

**BY ORDER OF THE COMMANDER
65TH AIR BASE WING (USAFE)**

LAJES FIELD INSTRUCTION 13-213

2 AUGUST 2012



Nuclear, Space, Missile, Command and Control

AIRFIELD DRIVING INSTRUCTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publication and forms are available on the E-Publication site at <http://www-e-publishing.af.mil> for downloading or ordering.

RELEASABILITY: There is no releasability on this publication.

OPR: 65 OSS/OSAA

Certified by: 65 OSS/CC
(Lt Col Shawn T. Cotton)

Supersedes: LAJESFIELDI13-1,
1 September 2010

Pages: 74

This instruction implements Air Force Instruction 13-213, *Airfield Management*. It establishes responsibilities, requirements and procedures for safe operations of motor vehicles on Lajes Airfield. It applies to all 65 ABW personnel assigned, attached or employed on Lajes Field, to include contractor personnel and visitors in accordance with AFI 13-213, *Airfield Management*; AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, chapter 20; AC 150/5210-20, *Ground Vehicle Operations on Airports*; AFOSH Standard 91-100, USAFESUP1; *Aircraft Flightline - Ground Operations and Activities*, chapter 6; ICAO Annex 14, *Aerodrome Design and Operations*. This instruction prescribes OSAA Form 10, OSAA Form 11, OSAA Form 12, OSAA Form 13, OSAA Form 14 and OSAA Form 15. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publications*; route AF Form 847s from the field through the Lajes Field publications/forms manager. Ensure 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/gcss-af61a/afrims/afrims/rims.cfm>. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013 and E.O. 9397.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This instruction contains new procedures based on the Airfield Drivers Training Program (ADTP), OSAA Forms

10, 11, 12, 13, 14, and 15, controlled movement areas, runway incursions, airfield signs, markings and light signals decal, smoking policy, lateral distance requirements, use of fire extinguishers, wear of hats, photographs, and operation of motorcycles and bicycles.

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Chapter 1

INTRODUCTION

1.1. Hazards and Human Factors.

1.1.1. The safe operation of all government and civilian motor vehicles on the airfield is absolutely essential to aircraft operations and maintenance. Motor vehicles present a clear and definite danger to both aircraft and ground personnel. Carelessness, haste, and disregard for established safety standards by vehicle operators are the primary causes of aircraft incidents/accidents, aircraft-vehicle mishaps, and personal injuries on the airfield. NOTE: For the purpose of this operating instruction, the term “airfield” includes runways, taxiways, aircraft parking ramp/aprons, and associated maintenance/servicing areas where aircraft may be encountered.

1.2. General Requirements.

1.2.1. The standards and directives on the following pages have been established for the control of motor vehicles and personnel operating on the airfield. Personnel assigned to the airfield will be knowledgeable of and comply with these requirements. Careful attention and strict adherence to flight safety precautions will prevent accidental damage to aircraft and personnel injury.

1.3. Technical Agreement and Norma de Execução Permanente NEP/OPS – 009 (SOP).

1.3.1. In accordance with the Technical Agreement on Cooperation and Defense between the United States of America and Portugal dated 23 May 2002; the 65 ABW/CC does not have sole sovereignty over Lajes AB Airfield. The Portuguese Air Force (PoAF) and its support facilities shall be under the Command of the Air Base 4 Commander. The 65 ABW/CC shall only exercise command and control over United States equipment/materials and personnel. In accordance with NEP/OPS – 009, the PoAF executes the Airfield Driving Program for all military and civilian personnel. All airfield Privately Owned Vehicle (POV) passes are issued by PoAF.

Chapter 2

RESPONSIBILITIES

2.1. 65th Air Base Wing Commander or equivalent.

2.1.1. Appoints the Assistant Airfield Manager (AAFAM) to support the Airfield Driving Instruction (ADI).

2.1.2. Upon suspension/revocation of base driving privileges, the Wing Commander (WG/CC) can authorize re-instatement of airfield driving privileges to perform critical mission essential duties.

2.1.3. Reviews runway incursion incidents and corrective actions taken.

2.1.3.1. 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.

2.1.3.2. Analyzes each runway incursion and corrective actions taken.

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

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

2.1.3.4.1. Increasing or improving local training or testing materials.

2.1.3.4.2. Implementing mandatory briefings to all airfield drivers, aircrew and Air Traffic Control personnel, as applicable.

2.1.3.4.3. Limiting runway crossings and/or limit crossings to certain taxiways/road intersections.

2.1.3.4.4. Increasing penalty for Controlled Movement Area Violations (CMAVs).

2.1.3.4.5. Altering the shape and/or increase the size of the Controlled Movement Area (CMA).

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

2.1.3.4.6.1. Installing control signs/markings at runway hold lines and roads leading to runway, as applicable.

2.1.3.4.6.2. 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 Engineering and Wing Safety.

2.1.3.4.6.3. Painting runway hold position signs on pavement prior to the runway hold position markings. **NOTE:** This option requires coordination with 65th Civil Engineering and 65 ABW Safety.

2.1.3.4.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. **NOTE:** This option requires coordination with 65th Civil Engineering and 65 ABW Safety.

2.2. Unit Commanders.

2.2.1. Appoint a primary and an alternate unit Airfield Driving Program Manager (ADPM) in writing (normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer) to conduct training for all their personnel where duties require operating a vehicle on the airfield.

2.2.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit. If so, use the most qualified SSgt/5-level or civilian equivalent available. **NOTE:** The 65 ABW/CC (or equivalent) is delegated authority to waive this requirement. A copy of the waiver shall be sent to the Wing ADPM.

2.2.2. Forward a copy of the appointment letter to the Assistant Airfield Manager (AAFM). Memorandum of appointment and request for ADPM training must be forwarded to 65 OSS/OSAA within 15 days of initial appointment.

2.2.2.1. Ensure 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.

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

2.2.4. Ensure unit members complete all training and testing requirements before being issued an AF IMT 483, Certificate of Competency.

2.2.5. Limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission, in accordance with AFI 13-213, paragraph 2.5.4.

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

2.2.7. Suspend 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 individual's suspension/revocation.

2.2.8. Ensure unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations should consider having more than one unit ADPM to provide effective program management and quality training, reducing the potential for airfield driving violations and runway incursions.

2.2.9. Appoint unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical test as outlined in AFI 13-213 and this ADI. Trainers must have completed the AF Training Course.

2.2.10. Forward a copy of the trainer's appointment letter to the Wing ADPM. **NOTE:** This letter may be consolidated with the unit ADPM appointment letter.

2.2.11. Review each individual's AF Form 1313 Driving Record to determine their qualifications before permitting them to operate a vehicle and/or equipment on the airfield.

2.2.12. Ensure 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.

2.2.13. Participate in the RIPWG.

2.3. Assistant Airfield Manager (AAFM).

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

2.3.2. The AAFM will review the airfield driving program, to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency/accuracy at least annually, and maintain documentation of the review for at least 1 (one) year. Use OSAA Form 11 to document ADI program reviews and maintain a file copy.

2.3.3. Provides each unit ADPMs an airfield driving package, which includes a copy of the ADI, training curriculum, and testing materials to manage the unit ADP. The ADPM will coordinate training and testing materials with Wing Safety.

2.3.4. Trains unit ADPMs on airfield driving program requirements.

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

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

2.3.5.2. Conduct spot checks on vehicle operators to ensure compliance with the ADI.

2.3.5.3. At a minimum, a spot check will include a check of the driver's AF IMT 483 and PoAF Competency card for accuracy/currency, the availability/currency of Airfield Markings and Signs decal, AFVA 13-222, and the availability/currency of the local airfield diagram.

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

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

2.3.6. Validates all AF IMT 483, after all certification requirements have been accomplished.

2.3.7. Processes and issues the Portuguese Air Force (PoAF) Airfield Driving Certificate of Competency card.

2.3.8. Annually reviews/inspects all unit ADPM programs for integrity and compliance with the ADI (See Attachment 5). Reviews/inspections must focus on the following (maintain documentation of review for one (1) year).

2.3.8.1. Currency of the unit ADPM appointment letter.

2.3.8.2. Availability and currency of the ADI, prescribed forms and other associated publications.

2.3.8.3. List and number of unit assigned airfield drivers.

2.3.8.4. Currency of training and testing materials.

2.3.8.5. Training documentation of unit assigned airfield drivers.

2.3.8.6. Completion of refresher training.

2.3.9. Memo of inspection results will be provided to unit commanders with corrective action procedures (if applicable).

2.3.10. Reviewed/inspected results will be briefed quarterly at the AOB meeting.

2.3.10.1. Educates, informs, and updates ADPMs on airfield changes and trends (exercise activities, driving violations, airfield closures, construction projects, etc.). Develops proactive approaches utilizing base paper, commander's access channel (TV), e-mail advisories, unit briefings and commander's calls to enhance airfield driving safety and compliance.

2.3.11. Conducts semi-annual meetings with unit ADPMs to provide training, brief runway incursions, CMAVs, trends, etc. **NOTE:** Briefing at the base VCO/VCNO meeting will satisfy this requirement.

2.3.12. Uses 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.

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

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

2.3.15. Participates in the RIPWG.

2.4. Airfield Management (AM) or Designated Representative.

2.4.1. Serves as the Office of Primary Responsibility (OPR) for the Airfield Driving Program.

2.4.2. AM will perform random AF IMT 483 spot checks of USAF employed personnel driving on the airfield. Results of spot checks (unit/office symbol) are reported at quarterly AOB meetings.

2.4.3. Monitors radios for proper radio terminology/phraseology and discipline.

2.4.4. Responds to and corrects improper radio usage when notified by Air Traffic Control Tower (ATCT).

2.4.5. Documents corrective actions on AF IMT 3616, *Daily Record of Facility Operation*.

2.4.6. Responds to Controlled Movement Area (CMA) violations and other airfield driving infractions. Escorts USAF employed violators off the airfield when necessary. Notifies PoAF when a Local National/PoAF driver commits a CMA violation.

2.4.7. Signs 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.

2.4.8. Responds to reported or suspected airfield driving violations.

- 2.4.8.1. Escorts individuals off the airfield.
- 2.4.8.2. Confiscates individuals AF IMT 483.
- 2.4.8.3. Requests a statement from individual(s) suspected of committing an airfield driving violation(s).
- 2.4.8.4. Documents and reports the incident to the Wing ADPM, Airfield Manager (AFM) and AOF/CC.
- 2.4.8.5. Participates in the RIPWG.

2.5. 65th Air Base Wing Safety.

- 2.5.1. Coordinates with AAFM and unit ADPMs to ensure Lajes ADI is effective.
- 2.5.2. Assists AM in accident/incident investigations and trends.
- 2.5.3. Coordinates on lesson plans and tests for airfield vehicle operations.
- 2.5.4. Coordinates on local directives or operating instructions which establish airfield traffic flow/patterns and parking plans.
- 2.5.5. Participates with the Wing ADPM in investigating airfield driving incidents, HATRs, and CMA violations.
 - 2.5.5.1. Provides a copy of all Class E CMA violation report submittals (initial, status, final) to the AOF/CC for review/concurrence.
- 2.5.6. Reviews CMA violations for trends.
- 2.5.7. Participates in the RIPWG.

2.6. 65th Security Forces Squadron (in cooperation with Air Base 4 Police).

- 2.6.1. Coordinates and enforces this instruction with Air Base 4 Police.
- 2.6.2. Air Base 4 Police, with the assistance of 65 SFS, establishes procedures for routine patrol of the airfield. Ensures traffic tickets are issued for infractions.
- 2.6.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs AM of violations.
- 2.6.4. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM.
- 2.6.5. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations.
- 2.6.6. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized persons from the airfield.
- 2.6.7. Complies with all procedures outlined for entry into the CMA.
- 2.6.8. Participates in the RIPWG.
- 2.6.9. Coordinates with the Wing ADPM to establish a designated response location in support of in-flight/ground emergencies and or other emergency situations. **NOTE:** 65 SFS

will coordinate with Air Base 4 Police concerning host nation vehicles that violate traffic procedures.

2.7. 65th Medical Group/Optometrists.

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

2.7.2. Documents color vision test results.

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

2.7.4. Upon color vision testing, the certifying official will annotate pass or fail, stamp and sign OSAA Form 10, Airfield Drivers Training and Certification.

2.8. 65th Contracting Flight/65th Civil Engineering Squadron.

2.8.1. Project managers will:

2.8.1.1. Advise AFM and/or AAFM of all pre-construction meetings for airfield projects.

2.8.1.2. Inform Airfield Management of contractors who need to operate vehicles on the airfield.

2.8.1.3. Notify AFM and/or AAFM NLT 30 days prior to the start of any construction, to schedule airfield training for contract personnel.

2.8.2. AB4 is the approving authority for all POV authorizations on the airfield. Submit letter to AB4 for vehicles requiring airfield access. The letter must state the following:

2.8.2.1. Reason for access on the airfield.

2.8.2.2. Vehicle type and registration number.

2.8.2.3. Organization/company.

2.8.2.4. Driver's name. **NOTE:** Upon approval, authorized vehicles will be added to the AB4 Police list. No passes are issued for vehicle authorizations.

