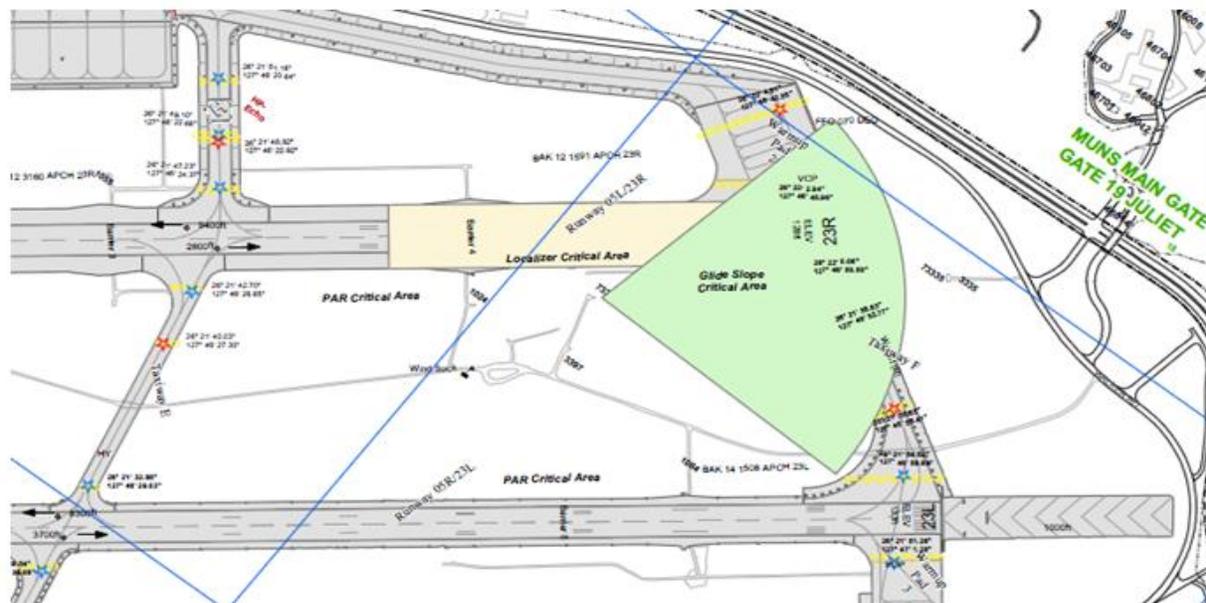
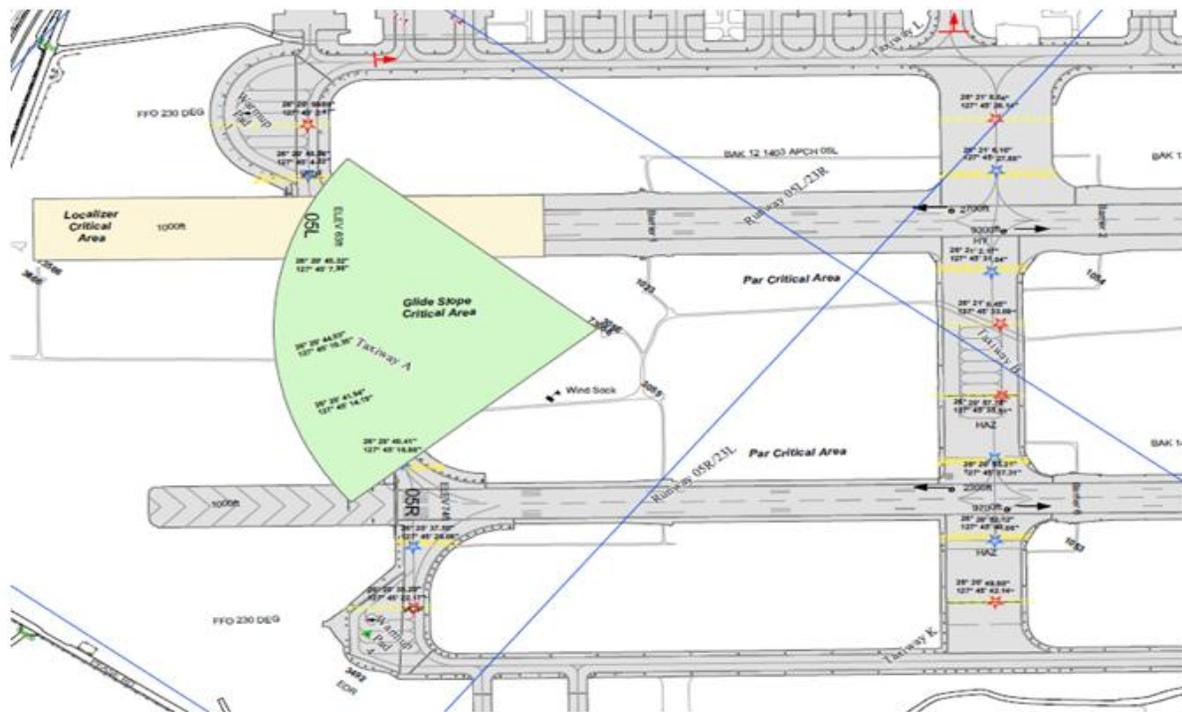


