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KIRTLAND AIR FORCE BASE**

**KIRTLAND AIR FORCE BASE
INSTRUCTION 13-201**



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Space, Missile, Command, and Control

AIRFIELD DRIVING

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This publication implements Air Force Instruction (AFI) 13-213, *Airfield Driving*. The goal of the Airfield Driving Program (ADP) is to create and permit a safe, efficient and effective airfield environment for all. The procedures established in this instruction apply to host, mission partners and transient agencies using airfield facilities at Kirtland Air Force Base (KAFB), including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. Refer recommended changes and questions about this instruction to office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) 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/rims.cfm>. See Attachment 1 for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

Due to parent AFI re-write, this publication has been substantially revised and must be completely reviewed. Major changes include the addition of rolling Foreign Object Debris (FOD) check procedures, formation of Runway Incursion Prevention Working Group (RIPWG) and changes to testing and AF IMT 483, *Certificate of Competency*, issuance requirements. Also the term "flightline" will be changed to "airfield".

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Chapter 1

GENERAL

1.1. Scope and Purpose.

1.1.1. The purpose of this instruction is to establish procedures to govern all vehicle operations on the airfield. Only trained personnel will be assigned duties that include driving on the airfield. Trained personnel must have the necessary knowledge base to comply with this instruction. The use of vehicles on the airfield will be limited to the absolute minimum necessary to accomplish the mission. Safe operation of vehicles on the airfield is absolutely essential to normal aircraft operations and maintenance.

1.1.2. Vehicles present a clear and definite danger to both aircraft and ground personnel. Carelessness, haste, and a disregard for established safety standards are major factors in aircraft/vehicle collisions, incidents, and personal injuries. Airfield drivers must be familiar with the provisions of this instruction and exercise their best judgment if they encounter situations that are not covered by published guidance.

Chapter 2

RESPONSIBILITIES

2.1. 377th Air Base Wing and 58th Special Operations Wing (SOW) Commander

- 2.1.1. Designates the Deputy Airfield Manager (DAFM) as the Wing Airfield Driving Program Manager (ADPM).
- 2.1.2. 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. Authority must not be delegated.
- 2.1.3. Approves publication of the Airfield Driving Instruction (ADI).
- 2.1.4. Requests an AF Runway Safety Action Team (AFRSAT) through Headquarters Air Education Training Command/A3OF if there are recurring problems with runway incursions.
- 2.1.5. Reviews runway incursion incidents and corrective actions taken.

2.2. 58th Maintenance Group Commander (58 MXG/CC)

- 2.2.1. Reviews Controlled Movement Area Violations (CMAV) and corrective actions taken.
- 2.2.2. Implements and chairs a RIPWG IAW AFI 13-213 if there are three or more runway incursions within a six month period. The MXG/CC may delegate this responsibility to the deputy or other officer. **Note:** The RIPWG shall convene within 30 days after the third runway incursion.

2.3. Unit Commanders.

- 2.3.1. Appoint primary and alternate unit ADPMs in writing 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 DAFM. See Attachment 5 for an example appointment letter.
 - 2.3.1.1. Both the primary and alternate unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit. If there are no qualified personnel then use most qualified SSgt/5-level or civilian equivalent available. The responsible Group Commander (or equivalent) may waive the skill and rank requirement in writing. Forward a copy of the waiver to the DAFM.
 - 2.3.1.2. Ensures a replacement unit ADPM is appointed in writing and trained by the DAFM at least 30 days prior to releasing the current unit ADPM.
- 2.3.2. Certifies personnel are qualified to drive on the airfield. Authority may be delegated in writing to unit ADPMs. If authority to certify airfield drivers is delegated to unit ADPMs, the delegation should be indicated on the ADPM appointment letter that is forwarded to the DAFM.
- 2.3.3. Ensures unit personnel complete the required training and testing requirements outlined in AFI 13-213, *Airfield Driving* and this instruction prior to obtaining an AF IMT 483, *Certificate of Competency* to operate a vehicle on the airfield.

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

2.3.5. Suspends a unit member's airfield driving authorization upon suspension or revocations 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 2.1.2.

2.3.6. 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 CMA violation. Conversely, small organizations (e.g. normally a flight level or smaller) can combine and or consolidate their ADP with a unit.

2.3.7. 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.

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

2.3.9. Participates in the RIPWG.

2.4. 377th Maintenance Squadron (377 MXS) Deputy Airfield Manager (DAFM). The DAFM serves as the Wing ADPM to provide overall ADP management and oversight.

2.4.1. Develops and ADI to establish the Wing ADP.

2.4.2. Uses AFI 13-213, Attachment 3 to conduct training on all unit ADPMs.

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

2.4.4. 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.

2.4.5. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs. At a minimum, the DAFM (or designated representative) will:

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

2.4.5.2. 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 the 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.

2.4.5.3. Inspect each unit ADP at least annually (every 12 months) for program integrity and compliance with the ADI. Unit commanders may request additional unit inspection.

A unit that has more than one CMAV during a 12 month period will automatically generate an ADP inspection.

2.4.5.3.1. AFI 13-213, Attachment 4 will be used to conduct and document the inspection of the unit ADP.

2.4.5.3.2. Inspection results are provided to the unit commander and briefed at the next quarterly Airfield Operations Board (AOB).

2.4.6. Conducts semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc.

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

2.4.8. Ensures unit ADPMs provide appropriate training to temporary duty (TDY) personnel and non-base assigned contractors based on type, location, time and duration of work.

2.4.9. Provides classroom training if necessary.

2.4.10. Participates in the RIPWG.

2.4.11. Provide unit ADPM a standardize spreadsheet to monitor and track unit personnel authorized to drive on the airfield..

2.4.12. Ensure civilian contractors working on the airfield are certified and briefed on the provisions of this instruction based on the area they are working and type of contract.

2.4.13. Develop written tests and airfield diagram tests IAW standards in AFI 13-213.

2.5. 377th Maintenance Squadron Airfield Management Operations (AMOPs) (377 MXS/OSA).

2.5.1. Serves as the OPR for the ADP.

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

2.5.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately responds to and corrects improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies.

2.5.4. The Airfield Manager (AFM), DAFM, or Non-commissioned Officer in Charge (NCOIC), Airfield Management Operations (NAMO) 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. **Note:** personnel that do not have a valid requirement to drive on the KAFB airfield will not be issued an AF IMT 483 for the sole purpose of deploying.

2.5.5. Imposes and publishes restricted driving routes as required.

2.5.6. Responds to reported or suspected airfield driving violations.

2.5.6.1. Has authority to revoke/suspend airfield driving privileges. All CMAVs, and other airfield driving infractions must be reported immediately to AMOPs for proper documentation and notification of the DAFM.

2.5.7. Signs the AF IMT 483, Certificate of Competency for KAFB Airfield Certification.

2.6. 377th ABW Security Forces Group (377 SFG).

- 2.6.1. Monitors airfield vehicle operations for ADI compliance.
- 2.6.2. Enforces all traffic rules and directives on the airfield.
- 2.6.3. Upon notification of suspension/revocation of a KAFB unit member's civilian driver's license by civil authorities or suspension/revocation of base driving privileges, contact the DAFM for suspension of the individual's airfield driver's privileges.
- 2.6.4. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs AMOPS.
- 2.6.5. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AMOPS.
- 2.6.6. Assists in escorting violators (as needed) to AMOPS and issues appropriate citations for violations.
- 2.6.7. Provides assistance when requested by AMOPS to apprehend airfield driving violators and remove unauthorized persons from the airfield.
- 2.6.8. Complies with all procedure outlined for entry into the Controlled Movement Area (CMA).
- 2.6.9. Participates in the RIPWG.
- 2.6.10. Coordinates with the DAFM to establish a designated response location in support of in-flight/ground emergencies and or other emergency situations.
- 2.6.11. Monitor after hours/weekend activity on the airfield and report unusual activity to AMOPS. Personnel working on the airfield after hours will coordinate with 377 Weapons System Security Squadron (WSSS) prior to working on the airfield.

2.7. Unit Airfield Driving Program Manager (UADPM):

- 2.7.1. Must be trained and certified to drive on the airfield.
- 2.7.2. Must receive ADPM training administered by the DAFM. **Note:** Schedule training for replacement primary/alternate ADPM with the DAFM at least 30 days prior to relinquishing unit duties.
- 2.7.3. Administers the airfield driver's training program according to AFI 13-213 and this instruction.
- 2.7.4. Ensures unit personnel complete airfield driver training and certification prior to issuance of an AF IMT 483.
- 2.7.5. 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).
- 2.7.6. Ensures AF IMT 483 indicates restricted access for unit personnel who are not trained and certified to drive at night (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.

2.7.7. 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.

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

2.7.9. Ensures unit personnel have a valid state or country driver's license to operate privately owned, government (may also require a government driver license is driving a special purpose vehicle), or contractor owned/leased vehicles on the airfield. **Note:** A government driver's license is not required for general purpose vehicles according to AFI 24-301, *Vehicle Operations*.

2.7.10. Ensures unit personnel are qualified to drive the vehicle(s) they will be operating on the airfield.

2.7.11. Maintain records, associated forms and listings of all unit personnel authorized to drive on the airfield. Retain the Kirtland AFB Form 610, *Airfield Driving Training and Certification Record*, Computer Based Training (CBT) certificate, and associated records for all assigned personnel to verify airfield qualifications. Review and update the listing of all unit personnel authorized to drive on the airfield at least quarterly. Forward a copy to the DAFM.

2.7.12. Ensures deploying personnel are trained and possess a valid AF IMT 483 for airfield driving. **Note:** Personnel whose primary duties do not require them to drive on the KAFB airfield will not be trained/certified for the sole purpose of acquiring an AF IMT 483 at a deployed location.

2.7.13. Schedules personnel for color-vision screening/testing with the optometry clinic at the base medical treatment facility. **Note:** If trainee fails the color-vision screening/test, access to the CMA will not be granted.

2.7.14. Conducts and documents annual refresher training on unit airfield drivers. Documents completion of refresher training on the reverse side of the individual's AF IMT 483 and maintains a copy of the most current refresher training will consist of the following:

2.7.14.1. A review of this instruction.

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

2.7.14.3. Runway incursion prevention test.

2.7.15. Maintain a binder with all materials required to administer the airfield driving program. Organize the binder as follows: **NOTE:** Binders may be kept electronically.

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

2.7.15.2. TAB B: KIRTLANDAFBI 13-201.

2.7.15.3. TAB C: Annual Program Inspection Results.

2.7.15.4. TAB D: Unit ADPM Training Documentation

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

2.7.15.6. TAB F: Airfield Driving CBT, Training Curriculum, Test/Answer Key

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

2.7.15.8. TAB H: Airfield Violations/Corrective actions.

2.7.15.9. TAB I: References (e.g., AFJMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 20 and AFI91-203, *Air Force Consolidated Occupational Safety Instruction*, AFI 21-101, *Aircraft and Equipment Maintenance Management*) and other miscellaneous information. **Note:** References may be a paper or electronic copy.