2.8.3. Provide airfield qualified/certified escorts for personnel who have not been certified/trained by AM/unit ADPM to operate on the airfield.

2.9. Air Traffic Control Tower (ATCT).

2.9.1. Maintains a positive control of all aircraft and vehicle traffic on the airfield by two-way radio communications or, in the event of lost communications, by airfield lighting or light gun signals. If the use of lights is unsuccessful when controlling vehicle or pedestrian traffic, contact AM Ops to have vehicle or pedestrian traffic escorted off the Controlled Movement Area (CMA).

2.9.2. Reports known CMA violations and problems with vehicle operator radio communications to Airfield Management.

2.9.3. Assists AM in identifying and locating unauthorized personnel and vehicles on or near the CMA.

2.9.4. Participates in the RIPWG.

Chapter 3

OPERATING PROCEDURES AND STANDARDS

3.1. Procedures for Operating a Vehicle on the Airfield.

- 3.1.1. 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.
- 3.1.2. Units sponsoring TDY personnel or non-base assigned contractors are responsible for providing training or an escort that possesses a valid AF IMT 483.
- 3.1.3. PoAF and Civilian personnel comply with NEP/OPS-009, Access and Vehicle Transiting on the Flightline.

3.2. Controlled Movement Areas (CMAs).

- 3.2.1. CMA includes but is not limited to areas used for takeoff/ landing and as required taxiing of aircraft and consists of Runway 15/33, runway overruns, area within 150 feet of runway 15/33 and overrun edges, all taxiways and taxiway intersections.
- 3.2.2. CMA signs are installed at both sides of Air Expeditionary Forces (AEF) apron and north of Golf apron to control the access to Taxiways Mike and Juliet. **NOTE:** AEF apron is the eastern portion across from Taxiway Mike. (See Attachment 15).

3.3. Procedures for Operating a Vehicle in the CMA.

- 3.3.1. In accordance with AFI 13-204, *Functional Management of Airfield Operations*, entry into the CMA requires aircraft, vehicles or pedestrians to obtain specific ATCT approval. Two-way radio communication with the control tower must be established and maintained.
- 3.3.2. Vehicles operating in the CMA must have a call sign assigned. Vehicle call signs are unique to ensure control tower and driver understanding of requests/approvals. Call signs must be requested through Airfield Management, and listed in this instruction.
- 3.3.3. Temporary call signs will be coordinated through AM, however PoAF is the approving authority for temporary call signs.
- 3.3.4. Vehicles operating in the CMA must use rotating beacon lights. If vehicle is not beacon equipped, headlights and hazard/warning flashers will be turned on.
- 3.3.5. Vehicle engines will not be turned off when operating on CMAs. Vehicles will be left in "park" with emergency brakes on if unoccupied.
- 3.3.6. During response to in-flight/ground emergencies strictly limit runway access/crossings for secondary agencies until specifically required to operate within the controlled movement area as determined by the incident commander or fire chief.
- 3.3.7. Regardless of circumstances all vehicle operators accessing the runway must obtain approval from the control tower or be escorted by another vehicle driver who has obtained approval for the escorted vehicle.
- 3.3.8. Runway/CMA incursions will be forwarded to 65 ABW/CC as soon as possible after the occurrence and briefed at the AOB. **NOTE:** Hospital ambulances will operate rotating

emergency lights only during actual emergency responses. During training or exercises, ambulances will only operate headlights and flashers.

3.3.9. Drivers are required to monitor the control tower radio frequency (ramp net) at all times. Each unit is responsible for providing ramp/apron net capable radios.

3.4. Instrument Landing System (ILS) Critical/Sensitive Areas.

3.4.1. The ILS critical area must be protected to ensure vehicles will not interfere with radio signals from certain navigational aids while an aircraft is on final approach.

3.4.2. The ILS critical areas are located on (See Attachment 11): Taxiway Papa between Taxiways Charlie and Delta (adjacent to Apron Bravo) and Taxiway Mike.

3.4.3. All vehicles operating on taxiway Papa and Mike will remain behind the VFR holdline and out of the critical area until authorized by control tower to proceed, unless tower states hold at the instrument holdline.

3.5. Localizer Critical Areas.

3.5.1. Localizer critical areas are located north and south of Runway 15/33. (See Attachment 11)

3.5.2. The north localizer critical area is protected by traffic lights (red and green) to control the movement of vehicles that transit through the area.

3.5.3. Traffic lights are located on the north perimeter access road to control vehicle operations. Control tower will activate these traffic lights when required.

3.5.3.1. Red light on: DO NOT PROCEED

3.5.3.2. Green light on: PROCEED. **NOTE:** Do not call Control Tower to access or proceed to these areas.

3.6. Emergency Removal of Vehicles from the CMA.

3.6.1. When a vehicle has a malfunction which prevents operation under its own power, every means will be used to alert taxiing aircraft. At a minimum, the vehicle operator will:

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

3.6.1.2. If the vehicle has radio capability, make the following transmission: "Break for control Tower this is (call sign)..." and state the nature of the problem and your position on the airfield.

3.6.1.3. If radio capability has failed, stay with the vehicle and continue to get the attention of taxiing aircraft.

3.6.1.4. Operators of other radio-equipped vehicles 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.

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

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

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

3.6.1.8. AM Ops will coordinate the removal of disabled vehicles from the CMA.

3.7. Communication Out Procedures.

3.7.1. Ensure effective radio communications capabilities between the control tower and vehicles requiring Runway/CMA access prior to operating in the CMA.

3.7.2. Should radio communication fail, vehicles and work crews will immediately vacate the CMA using the most direct route possible. Drivers should use the nearest phone and advise tower of their status.

3.7.3. Should failure of the control tower radio communication occur, control tower will:

3.7.3.1. Continuously cycle the intensity of the runway edge lights and/or taxiway lights.

3.7.3.2. Issue a flashing red light gun signal.

3.7.3.3. Broadcast simultaneously over all frequencies for all personnel and equipment to exit the runway/CMA. **NOTE:** All vehicles/personnel will immediately proceed at least 150 feet from the CMA. Exit using the nearest surface that will support the vehicle's weight. Remain out of the CMA until the radio communications are re-established.

3.8. Procedures for Proper Radio Terminology/Phraseology.

3.8.1. In accordance with ICAO Annex 10, Volume II, Aeronautical Telecommunications, the English language shall be used during all radio communications. ALL AIRFIELD OPERATORS MUST CLEARLY UNDERSTAND COMMUNICATION TECHNIQUES PRIOR TO BEING AUTHORIZED ACCESS TO THE CMA. ADPMs will evaluate drivers on the proper use of radios and radio terminology/phraseology. The following definitions and examples will be used when communicating with the control tower.

3.8.2. Definition of Terminology:

ACKNOWLEDGE – Let me know that you have received my 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

HOLD/HOLD SHORT – Do not proceed, maintain your present position

HOW DO YOU HEAR ME – Questions 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, permission not granted; or that is not correct

OUT – The radio conversation is ended, and I expect a response

OVER – My transmission is ended. I expect a response

READ BACK – Repeat my message to me

ROGER – I have received all of your last transmission. (It should not be used to answer a question requiring a yes or no answer)

STANDBY – The controller is busy with a higher priority and cannot answer you. If the delay is lengthy, the caller should re-establish contact

UNABLE – Indicates inability to comply with a specific instruction, request, or clearance

VERIFY – Request confirmation of information

VACATE RUNWAY – Exit the runway immediately

WILCO – I have received your message, understand it, and will comply with it

NOTE: The use of non-standard terminology, such as “go-ahead”, “cleared,” or other non-essential communications is prohibited due to the possibility of confusing individuals operating on airfield frequencies.

3.9. Radio Discipline.

3.9.1. Due to the variety of frequencies monitored by control tower, it is imperative that all individuals use proper and concise terminology. The control tower has ultimate authority over all traffic entering the CMA and will issue, by radio or directional light gun signals, specific instructions that approve or disapprove the movement of vehicles, equipment or personnel in the CMA.

3.9.2. It is essential to acknowledge each radio communication with controllers by using appropriate call sign.

3.9.3. Brevity is important. Radio transmissions must be kept as brief as possible. Controllers must know what you want to do before they can properly carry out their control duties. Conversely, vehicle operators must know exactly what the controller wants them to do.

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

3.9.5. 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.

3.9.6. 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.

3.9.7. The following example of phraseology will be used when requesting access across or in to a controlled movement area:

PROCEDURES

Driver: State whom you are calling and who you are
(Use assigned radio call signs to initiate communications)

Control Tower response

Driver: State who you are, location, and request

Control Tower response

Driver: Read back Control Tower's instruction

Driver: When out of the CMA Report-when off

Control Tower acknowledgement

PHRASEOLOGY

“Tower, Airfield Two”

“Airfield Two, Tower”

“Airfield Two on Foxtrot apron request to cross taxiways Papa and Mike and proceed onto taxiway Juliet”

"Airfield Two proceed across taxiways Papa, Mike and Juliet. Report when off"

“Airfield Two proceeding across taxiways Papa, Mike and Juliet. Will report when off”

“Tower Airfield Two off taxiways Papa and Mike”

“Airfield Two Roger”

3.9.8. Airfield Management and Air Traffic Control will monitor radios and report improper radio terminology/phraseology and lack of discipline over the frequency.

3.10. Key Phraseology and Points.

3.10.1. The words “clear”, “clearance” or any form thereof shall not be used over the radio by personnel operating on the airfield. This may be misunderstood by other vehicles or aircraft as permission to perform an action.

3.10.2. Key words in the control tower’s transmission are PROCEED and HOLD.

3.10.3. Always repeat the control tower’s directions when operating on or within 150 feet of the CMA to confirm the control tower's message was received and correctly understood.

3.10.4. Notify control tower when leaving the runway by stating, “Tower, [assigned call sign] off the runway at (your present location)”.

3.10.5. If tower’s radio transmission is garbled or unreadable DO NOT PROCEED ON THE CMA. Hold your position and ask control tower to repeat their last transmission.

3.10.6. Before asking for permission onto/across the runway, scan the sky for approaching aircraft. This will prevent any unnecessary transmission or interruption of ATC services to aircraft on final.

3.11. Vehicle Call Signs.

3.11.1. Vehicles operating in the CMA will be assigned call signs. All vehicle call signs must be coordinated through AM to ensure duplicated call signs are not used. All call signs will consist of a code word and may have a numerical suffix. The following call signs have been approved for use in the CMAs:

65 ABW/CC	Lajes 1
65 ABW/CV	Lajes 2
65 ABW/SE	Wing Safety
65 ABW/CCP	Protocol
65 MSG/CC	Lajes 3
65 MDG/CC	Medic 1
On Scene Commander	Oscar
65 OSS/CC	Proud 1
65 OSS/DO	Proud 2
Airfield Operations	
AOF/CC	Ops 1
AOF/DO	Ops 2
AFM	Airfield 1

AAFM NCOIC, Airfield Management Operations Airfield Management Operations Personnel	Airfield 2 Airfield 3 Airfield 4
Transient Alert	TA
Aircraft Ground Equipment (AGE)	Ranger
Security Forces	Police and Defender
729 AMS Air Terminal Operations Center Aircraft Services Passenger Services	ATOC Ramp/apron PAX
Transportation	Transportation
Medical Operations Squadron	Ambulance
Civil Engineering Commander Deputy Project Engineer Construction Management VCO/VCNCO Mower Sweeper Electrical Shop Pest Control Pavements Geobase Paint Shop Utilities Barrier Maintenance Fire Department	CE 1 CE 2 Engineer 1 – 4 Inspector 1 – 4 CE Vehicle 1 Grounds 1/Relva 1 Sweeper 1- 2 Electrical 1 - 10 Airfield Lighting Pest Control 1 -3 Horizontal Geobase 1 Paint Water Barrier Maintenance Thunder Generators Chief , Crash, or Rescue
Communications Cable Maintenance Telephone Maintenance	Cable Telephone
Petroleum, Oil, Lubrication (POL)	Fuels
Weather/NAVAID Maintenance	METNAV

Land Mobile Radio (LMR) users

Coordinate call signs with AM Ops before operating on the airfield

Contractors

Coordinate call signs with AM Ops before operating on the airfield

3.12. Control Tower Light Gun Signals.

3.12.1. Control Tower Light Gun Signals. All vehicles operating on the airfield must have airfield signs, markings and light signals decal (Attachment 13). The decal must be in plain view on the driver’s side of the vehicle.

3.12.2. All airfield vehicle operators must know and comply with all airfield signs, markings and control tower signals.

3.12.3. All personnel operating on the airfield will know and comply with the control tower light gun signals, which are in accordance with ICAO Doc 4444 (See Attachment 14):

LIGHT SIGNALS FROM TOWER

MEANING

Green Flashes

Permission to cross landing area or to move onto taxiway

Steady Red

Stop

Red Flashes

Move off the landing area or taxiway and watch out for aircraft

White Flashes

Vacate maneuvering area in accordance with local instructions

3.12.4. In emergency conditions or if the signals above are not observed, the signal given below shall be used for runways or taxiways equipped with a lighting system and shall have the meaning indicated therein.

LIGHT SIGNAL FROM TOWER

MEANING

Flashing runway or taxiway lights

Vacate the runway and observe the tower for light signal

3.13. Entering the Airfield Driving Area.

3.13.1. All vehicles, except emergency and alert vehicles responding to an emergency will stop at the main airfield Entry Control Point (ECP).