Figure A10.3. ILS Critical Areas



**Attachment 11 (Added-KADENAAB)****LMR CALL SIGNS****18th Maintenance Group (MXG)**

Shogun 5	Commander
Shogun 5Alpha	Deputy Commander
Group Chief	Superintendent
Hawk Eye	Quality Assurance
Weapons Chief	Wing Weapons Manager
Weapons 1	Weapons Standardization Superintendent

**18th Maintenance Operations Squadron (MOS)**

Rook Boss	Commander
Rook Lead	Maintenance Operations Flight Commander
Rook Chief	Maintenance Chief
MOC Super	MOC Superintendent
MOC	MOC Controllers
Mobile MOC	MOC LMR
Rook UCC	UCC

**18th Aircraft Maintenance Unit (AMXS)**

Eagle Boss	Commander
Eagle Lead	Maintenance Operations Officer
Eagle Chief	Maintenance Superintendent
Eagle Super	Squadron Production Super
Cell # (1-10)	18 AMXS Cell Boss(es) 1-10
Gen Super	18 AMXS Generation Super
CANN Dock	18 AMXS CANN Manager
Eagle UCC	UCC

**44th Aircraft Maintenance Unit (AMU)**

Bat Lead	OIC
Bat Two	Assistant OIC
Bat Chief	Superintendent
Bat Super	Assistant Superintendent
Blue Super	Lead Production Super
Blue 1	Production Super
Blue 2	A Flight Expediter
Blue 3	B Flight Expediter
Blue 4	Specialist Expediter
Blue 5	Engine/Environmental/Electrics Expediter
Blue 6	Weapons Expediter
Blue Dispatch	Dispatch
Blue Supply	Supply
Blue Support	Support
Blue Debrief	Debrief



**961st Aircraft Maintenance Unit (AMU)**

Orange Lead	OIC
Orange Lead	A Assistant OIC
Orange Chief	Superintendent
Orange Lead	Bravo Assistant Superintendent
Orange Super	Lead Production Super
Orange 1	Production Super
Orange 2	Expediter
Orange 3	Mission Expediter
Orange 4/5	Specialist Expediter
Orange Supply	Supply
Orange Support	Support
Orange Scheduler	Scheduling
Orange Tow	Tow Team

**33rd Aircraft Maintenance Unit (AMU)**

Pave Lead	OIC
Pave Lead Alpha	A Assistant OIC
Pave Chief	Superintendent
Pave Lead Bravo	Assistant Superintendent
Pave Super	Lead Production Super
Pave 1	Production Super
Pave 2	Expediter
Pave 4	Designated Tow Team
Pave 6	Weapons
Pave Dispatch	Dispatch
Pave Supply	Supply
Pave Support	Support
Pave Tow	Tow Team

**18th Munitions Squadron (MUNS)**

Ammo 1	Commander
Ammo 2	Maintenance Operations Officer
Ammo Chief	Chief of Maintenance
Ammo Control	Munitions Control
MUNS UCC	UCC

**18th Equipment Maintenance Squadron (EMS)**

Saber Boss	Commander
Saber Lead	Maintenance Operations Officer
Saber Chief	Maintenance Chief
Saber Super	Lead Production Super
Saber 1	Production Super
Saber Base	Maintenance Supervision/Base Station
Saber 2	Maintenance Flight
Saber 3	Fabrication Flight

Saber 4	Armament Flight
Metals	Metals Tech/Machine Shop
Structural North	Structural North
Structural	Structural Maintenance
Structural South	Structural South
NDI	Nondestructive Inspection
Recovery 1	Aero Repair Metro
Recovery 2	Aero Repair 6-Pax Truck
Recovery 3	Aero Repair MB-4
Recovery 4	Aero Repair MB-2
Recovery 5	A/R-North Metro
Recovery 6	Crash Recovery Tractor Trailer
Recovery 7	A/R North Vehicle Pick-up Truck
Recovery Base South	Aero Repair Base
Recovery Base North	Aero Repair Base North
AGE Super	AGE Superintendent
Blue AGE	44th CAT
Red AGE	67th CAT
Heavy AGE	909th CAT and 961st CAT
Kilo 2	733rd CAT
Kilo 4	353rd CAT
Munitions AGE	Munitions CAT
TA 1	Transit Alert 1
TA 2	Transit Alert 2
TA 3	Transit Alert 3
TA Base	Transit Alert Base
FAB Super	Fabrication Flight Chief
AGE Chief	Age Flight Chief
AGE 1	AGE UCC
AGE 2	AGE Equipment Coordinator
AGE 3	AGE Personnel Processing
AGE 4	Five Right Driver 1
AGE 5	Five Right Driver 2
Mobility Base	Squadron UCC
MOB 1	Squadron UCC Radio 1
MOB 2	Squadron UCC Radio 2
Sabre UCC	UCC