2.7.15.10. TAB J: Miscellaneous information (e.g., Meeting Minutes, Digest Articles, RIPWG).

2.7.16. Train unit airfield driver trainers how to conduct and document training on newly assigned unit airfield drivers.

2.7.17. Attend DAFM semi-annual meeting and/or briefing regarding airfield driving.

2.7.18. Ensure TDY personnel that are hosted by the unit receive local airfield driving training.

2.7.19. Immediately notify the unit commander and DAFM in writing after revoking an individual's airfield driving privileges.

2.7.20. Conduct an annual self-inspection of the unit ADP using AFI 13-213, Attachment 4.

2.8. 377th Medical Group (377 MDG).

2.8.1. Provide color vision testing status of individuals by annotating pass/fail on the request for airfield driving form. Individuals must be able to distinguish between red, green, white, yellow, and blue. **NOTE:** This is required only if operations are required in the CMA.

2.8.2. In cases where an individual fails color vision tests, unit commanders may request a waiver to color vision requirements for mission necessity. Forward written waiver requests to the DAFM, including the results of the color vision test from the Optometry. The DAFM will coordinate requests with the unit ADPM and the AFM to evaluate those cases to determine if issuance of a "limited access" AF IMT 483 is warranted. Restrictions will be annotated on the Letter of Airfield Driving and Certification and AF IMT 483. **Note:** Waivers to color vision requirements can be approved for non-controlled movements areas (e.g., parking apron).

2.9. 377th Air Base Wing Safety Office (377 ABW/SE) and 58th Special Operations Wing Safety Office (58 SOW/SE):

2.9.1. Coordinate with DAFM and ADPMs on the Airfield Driver's Familiarization Program.

2.9.2. Ensure vehicle operator briefings include all local airfield traffic rules and hazards.

2.9.3. Assist Airfield Manager (AM) with accident investigations on the airfield.

2.9.4. Assist DAFM during unit Airfield Driving Staff Assistance Visits, if requested.

2.9.5. Review Airfield written test prior to implementation. (See AFOSH 91-100, Chapter 6)

2.10. Air Force Civil Engineer Contractor.

2.10.1. Ensure personnel engaged in construction and repair work on the airfield are briefed and cleared by airfield management prior to beginning their work. Contractor must check in daily with AM, Bldg 333, prior to starting and after completing airfield work. AM must ensure positive control of engineering/contractor personnel on the airfield.

2.10.2. Coordinate with and obtain approval from AM for vehicle routes and construction boundaries on airfield projects.

2.10.3. Ensure contractors are held accountable for controlling all vehicular traffic associated with their contract.

2.10.4. Ensure that contractors are held accountable for controlling and cleaning up any FOD caused by vehicles or projects.

2.10.5. Ensure that all POV's are registered with AM and receive a POV pass.

2.11. Hosting unit ADPM of TDY personnel.

2.11.1. Ensure TDY personnel that will be driving on the airfield have a valid AF IMT 483 or equivalent from their home station in their possession while operating a vehicle on the airfield.

2.11.2. Provide an airfield driving familiarization briefing on local procedures and restrictions to TDY personnel. TDY personnel will have limited access to the airfield.

2.11.3. Provide a letter to AM listing the names of TDY personnel driving on the KAFB airfield, and a statement that these personnel have received the airfield driving familiarization briefing and will comply with the provisions of this instruction. TDY personnel granted airfield driving privileges will be kept to a minimum required for mission completion.

2.11.4. AM will provide an airfield driving familiarization briefing to non-sponsored TDY personnel and brief them on the provisions of this instruction.

Chapter 3

TRAINING CRITERIA AND TESTING REQUIREMENTS

3.1. Training criteria. Unit ADPMs or designated trainers will conduct Airfield Driver's Training for all unit assigned personnel. Trainers must be certified to drive on the airfield and possess a valid AF Form 483. Trainers must be listed on the ADPM appointment letter given to AMOPS.

3.1.1. ADPMs will use KAFB Form 610 available on www.e-publishing.af.mil 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.

3.1.2. Unit ADPMs will conduct airfield drivers' qualification training using materials provided by the DAFM on all newly assigned/hired personnel. Additional unit requirements may be incorporated as required. Completion of this training will be documented on the KAFB Form 610.

3.1.3. Completion of the 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.

3.1.3.1. The Airfield Driving Completion certificate must be turned in to the unit ADPM.

3.1.4. ADPMs or designated trainers will conduct practical day and night (as applicable) Airfield Familiarization Training.

3.1.4.1. **Daytime Familiarization Training.** The goal is to familiarize the trainee with the airfield layout (e.g., markings, lighting, signage, restricted areas, entry control points, CMA) and to give practical training on operating the vehicle on the airfield (e.g., access points, FOD checks, speed limits, driving around aircraft, aircraft taxi flow). The duration of the orientation must ensure trainee proficiency on the airfield environment.

3.1.4.2. **Nighttime Familiarization Training.** The goal is to familiarize the trainee with the airfield layout with emphasis on how things look different at night or during reduced visibility. Emphasis should focus on understanding airfield markings, lighting, and signage to determine exact location on the airfield. Also use visual references, such as the Control Tower, hangars, etc. The duration of the orientation must ensure trainee proficiency in the airfield environment.

3.2. Testing requirements.

3.2.1. The DAFM will provide testing and scoring material to the unit ADPMs, who will administer the tests for all unit personnel. Documentation and test scores will be annotated on the KAFB Form 610. The following tests will be administered by the unit ADPM:

3.2.1.1. **General Knowledge Test.** This test will be no less than 10 questions and focus on information contained within this instruction. A minimum passing score of 80% (corrected to 100%) is required.

3.2.1.2. **Runway Incursion Prevention Test.** This test will be no less than five questions and focus on eliminating and preventing Runway Incursions and CMA Violations. A passing score of 100% is required.

3.2.1.3. **Airfield Diagram/Layout Test.** This test will ensure individuals know the location of runways, taxiways, parking ramps, airfield access points, and location/description of VFR and instrument holding position signs and markings. A passing score of 100% is required.

3.2.1.4. **Practical Driving Test (Day & Night).** Elements of this test must include the following: the ability to operate a vehicle in all areas required for the duty position and/or work areas without assistance; identify the location of runways and other CMAs; demonstrate the ability to contact ATCT prior to entry on the runway and other CMAs (for Runway/CMA drivers only). The ADPM must conduct or ensure the Practical Driving Test is conducted by a qualified trainer.

3.2.2. Personnel requiring CMA access must also take an Airfield Communications test administered by AMOPS. This test consists of 5 questions and a passing score of 100% is required.

3.3. Test Failures.

3.3.1. First time failures must receive additional training from the unit ADPM. Trainees can be rescheduled for testing upon completion of additional training but no earlier than 3 days from the failure.

3.3.2. Second time failures must receive additional training from the unit ADPM and document on a memorandum for record, endorsed by the unit commander (may not be delegated) with justification stating the trainee is safe for airfield operations. Trainees can be rescheduled for testing upon completion of additional training and the commander's endorsement letter but no earlier than 10 days from the second failure.

3.3.3. Third time failures will normally not be granted airfield driving privileges without the approval of the AFM or DAFM.

3.4. AF IMT 483 Issuance. All base assigned personnel (e.g., military, DoD civilian, Contractor) required to operate a vehicle on the KAFB Airfield must complete all airfield drivers' training and testing requirements outlined in AFI 13-213 and this instruction prior to issuance of an AF IMT 483. **Note:** Air Force Specialty Code (AFSC) or career field training (e.g., aircraft maintenance, aircrew, fire and emergency services, security forces, transportation.) is not a substitute for completion of airfield driving training and testing requirements outlined in this instruction.

3.4.1. Unit ADPMs will ensure the training requirements from Section III of KAFB Form 610 are completely signed off and certify completion of training by signing Section VI of the form. The ADPM will also ensure that all airfield restrictions (e.g., daytime only or no CMA access) are annotated.

3.4.2. Individuals will bring a copy of the completed and endorsed KAFB Form 610 to AMOPS, along with a copy of their Airfield Driving CBT certificate and their written test score sheet. Personnel requiring access to the CMA will also be required to provide a CMA authorization letter endorsed by the unit Commander. Note: If the unit Commander has

delegated certification authority, the unit ADPM may endorse the authorization letter. Personnel requiring CMA access will be administered an Airfield Communications Test IAW paragraph 3.2.2.

3.4.3. For mass issue, paperwork will be dropped off at AMOPS for processing. The AF IMT 483 and all paperwork will be available for pick up the next duty day. AMOPS personnel are the only authorized personnel that can sign the AF IMT 483 and will not be delegated outside of Airfield Management.

3.4.4. Personnel who PCS, separate, or retire must turn in their AF IMT 483 to their unit ADPM. The ADPM will ensure that they update their master listing of qualified drivers. The ADPM will return the KAFB Form 610 to the individual.

3.4.5. When personnel PCA between units on base, the losing ADPM ensures all airfield driving records (KAFB Form 610, CBT printout, etc) are transferred to the gaining unit ADPM. The losing ADPM removes the individual from the unit's list of airfield drivers. The gaining ADPM will verify currency of the individual's training and transcribe information to a new KAFB Form 610 for the new unit. The new ADPM will add the individual to the list of qualified unit personnel. The individual will report to AMOPS with both old and new records. AMOPS will endorse the new KAFB Form 610 and update the master driver list. After the new form is endorsed, the old form will be destroyed.

3.4.6. Personnel who lose their AF IMT 483 can be reissued a new one by hand carrying the original KAFB Form 610 and a current Airfield Driving CBT certificate to AMOPS. AMOPS will verify training/testing documentation and issue a new AF IMT 483.

3.4.7. Personnel who lose their KAFB Form 610 and still have a valid AF IMT 483 for KAFB may be recertified to drive on airfield by the unit ADPM. The ADPM will complete a new KAFB Form 610 and make a statement on the form to indicate it is a replacement for a lost original and verify all training requirements are current.

3.4.8. Runway access will only be allowed when mission requirements dictate and will be annotated on the AF IMT 483 when issued. All other personnel will have an AF IMT 483 with restrictions annotated on the AF IMT 483 (e.g., PARKING RAMP ONLY). Personnel with an AF IMT 483 before the date of this instruction will be —grandfathered until annual refresher training is due. After completing annual refresher training all personnel will be issued a license with the appropriate restrictions by Airfield Management.