3.13.2. The main Airfield entry point is located between buildings T-715 & T-716 (See Attachment 15).

3.14. Foreign Object Damage (FOD) Prevention.

3.14.1. FOD is everyone's responsibility. When entering the airfield area through the airfield ECP, unpaved surfaces, or FOD checkpoints, vehicle operators will stop and remove foreign materials from the tires. Motor vehicles will operate on paved surfaces to the maximum extent possible (See attachment 21). Personnel completing a FOD check will:

3.14.1.1. Conduct a visual check to ensure external vehicle components are secured.

3.14.1.2. Perform a thorough walk around the vehicle to check for damaged, loose, or worn parts.

3.14.1.3. Check vehicle tread for FOD.

3.14.1.4. Drive vehicle forward approximately 3 feet and recheck vehicle tread (roll-over FOD check).

3.14.2. When FOD is observed on the airfield, USAF employed personnel will contact AM Ops. AM Ops will immediately contact the sweeper, if necessary.

3.15. Airfield Speed Limits.

3.15.1. Except for responding emergency response vehicles, the following standards will be observed at all times when operating vehicles on the airfield. Emergency vehicles will automatically assume the right-of-way.

Runway	25 MPH (40 Km/h)
Taxiways	15 MPH (20 Km/h)
Aircraft parking ramp/aprons	15 MPH (20 Km/h)
Aircraft/Equipment/Trailer Towing Operations	5 MPH (10 Km/h)
Airfield access roads	25 MPH (40 Km/h)
During blackout operations	10 MPH (15 Km/h)
Vehicle parking areas	10 MPH (15 KM/h)
Within 200ft of aircraft parking areas	10 MPH (15 Km/h)
Designated traffic lanes on the ramp	10 MPH (10 Km/h)
Congested areas (within 25ft of parked aircraft)	5 MPH (10 Km/h)

3.16. Taxiing Aircraft.

3.16.1. Except for Follow-Me vehicles, under no circumstances will vehicles remain in front of, or drive into, the path of a taxiing aircraft. Vehicles will not pass between an aircraft and its "Follow-Me" vehicle. Unauthorized vehicles will not pass under any part of an aircraft.

3.16.2. All vehicle drivers, who are operating on taxiways or parking ramps/aprons, will give way to taxiing aircraft. Only as a last resort will vehicles drive off the paved surface to ensure adequate clearance for aircraft.

3.16.3. When an aircraft is taxiing in the opposite direction, the vehicle operator will move to a distance of at least 25 feet from the wing tip of the aircraft. The vehicle operator is responsible for ensuring there is sufficient clearance between the vehicle and taxiing aircraft at all times and avoid jet blast hazards.

3.16.4. If an aircraft is approaching a vehicle, position the vehicle in a location that is well clear of the aircraft's intended taxi route. During periods of darkness turn headlights off/parking lights on until the aircraft has passed. This will ensure that aircrew members will not be blinded or have their night vision impaired by vehicle headlights.

3.16.5. Procedures for Operating Vehicles with Daytime Running Lights. Operators of vehicles that are equipped with vehicle Daytime Running Lights (DRL) must exercise extreme caution while operating vehicles during the hours of darkness. Operators must never point headlights toward taxiing or towed aircraft.

3.17. Vehicle Parking and Chocking Requirements.

3.17.1. Vehicles will not be backed into or parked in the immediate vicinity of an aircraft (25 feet in front of an aircraft and 200 feet to rear of an aircraft) except as authorized (i.e. loading/unloading, servicing, towing). A spotter will be used when a vehicle is backing towards an aircraft. Pre-positioned wheel chocks and a guide will be used to prevent the vehicle from backing into the aircraft.

3.17.2. All unattended vehicles will be parked so they do not interfere with aircraft being serviced or towed. Ignitions will be turned off, key will be left in the ignition, parking brake set, and the transmission placed in reverse (manual) or park (automatic).

3.17.3. When aircraft engines are operating or being started, no vehicle will be parked or driven closer than 25 feet in front of or 200 feet behind except as prescribed by applicable Technical Orders.

3.17.4. Vehicle operators will ensure painted roadways/driving lanes are not blocked. Vehicles will not be parked directly toward an aircraft. All traffic flow on aircraft parking ramp/aprons will be accomplished with the driver's side toward the aircraft. Vehicle operators will not drive diagonally across ramp/aprons.

3.17.5. All vehicles will approach a parked aircraft with the driver's side of the vehicle towards the aircraft. Vehicles parked at the side of an aircraft will remain clear of the wing tips and be clearly visible to personnel in the aircraft cockpit. All vehicles operating within 25 feet of an aircraft will not exceed 5 MPH (10 Km/h).

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

3.17.7. Vehicles will not be driven over fuel pits located on the parking ramps/aprons; fuel pit height may damage equipment. Fuel pits can be identified as large mounds built into the pavement and painted yellow.

3.17.8. Vehicle and equipment 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. The Assistant Airfield Manager will keep a memo of approved units/vehicles and areas authorized to use studded tires.

3.17.9. If you are part of a convoy or being escorted, the driver with the radio must request permission for the exact number of vehicles in that convoy. The escort is then responsible for those vehicles.

3.17.10. If a vehicle becomes separated from its escort they should not try and catch up with the convoy. There may be a limited amount of time before an aircraft lands or departs.

3.17.11. Vehicle escorts and convoys in the uncontrolled movement area will remain behind/outside the white line that delineates the beginning of the CMA. Tower approval is required before proceeding onto the CMA .

3.18. Aircraft Towing.

3.18.1. Tow vehicles will be driven by an authorized and qualified driver. There must be a qualified person in the aircraft cockpit to provide braking during all towing operations of fixed wing aircraft. Aircraft towing will not exceed 5 MPH (10Km/h).

3.18.2. Wing walkers will be used during towing operations when required.

3.19. Vehicle Operations in Uncontrolled Movement Areas.

3.19.1. Uncontrolled movement areas are comprised of all parking ramps/aprons to include the AEF ramp, perimeter road and airfield access road. Drivers in these areas must be airfield driving certified and have an AF IMT 483 in their possession.

3.19.2. Two-way radio communication with the control tower is not required. Vehicle operators must proceed with caution when operating in these areas.

3.20. Vehicle Operations in Restricted Areas (RA).

3.20.1. "Echo", "Foxtrot", and "Golf" ramps/aprons as restricted areas and become restricted areas when approved by 65 ABW/CC and HAAZ Commander when appropriate PL 1 and PL 2 resources are present. Restricted areas are identified by a single solid red line surrounding the area. The ECPs are located north and south of "Echo" and "Foxtrot" apron/ramp. However, Golf ramp/apron ECPs are marked on the east and west edges. (See Attachment 16)

3.21. Restricted Visibility/Night Operations.

3.21.1. Hazard/parking lights will be used at night when vehicles are parked on the ramp/aprons.

3.21.2. When visibility is less than 300 feet (90 Meters), refueling and explosive loading/unloading operations will not be conducted unless directed by the wing commander.

3.21.3. When visibility is less than 100 feet (30 Meters), vehicles (except emergency and alert vehicles) will not be operated on the airfield. Hazard/parking lights will be used on all vehicles parked on aprons/ramps.

3.21.4. When visibility is less than 50 feet (15 Meters), it is highly recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of alert vehicles.

3.22. Airfield Markings. (See Attachment 17)

3.22.1. Runway Holding Position Marking (VFR). The runway holding position marking displayed at a runway/runway intersection shall be perpendicular to the center line of the runway forming part of the standard taxi-route. The runway holding position marking is located at least 100 feet from the edge of the runway on all taxiways leading onto the runway. It consists of four parallel yellow stripes that extend across the entire width of the taxiway. The two stripes closest to the runway centerline are dashed lines and the other two are solid lines.

3.22.2. Vehicles will not cross runway holding position markings, or proceed onto the runway, without obtaining permission from the control tower as specified previously in this document. **NOTE:** Vehicle traffic crossing the runway should be kept to an absolute minimum. During flying operations, vehicles can cross the runway at both departure ends (taxiways Charlie and Mike/Juliet)

3.22.3. Instrument (INST) Holding Position Marking. Consists of two solid yellow parallel stripes perpendicular to the axis of the taxiway centerline with double vertical lines (resembles a ladder). The designation for the instrument holding position "INST" is painted on the runway side of the line to be read facing the runway.

3.22.4. Instrument Holding Position Markings are used to protect the ILS critical areas supporting aircraft operations. Tower controls vehicle movement in the ILS critical area.

3.23. Airfield Signs. (See Attachment 17)

3.23.1. Mandatory Instruction Signs. Consists of an inscription in white on a red background. The sign should be rectangular with the long axis parallel to the ground. The vertical height of the sign will depend upon its distance from the edge of the runway.

3.23.1.1. Runway Holding Position Signs. These signs are located at the holding position on all taxiways that intersect the runway and are placed adjacent to the runway holdline marking. The inscription on the sign contains the designation of the intersecting runway.

3.23.1.2. Instrument Holding Position Signs. These signs are located adjacent to the instrument holdline. The inscription on the sign contains RWY designator CAT 1.

3.23.2. Information Signs. An information sign should consist of either yellow inscriptions on a black background or black inscriptions on a yellow background. When intended for use at night, the sign is illuminated either internally or externally.

3.23.2.1. Taxiway Signs. Taxiway signs are located on the left-hand side of the taxiway opposite the point at which it is desired the aircraft stop. There are two types of signs installed on the airfield: mandatory instruction signs and information signs.

3.23.2.2. Taxiway Location Signs. These signs have a black background with yellow inscription. The inscription is the designation of the taxiway on which the operator is located. These signs are installed along all taxiways.

3.23.2.3. Destination Signs. Destination signs have a yellow background with a black inscription. These signs have an inscription and arrow showing the direction of the operator's route to that destination.

3.24. Runway/Taxiway Lights. (See Attachment 12)

3.24.1. High Intensity Runway Edge Lights (HIRL) are located on both sides of the runway not more than 3 meters (10 feet) from the edge of the full strength pavement designated for runway use. Both lines of lights are white and shall be equidistant from the runway centerline.

3.24.2. Taxiway edge lights consist of a line of blue lights parallel to each side of the taxiway. Taxiway edge lights are located on each side of the taxiway no more than 3 meters (10 feet) from the edge of the full strength pavement.

3.24.3. Taxiway edge lights define the lateral limits and direction of a taxiing route. They are available for use as needed for the night visual operations and for day and night instrument operations.

3.25. Lateral Distance Requirements.

3.25.1. Lateral Distance Requirements for Mobile Obstacles on runways, taxiways, taxilanes and aprons. These distances denote the clearance distance from the runway edge, taxiway centerline, taxilane boundary and/or apron boundary to fixed or mobile obstacles.

3.25.2. Runway, 150 feet from the edge.

3.25.3. Taxiways, 200 feet from centerline or variable.

3.25.4. Aprons, 125 feet from the edge of the apron.

3.25.5. Taxilane, 200 feet from the boundary.

3.25.6. Mobile ground support equipment is exempt from apron clearance distance criteria (AGE, electrical carts, forklifts, tow bar trailers, fire extinguishers carts, material handling equipment, airfield maintenance stands, stair trucks, and portable floodlights). When such equipment is not in use, it must be removed from the aircraft parking area and stored in areas that do not violate aircraft clearance requirements for normal operating routes (marked taxilanes or taxiways) or other imaginary surfaces.

3.25.7. Equipment "in use" three hours prior to an arrival or three hours after a departure, may remain if it is in direct support of aircraft missions.

3.26. Unit Requirements/Operations and Local Restrictions.

3.26.1. Aircraft Refueling. Refueling units will not be driven or parked under any part of an aircraft. The following exceptions apply in accordance with T.O. 00-25-172.

3.26.1.1. B-1, C-5, C-17, C-130, C-141, E-4, VC-25 and Boeing 747 aircraft, the fuel truck may be driven under the horizontal stabilizers to position for fuel servicing.

3.26.1.2. E-4B, VC-25, and 747 aircraft, the fuel truck may be positioned as far under the wings as necessary for the fuel hose to reach the aircraft.

3.26.2. Hydrant-servicing vehicle (HSV) with high lift platform servicing capability may be permitted under the wing of an aircraft, if this positioning is required to perform the fuel servicing operation. **NOTE:** Leave the vehicle door slightly ajar while servicing aircraft in case there is an emergency and/or the vehicle must be moved quickly.

3.27. Pedestrian Movement.

3.27.1. At a minimum, pedestrians on the airfield must adhere to the following procedures:

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

3.27.1.2. Pedestrians must walk facing the oncoming traffic.

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

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

3.28. Smoking Policy.

3.28.1. Smoking is not authorized on the airfield except in designated smoking areas.

3.29. Photographs.

3.29.1. Taking photographs of any portion of the airfield is not permitted unless granted approval. Authorizations for photographs on the airfield must be obtained from Headquarters Azores Air Zone (HAAZ) through 65 ABW Public Affairs (PA).

