

**BY ORDER OF THE COMMANDER  
RAF LAKENHEATH (USAFE)**

**LAKENHEATH13-202**

**8 MAY 2014**



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

***AIRFIELD DRIVING***

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This instruction implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic, Airspace, Airfield and Range Management*, and interfaces with Air Force Instruction (AFI) 13-213, *Airfield Driving*, AFI 21-101, *Aircraft Equipment and Maintenance Management*, AFI 11-218, *Aircraft Operations and Movement on the Ground*, AFI 24-302, *Vehicle Management*; Air Force Joint Manual (AFMAN) 24-306, *Manual for Wheeled Vehicle Driving*, AFI 24-301, *Vehicle Operations*, Technical Order (TO) 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, Air Force Visual Aid (AFVA) 11-240, *Airport Signs and Markings*, AFI 91-202, *Air Force Consolidated Occupational Safety Instruction*, AFI 91-203, *The US Air Force Mishap Prevention Program*, Air Force Manual (AFMAN) 91-223, *Aviation Safety Investigations and Reports*. It addresses procedures for validating driver training, certification, and Privately Owned Vehicle (POV) passes. It applies to all military personnel, civilian employees, civilian contract and vendor personnel, and Air Force Reserve personnel with a need to perform official duties on the Royal Air Force (RAF) Lakenheath airfield. It applies to all units assigned to 48th Fighter Wing (48 FW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*, prescribed by 11-215, *USAF Flight Manuals Program*. Route all AF Form 847s through appropriate chain of command to Base Publishing Manager. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance AFMAN 33-363, *Management of Records*, and disposed of in

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### ***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. This instruction has been changed to meet the latest requirements outlined in AFI 13-213, *Airfield Driving*. Major changes include updating the airfield driving procedures, training standards and program management. It also includes new runway incursion prevention testing and methods. USAFE BASE Forms 20, 21, and 22 are deleted and this instruction prescribes new Lakenheath Forms 6,7,8,9,10. A number of reference corrections were also made.

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## Chapter 1

### GENERAL INFORMATION

**1.1. The Royal Air Force (RAF) Lakenheath airfield consists of the runway, all taxiways and parking aprons, and the North Perimeter road.**

**1.2. The goal of the airfield driving program is to create and maintain a safe airfield environment.** Safe operation of motor vehicles on the airfield is essential to aircraft operations and maintenance. The presence of motor vehicles on the airfield is a clear and definite danger to both aircraft and personnel. Carelessness, haste, and a disregard for established safety standards are the primary sources of aircraft or vehicle collisions, incidents and personal injury with the use of motor vehicles on the airfield.

**1.3. Personnel assigned to duties that require airfield driving will be trained and tested prior to driving on the airfield.** Only vehicles and drivers required for official duties will be trained, tested, and granted airfield access.

**1.4. All personnel on the airfield are responsible for monitoring vehicle safety, detecting unauthorized vehicles, and immediately reporting airfield driving violations to Airfield Management (AM).**

## Chapter 2

### RESPONSIBILITIES

#### 2.1. 48th Fighter Wing Commander.

- 2.1.1. Designates personnel and agencies to support the Airfield Driving Program (ADP).
- 2.1.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. Authority must not be delegated.
- 2.1.3. Approves publication of the Airfield Driving Instruction (ADI).
- 2.1.4. Requests an Air Force Runway Safety Action Team (AFRSAT) through the MAJCOM OPR for Action Officer (AO) if there are recurring problems with runway incursions.
- 2.1.5. Reviews runway incursion incidents and corrective actions taken.

#### 2.2. 48th Operations Group Commander.

- 2.2.1. Reviews Controlled Movement Area Violations (CMAVs) and corrective actions taken.
- 2.2.2. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions within a six month period. **Note:** The RIPWG shall convene within 30 days after the second runway incursion.
  - 2.2.2.1. The RIPWG will include OSS/CC, AOF/CC, Airfield Manager (AFM), Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or unit ADPMs, and other organizational leadership as determined locally.
  - 2.2.2.2. When held, provide a summary of the RIPWG's analysis and recommendations during the next Airfield Operations Board (AOB).
  - 2.2.2.3. Publish minutes of the RIPWG and provide an informational copy to the MAJCOM OPR for AO within 30 calendar days.

**2.3. Unit Commanders.** Annually validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the Controlled Movement Area (CMA). Documents validation and justification on a Memorandum For Record and forwards the results to the Wing Airfield Driving Program Manager (ADPM).