3.4.8.1. Personnel with restrictions will coordinate with the ADPM and AMOPS for a new AF IMT 483 when access to additional areas is required.

3.4.8.2. Restrictions will be annotated on the KAFB Form 610.

3.5. Color Vision Testing.

3.5.1. Personnel must provide official documentation of test results from the base medical treatment facility when submitting a request for airfield driver's permits. Documentation will be annotated on the KAFB Form 610.

3.5.2. The Optometry Clinic will provide color-vision screening/testing for all military, civilian, and Department of Defense (DoD) contractor personnel with a requirement to drive on the KAFB airfield. Military or civilian medical records with previously documented color

vision screening results or AFSCs with a mandatory requirement for normal color vision may be verified by Optometry Clinic personnel in lieu of performing a new test.

3.5.3. The Optometry Clinic will conduct color vision screening on a walk-in basis between the hours of 0730L-1630L, Mon-Fri for all personnel in support of the ADP.

3.5.4. In cases where an individual fails the color the vision test, the unit ADPM will coordinate with the DAFM for a Limited Access AF IMT 483. The AFM will evaluate the requirement and grant the Limited Access AF IMT 483 if warranted. The AF IMT 483 will be annotated with the appropriate restriction(s). **Note:** Access to the CMAs will not be granted to personnel who fail the color vision test

3.6. Albuquerque International Airport Familiarization Training.

3.6.1. Sunport International Airport Operations Manager will:

3.6.1.1. Train and certify individuals in phraseology and CMA/AIAO familiarization training.

3.6.1.2. Ensure all vehicles operating in the CMA have two-way communications with Albuquerque Control Tower.

3.6.2. Airfield Management will:

3.6.2.1. Ensure all personnel with CMA/AIAO access have official duties requiring them to operate a vehicle in the CMA/AIAO.

3.6.2.2. Train ADPM on current procedures for operating a vehicle in the CMA/AIAO.

3.7. CMA Familiarization Training.

3.7.1. Each driver will be given at a minimum of 2 orientation rides (day and night) on the CMA prior to being granted access.

3.7.2. Attachments 2 and 3 will be used to become thoroughly familiar with all taxiways and runways prior to orientation rides.

3.7.3. Ensure trainees understand to contact Albuquerque ground on Very High Frequency (VHF) 121.9 prior to entering taxiway movement areas, and to contact Albuquerque Tower on VHF 120.3 or Ultra High Frequency (UHF) 348.6 prior to entering any runway

Chapter 4

OPERATING PROCEDURES AND STANDARDS

4.1. Operating Procedures and Standards.

4.1.1. All ground vehicles will comply with the airfield driving procedures outlined in this instruction and AFMAN 24-306, Chapter 25.

4.1.2. All personnel operating a vehicle on the KAFB airfield will have a valid AF IMT 483, issued by AM with the appropriate endorsement stamped on it, or be escorted by a vehicle driver possessing a valid AF IMT 483 prior to entry to the airfield, except as identified in this instruction (i.e., TDY personnel).

4.1.3. Personnel operating within any CMA area will have two-way radio contact with Albuquerque Control Tower at all times.

4.1.4. Two-way radio is the only means of communications with Air Traffic Control (ATC) personnel while operating in the CMA. Correct terminology will be used when talking to ATC personnel over radios. Light gun signals will only be used due to radio failure.

4.1.5. Vehicles without contact with ATC will not enter any CMA. See Attachment 2.

4.1.6. If following a taxiline entering a restricted area or CMA into which the operator cannot obtain approval to drive, the operator will continue along the side of the area (remaining outside the CMA) until intersecting another usable taxi line or entry control point.

4.1.7. Vehicles will stop and yield the right-of-way to all emergency response vehicles responding to emergencies. **NOTE:** During an emergency all non-response vehicle traffic should cease to the maximum extent possible.

4.1.8. During an aircraft accident/incident, all vehicles not directly involved with emergency response will immediately exit the affected area, and proceed to a location of at least 2,000 feet away from the area unless otherwise directed by the on scene commander.

4.1.9. All vehicle operators will yield to taxiing or towed aircraft. Drivers will not drive in front of taxiing aircraft or between a "Follow-Me" vehicle and an aircraft, or between an aircraft marshaller and the aircraft they are marshalling.

4.1.10. Do not enter barricaded airfield construction sites. The barricades are set up to keep personnel and vehicles out of hazardous areas and allow for pavement cure times.

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

4.1.11.1. Tire chains may only be used on airfield pavements after obtaining coordination/approval from Airfield Manager, Wing Safety, and Civil Engineering. 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.

4.1.11.2. 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.

4.2. Airfield Vehicle Traffic Flow.

4.2.1. Standard traffic flow will be observed at all times. Vehicles will proceed on the extreme right hand side of all taxiways and movement areas giving way to aircraft and emergency vehicles at all times.

4.2.2. Operators of vehicles and servicing equipment will approach aircraft so that the operator's side is adjacent to the aircraft (driver's side door to the aircraft).

4.2.3. All vehicles operating on the airfield will utilize the airfield access roads designated on the pavement to the maximum extent possible.

4.2.4. Perimeter access roads are restricted to specific agencies; crash, fire and rescue, fuels (POL), ambulance, Transient Alert (TA), SFS, NMANG, Auxiliary Ground Equipment (AGE), sweeper, and Airfield Management personnel. These roads are designed to reduce the amount of vehicle traffic on the taxiways and taxi lanes.

4.3. Airfield Speed Limits.

4.3.1. Only emergency response vehicles responding to an actual emergency may exceed speed limits. Those agencies responding to an emergency and exceeding the speed limit will take into account the current road conditions (nighttime, precipitation present) and adjust their speed accordingly.

4.3.2. The following are the airfield speed limits:

4.3.2.1. General Purpose Vehicles.....15 MPH

4.3.2.2. Special Purpose Vehicles.....10 MPH

4.3.2.3. AGE Towing Single Units.....10 MPH

4.3.2.4. AGE Towing Multi Units..... 5 MPH

4.3.2.5. Within 25 feet of Aircraft.....5 MPH

4.4. Operations in Vicinity of Aircraft (See [Attachment 4](#)).

4.4.1. All vehicles will approach a parked aircraft with the driver's side of the vehicle toward the aircraft.

4.4.2. Except for servicing operations, no vehicle will stop, park, or be driven closer than 25 feet to the front or side of an aircraft, or less than 200 feet from the rear of an aircraft whose engines are running or about to be started. For larger aircraft i.e., C5, 747, drivers should increase the distance to 500 feet from the rear of the aircraft.

4.4.3. Do not drive vehicles within 10 feet of a parked aircraft, except when the aircraft is being serviced, loaded, or off-loaded. Use spotters to guide the vehicle's approach to the aircraft during loading operations.

4.4.4. Never drive vehicles under any part of the aircraft. Do not drive any vehicles directly toward any aircraft, except as authorized in certain loading, unloading, or fueling operations. In these cases, place pre-positioned wheel chocks between the aircraft and the approaching vehicle to keep vehicles from striking the aircraft. Post guides as a required safety measure. Keep chocks in position until vehicles leave from within the 10-foot safety distance requirement.

4.4.5. Vehicles will not operate in the fuel servicing safety zone unless authorized for concurrent servicing component (i.e., servicing hose, fuel nozzle single-point receptacle, hydrant cart, ramp hydrant connection point) and 25 feet around fuel vent outlets of aircraft. The fuel servicing safety zone is established and maintained during pressurization and movement of fuel.

4.5. Vehicle Parking Requirements.

4.5.1. When parking on the airfield the following standards will be followed:

4.5.1.1. The vehicles engine will be turned off with the keys left in the ignition, with the doors unlocked.

4.5.1.2. Select reverse (standard shift) or park (automatic). Hand brake or parking brake will be set. Chocks will be used when the vehicle does not have an integral braking system.

4.5.1.3. When in the vicinity of an aircraft parked vehicles will have the driver's side toward the aircraft.

4.5.2. In the event a vehicle should become disabled, move the vehicle at least 200 feet from taxiway centerline. At least 125 feet from aircraft parking apron, leave exterior flashing lights on, and remain with the vehicle. Attempt to flag down a passing vehicle or contact AM at 846-8335/6 as soon as possible.

4.5.3. All motor vehicles will use emergency flashers when parked on the airfield during the hours of darkness or inclement weather.

4.5.4. Do not park or pre-position vehicles adjacent to refueling pits while aircraft are being taxied or towed into the pit complex.

4.5.5. Emergency vehicles may be left unattended with engine running (if absolutely necessary) at the emergency site, but must select park (neutral for manual transmissions), set hand brake, and use chocks.

4.6. Vehicle Chocking Requirements.

4.6.1. All vehicles and wheeled equipment which do not have integral braking systems when they are left parked and unattended on a ramp will have one wheel chocked.

4.6.2. Vehicles used in loading operations will be chocked to prevent their movement and possible collision with aircraft.

4.6.3. Vehicles with mobile ramp steps need not be chocked if the driver remains at the wheel and exercises extreme caution. **NOTE:** Mobile ramp steps are considered to be chocked when the stabilizers are in the "down" position.

4.7. Procedures for operating a vehicle in the CMA.

4.7.1. No vehicle or person may enter the CMA without specific approval from ATC.

4.7.2. Identify procedures for emergency removal of vehicles in the event of vehicle/control tower radio failure.

4.7.3. Vehicles operating in the CMA must use rotating beacon lights or emergency flashers.

4.8. Phraseology Training.

4.8.1. It's up to every individual talking on the radio to ensure transmissions are done in a professional manner, because slang, Citizen Band (CB) jargon, and incorrect radio procedures can compromise safety. One of the most important items in radio communications is for you to speak in a manner ensuring others understand what you have said.

4.8.2. Radio Operations. Before depressing the microphone button to talk, first think of what you will say. Radio transmissions should be brief and clear. Ensure someone else is not already talking on the frequency or waiting for a response.