3.30. Wear of Hats.

3.30.1. Wearing of hats is not allowed on the airfield. Hats are considered a FOD hazard to aircraft operations.

3.31. Exercising on the Airfield.

3.31.1. Jogging/running, or exercising is only permitted on the AEF ramp/apron with prior PoAF approval and IAW LFI 10-3.

3.32. Motorcycle Safety Track.

3.32.1. The east end of the AEF Ramp/apron is designated as a motorcycle safety track. Safety training is conducted in accordance with 65th Air Base Wing's "Policy for Motorcycle Safety Training" and AFI 91-207 USAFE Sup 1.

3.33. Prohibited Vehicles.

3.33.1. Motorcycles, mopeds or scooters, bicycles, tricycles and other similar vehicles are prohibited on the airfield. *Exception:* Motorcycle Safety Training on AEF ramp/apron.

3.34. Airfield Vehicle Traffic.

3.34.1. All airfield vehicle traffic will drive within designated road markings. Vehicles are prohibited from random travel (e.g. not following the painted roadways). (See Attachment 19)

3.35. Quiet Hours/Military Ceremonies.

3.35.1. During quiet hours or military ceremonies, drivers will avoid driving on the airfield road adjacent to where the ceremony is taking place. AM will coordinate with unit ADPMs.

3.36. High Wind Procedures.

3.36.1. During high wind conditions, vehicles must park into the wind regardless of designated traffic flow to prevent aircraft-vehicle damage.

3.37. Reducing Non-Essential Vehicle Movement on the Airfield.

3.37.1. Use of the airfield as a shortcut is prohibited. All vehicles will use the perimeter road or the airfield access roads to the maximum extent possible.

3.38. Limiting Vehicle Runway Crossings.

3.38.1. Vehicle runway crossing points should be limited to mission essential duties only. The perimeter access road will be used to the maximum extent possible.

3.38.2. The following are runway crossing points: taxiways Charlie and Mike/Juliet. (See Attachment 15).

3.39. Tower Visual Blind Spots and Vehicle Radio Problem Areas.

3.39.1. There are no visual blind spots or radio problem areas on the airfield.

3.40. Emergency Vehicle Operations.

3.40.1. During an aircraft accident or incident, emergency or exercise situation, all vehicles not directly responding to the emergency will remain clear of the area. General purpose vehicles will stop and yield the right of way to emergency vehicles. Emergency response vehicles include but are not limited to Fire and Rescue, Ambulance, Security Forces/AB4 Police, and AM Ops.

3.40.2. The primary location for stand-by emergency response vehicles is apron Echo. The alternate location is south Golf apron.

3.41. Airfield Projects/Maintenance Work.

3.41.1. All projects and maintenance work on the Airfield will be coordinated through AM Ops prior to start.

3.41.2. AM Ops must be contacted by phone or radio prior to the start of any construction or maintenance work on the airfield (e.g., airfield construction projects, mowing and sweeping operations, barrier checks, airfield lighting checks, weed spraying, etc).

3.41.3. AM Ops has overall responsibility for coordinating and managing all activities on the airfield.

3.42. Cellular/Mobile phones.

3.42.1. Cellular/mobile phones must not be used while driving on the airfield.

3.43. Hot Spots and Jet Blast Areas.

3.43.1. Runway 15/33 overruns are potential areas for jet blast. Use caution when driving north and south of the runway due to potential jet blast hazards.

3.43.2. Hydrazine/Hot Brakes/Hot spots are located on taxiways Alpha and Hotel (See attachment 20).

3.44. Other Procedures.

3.44.1. Vehicles equipped with supplemental traction devices are not authorized on the airfield, due to its potential sparking. Only non-sparking material can be used.

3.44.2. Tire chains may only be used on airfield pavements after obtaining coordination/approval from the 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.

Chapter 4

REPORTING, ENFORCEMENT AND VIOLATION CONSEQUENCE

4.1. Airfield Driving Violations.

4.1.1. Airfield driving violations are airfield infractions occurring on the airfield, but not in the CMAs. Examples of some infractions include speeding, not conducting FOD checks, improper use of headlights, radio discipline, or phraseology, etc.

4.2. Airfield Driving Penalties.

4.2.1. USAF employed vehicle operators and personnel in violation of this instruction and other established procedures will be penalized unless otherwise specified:

4.2.1.1. First offense. The airfield driver will receive a warning. The individual's name and organization will be tracked by AFM or designated representative.

4.2.1.2. Second offense. AF IMT 483, and PoAF Certificate of Competency cards will be confiscated. The individual's airfield driving privileges may be revoked for a period up to 30 days. Retraining is required from the unit ADPM.

4.2.1.3. Third offense. AF IMT 483 and PoAF Certificate of Competency cards will be confiscated. Airfield driving privileges will be revoked for a period of 60 days.

4.3. CMA Violation (CMAV).

4.3.1. A CMAV is an airfield infraction caused by aircraft, vehicles, or pedestrians entering the CMA without specific approval from control tower.

4.3.2. A runway incursion is the most serious CMAV and immediate action will be taken to eliminate the potential for reoccurring.

4.3.2.1. Runway incursions carry a mandatory minimum 30 day suspension of airfield driving privileges for the first offense and six month suspension for a second offense.

4.3.3. For CMAVs not involving runway incursions, the airfield driving privileges may be revoked until the individual is re-certified to drive on the airfield (See attachment 10).

4.4. Procedures for Reporting and Documenting CMAV.

4.4.1. Report actual or suspected CMAVs immediately to AM personnel. CMAVs will be documented on the appropriate form and briefed at the AOB.

4.4.2. All CMAVs, including Hazardous Air Traffic Reports (HATRs), regardless of impact on flight safety will be documented. Units must provide specific information (who, what, when, where and how).

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

4.4.4. 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/or vehicle/pedestrian) for trend analysis.

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

4.4.6. 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.

4.4.7. The Wing ADPM and Wing Safety must inspect the unit airfield driving program 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.

4.5. AF IMT 651, Hazardous Air Traffic Report.

4.5.1. This form must be submitted to Wing Safety within 24 hours for runway intrusions that had an adverse impact on flight operations (arrivals, departures, etc.).

4.5.1.1. The AF IMT 651 must include the following information in the narrative section:

4.5.1.1.1. Individual's rank, job title, organization, TDY, or base assigned.

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

4.5.1.1.3. Individual's authorization to drive on the airfield and/or CMA.

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

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

4.5.2. AM will maintain a copy of all AF IMT 651s, actions taken, results and supporting documentation. AF IMT 651 will be maintained for 1 year.

4.6. AF IMT 457, USAF Hazard Report.

4.6.1. This form will be used for specific incidents of runway intrusions/incursions and other hazards on the airfield that did not impact aircraft operations. Each incident is reported to Wing Safety within 24 hours. The AFM or designated representative is responsible for taking immediate corrective action or providing interim control measures.

4.6.1.1. The AF IMT 457 must include the following information in the narrative section:

4.6.1.1.1. Individual's rank, job title, organization, TDY, or base assigned.

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

4.6.1.1.3. Individual's authorization to drive on the airfield and/or CMA.

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

4.6.2. AM will maintain a copy of all AF IMT 457s, actions taken, results and supporting documentation. AF IMT 457s will be maintained for 2 years.

4.7. Procedures for Revoking AF IMT 483.

4.7.1. AF IMT 483 and PoAF Airfield Certificate of Competency card will be revoked upon confirmation of a CMAV and other applicable airfield driving violations. Unit Commanders, ADPMs, SFS and AM personnel have authority to temporarily suspend airfield driving privileges. CMAVs will be briefed at the quarterly AOB.

4.7.2. ADPMs and unit commanders may only revoke airfield driving privileges for personnel assigned to their unit. The unit commander, unit ADPM and the AAFM must be immediately notified in writing when an individual's airfield driving privileges have been revoked.

4.7.3. A Memorandum for Record (MFR) for suspension will be sent to the AFM/AAFM or representative. (See attachment 10).

4.8. Procedures for Reissuing AF IMT 483.

4.8.1. After completion of airfield driver retraining, reinstatement of airfield driving privileges (AF IMT 483 and PoAF Airfield Certificate of Competency card) will be at the discretion of the WG/CC upon recommendation by the individual's unit commander.

4.8.2. A Memorandum For Record (MFR) for revocation, and reinstatement of airfield driving privileges will be forwarded to the AFM/AAFM or representative. (See attachment 10)

Chapter 5

AIRFIELD DRIVING TRAINING REQUIREMENTS

5.1. Authorized Airfield Drivers.

5.1.1. Personnel are authorized to enter airfield drivers training when the unit Commander or ADPM determines the individual has a valid operational need to fulfill mission essential duties.

5.2. Prerequisites for Airfield Driving.

5.2.1. Individuals must fulfill the following requirements prior to receiving airfield training/certification:

5.2.1.1. Valid state or government driver's license.

5.2.1.2. Current Lajes Form 13, US Private Motor Vehicle Operators Identification Card obtained during base in-processing (military members only).

5.2.1.3. Qualification(s) on vehicle(s) to be driven on the airfield.

5.3. Airfield Drivers Training Criteria.

5.3.1. All USAF employed personnel operating a vehicle on the airfield must be trained on local airfield driving procedures. Individuals must complete all the training requirements outlined on the Airfield Drivers Training Program (ADTP). Use the following link to access the database: <https://private.amc.af.mil.adtp/login.aspx>. Personnel have 30 days to complete the following requirements unless excused by the Assistant Airfield Manager.

5.3.1.1. Read and study the information in this instruction, AFJMAN 24-306, Chapter 25, AC 150/5210-20, and AFI 13-213.

5.3.1.2. Complete a day and night airfield orientation and check ride (See Attachment 9 for check ride criteria).

5.3.1.2.1. Individuals not receiving night orientation/training check rides will have their AF Form 483s restricted (e.g. "AUTHORIZED DAYLIGHT HOURS ONLY"). If the individual later requires a night time authorization, the ADPM will ensure training is provided (night orientation) and documented. The AFM, AAFM or designated representative will update the AF IMT 483, as required.

5.3.1.3. Complete the Airfield Driving Computer Based Training (CBT) with a minimum passing score of 80%. The certificate should be maintained as a controlled item.

5.3.1.4. Complete a comprehensive written airfield diagram layout test with a passing score of 100%.

5.3.1.5. Have an operational understanding/knowledge on the following:

5.3.1.5.1. Airfield signs and markings.

5.3.1.5.2. Speed limits for vehicle parking areas, aircraft parking ramp/aprons, airfield access roads, taxiways, runways and aircraft/equipment/trailer towing operations.

- 5.3.1.5.3. Operating vehicles in the vicinity of aircraft.
- 5.3.1.5.4. Parking and chocking requirements.
- 5.3.1.5.5. Lateral distance requirements for mobile obstacles on taxiways/aprons.
- 5.3.1.5.6. FOD control/prevention.
- 5.3.1.5.7. Runway incursion prevention.
- 5.3.1.5.8. Airfield violations and consequences.
- 5.3.1.5.9. Light gun signals.
- 5.3.1.5.10. CMA and proper radio terminology/phraseology.
- 5.3.1.5.11. Upon completion of all training requirements through the ADTP database, individuals must bring a completed OSAA Form 10 (signed by the unit ADPM certifying the airfield driving training) to Airfield Management.
- 5.3.1.5.12. Trainee will be provided with a final airfield diagram layout test. Upon completion of the airfield layout test, driver will receive an AF IMT 483, Airfield Driving Competency Card and a PoAF Certificate of Competency. Driver must keep both cards in their possession whenever driving on the airfield. **NOTE:** Training and testing material is available in both English and Portuguese to ensure complete understanding of program requirements and intent.
- 5.3.1.5.13. ADPMs must maintain an airfield driving program continuity binder in the TAB format indicated below:

TAB A: Unit ADPM/Trainer appointment letter

TAB B: Airfield Driving Instruction (ADI)

TAB C: Annual Program Inspection Results (SAV)

TAB D: Airfield Drivers Training and Certification letters

TAB E: List of unit assigned airfield drivers (from the ADTP database)

TAB F: OSAA Form 10, Airfield Drivers Training and Certification, Airfield Driving CBT certificate, training curriculum, test/answer key.

TAB G: Unit airfield driving safety requirements as applicable

TAB H: Airfield Violations/Corrective actions (if applicable)

TAB I: References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Driver*, chapter 20, AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, chapter 6, AFI 21-101, *Aircraft and Equipment Maintenance Management*, AFI 13-213) and other miscellaneous information.

TAB J: Miscellaneous information (e.g. meeting minutes, digest articles, RIPWG, etc)

NOTE: References may be in paper or electronic copy. Use DD Form 2861, Cross-reference to identify location.

5.4. Procedures for Issuing AF IMT 483.

5.4.1. The AFM, AAFM or designated representative are responsible for signing and issuing AF IMT 483s. Authority will not be delegated outside AM.

5.5. Color Vision Procedures.

5.5.1. Individuals must be able to distinguish between red, green, white, yellow, and blue. The 65th Medical Operations Squadron will provide color vision testing. The AAFM will coordinate with the ADPMs, Medical Group and Wing Safety to evaluate those cases where individuals fail color vision testing to determine if issuance of a "limited access" permit should be approved. Personnel unable to obtain a successful color vision test result will be prohibited from driving in the CMA.