### **18th Component Maintenance Squadron (CMS)**

Dragon Boss	Commander
Dragon Lead	Maintenance Operations Officer
Dragon Chief	Maintenance Chief
Dragon Super	Lead Production Super
Dragon 1	Production Super
Dragon Base	Maintenance Supervision/Base Station
Fuels Base	Fuel Shop Dispatch

Fuels 1	Fuel Shop South 1
Fuels 2	Fuel Shop South 2
Fuels North	Fuels North
E-N-E	Electro/Environmental
Egress 1	Egress Shop
Egress Base	Egress Shop Dispatch
Accessories Super	Accessories Flight Chief
Prop 1	Propulsion 1
Prop 2	Propulsion 2
CMS Control Base	Squadron UCC
CMS Control 1	Squadron UCC Radio 1
CMS Control 2	Squadron UCC Radio 2
Dragon UCC	UCC

**44th Fighter Squadron**

Vampire 1	Commander
Vampire 2	Director of Operations
Vampire Ops	Operations Desk

**67th Fighter Squadron**

Cock 1	Commander
Cock 2	Director of Operations
Cock Ops	Operations Desk

**909th Air Refueling Squadron**

Tiger 1	Commander
Tiger 2	Director of Operations
Tiger Ops	Operations Desk/SOF
Tiger Safety	Safety Office

**33d Rescue Squadron**

Rescue Lead 1	Commander
Rescue 2	Director of Operations
Rescue Ops	Rescue Coordination Control
Jolly 11 Alpha	Day Alert Aircraft Commander
Jolly 11 Bravo	Day Alert Copilot
Jolly 11 Charlie	Day Alert Flight Engineer
Jolly 11 Delta	Day Alert Aerial Gunner
Jolly 21 Alpha	Night Alert Aircraft Commander
Jolly 21 Bravo	Night Alert Copilot
Jolly 21 Charlie	Night Alert Flight Engineer
Jolly 21 Delta	Night Alert Aerial Gunner
Bishop 1	Combat Rescue Officer
Bishop 3	PJ Team Leader
Bishop 5	PJ

**961st Airborne Air Control Squadron**

Sentry 1	Commander
Sentry 2	Deputy Commander
Sentry 3	Director of Operations
Sentry 4	Assistant Operations Officer (Air)
Sentry 5	Assistant Operations Officer (C-3)
Sentry 6	SOF
Sentry 7	Mission Planning Team (MPT)
Sentry Ops	Operations Residence Center
Sentry Control	Squadron UCC

**82nd Reconnaissance Squadron**

Romeo 1	Commander
Romeo 2	RDO/Mission Monitor
Ninja Lead	Maintenance Officer
Ninja Chief	Maintenance Superintendent
Ninja 1	Production Super
Ninja 2	Expediter
Ninja 3	Specialists (assigned as needed)
Ninja 4	Specialists (assigned as needed)
Ninja 5	Specialists (assigned as needed)
Ninja Support	Tool Section Base Station
Ninja Supply	Supply

**18th Operations Squadron**

AOF 1	AOF/CC
AOF 2	AOF/DO/SO
Airfield 1	Airfield Chief
Airfield 2	Deputy Airfield Manager
Airfield 3	NCOIC, Airfield Management Operations
Airfield 4	NCOIC, Airfield Management Training
AMOPS	Airfield Management Operations Office
Tower	Tower
Shogun Control	Battle Staff Ops Director

Attachment 12 (Added-KADENAAB)  
OPTOMETRY LETTER

Figure A12.1. Optometry Letter



DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES

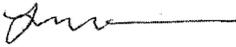
15 February 2012

MEMORANDUM FOR RECORD

TO: 18 OSS/OSAM

SUBJECT: Airfield Color Vision Testing

1. The 18th Medical Group's Optometry Clinic has reviewed the proposed plan for the 18 Operations Support Squadron (18 OSS) to conduct their own color vision testing for issuing airfield driver's licenses. Airfield Driving Program Managers will use the approved test to ensure trainees can distinguish between red, blue, yellow, white, and green. We feel this proposal meets the intent of AFI 13-213, dated 29 January 08. Anyone who fails the color vision testing will report to the Optometry Clinic for further testing to determine the severity of any color deficiencies.
2. Please direct any questions to my office at 630-4048.

  
JADE N. TEXCELL, Maj, USAF, BSC  
Optometry Flight Commander  
Kadena AB, Japan

PROTECTED BY THE PRIVACY ACT OF 1974  
FOR OFFICIAL USE ONLY