4.8.3. Phraseology. Due to the high risk involved with operating vehicles in the vicinity of aircraft taking off and landing, phraseology plays a key role during radio communications with ATC, in keeping personnel and equipment safe. Every driver operating a vehicle in the CMA or communicating via radio will be trained on the following phrases:

Table 4.1. Phraseology

Verify	Please confirm
Say again	Repeat
Speak Slower	Slow down speaking
Standby	Wait
Words twice	Repeat every word again (twice)
Acknowledge	I copy and understand
Affirmative	Yes, or its true
Correction	Made a mistake and will repeat the correct way
Go Ahead	Proceed with message
How Do You Hear Me?	Readability
Negative	No
Out	Transmission has ended, response not necessary
Over	Transmission has ended, response is expected
Roger	Acknowledged
Wilco	Understood message and will be complied with

4.8.4. The phonetic alphabet was developed to avoid misunderstanding of communications. Because letters such as "B," "C," "D," and "E" all have similar sounds, they can easily be mistaken for one another, especially during radio transmissions. The following is the phonetic alphabet:

Figure 4.1. Phonetic Alphabet

A	Alpha	AL-FAH	N	November	NO-VEM-BER
B	Bravo	BRAH-VOH	O	Oscar	OSS-KAH
C	Charlie	CHAR-LEE	P	Papa	PAH-PAH
D	Delta	DELL-TAH	Q	Quebec	KEH-BECK
E	Echo	ECK-OH	R	Romeo	ROW-ME-OH
F	Foxtrot	FOKS-TROT	S	Sierra	SEE-AIR-RAH
G	Golf	GOLF	T	Tango	TANG-GO
H	Hotel	HOH-TEL	U	Uniform	YOU-NEE-FORM
I	India	IN-DEE-AH	V	Victor	VIK-THE
J	Juliett	JEW-LEE-ETT	W	Whiskey	WISS-KEY
K	Kilo	KEY-LOH	X	X-ray	ECKS-RAY
L	Lima	LEE-MAH	Y	Yankee	YANG-KEY
M	Mike	MIKE	Z	Zulu	ZOO-LOO

1	One	WUN	6	Six	SIX
2	Two	TOO	7	Seven	SEV-EN
3	Three	TREE	8	Eight	AIT
4	Four	FOW-ER	9	Nine	NIN-ER
5	Five	FIFE	0	Zero	ZEE-RO

4.8.5. Use a two-way radio capable of communicating with ATC. Each vehicle must have a unique call sign identifying the vehicle (i.e., no two vehicles will have the same call sign). Use the proper sequence in calling the tower.

4.8.6. Before you start talking, make sure no one else is already talking and or waiting for a reply. Then key your microphone and do the following:

4.8.6.1. State whom you are calling and identify yourself by using your vehicle call sign. For example, "Albuquerque tower, vehicle 1." **Table 4.3** lists approved call signs.

Table 4.2. Approved Call Signs

Call Sign	Owning Unit
Airfield 1	Airfield Manager
Airfield 2	Airfield Management Personnel
Alert 1-3	Transient Alert
Chief 2	Assistant Fire Chief
Crash 10, 11, 14, 15, & 16	Fire Department
Battalion 4	Fire Department
Med 62	Fire Department
Rescue 4	Fire Department
Tanker 7-9	Fire Department
Power Pro 1 & 2	Power Production
FSO1 & 2	Flight Medicine

4.8.7. Wait for ATC to respond. Be patient, as it sometimes takes a while if the controller is busy. When the controller responds, "Vehicle 1, Albuquerque tower," state where you are and where you want to go. For example: "Vehicle 1 on Alpha 6, Request permission onto runway 26." **NOTE:** The order in which you state where you are and where you are going

is unimportant. For example, “Vehicle 1 requests permission onto runway 26 from taxiway A6.” The important thing to remember is both pieces of information are required, where you are and where you’re going.

4.8.8. Wait for the controller’s response. The controller will either approve or deny your request, or give you modified instructions. For example, “Vehicle 1, proceed onto runway 26. Report when off.”

4.8.8.1. ALWAYS read back instructions from the tower. For example: “Vehicle 1 proceeding onto runway 26. Will report when off.”

4.8.9. All non-radio equipped vehicles operating within the CMA will be escorted by a two-way radio-equipped vehicle monitoring the ATC frequency at all times.

4.8.10. The escort is responsible to ensure positive control of all vehicles/personnel under his/her escort while operating in the CMA, and shall not leave the immediate vicinity.

4.8.11. The escort will inform ATC of the number of vehicles under escort when requesting clearance on the CMA and again if crossing or requesting on the runway.

4.8.12. The escort will ensure all vehicles clear the runway or controlled area at the nearest exit, when directed by tower.

4.8.13. The escort shall ensure all vehicles and FOD are clear of the CMA and/or runway prior to reporting off.

4.8.14. Use extreme caution when you hear the phrase “go ahead.” Tower controllers use this to mean “state your request.” It NEVER means “proceed.”

4.8.15. Avoid use of the word “CLEAR” when reporting off the CMA or runway(s). This word is reserved for pilots and air traffic controllers only.

4.8.16. Use same procedures for any closed portion of CMA or runway(s).

4.8.17. During emergencies stay off the ATC frequency, unless absolutely necessary.

4.9. Vehicle Decals and Diagrams.

4.9.1. 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:

4.9.1.1. AFVA 11-240

4.9.1.2. AFVA 13-221

4.9.1.3. AFVA 13-222

4.9.1.4. A current locally developed airfield diagram (provided by DAFM).

4.10. Cell Phone Use on the Airfield.

4.10.1. Cell phones will not be used while driving on the airfield.

4.10.2. Cell phones should not be used during aircraft servicing unless specified in the appropriate Technical Order or guidance for the particular operation being conducted. Cell phones should not be used:

- 4.10.2.1. Within 50 feet of any pressurized aircraft fuel or oxygen servicing components.
- 4.10.2.2. Within 25 feet of any aircraft fuel vent outlet during fuel transfer.
- 4.10.2.3. Within 10 feet of any aircraft fuel vent outlet at any time.

Chapter 5

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

5.1. Privately Owned (POV) and Government (GOV) Leased Vehicle Passes

5.1.1. Not all missions can be fully supported by government owned vehicles (GOVs). In order to instruction this, the following are authorized vehicle types and the requirements for their use on the airfield.

5.2. Privately Owned Vehicles (POV).

5.2.1. POVs on the airfield are discouraged and shall be restricted to an absolute minimum.

5.2.2. Unit commanders will certify by KAFB Form 611, *Request for Privately Owned Vehicle (POV) Pass* to the AFM that there is a valid need to respond to the airfield for mission related reasons. A pass is specifically issued to an individual and is not transferable. The pass will be returned to AM when the individual no longer requires airfield access or when the individual's specific vehicle or license plate number changes.

5.2.3. Those agencies/personnel requesting an annual POV pass must submit a request for POV pass , signed by the unit commander, to AM. **NOTE:** See paragraph 3.2. of this instruction for more information on annual vehicle passes.

5.2.4. If a contractor needs access to the airfield for at least a year, an annual pass may be issued. **NOTE:** Permanently assigned contractors (i.e., Chugach) do not require an annual pass. The ADPM will provide AM with a listing of all vehicles that require access to the airfield annually.

5.3. Contracted Aircraft Support Vehicles.

5.3.1. All vehicles owned by a contracted company to perform maintenance, delivery, or support for contract aircraft must be plainly marked with company identification and display a temporary airfield pass.

5.3.2. An airfield vehicle pass is required if supporting buildings 1000, 1001, and 1002. However, units are responsible for escort of safety and security of delivery/vendor service vehicles requiring access to their areas.

5.3.3. Supported units will brief all commercial vehicle operators servicing their areas. **NOTE:** See paragraph 3.2 of this instruction for more information on temporary vehicles passes.

5.3.4. If a contractor needs access to the airfield for at least a year, an annual pass may be issued.

5.3.5. A completed copy of Attachment 7 of this instruction (TDY briefing). **NOTE:** The ADPM of the sponsoring unit will brief TDY personnel on local driving conditions and will be responsible for ensuring that the TDY briefing is completed. For those personnel not being sponsored by a unit on base, AM will provide the local briefing and ensure that the TDY briefing is completed. The ADPM will keep a copy of the TDY briefing form on file

for the duration of the TDY. TDY personnel must be provided a copy to keep with them at all times while driving on the airfield.

5.4. Emergency Response Vehicles.

5.4.1. Aircraft Rescue, Fire Fighting, Medical, Airfield Management, and Security Forces vehicles responding to an emergency on the airfield are considered emergency response vehicles.

5.4.2. During emergencies, emergency response vehicles are not required to conduct FOD checks and may exceed speed limits with prudence only when personnel and property are not endangered. All other vehicle operators responding to the emergency will not exceed 15 MPH.

5.4.3. In the interest of safety, emergency response vehicles will not cross any runway without approval from the Albuquerque Control Tower.

5.4.4. During an emergency, non-emergency response vehicle traffic should cease to the maximum extent possible.

5.5. Other Government Motor Vehicle Conveyance (OGMVCs) Authorized on the airfield.

5.5.1. Golf carts, gators, all-terrain vehicles (ATVs), or scooters are considered OGMVC vehicles.

5.5.2. OGMVCs must be easily identifiable as an airfield vehicle through the use of KAFB Form 611. Operators must have a valid AF IMT 483 in their possession while operating an OCG on the airfield.

5.5.3. The AFM is the controlling/issuing authority for the annual and temporary vehicle pass. Authority will not be delegated outside of AM for any reason.

5.5.4. Once a vehicle pass has been issued to a vehicle, it cannot be transferred to another vehicle.

5.5.5. OGMVCs may only be employed in unit mission activities.

5.5.6. Night operations must be conducted with extreme caution. All OGMVCs operated on the ramps must have working front and rear lights.

5.5.7. OGMVCs may not be left unattended on any ramp at any time.

5.5.8. All IPE is required while operating OGMVCs on the airfield. IPE must be securely attached to the user and must not be placed or left in a nature that would contribute to FOD.

5.6. Airfield Vehicle Pass.

5.6.1. Airfield vehicle passes are not required for GOVs or appropriately marked Government Services Administration (GSA) vehicles. All other vehicles operated on the airfield require a vehicle pass. All drivers of airfield authorized vehicles must have a valid AF IMT 483 in their possession while operating a vehicle on the airfield.

5.6.2. Individuals requesting a temporary or annual airfield vehicle pass will report to AM with a completed form KAFB Form 611 located on the www.e-publishing.af.mil.

5.6.3. Temporary airfield vehicles passes are for short term needs only. The AFM will approve/disapprove passes that are required for longer than 30 days.

5.6.4. Temporary passes will not be used for personal convenience and will only be authorized in the performance of official duty.

5.7. Procedures and/or Restrictions for Operating Motorcycles, Mopeds/Scooters, Bicycles, Tricycles, and other Vehicles.

5.7.1. Personal motorcycles, mopeds, and scooters are not authorized on the airfield.

5.7.2. Bicycles and tricycles may be operated on the airfield in the performance of assigned duties (parking aprons only). Bicycle helmets are not required on the airfield (designated as a “no-hat” area). Bicycles and tricycles must have reflective tape and/or reflectors during hours of low visibility.

5.7.3. The operator’s unit commander is the approval authority for use of bicycles in performance of assigned duties on the airfield.

5.7.4. The AFM must approve use of bicycles on the airfield as personal transport. Bicycle use for recreation is prohibited.