5.6. Color Vision Test Exemptions.

5.6.1. Personnel who have a mandatory requirement for normal color vision (entry and retention) in their Air Force Specialty Code (AFSC) do not require color vision testing for airfield driving purposes.

5.6.2. The unit ADPM must provide the AAFM a current copy of AFSC specialty job description.

5.7. Testing Requirements.

5.7.1. Airfield Management will develop and administer a local communications test with a minimum passing score of 100%.

5.7.1.1. As a minimum, the communications test will include basic communication principles, phonetic alphabet, standard aviation phraseology, escort phraseology/rules, and a simulation of radio communications between a vehicle operator and ATCT.

5.7.2. Airfield Management will administer a local airfield diagram layout test that will evaluate as a minimum, knowledge and location of runway(s), taxiways, aprons, perimeter roads, and airfield access points. Minimum passing score is 100%.

5.7.3. Airfield Management will also develop and administer an Airfield Signs and Markings test and a Runway Incursion Prevention test with a minimum passing score of 100%.

5.7.4. Trainees who fail the communications test, the airfield diagram layout test, the airfield signs and markings test and/or the runway incursion prevention test will require additional training from their unit ADPM. A re-test can only be accomplished after three days unless specifically excused by the Assistant Airfield Manager.

5.7.4.1. First time failure: trainees will read the local airfield driving instruction.

5.7.4.2. Second and third time failures: trainees will re-accomplish all the training requirements outlined on OSAA Form 10, including the airfield driving CBT.

5.8. TDY and Non-Base Assigned Contractor Personnel.

5.8.1. TDY and non-base assigned contractors must possess a valid AF IMT 483 or Air Base 4 Certificate of Competency card and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort (See Attachment 7). **EXCEPTION:** The AFM or his/her designated representative may provide a local briefing/training when USAF employed TDY and contractor personnel driving routes(s) do not cross active taxiways, taxilanes or runways.

5.9. Documentation Requirements.

5.9.1. TDY personnel. Individuals must have a valid AF IMT 483 from their permanent duty station. Upon completion of all local training requirements, TDY personnel must report to AM and have their AF IMT 483 endorsed and stamped "AIRFIELD DRIVING AUTHORIZED".

5.9.2. Non-base assigned contractors. Contractors performing duties for the USAF must have valid state or government driver's license. Training completion will be documented on Air Base 4 Airfield Certificate of Competency card.

5.9.3. The AAFM or designated representative will give an in-depth briefing, airfield orientation, and provide the individuals with an airfield diagram, and establish safe vehicle routes to/from airfield construction areas.

5.10. Privately Owned Vehicle (POV) Airfield Authorizations.

5.10.1. POVs on the airfield are discouraged and shall be restricted to an absolute minimum. Headquarters Azores Air Zone (HAAZ) is the approval authority for all permanent and temporary POV airfield authorizations, including rental cars.

5.10.2. POV airfield authorizations should be requested by letter through HAAZ. Requests should state the reason for airfield access, vehicle type, registration number, organization or company, and driver's name.

5.10.3. Upon HAAZ approval, drivers will receive an airfield briefing with training on airfield driving procedures from AAFM. HAAZ is responsible for issuing and maintaining control/security (expiration, disposition, changing colors, number, etc.) of POV airfield authorizations. In addition, they are responsible for validating all vehicle authorizations.

5.10.4. AM will ensure designated routes are established for POV airfield access to and from areas the authorization was issued. Authorized personnel will use Attachment 15 for runway crossing points while operating vehicles on the airfield.

5.10.5. Vehicles with Portuguese license plates containing the letters "AM" either at the beginning or end of the plate are Air Base 4 military. These vehicles are airfield authorized.

5.11. Annual Airfield Driving Refresher Training.

5.11.1. Annual refresher training is mandatory for all airfield drivers. As a minimum, annual refresher training will include:

5.11.1.1. A review of the Airfield Driving Instruction.

5.11.1.2. Completion of the USAF Airfield Driving CBT (through ADLS-Advanced Distributed Learning System). Upon completion, print a copy of the certificate and

submit it to the ADPM, who in turn will validate the refresher training through the ADT database.

5.11.1.3. Runway incursion prevention test (minimum passing score of 100%).

5.11.1.4. Individuals who do not complete annual refresher training when due will have their airfield driving privileges suspended.

Chapter 6

UNIT AIRFIELD DRIVING PROGRAM MANAGER (ADPM)

6.1. Responsibilities.

- 6.1.1. The ADPM must be trained and certified to drive on the airfield.
- 6.1.2. Receives ADPM training from the AAFM and be designated in writing by the Unit Commander. This training will focus on program management to include appointment of qualified unit trainers, runway incursion prevention, testing/training requirements and reporting, enforcement and violation consequences.
- 6.1.3. Familiarizes themselves with AFI 24-301; *Vehicle Operations*, AFI 31-204; *Motor Vehicle Traffic Supervisor*, AFMAN 24-306, *Manual for the Wheeled Vehicle Driver Chapter 20*, AFOSHTD 91-100, *Aircraft Airfield Ground Operations and Activities* and AC 150/5210-20, *Ground Vehicle Operations on Airports*.
- 6.1.4. Ensures unit personnel complete airfield driver training and certification prior to issuance of an AF IMT 483. Unit airfield driving training must be administered in accordance with AFI 13-213 and this instruction.
- 6.1.5. Annotates all training/certification on OSAA Form 10, Airfield Drivers Training and Certification. Maintains documentation until the individual has a permanent change in assignment.
- 6.1.6. 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).
- 6.1.7. Provides control tower light gun signal recognition training during airfield check ride. Classroom training for light gun signal recognition is not authorized.
- 6.1.8. Ensures unit personnel are familiar with Lajes airfield diagram layout and complete local training, emphasizing FOD control, speed limits and runway incursion prevention.
- 6.1.9. Conducts individual phraseology tests simulating radio contact with the control tower for individuals who operate vehicles in the CMA.
- 6.1.10. Ensures unit personnel who are not trained and certified to drive at night, the 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.
- 6.1.11. 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.
- 6.1.12. Ensures unit personnel authorized to drive on the CMA have completed all the required training and AF IMT 483 is annotated “CMA Access” by airfield management.
- 6.1.13. Ensures unit personnel have a valid state or country drivers license to operate privately owned (POV), government (may also require a Government driver license), or

contractor owned/leased vehicles on the airfield. **NOTE:** PoAF authorizes and controls all POVs requiring access to the airfield.

6.1.14. 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).

6.1.14.1. Night Vision Device (NVD) procedures will be IAW AFMAN 24-306, Chapter 18 and include the following:

6.1.14.1.1. Vehicle speed limits.

6.1.14.1.2. Driver and assistant driver responsibilities.

6.1.14.1.3. NVD related accident reporting procedures.

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

6.1.14.1.5. Qualification/Annual refresher training requirements.

6.1.14.1.6. NVD instructor qualification requirements.

6.1.14.1.7. 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. Vehicles must still maintain two-way radio communications with the ATCT while operating on the CMA.

6.1.14.1.8. 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.

6.1.15. 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.

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

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

6.1.18. Conducts and documents annual refresher training on unit airfield drivers through the ADTP database. Document completions of refresher training on the reverse side of the individual's AF IMT 483 (or print a new one from the ADTP database). **NOTE:** Airfield driving privileges will be suspended to individuals who do not complete the annual refresher training.

6.1.18.1. As a minimum this training will include the Airfield Driving CBT and unit problem areas and safety concerns as determined by Airfield Management. Maintain a copy of the most current refresher training certificate on file in the binder.

- 6.1.19. Maintains an Airfield Driving Program continuity binder (or electronic equivalent) in the TAB format outlined in paragraph 5.3.1.5.13.
- 6.1.20. Trains unit airfield driver trainers how to conduct and document training on newly assigned unit airfield drivers.
- 6.1.21. Attends Wing ADPM semi-annual meeting and/or briefing regarding airfield driving.
- 6.1.22. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this ADI.
- 6.1.22.1. Provides a local briefing/training for unit assigned TDY and contractor personnel (if applicable) whose driving route(s) do not cross taxiways, taxilanes or runways. Documents completion of training on AF IMT 483. Forward a copy to AM no later than 5 days after training completion date.
- 6.1.23. Use OSA Form 11 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.
- 6.1.24. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit airfield drivers.
- 6.1.25. Conducts random spot checks for enforcement and compliance with the ADI. Correct all discrepancies noted.
- 6.1.26. Provides classroom training as determined locally.
- 6.1.27. Maintains current and accurate training and testing materials.
- 6.1.28. Notifies unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges.
- 6.1.29. Participates in the RIPWG.
- 6.1.30. 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.
- 6.1.31. Schedules training for replacement of ADPM with the AFM/AAFMM at least 30 days prior to relinquishing unit duties. Newly appointed ADPMs must contact the DAFM/AAFMM within 15 days of appointment for program administration training and airfield qualification training.

JOSE A. RIVERA, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

US Air Force Publications

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

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

AFOOSH Standard 91-100 USAFESUP1, *Aircraft Flightline – Ground Operations and Activities*, 15 September 2003

AFI 13-204, Volume 1, *Airfield Operations Career Field Development*, 1 September 2010

Federal Aviation Administration (FAA) Advisory Circulars

AC 150/5210-20, *Ground Vehicle Operations on Airports*

International Civil Aviation Organization (ICAO) Publications

ICAO Annex 14, *Aerodrome Design and Operations*

ICAO Annex 10, *Aeronautical Telecommunications*

ICAO Doc 4444, *Air Traffic Management*

Portuguese Air Force Procedures

NEP/OPS-009, *Access and Vehicle Transiting on the Flightline*

Prescribed Forms: None

Adopted Forms:

AF IMT 457, *USAF Hazard Report*

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

AF IMT 483, *Certificate of Competency*

AF Form 1313, *Driving Record*

OSAA Form 10, *Airfield Driving Training Documentation and Certification Checklist*

OSAA Form 11, *Unit Airfield Driving Program Manager's Self Inspection Checklist*

OSAA Form 12, *Unit Airfield Driving Program Manager's Training Checklist*

OSAA Form 13, *TDY Personnel/Non-base Assigned Contractors Training Checklist*

OSAA Form 14, *Airfield Driving Qualification Training Checklist (Curriculum)*

Abbreviations and Acronyms

AAFM—Assistant Airfield Manager

ADI—Airfield Driving Instruction

ADPM—Airfield Driving Program Manager

ADTP—Airfield Driving Training Program

AEF—Air Expeditionary Forces

AFM—Airfield Manager

AFSC—Air Force Specialty Code

AM—Airfield Management

ATCT—Air Traffic Control Tower

AOB—Airfield Operations Board

CAT—Category

CBT—Computer Based Training

CMA—Controlled Movement Area

CMAV—Controlled Movement Area Violation

ECP—Entry Control Point

FOD—Foreign Object Damage

HAAZ—Headquarters Azores Air Zone

HATR—Hazardous Air Traffic Report

ILS—Instrument Landing System

INST—Instrument

MDOS—Medical Operations Squadron

PA—Political Affairs

PoAF—Portuguese Air Force

POV—Privately Owned Vehicle

RA—Restricted Area

RWY—Runway

SAV—Staff Assistance Visit

TDY—Temporary Duty

VCO/VCNO—Vehicle Control Officer/Vehicle Control Non-Commissioned Officer

Terms

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.

Airfield Driving Instruction (ADI)— Formerly known as the Flightline Driving Instruction. It establishes local procedures for driving a vehicle on the airfield.

Airfield Driver's Training Program (ADTP)— Database adopted by USAFE for all airfield driving training.

Airfield Facilities— Includes runways, taxiways, aircraft parking and servicing areas, ATC facilities, Airfield Management Operations (AM Ops), ATCALs, aircraft fire suppression and rescue services, airfield lighting systems and systems to hold or stop aircraft (where required).

Airfield Inspection— Conducted by Airfield Management personnel to identify discrepancies and/or hazards on the airfield (e.g., signs, markings, lighting, pavements, aircraft arresting system, obstructions, obstacles, construction areas, etc.).

Airfield Management (AM)— 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. Coordinates with base agencies to meet aircrew requirements for billeting, refueling, transportation, and transient aircraft maintenance.

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 approval for access (normally via two-way radio contact with the control tower). Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required for taxiing of aircraft. **NOTE:** This definition is used in lieu of "movement area" as defined in the FAA Pilot Controller Glossary.

Controlled Movement Area Violation (CMAV) Event— An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific control tower approval. This definition includes runway incursions and infractions caused by communication errors. Refer to AFI 91-223 paragraphs 1.3.1.7. for reportable HATR events and 1.3.1.8. for reportable CMAV events.

Uncontrolled Movement Areas— Taxiways and ramp areas not under the control of ATC. **NOTE:** this definition is used in lieu of "non-movement area" as defined in the Federal Aviation Pilot Controller Glossary.

Phonetic Aviation Alphabet:

A	Alfa	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor

J	Juliet	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

Attachment 2

**UNIT AIRFIELD DRIVING PROGRAM MANAGERS (ADPM) APPOINTMENT
LETTER**

Date

MEMORANDUM FOR 65 OSS/OSAA

FROM: Office Symbol

SUBJECT: Appointment of Unit Airfield Driving Program Managers (ADPM)

1. The following individuals are appointed as primary and alternative unit Airfield Driving Program Managers. Individuals have received training IAW AFI 13-213 and LFI 13-213, Airfield Driving Instruction. Both primary and alternative ADPMs 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 (if required).

NAME/Email	OFF.SYM.	D/PHONE	DEROS	AF 483#
PRIMARY:				
TSgt John Doe Email: john.doe@lajes.af.mil	OSAA	535-0000	Jan 2012	#0000-0000
ALTERNATE:				
SSgt Mary Doe Email: mary.doe@lajes.af.mil	OSAA	535-0000	Jan 2012	#0000-0000

2. This letter supersedes previous letters, same subject.

JOHN B. SMITH, Lt Col, USAF
Commander

Attachment 3

UNIT AIRFIELD DRIVING TRAINERS (ADT) APPOINTMENT LETTER

Date

MEMORANDUM FOR 65 OSS/OSAA

FROM: Office Symbol

SUBJECT: Appointment of Unit Airfield Driving Trainers (ADT)

1. The following individuals are appointed as unit Airfield Driving Trainers.

NAME/Email	OFF.SYM.	D/PHONE	DEROS	AF 483#
PRIMARY:				
TSgt John Doe Email: john.doe@lajes.af.mil	OSAA	535-0000	Jan 2012	#0000-0000
ALTERNATE:				
SSgt Mary Doe Email: mary.doe@lajes.af.mil	OSAA	535-0000	Jan 2012	#0000-0000

2. This letter supersedes previous letters, same subject.

JOHN B. SMITH, Lt Col, USAF
Commander

**Attachment 4
OSAA FORM 10**

OSAA FORM 10				
AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST				
SECTION I – TRAINEE INFORMATION <i>(Completed by the unit ADPM)</i>				
UNIT	DUTY PHONE	AF IMT 483 #	POAF CERTIFICATE #	
NAME	RANK/GRADE	CIVILIAN LICENSE	STATE OF ISSUE	RESTRICTIONS
SECTION II – COLOR VISION TEST FOR CMA DRIVERS ONLY <i>(Completed by qualified Hospital/Medical Optometry personnel)</i>				
NAME/RANK		CIRCLE ONE PASS / FAIL	SIGNATURE	
SECTION III – QUALIFICATION TRAINING <i>(Completed by the Trainee, Unit Trainer and unit ADPM)</i>				
All individuals must possess a valid state or government driver's license. Military personnel must possess a current AF Form 2293. Training must be based on AFJMAN 24-306, Ch. 25; AFOSH Std 91-100, Ch. 6; AC 150/5210-20; LFI 13-213, and ADTP Database.			Date Completed	Trainee's Initials
Airfield Driving CBT (through ADTP database; score at least 80%)				
Airfield Driving Classroom Training (CMA and Runway Incursion training)				
Practical Phraseology/Terminology Test (CMA drivers only) (must score 100%)				
Radio Discipline Procedures				
Day Airfield Driving Orientation/Training				
Night Airfield Driving Orientation/Training				
Airfield Driving Qualification Training Checklist/Curriculum				
Practical Airfield Driving Check Ride Training (Day and				

Night)			
Written Airfield Driving Test (general knowledge test; must score 80%)			
Runway Incursion Prevention Test (most score 100%)			
Final Airfield Diagram Layout Test (Conducted by Airfield Management)			
SECTION IV – TRAINER CERTIFICATION <i>(Completed by Authorized Airfield Driving Training Instructor)</i>			
I certify that the trainee has received all required qualification training requirements annotated above.			
NAME OF TRAINER	RANK/GRADE	SIGNATURE	DATE
SECTION V – TRAINEE ACKNOWLEDGEMENT <i>(Completed by Trainee)</i>			
I have received and completed all of the above training requirements and will comply with Lajes Field Airfield Driving Instruction 13-213. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movements areas (CMAs) without approval from the Air Traffic Control Tower (ATCT).			
NAME OF TRAINEE	RANK/GRADE	SIGNATURE	DATE
SECTION VI – UNIT CERTIFICATION <i>(Completed by Unit Commander or Unit ADPM)</i>			
I certify that the above trainee has successfully completed all the training requirements to operate a vehicle at Lajes Field. Check all applicable restrictions and or special access boxes below: <input type="checkbox"/> Ramp Access Only <input type="checkbox"/> Daylight Hours Only <input type="checkbox"/> Other (specify)			
NAME	RANK/GRADE	SIGNATURE	DATE

SECTION VII – AIRFIELD DRIVING AUTHORIZATION (*Completed by the Wing ADPM or designated representative*)

Approved Disapproved

NAME	RANK/GRADE	SIGNATURE	DATE
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This form will be retained by the Unit Airfield Driving Program Manager (ADPM) until the individual is reassigned

Attachment 5
OSAA FORM 11

OSAA FORM 11		DATE:		
UNIT AIRFIELD DRIVING PROGRAM MANAGER'S (ADPM) SELF INSPECTION CHECKLIST				
SECTION I – GENERAL INFORMATION <i>(Completed by the Wing or-unit ADPM)</i>				
UNIT INSPECTED:		ADPM RANK/NAME:		
AF IMT 483 #		DATE ISSUED:		
SECTION II – INSPECTION ITEMS <i>(Completed by the Wing or unit ADPM)</i>		YES	NO	N/A
1. Unit Commander.				
1.1. Has the unit commander appointed in writing an Airfield Driving Program Manager and Alternate (ADPM)?				
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 (ADPT)?				
2. Unit Airfield Driving Program Manager (ADPM)				
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 driver 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, Certificate of Competency, endorsed for airfield driving?				
2.6. Does the unit ADPM maintain a properly formatted continuity binder with all required documentation?				
2.7. Are the training and testing materials current and accurate?				
3. TDY personnel/Non-base assigned Contractors				
3.1. Are TDY personnel/Non-base assigned contractors driving credentials verified				

(valid state/GOV driver’s license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.			
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
4. Training			
4.1. Are potential airfield drivers receiving academic/classroom training by the ADPM?			
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 of the ADPM 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 Communications test when required to access the CMA?			
4.11. Are trainees instructed on proper radio terminology when communicating with Air Traffic Control Tower (ATCT)?			
4.12. Are trainees shown the actual location of Runway Hold-lines and can trainee readily provide a verbal description of Runway Hold-lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio “read back” requirements? (Random interviews of unit vehicle operators may be conducted)			
5. Miscellaneous			
5.1. Is the airfield markings and signs decal 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 runways equipped with infrared red lights/roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
SECTION III – Comments/Notes (Completed by the Wing or unit ADPM)			

SECTION IV – Certification <i>(Completed by the Wing or unit ADPM)</i>			
UNIT ADPM RANK/NAME:	SIGNATURE AND DATE:		
WING ADPM RANK/NAME:	SIGNATURE AND DATE:		

**Attachment 6
OSAA FORM 12**

OSAA FORM 12		
UNIT AIRFIELD DRIVING PROGRAM MANAGER'S (ADPM) TRAINING CHECKLIST		
SECTION I – TRAINEE INFORMATION <i>(Completed by Wing ADPM)</i>		
Rank/Name	Unit/Off Symbol	Duty Phone
AF IMT 483 CERTIFICATE #		DATE ISSUED:
SECTION II – QUALIFICATION TRAINING <i>(Completed by Wing ADPM)</i>		
	Date Completed	Trainee Initials
1. Unit ADPM duties and responsibilities		
2. Appointment of unit trainers		
3. Runway incursion prevention		
4. Governing directives		
4.1. AFMAN 24-206, Manual for the Wheeled Vehicle Operator		
4.2. AFOSHSTD 91-100, Aircraft Flightline, Ground Operations and Activities, ch. 6		
4.3. AFI 21-101, Aircraft and Equipment Maintenance Management		
5. Testing requirements to include test security/compromise		
6. Color Vision testing requirements. See AFI 48-123 for additional information		
7. Airfield Driver's training requirements		
7.1. Local qualification		
7.2. Refresher training		
8. Unit ADPM continuity binder		
9. Reporting, enforcement, and violation consequences		
10. Vehicle passes (Privately Owned/Government Leased vehicles)		
11. Controlled Movement Area procedures and training for unit personnel		
12. TDY personnel/Non-base assigned contractors briefing and training requirements		
13. Escort procedures		
14. Procedures for issuing, revoking and reissuing an AF IMT 483		
15. Participate with the ADPM on an actual training session and practical check ride		
16. Airfield Driving Program Training (ADTP) training procedures		
SECTION III – TRAINING CERTIFICATION <i>(Completed by Trainee and Wing ADPM)</i>		
TRAINEE: I certify that I have received and completed all of the above training requirements and I will comply with LFI 13-213, Airfield Driving Instruction and local directives.		
SIGNATURE:		DATE:

WING AIRFIELD DRIVING PROGRAM MANAGER or designated representative		
RANK/NAME	UNIT/OFF SYMBOL	DUTY PHONE

**Attachment 7
OSAA FORM 13**

OSAA FORM 13			
TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM or Wing ADPM)</i>			
NAME	RANK/GRADE	UNIT/OFFICE SYMBOL	DUTY PHONE
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee, unit ADPM or designated Trainer)</i>			
	Date Complete	Trainee’s Initials	Trainer’s Initials
1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational local airfield signs.			
2. Explain the different types of airfield markings (e.g. runway, taxiway, apron and ramps). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (e.g. runway, taxiway, apron and ramp). Provide examples of local airfield lighting.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramps 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 (CMA) boundaries.			
15. Identify Free Zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on routes to and from the designated work area(s).			
17. Explain procedures for Night Driving, Reduced visibility and inclement weather, when applicable.			

SECTION III – TRAINING CERTIFICATION <i>(Completed by Trainee, unit ADPM and Wing APDM as required)</i>			
<p>TRAINEE: I have received and completed all of the above training requirements and will comply with LFI 13-213, 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).</p>			
NAME	RANK/GRADE	SIGNATURE	DATE
<p>UNIT ADPM: I certify that the above individual has completed all local training requirements outlined in LFI 13-213, Airfield Driving Instruction (ADI). Check all applicable restrictions.</p> <p><input type="checkbox"/> Ramp Only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other (specify)</p>			
NAME	RANK/GRADE	SIGNATURE	DATE
WING ADPM or designated representative (as required)			
NAME	RANK/GRADE	SIGNATURE	DATE

Attachment 8
OSAA FORM 14

OSAA FORM 14				
AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
SECTION I – TRAINEE INFORMATION <i>(Completed by the Unit ADPM)</i>				
NAME	RANK/GRADE	UNIT/OFFICE SYMBOL	DUTY PHONE	
1. Definitions and terms. Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.			YES	NO/NA
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. Overruns				
1.9. Taxilanes				
1.10. Light Gun signals				
1.11. Jet Blast				
1.12. Vehicle Service Roads				
1.13. Hot Cargo Area				
1.14. Arm/De-Arm Area				
1.15. Aircraft Arresting Gears				
1.16. Instrument Landing Systems (ILS) Critical Areas				
1.17. Mandatory Signs				
1.18. Informational Signs				
1.19. Emergency Response Vehicle				
1.20. Circle of Safety				
1.21. Restricted Areas				
1.22. Entry Control Points				
1.23. Fixed and Mobile Obstacles				
1.24. Airfield Management				
1.25. Air Traffic Control Tower (ATCT)				
2. Vehicle operator requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.				
2.1. Use of vehicle lighting (e.g. Daytime Running, Rotating/IR beacons, 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 bicycles, tricycles, etc. on the airfield		
2.11. Use of traction control devices as applicable		
2.12. Emergency Response Vehicle requirements		
2.13. Vehicle Escort/Convoy Driving procedures as applicable		
3. Aircraft Operations. Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.		
3.1. Right of Way		
3.2. Taxiing		
3.3. Jet Blast safety requirements		
4. Practical Day and Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.		
5. Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable of the airfield environment.		
5.1. Familiarize trainee with the following airfield lighting.		
5.1.1. Runway		
5.1.1.1. Edge Lights		
5.1.1.2. Approach Lights		
5.1.2. Taxiways		
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 Signs		
5.2.2. Taxiway Location Signs		
5.2.3. ILS Critical Area Signs		
5.2.4. Direction Signs		
5.2.5. Distance Remaining Signs		
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 Identification Numbers		
5.3.1.4. Threshold Markings		
5.3.1.5. VFR Hold Lines		
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 (RA) and Entry Control Points (ECP)			
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 Operations			
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 (CMA) boundaries			
5.14. Familiarize trainee with Congested Areas (as applicable)			
5.15. Familiarize trainee with Hot Spots as required locally			
5.16. Identify Smoking Areas			
6. Communications. Trainee Outcomes(s): Trainee must be knowledgeable of proper radio terminology and Air Traffic Control 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 Air Traffic Control Tower			
6.6. Light Gun Signals (description of ATCT light gun signals)			
6.7. Air Traffic Control and/or vehicle blind spots			
7. Other.			
7.1. Review Airfield Driving Instruction 13-213			
7.2. Runway Incursion Prevention Training			
7.3. Demonstrate the ability to contact Tower for approval to enter/exit the CMA. NOTE: required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA			
7.4. Demonstrate the ability to contact Tower for approval to enter/exit the runway. NOTE: required for all personnel that require access on or across the runway			
SECTION II – TRAINING CERTIFICATION (<i>Completed by the Trainee, unit ADPM and Wing ADPM</i>)			
TRAINEE: I have received and completed all of the above training requirements and will comply with LFI 13-213, 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	RANK/GRADE	SIGNATURE	DATE

UNIT ADPM: I certify that the above individual has completed all local training requirements outlined in LFI 13-213, Airfield Driving Instruction (ADI). Check all applicable restrictions.