5.7.5. Golf carts are permitted on the airfield and do not require a POV pass. All carts must have markings identifying ownership of the cart (e.g., squadron or company logo). All personnel driving carts must be qualified airfield drivers. **Note:** Golf carts are NOT authorized for use within the CMA.

Chapter 6

FOREIGN OBJECT DEBRIS (FOD) CONTROL AND PREVENTION

6.1. Foreign Object Debris (FOD) Control and Prevention.

6.1.1. Immediately upon entering the airfield, all vehicle operators will conduct a FOD check of the vehicle. **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.

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

6.1.2.1. A roll-over inspection of vehicle tires.

6.1.2.1.1. Stop the vehicle, check/remove debris from all four tires, pull the vehicle forward 18 to 24 inches, then once again check/remove debris from all four tires.

6.1.2.1.2. 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 items that may become dislodged during movement while on the airfield.

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

6.1.3. Vehicle operators encountering FOD on the airfield will stop and collect it. Large amounts of debris will be reported to AMOPS or the Maintenance Operations Center.

6.1.4. Hats will not be worn on the airfield, except hot and cold weather gear authorized by AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

Chapter 7

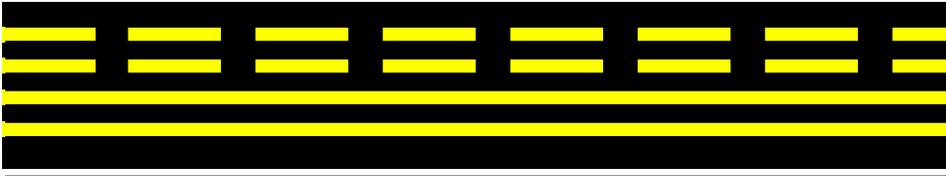
AIRFIELD MARKINGS, SIGNS, AND LIGHTING

7.1. Airfield Markings, Signs, and Lighting (see [Attachment 3](#))

7.1.1. Taxiway centerlines are solid yellow lines. The runway centerline is a large dashed white line.

7.1.2. Hold lines are indicated by two solid yellow lines parallel to two dashed yellow parallel lines. These lines indicate that a runway is ahead. The markings are approximately 125 feet from the runway edge and are located at the intersection of each taxiway and runway.

Figure 7.1. Hold Lines



7.1.3. The hold line indicating the CMA on the Helo pads (between Delta and Expire Ramps) consist of two solid yellow lines parallel to two dashed yellow parallel lines. Individuals must have 2-way communications with the Control Tower to enter.

7.1.4. Instrument hold lines are indicated by two solid yellow parallel lines with perpendicular lines at intervals between (similar to a ladder). These lines are utilized to stop aircraft and vehicles from interfering with the signal of the Instrument Landing System (ILS). Albuquerque Control Tower has ultimate authority over all traffic entering the CMA and will issue, by radio specific instructions which approve or disapprove the movement of aircraft, vehicles, equipment, or personnel on the movement area.

Figure 7.2. Instrument Hold Lines



7.1.5. Restricted areas are identified by a solid red line or a red rope with rubber donuts, or both. Be alert for warning signs around these areas. Entry/exit into restricted areas can only be made through the Entry Control Points (ECP). Entrance is limited to those personnel authorized and displaying an Air Force Entry Control Card/USAF Restricted Area Badge. Personnel escorting individuals into the restricted areas are responsible for the personnel being escorted and must keep these people in close proximity. Escorted personnel must be visible at all times by the escort official.

7.1.6. At night, the taxiways lights are blue and runway lights are white.

7.1.7. **Mandatory Signs.** Red signs with white legends indicate mandatory holding positions for runways or ILS critical area boundaries.

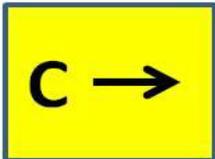
Figure 7.3. Mandatory Signs



7.1.8. Vehicle operators will not proceed beyond these signs without approval from the Control Tower.

7.1.9. **Taxiway Guidance and Informative Signs.** Yellow signs with black legends; indicate direction, destination, runway exit, or other information. There are also signs with black backgrounds and yellow letters to indicate the taxiway designation for the taxiway you are currently on (Taxiway location signs).

Figure 7.4. Taxiway Guidance and Informative Signs



Chapter 8

RUNWAY INCURSION PREVENTION PROCEDURES

8.1. Runway Incursion Prevention Procedures.

8.1.1. Vehicles will use the Access Road and adjacent taxiways whenever possible instead of crossing any runway. Only in extreme circumstances will a vehicle operator cross an active runway and then only after approval of ATC.

8.1.2. Albuquerque Control Tower is responsible for the control of all vehicular traffic operating within the CMA/AIAO. All vehicles intending to cross active runways must have radio contact with and approval from Albuquerque Control Tower.

8.1.3. Personnel crossing runways must have a working radio with the ability to communicate on the appropriate frequency to ATC and be sure of the instructions. Approval to cross a runway does not relieve an operator from visually checking for approaching aircraft or vehicles. Vehicles will not proceed beyond runway hold lines and instrument hold lines where applicable without ATC approval. To avoid a misunderstanding, the approval issued by the tower will be repeated.

8.1.4. Vehicles will not cross the runway in front of landing aircraft, regardless of approval, until approval is reconfirmed with tower and a safe crossing is assured.

8.1.5. These restrictions apply to all runways regardless of whether they are active or inactive.

8.1.6. When directed to exit a runway, all vehicles will immediately depart the runway, and report to ATC that they are off the runway. Vehicles will operate their emergency beacon/flashers when operating on any portion of a CMA. The use of emergency beacon/flashers help to highlight the vehicle's location and make it easier to be detected by ATC personnel and aircraft.

Chapter 9

DISTANCE CRITERIA FOR MOBILE OBSTACLES

9.1. Distance Criteria for Mobile Obstacles.

9.1.1. No vehicles (government/tug/bicycles, etc.) or mobile equipment (Liquid oxygen cart/fire bottle/maintenance stands, etc.) will be left unattended at any time within 125 feet of an apron edge or 200 feet of any taxiway centerline. **Exception:** Equipment may be pre-positioned up to 3 hours prior to aircraft arrival and removed within 3 hours after aircraft departure. In addition, vehicles and equipment will not be parked or left unattended on any designated driving lane.

9.1.2. Mobile equipment may be positioned on designated staging areas when in support of arriving or departing aircraft. Otherwise, mobile equipment will be stored in designated storage areas.

9.1.3. Staging areas are white painted boxes on the apron. Storage areas are yellow painted boxes on the apron exterior areas.

9.1.4. When mobile equipment is positioned on a staging area, aircraft will be marshaled into parking spots adjacent to the staging areas and wing walkers will be provided.

Chapter 10

NIGHT AND INCLEMENT WEATHER OPERATIONS

10.1. Night and Inclement Weather Operations.

10.1.1. Flashing lights or parking lights will be used at night and during inclement weather when vehicles are temporarily parked on any part of the airfield. This directive does not apply if vehicles are parked in a designated area.

10.1.2. Headlights of a stopped vehicle shining towards a moving aircraft at night will be turned off immediately so the pilot's night vision will not be affected. The vehicle parking lights or emergency flashers will be turned on so its position will be known. The headlights of the vehicle will remain off until the aircraft is out of range. Headlights will be turned on prior to putting the vehicle in motion. **NOTE:** Vehicles with daytime running lights will park in a safe location with ignition off, parking brake set, and emergency flashers on.

10.1.3. When visibility is less than 300 feet, refueling and explosive loaded vehicles will not be operated without authorization from the 377 ABW/CC.

10.1.4. When visibility is less than 100 feet, only emergency/alert vehicles will be operated on the airfield.

10.1.5. Vehicles will remain behind the instrument hold lines and ILS signs during Instrument Flight Rules (IFR) weather conditions. During inclement weather conditions, contact Albuquerque Ground Control (VHF 121.9) or (UHF 348.9) for a status of weather conditions prior to entering the CMA

Chapter 11

ACCESS TO ALBUQUERQUE INTERNATIONAL AREA OF OPERATION

11.1. Access to Albuquerque International Area of Operations (AIAO)

11.1.1. All operators of vehicles on the AIAO will have in their possession a valid AF Form 483, with "AIAO" stamped on it.

11.1.2. Vehicles operating on the CMA will be in radio contact with the ATC or be escorted by a vehicle having contact with the ATC.

11.1.3. Airfield vehicle operators are required to have two-way radio contact and permission from ATC to enter or drive within any CMA, and must monitor the ATC frequency at all times while in a CMA. Both vehicle operators and the tower controller must ensure communications is understood, never assume anything, and always ask for assistance when in doubt. If the instructions you receive from the tower are unclear, ask that they be repeated by stating, "Say Again."

11.1.4. When on any runway, turn on rotating beacon or use hazard flashing lights.

11.1.5. Vehicle operators located near the vicinity of the runway that need access to the runway and overruns will stop at least 125 feet from the edge of the runway and overruns and contact control tower for permission to proceed. No vehicle or personnel will proceed closer than 125 feet to the edge of the runway or overrun without tower approval.

11.1.6. Ensure entry into the runway is necessary. Runway crossing for convenience is strictly prohibited. Look out for aircraft and emergency vehicles and operate in a safe manner at all times.

11.1.7. Contact ATC stating radio call sign, location and intentions. ATC will approve or disapprove request. Always follow ATC instructions and always repeat instructions back to ATC to ensure proper understanding. **NOTE:** Permission in the CMA does not automatically mean you have runway/taxiway access. You must stop at each hold line, and request permission and approval from the control tower prior to proceeding. Failure to obtain permission onto the runway/taxiways is a serious offense and jeopardizes human lives and valuable assets.

Chapter 12

ENFORCEMENT AND VIOLATION CONSEQUENCES

12.1. Enforcement and Violation Consequence.

12.1.1. All personnel with airfield access and driving privileges will comply with the rules in this program. Anyone with knowledge of any runway incursions or airfield driving violations will report them to AM.

12.1.2. All airfield violations not involving aircraft will be brought to the attention of AM personnel and documented on AF Form 457, *USAF Hazard Report*. All airfield violations involving aircraft will be documented on AF Form 651, *Hazardous Air traffic Report (HATR)*. The AFM or his/her designated representative will determine actions required for each violation.

12.1.3. Unit Commanders, AM, ADPM, and Safety are all authorized to stop violators of airfield driving procedures and suspend/revoke airfield driving privileges. Gross disregard of safety or violations will result in suspension/revocation of privileges as determined by the AFM.