- Ramp only
- Daylight Hours only
- Other (specify)

NAME	RANK/GRADE	SIGNATURE	DATE
WING ADPM or designated representative (<i>as required</i>)			
NAME	RANK/GRADE	SIGNATURE	DATE

**Attachment 9
OSAA FORM 15**

OSAA FORM 15				
AIRFIELD CHECK RIDE (Day/Night)		OPR:		
		DATE:		
<i>Trainee must identify and understand operational procedures for the areas identified below</i>			YES	NO
<ol style="list-style-type: none"> 1. Taxiways 2. Runways/Overruns 3. Aprons 4. Instrument Landing System (ILS) critical/sensitive areas 5. Localizer Critical Areas 6. Instrument Hold Lines (INST) and Runway Hold Position Lines (VFR) 7. Controlled Movement Areas (CMA) and Un-controlled Movement Areas 8. Restricted Areas (RA)/Entry Control Points (ECP) 9. Airfield Markings and Signs 10. Airfield Lighting Systems 11. Airfield Entry Control Points (ECP) 12. FOD checks and Control Points 13. Practical phraseology/Terminology procedures 14. Radio discipline and transmission procedures 15. Acknowledge information and repeat/follow instructions 16. Vehicle Call Signs 17. Communication Out Procedures 18. Smoking policy/Wear of Hats <p><i>NOTE: Do not use the words "Clear" and "Go Ahead" on radio transmissions</i></p> <ol style="list-style-type: none"> 19. Light gun signals 20. Runway incursion/intrusion prevention 21. Yield right of way for aircraft 22. Airfield speed limits <p>Driver/Trainee: _____ ADPM/Trainer: _____</p>				

Attachment 10

MFR FOR SUSPENSION, REVOCATION OR REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES

Date

MEMORANDUM FOR 65 OSS/OSAA

FROM: SQUADRON/OFFICE SYMBOL

SUBJECT: Suspension, Revocation or Reinstatement of Airfield Driving Privileges

1. The following individual's airfield driving privileges have been suspended, revoked or reinstated in accordance with AFI 13-213, paragraph 3.2.8.3 and Lajes ADI 13-213, paragraph 4.7. and 4.8.

<u>RANK</u>	<u>NAME</u>	<u>JOB TITLE</u>	<u>ORG</u>	<u>AF IMT 483#</u>
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2. If you have any questions or concerns, please contact me at 535-XXX.

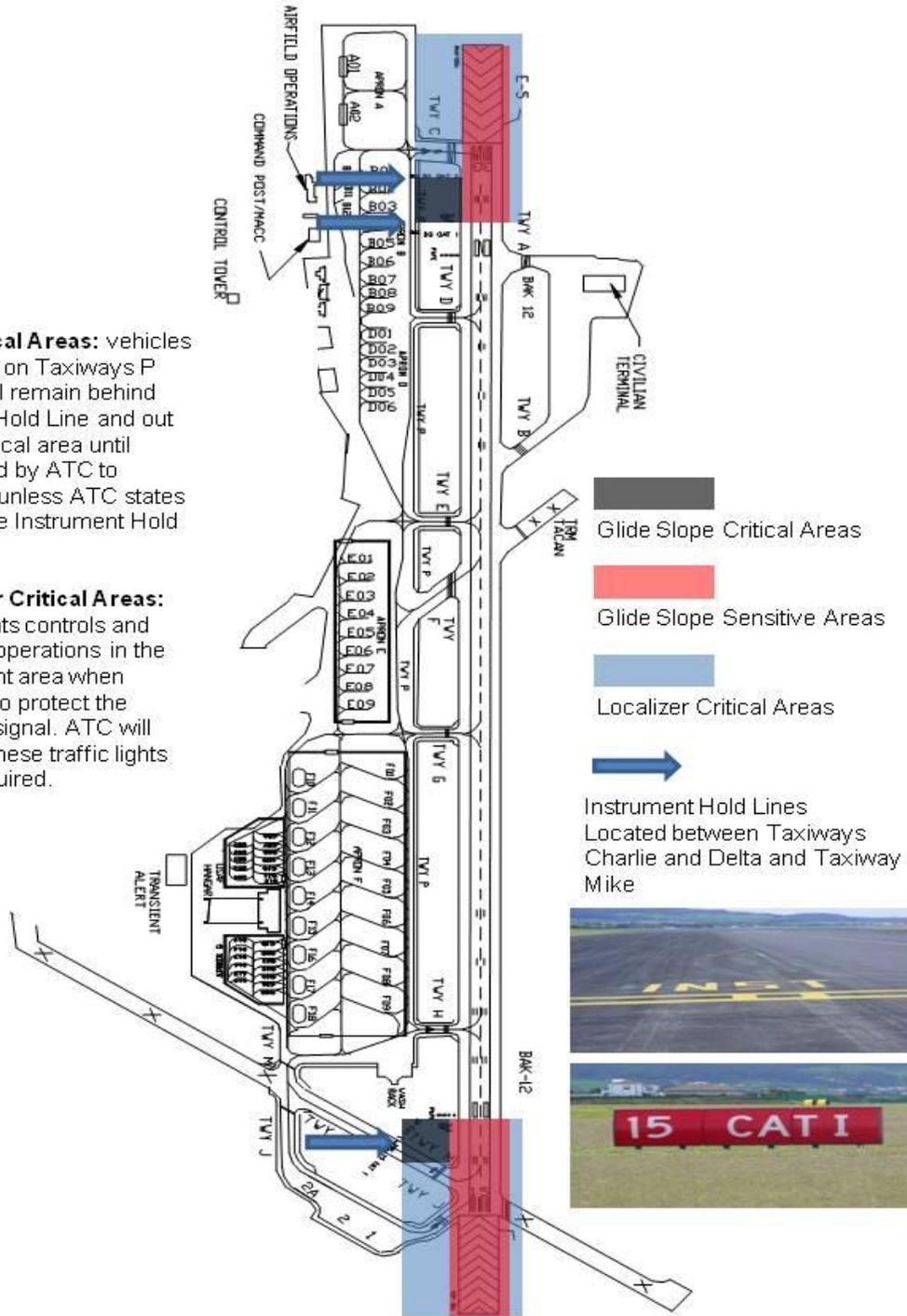
JOHN B. SMITH, Lt Col, USAF
Commander

Attachment 11

INSTRUMENT CRITICAL AREAS AND HOLD POSITIONS

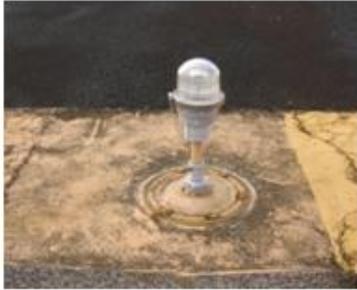
ILS Critical Areas: vehicles operating on Taxiways P and M will remain behind the VFR Hold Line and out of the critical area until authorized by ATC to proceed, unless ATC states hold at the Instrument Hold Lines.

Localizer Critical Areas: traffic lights controls and prohibits operations in the movement area when required to protect the localizer signal. ATC will activate these traffic lights when required.



Attachment 12
AIRFIELD LIGHTING SYSTEMS

High Intensity Runway
Edge Light (HIRL)



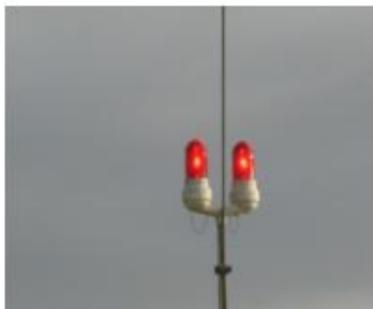
Elevated Taxiway Light



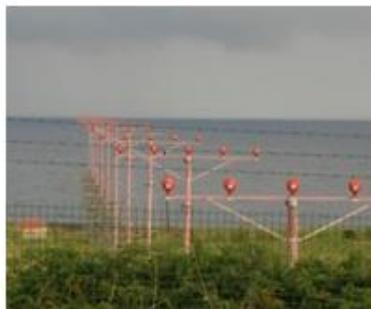
Flush Mounted Taxiway Light



Facility Obstruction Light



Approach Light System with
Sequence Flashing Lights (ALSF)



Precision Approach Path
Indicator System (PAPI)



Runway Threshold Lights



Apron Security Lights



Movement Area Guard Light



Attachment 13

AIRFIELD SIGNS, MARKINGS AND LIGHT SIGNALS DECAL

Linha de Espera para a Pista		Example of Runway Hold Line
Linha de Espera para Instrumentos		Example of Instrument Hold Line
Sinal de Espera para a Pista		Example of Runway Hold Signs
Sinal de Espera para Instrumentos		Example of Instrument Hold Signs
Sinal de Localização		Example of Location Signs
Sinal de Destino		Example of Destination Signs
Autorização para atravessar a área de aterragem ou prosseguir na passadeira de rolagem		VERDE A PISCAR / GREEN FLASHES Permission to cross landing area or to move onto taxiway
Parar		VERMELHO FIXO / STEADY RED STOP
Saia da área de aterragem ou passadeira de rolagem e tenha cuidado com os aviões		VERMELHO A PISCAR / RED FLASHES Move off the landing area or taxiway and watch out for aircraft

Saia da área de manobra de acordo com as instruções locais		BRANCO A PISCAR / WHITE FLASHES Vocote manoeuvring area in accordance with local instructions
Luzes de Pista ou Passadeira de Rolagem a Piscar:		Flashing Runway or Taxiway Lights: Vocote the runway and observe the tower for light signal
<p>Áreas de Movimento Controladas (CMA) Pista 15/33 Cabecilhas da Pista A 150 pés da Pista principal Passadeiras: A, B, C, D, E, F, G, H, J, M, P</p>	<p>Control Movement Areas (CMA) Runway 15/33 Overruns Within 150' of active Runway 15/33 Taxiways: A, B, C, D, E, F, G, H, J, M, P</p>	
<p>Áreas Restritas (RA) Pista Echo, Foxrot e Golf (Noite / Sul)</p>	<p>Restricted Areas (RA) Apron Echo, Fox and Golf (north/south)</p>	
<p>Entrada/Control Point de FOE Airfield Entry/FOE Control Point</p>		

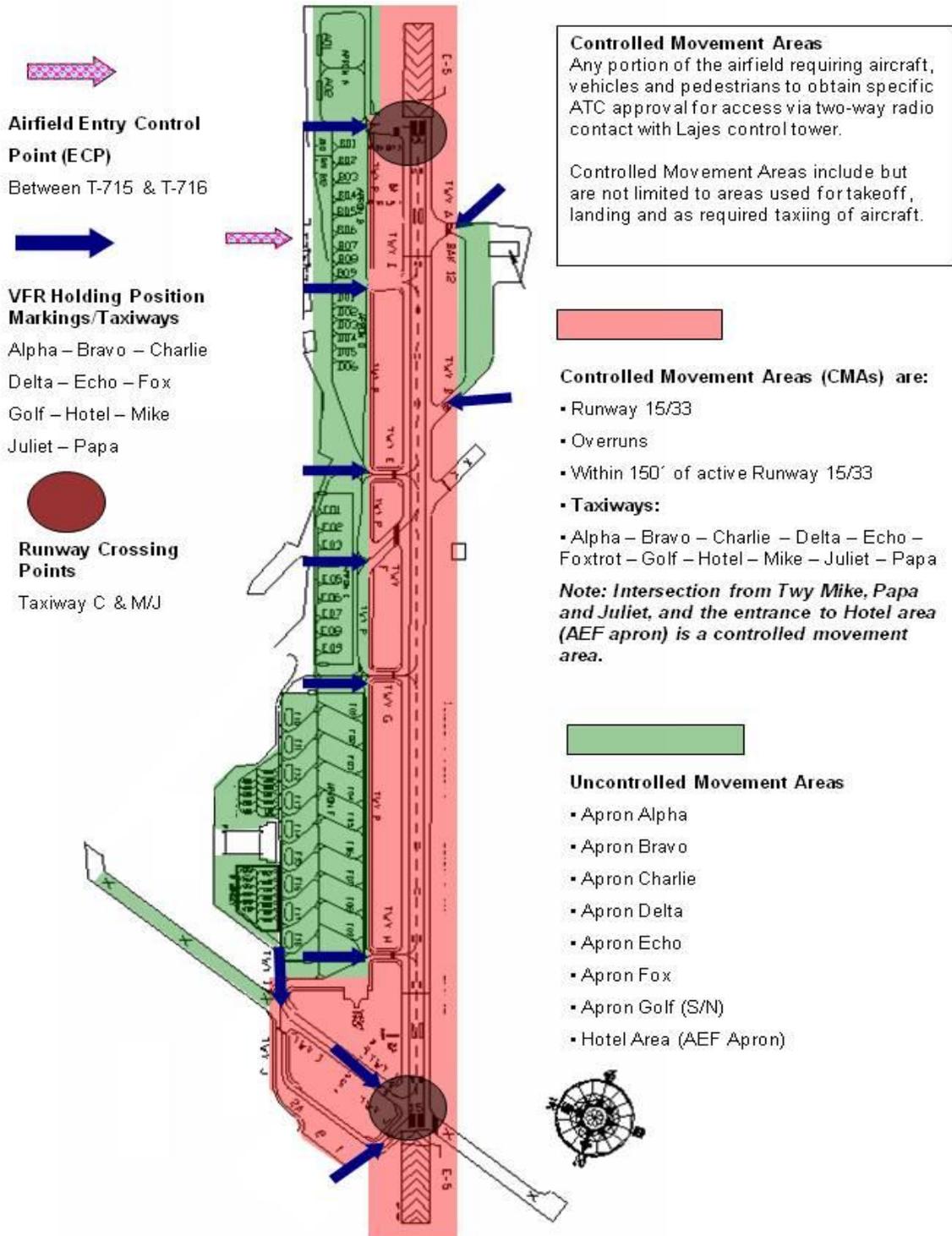
Attachment 14
LIGHT GUN SIGNALS

Green Flashing		Permission to cross landing area or to move onto Taxiway
Steady Red		STOP
Red Flashing		Move off the landing area or taxiway and watch out for aircraft
White Flashing		Vacate the manoeuvring area in accordance with local instructions
Flashing Runway or Taxiway Lights		Vacate the runway and observe the Tower for light signal

Note: Light Signals are in accordance with ICAO Doc 4444

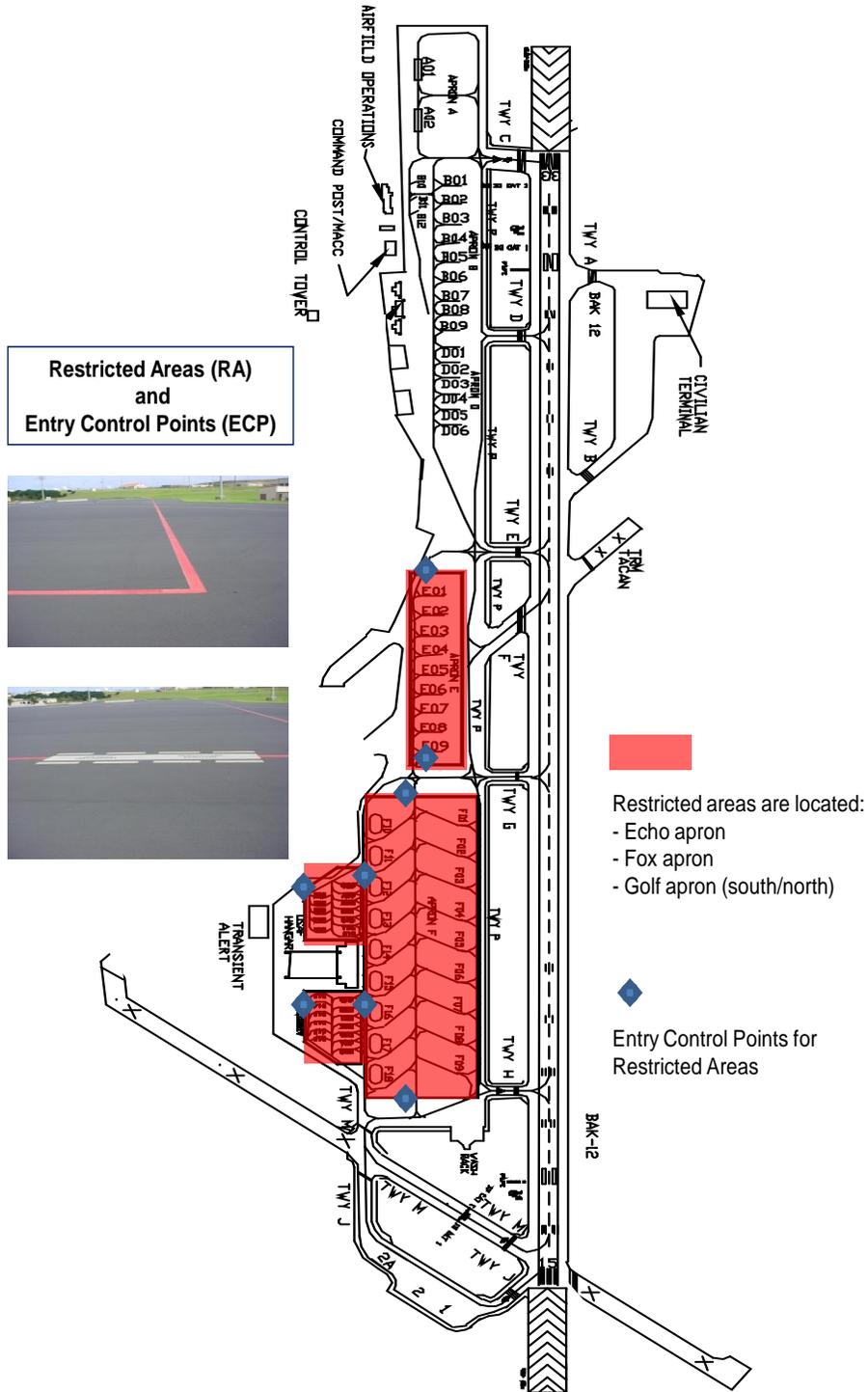
Attachment 15

CONTROLLED AND UNCONTROLLED MOVEMENT AREAS



Attachment 16

RESTRICTED AREAS AND ENTRY CONTROL POINTS



Attachment 17

AIRFIELD SIGNS AND MARKINGS



Location and Mandatory Holding Position Signs
 Located at Taxiway Charlie
 Denotes entrance to Runway 33 from taxiway Charlie



Location and Mandatory Holding Position Signs
 Located at Taxiway Delta
 Denotes entrance to Runway 33/15 from taxiway Delta



Mandatory Instrument Holding Position Signs
 Located at taxiway Papa between taxiways C and D
 Denotes entrance to area to be protected for an ILS signal or approach airspace



Mandatory Instrument Holding Position Signs
 Located at taxiway Mike
 Denotes entrance to area to be protected for an ILS signal or approach airspace



Location and Direction Holding Position Signs
 Located at Taxiway Papa intersecting with taxiway Delta
 Denotes designation/direction of intersecting taxiway



Location and Direction Holding Position Signs
 Located at Taxiway Papa intersecting with taxiway Fox
 Denotes designation/direction of intersecting taxiway



Direction Holding Position Signs
 Located at the entrance of Taxiway Juliet
 Denotes designation/direction of intersecting taxiway



Location and Mandatory Holding Position Signs
 Located at Taxiway Mike
 Denotes entrance to Runway 15 from taxiway Mike



Mandatory FOD Check Signs
 Located at the Airfield ECP and north of Taxiway Juliet and south and north of Civilian apron
 Indicates vehicle operators must stop and perform a FOD check



Barrier Marker Signs
 Located north and south of the runway (both sides)
 Denotes location of barrier's engagement for fighters



Distance Remaining Markers (DRM)
 Located on both sides of runway 15/33
 Denotes distances available for airfield landing/take-off



Informational Signs
 Located north of taxiway Juliet and entrance to Taxiway Mike from AEF ramp
 Indicates drivers must call Tower to proceed onto the CMA



Mandatory Holding Position Markings
 Located on all taxiways intersecting with runway 15/33
 Denotes entrance from taxiways to runway 15/33



Mandatory Instrument Holding Markings
 Located on taxiway Papa between taxiways Charlie and Delta, and taxiway Mike. Denotes entrance to area to be protected for ILS signal or approach airspace



Entry Control Points (ECP) for Restricted Areas
 Located on aprons Echo, Fox and Golf
 Denotes entrance to restricted areas. Authorized personnel only



Restricted Areas (RA)
 Located on aprons Echo, Fox and Golf
 Denotes control access. Authorized personnel only.



Mandatory STOP Markings

Located on the airfield access road in front of PoAF Hangars
Identifies control of vehicle traffic adjacent to PoAF Hangars



Runway Designator number for Runway 33

Located south of the runway
Identifies the runway on which the aircraft is located



Runway Designator number for Runway 15

Located north of the runway
Identifies the runway on which the aircraft is located



Foreign Object Damage (FOD) markings

Located south/north barrier access roads leading to runway
Identifies the need for drivers to check tires before proceeding



Barrier Moon Markings

Located south and north of the runway
Identifies location where the cable is located for emergency engagements



TACAN Check Point Markings

Located at Taxiway Charlie and Taxiways Mike and Juliet
Identifies the direction of aircraft to be aligned for calibration

Attachment 18

LOCALIZER CRITICAL AREAS

LOCALIZER CRITICAL AREAS



Localizer critical areas are located north and south of Runway 15/33.

A Controlled Movement Area (CMA) traffic light is installed on the north of Runway (red and green) by the perimeter fence road to protect the localizer from vehicle movement.



The purpose of this light is to control and/or prohibit operations in the movement area when required to protect the localizer signal for aircraft on final approach.

Control Tower will activate this traffic light when required.



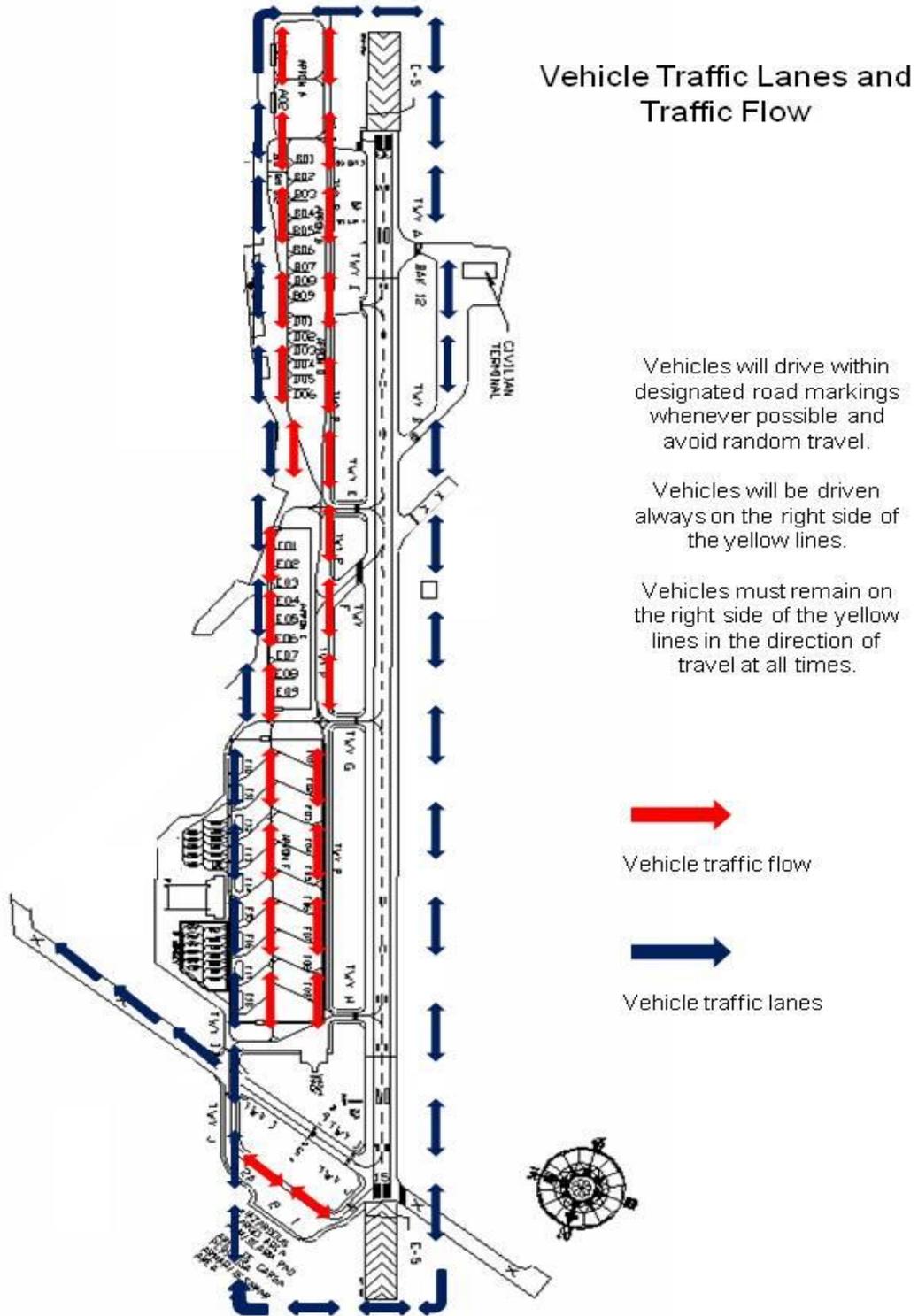
Red Light on: DO NOT PROCEED

Green Light on: PROCEED

Do not call Control Tower to gain access to this area.

Attachment 19

VEHICLE TRAFFIC LANES AND TRAFFIC FLOW



Attachment 20

HOT SPOTS AND JET BLAST AREAS