12.1.4. Procedures for reporting/documenting runway incursions/airfield violations are as follows:

12.1.5. All reports will be to the AFM. The AFM will brief the ADPM, who will brief their unit commanders.

12.1.6. The AFM, in concert with ADPM, will document incidents and revoke/suspend airfield driving privileges.

12.1.7. Personnel who violate airfield driving procedures will have their AF IMT 483 suspended as directed by the AFM based on severity of the offense and number of infractions incurred. **Figure 12.1** contains a listing of common violations and penalties. **NOTE:** This listing does not list all possible infractions; any action in violation of this instruction may result in a penalty. **Figure 12.1** is a guideline that the AFM will use when rendering suspensions. Suspensions may be increased or decreased based on the situation or at the discretion of the AFM.

Figure 12.1. Violations and Penalties

VIOLATION	PENALTY
Runway incursion	1 st offence 30 days, 2 nd offence permanent loss
CMA violation	1 st offence 30 days, 2 nd offence permanent loss
Unsafe driving	Up to 1 month suspension
Speeding	Up to 2 weeks suspension
No FOD check	1 week up to 30 days
Driving with an expired AF IMT 483	Will be directed by AM to accomplish CBT.

12.1.8. Due to the seriousness of runway incursions, if a driver commits a runway intrusion/incursion his/her airfield driving privileges will be permanently revoked.

12.1.9. Authority for temporary revocation of 3 weeks to 6 months rests with the AFM.

12.1.10. Authority for permanent revocation rests with the AFM after consultation with the offender's commander and the ADPM.

12.1.11. After the AFM determines the penalty that will be rendered, the AFM will send a letter describing the events and penalty rendered through the offenders unit commander and ADPM. Willful violation of established procedures may result in administrative, judicial, or non-judicial actions, including action pursuant to Article 92, *Failure to obey order or regulation* of the Uniform Code of Military Justice (UCMJ), at the discretion of the individual's commander.

12.1.12. Suspension/revocation of civilian driver's license and/or loss of base driving privileges will result in the same for airfield driving privileges. The 377 ABW may reinstate airfield driving privileges in writing to perform mission essential duties following suspension/revocation of base driving privileges. Authority must not be delegated.

Chapter 13

RESTRICTED USE AREAS ON THE AIR OPERATIONS AREA (AOA)

13.1. Restricted Use Areas on the AOA

13.1.1 Personnel without proper AIAO credentials will not drive any vehicle into the Terminal Area of Operations (TAO), located on the north side of Taxiway Zulu.

13.2. Runways will not be crossed unless absolutely necessary and in performance of official duties. Air Traffic Control (ATC) approval must be obtained from Albuquerque Control Tower via radio, prior to the crossing of any runway.

JOHN C. KUBINEC, Colonel, USAF
Commander

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

AFI 13-213, *Airfield Driving*

AFI 21-101, *Aircraft and Equipment Maintenance Management*

AFI 24-301, *Vehicle Operations*

AFI 91-203, *Air Force Consolidated Occupation Safety Instruction*

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*

AFMAN 33-363, *Management of Records*

AFVA 11-240, *USAF Airport Signs and Markings*

AFVA 13-221, *Control Tower Light Signals*

AFVA 13-222, *Runway/Controlled Movement Area Procedures*

Prescribed Forms

KAFB Form 610, *Airfield Driving Training and Certification Record*

KAFB Form 611, *Request For POV Pass*

Adopted Forms

AF IMT 457, *USAF Hazard Report*

AF IMT 483, *Certificate of Competency*

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

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADI—Airfield Driving Instruction

ADLS—Advanced Distributed Learning Service

ADP—Airfield Driving Program

ADPM—Airfield Driving Program Manager

AETC—Air Education and Training Command

AFB—Air Force Base

AFI—Air Force Instruction

AFM—Airfield Manager

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFVA—Air Force Visual Aide
AFRSAT—AF Runway Safety Action Team
AGE—Aircraft ground equipment
AIAO—Albuquerque International Area of Operation
AM—Airfield Manager
AMOPS—Airfield Management Operations
ANG—Air National Guard
AOA—Air Operations Area
AOB—Air Operations Board
ATC—Air Traffic Control
ATCT—Air traffic Control Tower
ATV—All Terrain Vehicle
CB—Citizens Band radio
CBT—Computer Based Training
CC—Commander
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
DAFM—Deputy Airfield Manager
DoD—Department of Defense
ECP—Entry Control Point
EOD—Explosives Ordnance Disposal
FOD—Foreign Object Damage
GSA—Government Service Administration
HQ—Headquarters
IAW—In accordance with
IFR—Instrument Flight Rule
ILS—Instrument Landing System
IPE—Individual Protection Equipment
KAFB—Kirtland Air Force Base
LOX—Liquid Oxygen
MDG—Medical Group
MXS—Maintenance Squadron

NAMO—NCOIC, Airfield Management Operations
NCOIC—Non Commissioned Officer In Charge
OG—Operations Group
OGC—Other Government Conveyance
OPR—Office of Primary Responsibility
POL—Petroleum, Oil, and Lubricants
POV—Privately Owned Vehicle
RIPWG—Runway Incursion Prevention Working Group
RDS—Records Disposition Schedule
SFS—Security Forces Squadron
SOW—Special Operations Wing
TA—Transient Alert
TDY—Temporary Duty
UADPM—Unit Airfield Driving Program Manager
UCMJ—Uniform Code of Military Justice
USAF—U.S. Air Force

Terms

Airfield— A general term encompassing the runways, taxiways, aircraft parking ramps, access, service, and perimeter roads, hangars, and all open areas immediately adjacent to the runways, taxiways, and aircraft parking ramps.

Albuquerque Ground— Air Traffic Control agency controlling aircraft and vehicles on the ground

Controlled Area— An area in which permission from the installation commander is required before access is granted. The airfield is considered a Controlled Area. Only personnel conducting official military business are allowed on the airfield. All personnel driving on the airfield must possess a valid AF IMT 483.

Controlled Movement Area— Any portion of the airfield requiring aircraft, vehicles, and pedestrians to maintain two-way radio contact with the Control Tower. The CMA encompasses active runways, overruns, Taxiways Alpha, Foxtrot, Juliet, Interior Access Road (between the runways) and areas within 100 feet laterally from the edge of the runway.

Critical Areas— Areas where safety of flight concerns are greatest. Within 100 feet of a runway and overruns, runway primary surfaces, clear zones, within 200 feet of a taxiway, within 10 feet of a parked aircraft, or 25 feet in front of or 200 feet to the rear of an aircraft with engines operating.

Emergency Response Vehicles— Any vehicle responding to an airfield emergency (e.g. base operations, fire department, transient alert, medical, security forces, crash recovery, or any vehicle in direct support of saving life or limb).

Fire Lane— Service road in front of fire department between stop signs. All vehicles must stop for emergency vehicles before proceeding.

Foreign Object Damage— Objects causing damage to aircraft and equipment. Examples are screws, bolts, washers, tools, pens, and streamers.

General Purpose Vehicles— Vehicles of commercial design and manufacture such as pickup trucks, sedans, vans, and electric cars/golf carts.

Government-Owned Vehicle (GOV)— Any vehicle, including bicycles, owned or leased by the U.S. Government.

Hazardous Air Traffic Report (AF Form 651)— Form used for any runway incursion that endangers an airborne aircraft or an aircraft on the ground.

Instrument Hold Lines— These markings consist of two solid yellow lines, two feet apart, extending across the width of the taxiway, connected by pairs of solid yellow lines ten feet apart and are used in conjunction with an instrument runway when the INST is active. This is to protect the INST critical area so that an aircraft's instrument reception is not disrupted while in flight. A vehicle may not cross these lines without clearance from the Control Tower any time the weather falls below a ceiling of 800 feet above ground level (AGL) and/or a visibility of two statute miles and at any other time ATC deems necessary.

Movement Areas— Consists of the taxiways (excluding Twy A) and aircraft parking aprons, where aircraft and vehicles operate without direct ATC control. Caution must be used when operating vehicles in these areas. **Note:** This is NOT the same as the Controlled Movement Area (CMA).

Privately Owned Vehicle (POV)— Any vehicle not owned or leased by the U.S. Government. Contractor vehicles are treated as POVs.

Rental Vehicles— Rental vehicles may be operated on the airfield by personnel with a valid POV pass and AF IMT 483.

Runway Environment— The runway, overruns, any taxiway leading to the runway beyond the runway holdline, or within 100 feet of the runway, including grassy areas adjacent to the runway.

Runway Incursion/Controlled Movement Area Violation— Entry by an individual, on foot or in a vehicle, into the runway environment, as defined above, without approval from the Control Tower. All runway incursions/CMAVs will be assigned an operational category (Operational Error, Pilot Deviation or vehicle/pedestrian).

Runway (VFR) Hold Lines— Hold lines are painted lines 100 feet from the runway edge. A vehicle may not cross these lines onto a runway without clearance from the Control Tower. The marking consists of two solid yellow lines (on the side where the vehicle is to wait,) and two dashed yellow lines spaced six inches apart, spanning the width of the taxiway (including shoulders).

Service Roads— Service roads provide connections to parking ramps, aprons, servicing areas, Control Tower, and hangars.

Special Purpose Vehicles— Vehicles designed and used for a specific purpose in the course of aircraft servicing and maintenance. Forklifts, tugs, bobcats, multi-purpose servicing units, bomb lifts, etc., are included.

Taxilanes— An aircraft taxi route through or along the edge of an apron is referred to as a taxilane.

Taxiways— Taxiways connect the runways of the airfield with the parking and maintenance areas and provide access to hangars, docks and various parking aprons and pads.

Attachment 2

KIRTLANDAFB AIRFIELD MAP

Figure A2.1. KAFB AIRFIELD DIAGRAM, PARKING AREA DESIGNATION, AND RESTRICTED AREAS WITH ENTRY CONTROL POINTS

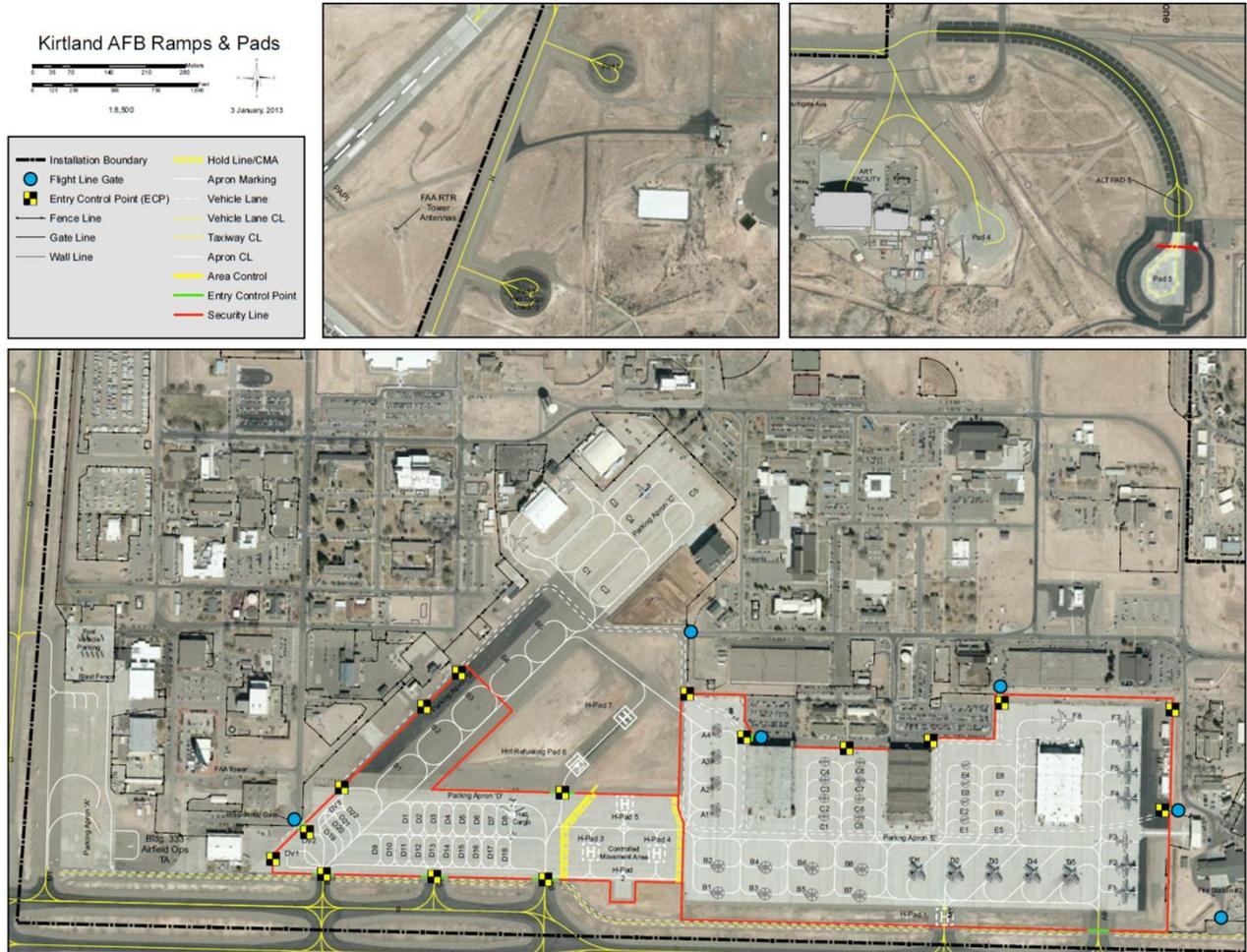


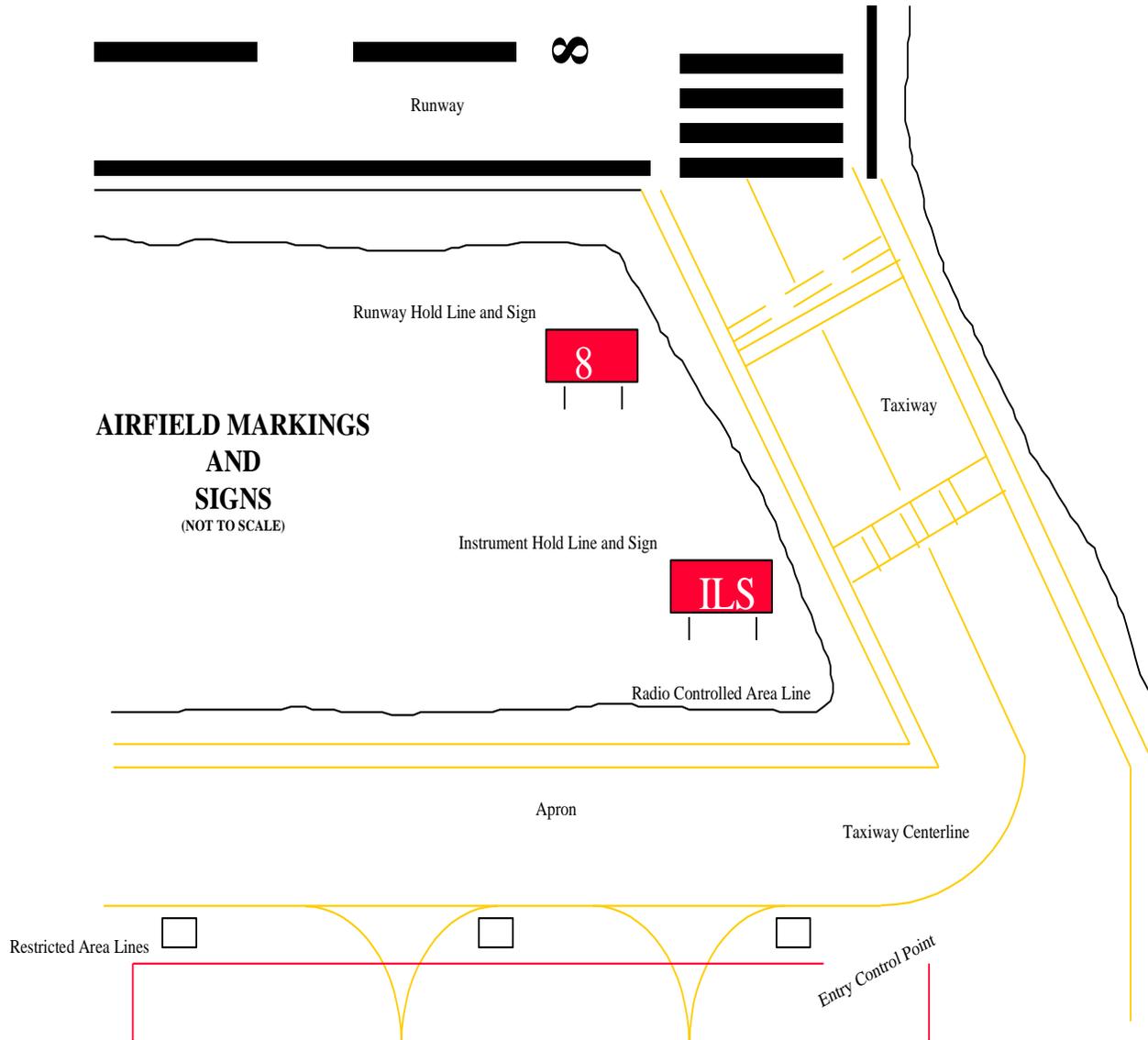
Figure A2.2. Airfield Runway/Taxiway Designations and Holdline Locations



Attachment 3

AIRFIELD MARKINGS AND SIGNS DIAGRAM

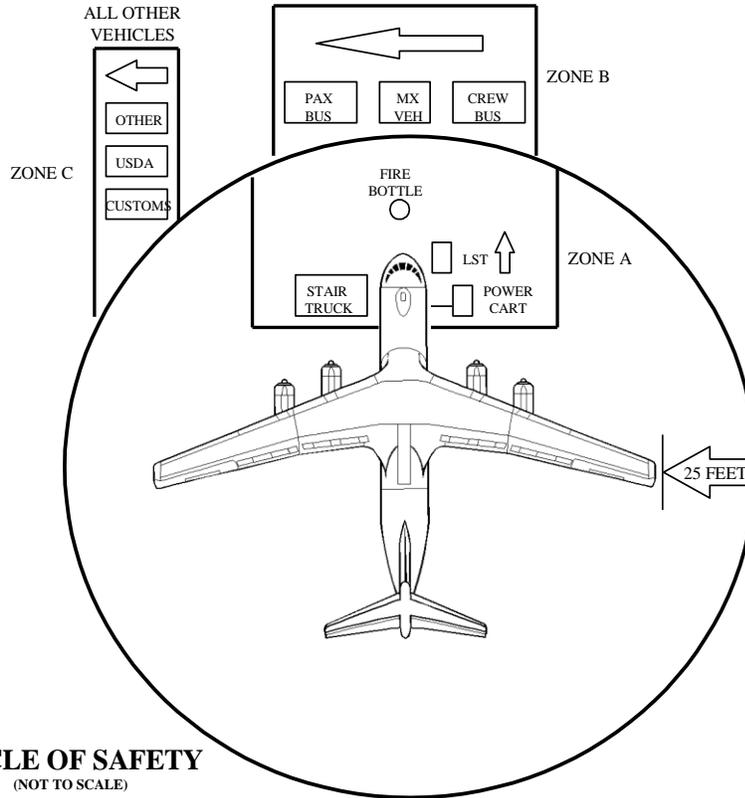
Figure A3.1. Airfield Markings and Signs Diagram



Attachment 4

CIRCLE OF SAFETY DIAGRAM

Figure A4.1. Circle of Safety Diagram



1. Vehicles will not approach the aircraft until signaled by the head marshaller.
2. Vehicles within the "Circle of Safety" must be chocked, emergency brake set, transmission in park/gear, and engine off. All other vehicles must have emergency brake set, transmission in park/gear, and engine off.
3. All vehicles will be left unlocked with the keys in the ignition.

Attachment 5

AIRFIELD DRIVING PROGRAM MANAGEMENT APPOINTMENT LETTER

Figure A5.1. Airfield Driving Program Management Appointment Letter



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 377TH AIR BASE WING (AFMC)

MEMORANDUM FOR 377 MXS/OSA

Date

FROM: Your Unit Commander

SUBJECT: Airfield Driving Program Manager (ADPM) Appointment Letter

1. The following individuals from your squadron are appointed Primary (P) Alternate (A) Unit ADPM and trainers for the airfield driving program:

<u>Name</u>	<u>Rank</u>	<u>Phone Number</u>	<u>Email</u>
<u>Address</u>			

The following individuals are approved as Trainers:

<u>Name</u>	<u>Rank</u>	<u>Phone Number</u>	<u>Email</u>
<u>Address</u>			

2. The above personnel have completed all training and have been fully briefed on all requirements prior to assuming duties of the UFDPM. The above personnel have also been certified on their duties in regards to unit airfield driving by Airfield Management.

2. This supersedes all previous letters, same subject

COMMANDER'S SIGNATURE BLOCK

1st Ind, Airfield Management
Approved/Disapproved

AIRFIELD MANAGEMENT

Attachment 6

AIRFIELD DRIVING VIOLATION

Figure A6.1. Airfield Driving Violation



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 377TH AIR BASE WING (AFMC)

MEMORANDUM FOR OFFENDERS UNIT COMMANDER

Date

FROM: Your Squadron/Office symbol

SUBJECT: Airfield Driving Violation

1. On date, insert offenders rank and full name was found in violation of KIRTLANDAFBI 13-201.
2. The following is a description of events that led to rank/full name being found in violation of KIRTLANDAFBI 13-201.
 - a. Describe in detail the event/violation
3. These actions are unacceptable, they increase the risk of an accident/incident and can not be tolerated. Therefore, rank/name airfield driving privileges have been suspended for list the time.
4. Once rank/name suspension ends he/she is required to reaccomplish all airfield driving training before being granted airfield driving privileges. Subsequent violation of any nature will not be tolerated and may result in permanent loss of airfield driving privileges.

Originating agency signature BLOCK

(Unit Commander, Airfield Manager, or UFDPM)

Attachments:

1. AF 457, if no aircraft are involved
2. AF 651, if an aircraft is involved

Attachment 7**TDY BRIEFING (TDY AIRFIELD DRIVERS)****Figure A7.1. TDY Briefing (TDY Airfield Drivers)**

This letter reiterates guidance and procedures for control of vehicle operations on the airfield in accordance with KIRTLANDAFBI 13-201. It authorizes TDY personnel qualified to drive on their home station airfield, and in possession of AF Form 483, *Certificate of Competency*, to operate on the airfield at KAFB. Airfield vehicle operations are covered in AFMAN 24-306, Chapter 25, AFOSH Standard 91-100, and KIRTLANDAFBI 13-201, and must be strictly complied with. Keep this letter, a copy of the airfield diagram, and a copy of your orders with you while driving on the airfield at KAFB. Airfield driving privileges are good only for the duration of the TDY and/or contract.

TDY/Contract personnel will have limited access to airfield. Access will be permitted only to areas that are necessary to accomplish mission/project.

Commercial vendors requiring access to Hangars 1000, 1001, and 1002 will be escorted and briefed by supporting unit. If a vendor's vehicle is left on airfield, it must be parked in designated area and must not interfere with airfield operations.

TDY personnel must possess a valid airfield driver's license from home station in order to drive on KAFB transient ramp. Contractors must have a valid state driver's license, receive this briefing and remain in designated areas specified by Airfield Management or UFDPM. Before starting work, and after completion for the day, contractors who drive on the airfield must check in with Airfield Management and advise of location.

All non-government owned vehicles (rentals, contract vehicles) must have a temporary vehicle airfield pass before driving on the airfield.

Vehicles will not be driven across any movement areas (helipads) without two-way radio contact with Albuquerque Ground Control.

Vehicles will not be driven onto Albuquerque International Airport (AIA) area (taxiways/runways/access roads) unless project/mission dictates. If your mission requires access onto AIA, Airfield Management Ops will brief you on additional requirements.

All vehicles operators will yield to aircraft being taxied or towed. Do not drive in front of taxiing aircraft or between a "Follow Me" vehicle and aircraft being towed or marshaled.

All vehicle operators will approach parked aircraft with driver's side toward aircraft and remain at least 25 feet in front of and 200 feet behind aircraft about to start engines or have engines running.

Vehicles will not be driven within 10 ft of parked aircraft, except servicing, loading, or off-loading, and will not pass under any part of the aircraft. Spotters will be used to guide a

vehicle's approach to aircraft. Vehicles will not be backed in the direction of any aircraft except as authorized in certain towing/loading/refueling ops only when using a guide and pre-positioned wheel chocks.

Do not leave equipment or vehicles unattended on the airfield.

Vehicles will be parked with engines off, parking brake set, transmission in gear (park of automatic transmissions), wheels chocked, and keys left in ignition.

Conduct a FOD check prior to entering airfield.

Check tire treads for debris and secure any loose articles in truck beds. If forced to leave paved areas, accomplish FOD check before returning to useable pavement.

Vehicle airfield speed limits are as follows:

- General Purpose 15 mph
- Special Purpose 10 mph
- Towing single unit 10 mph
- Towing two or more units 5 mph
- Within 25ft of aircraft 5 mph

Do not enter restricted areas without proper authorization. Red lines painted on pavement, red ropes with rubber donuts/stanchions identify restricted areas. Entry/exit into restricted areas can only be made through an Entry Control Point (ECP) and limited to authorized personnel only. Smoking and hats are not permitted on airfield.

I have read and acknowledge the above information and restrictions on airfield driving. A copy of this will be in my vehicle at all times while driving on the airfield.

Name _____

Date _____

Unit/Company _____

Signature _____

If you have any questions/concerns please contact AM Ops using the following information:

- Phone: 846-8335/6/7
- Fax: (505) 846-5281
- E-mail: 377MXS.MXO@KIRTLAND.AF.MIL

Attachment 8

AIRFIELD DRIVING TRAINING LESSON PLAN OUTLINE

A8.1. Administration.

A8.1.1. Ensure the individual requiring airfield driving training has a current state/government driver's license, and necessary unique vehicle training (operating forklifts, K-loaders, tugs, etc.)

A8.1.2. Consider physical and/or life skill problems/stress before assigning personnel airfield driving duties.

A8.1.3. Have individual read AFMAN 24-306, Chapter 25; this instruction (KIRTLANDAFBI 13-201), and applicable unit material. **NOTE:** The FAA *Runway Incursion* video clip and FAA *Driving on the Airport Operations Area* are highly recommended supplemental training material for unit airfield driving program managers.

A8.1.4. Conduct practical classroom training, daytime airfield orientation, nighttime airfield orientation, airfield driving check ride, 25-question multiple-choice written test, airfield diagram test, and Air Force Flight Standards Agency (AFFSA) *Airfield Driving Computer Base Training Courseware*.

A8.1.5. Once all training requirements are complete, fill out a KAFB Form 610, have the UFPDM sign and bring to Airfield Management for issuance of AF Form 483.

A8.1.6. Retain all airfield driving paperwork and proof of annual recurring training on all individuals. Airfield management will inspect these items during their annual review of the unit airfield driving program.

A8.2. Briefing Points.

A8.2.1. Airfield entry control points.

A8.2.2. Restricted area badge/controlled area requirements and use.

A8.2.3. Commonly used entry control points and exits.

A8.2.4. Airfield security and individual responsibilities.

A8.2.5. Airfield traffic flow.

A8.2.6. Speed limits and safety.

A8.2.7. Restricted areas, hazards, and congestion points.

A8.2.8. Vehicle parking and driving on apron/ramps

A8.2.9. Airfield markings and signs.

A8.2.10. Restricted visibility and night operations.

A8.2.11. FOD control and prevention.

A8.2.12. Airfield violations, consequences, and reporting procedures.

A8.2.13. Unique unit requirements/operations and restrictions.

A8.2.14. Operation in the vicinity of aircraft.

A8.2.15. Procedures for operating in the Controlled Movement Area (CMA). *NOTE:* This is only required for the individuals requiring access the CMA

A8.2.15.1. Proper radio phraseology and coordination with the control tower.

A8.2.15.2. Runway and taxiway markings and signs.

A8.2.15.3. Control tower light gun signals.

A8.2.15.4. No-radio/communications-out procedures.

A8.2.15.5. Distance requirements/criteria for mobile obstacles.

A8.2.16. The items listed above are the MINIMUM required briefing points. Airfield driving program managers are encouraged to use all available resources to make the Kirtland airfield the safest in the Air Force. For example, although not required, it is recommended the program manager ask as many questions as he/she feels necessary to ensure the individual truly knows/understands the layout of the airfield and driving procedures. Airfield Management will randomly test individuals prior to issuing AF Form 483 and could, at their discretion, deny issuing this form if they feel the individual is not yet ready to drive on the airfield.

A8.3. Day and night airfield orientation/training checklist.

A8.3.1. Airfield Entry Points.

A8.3.2. Airfield Traffic Flow Procedures.

A8.3.3. Speed Limits.

A8.3.4. Airfield Signs and Markings.

A8.3.5. Vehicle Parking and Chocking.

A8.3.6. Control Tower Light Gun Signal Recognition.

A8.3.7. Vehicle/Radio procedures for Operating in the Controlled Movement Area (CMA).

A8.3.8. Operations in the Vicinity of Aircraft.

A8.3.9. Unique Operations and Situations.

A8.3.10. FOD Control and Prevention.

A8.3.11. Night and Reduced Visibility/Inclement Weather Driving.

A8.3.12. Runway Intrusion Prevention/Reporting/Consequences.

A8.3.13. Distance Criteria for Mobile Obstacles.

A8.4. Airfield Driver's Check Ride Checklist.

A8.4.1. Locate restricted area entry control points and airfield entry control points. Differentiate between the two.

A8.4.2. Demonstrate how to perform a FOD check.

A8.4.3. Demonstrate knowledge of speed limits for certain vehicles (general purpose, special purpose, vicinity of aircraft, etc.).

A8.4.4. Demonstrate proper procedures for converging on taxiing and towed aircraft.

A8.4.5. Demonstrate proper procedures for leaving vehicles unattended on the airfield.

A8.4.6. Demonstrate proper procedures into the CMA and runway crossing with proper radio phraseology.

A8.4.7. Demonstrate knowledge of taxiway and airfield signs (runway/taxiway guidance).

Attachment 9

AIRFIELD DRIVING QUICK FACTS/GENERAL POINTS TO REMEMBER

A9.1. Airfield Driving Quick Facts/General Points To Remember.

- A9.1.1. Know and understand vehicle operating procedures and NEVER deviate from them.
- A9.1.2. Be patient, observant, and non-assuming.
- A9.1.3. Drive slowly.
- A9.1.4. Always know your exact location and be aware of activity around you.
- A9.1.5. Never drive under any part of an aircraft or allow its wing to pass over your vehicle.
- A9.1.6. Maintain a safe distance from parked or taxiing aircraft.
- A9.1.7. Aircraft **ALWAYS** have the right of way.
- A9.1.8. Display proper identification and security access permits.
- A9.1.9. Make sure your vehicle is properly equipped for the area you operate (i.e., radio, beacons, Reflective markings, lighting).
- A9.1.10. Pilots have a limited field of view from the cockpit—don't assume they can see you.
- A9.1.11. Be aware of emergency vehicles—always yield to them.
- A9.1.12. Report any accident, no matter how minor, to your supervisor immediately.
- A9.1.13. Use extreme caution when driving at night and/or in poor weather conditions.
- A9.1.14. Realize you can become disoriented even in the best conditions—when disoriented, stop and request assistance (as required).
- A9.1.15. Be alert to any foreign object debris (FOD)—either pick it up or notify someone who can.
- A9.1.16. When driving in the controlled movement area (CMA):
 - A9.1.16.1. **DO NOT** enter the CMA and **NEVER** drive your vehicle on or across the runway unless you have a mission requirement and permission from the control tower.
 - A9.1.16.2. Monitor your two-way radio with the tower at all times.
 - A9.1.16.3. After receiving permission from the tower, proceed only after you have looked in all directions, including up. And repeat all instructions from the tower verbatim.