#### 2.4. Wing ADPM.

- 2.4.1. Uses Lakenheath Form 6, *Unit ADPM Training Checklist*, to conduct and document training for unit ADPMs. Maintain a copy of this training in TAB D of the unit Airfield Driving Program (ADP) continuity binder.
- 2.4.2. Ensures Temporary Duty (TDY) personnel that are hosted by the unit receive local airfield driving training as outlined in the Airfield Driving Instruction (ADI).

2.4.3. Provides construction slides to unit ADPMs to disseminate to unit airfield drivers to provide information on current construction activities and runway/taxiways closures/openings.

2.4.4. Ensure color vision testing is accomplished by 48 Medical Group (48 MDG). **Note:** Testing is only required for personnel during initial training and documented on the training checklist.

2.4.5. Inspects each unit's airfield driving program at least annually. Use Lakenheath Form 7, *Unit Airfield Drivers Program Self-Inspection Checklist*, to conduct and document the inspection. Inspections must focus on program integrity and compliance with this ADI. Inspection results will be provided to the unit commander and briefed quarterly at the Airfield Operations Board (AOB).

## 2.5. Unit ADPM.

2.5.1. Must be an SSgt/7-level or above.

2.5.2. Ensure unit personnel complete and document all the required training on Lakenheath Form 9, *Airfield Driving Qualification Training Checklist (Curriculum)*. Lakenheath Form 10, *TDY Personnel/Non-Base Assigned Contractors Training Checklist*, will be used to provide training and documentation for all unit-hosted TDY individuals and contractors that will drive on the airfield.

2.5.3. Ensure unit personnel have a valid state driver's license or civilian license to operate a privately owned, government (may also require a government driver's license) or contractor owned/leased vehicle on the airfield. **Note:** The 56th Rescue Squadron (56 RQS) is exempt from government driver's license requirement if a privately owned vehicle (POV) is only means of transportation.

2.5.4. Update the listing of all unit personnel authorized to drive on the airfield in the Airfield Driver's Training Program (ADTP) quarterly and forward completion to the wing ADPM.

2.5.5. Conduct and document annual refresher training on unit airfield drivers.

2.5.6. Ensure documentation of refresher training is reflected on the reverse side of the AF Form 483, *Certificate of Competency*, prescribed by AFI 10-209, *Red Horse Program*.

**2.6. 48th Aerospace Medical Squadron, Optometry Clinic (48 AMDS/SGPE).** The 48th AMDS/SGPE (Optometry Clinic) will provide color vision testing for all personnel identified to drive in the CMA. Trainees will report to the Optometry Clinic for color vision testing. Upon passing the color vision test, the Optometry clinic will provide the member with a Standard Form (SF) 600, *Chronological Record of Medical Care*, prescribed by AETCI 36-2205V1, *Formal Flying Training Administration*. Member must take the SF 600 to the unit ADPM for filing purposes.

2.6.1. Individuals that fail the color vision test can be issued a "Limited Access" AF Form 483. **Note:** This will indicate that access to the CMA will not be granted.

2.6.2. Personnel that have a mandatory requirement for normal color vision (entry and retention) in their Air Force Specialty Code (AFSC) are exempt from color vision testing portion of the ADP.

## 2.7. 48th Civil Engineering Squadron (48 CES).

2.7.1. Ensure contractors, special maintenance teams, and manning assist teams requiring access to the airfield environment obtain the required airfield drivers' training/briefing, including airfield safety requirements, prior to being authorized access to the airfield. All driving routes to/from construction sites must be approved by the Airfield Manager (AFM) or wing ADPM.

2.7.2. Ensure all annual (base-assigned) contractors and escorts are trained in accordance with (IAW) this instruction and receive an AF Form 483 endorsed by AM, prior to commencement of any projects requiring access on the airfield. All annual contractors and escorts that operate non-Government Owned Vehicles (GOV) on the airfield must obtain a POV pass.

2.7.3. Ensure all temporary contractors working on the airfield are escorted by an airfield qualified escort or are trained/briefed on local airfield driving procedures before operating any vehicles or equipment on the airfield. All temporary contractor vehicles must obtain a POV pass, if not escorted by a licensed Civil Engineering (CE) escort. The CE Project Manager (PM) must coordinate prior to working on the airfield with the AM. The AFM or wing ADPM will clarify the level of training required for contractors and coordinate the issuance of POV passes.

2.7.4. Temporary contractors who will be required to drive on active taxiways, taxilanes, or the runway require local airfield drivers training and a temporary AF Form 483. All contractor vehicles operating within the CMA must be equipped with a rotating beacon and have two-way radio contact with the ATCT.

2.7.5. Temporary contractors that will not be required to drive across active taxiways, taxilanes, or the runway must receive a briefing from the wing ADPM for vehicle routes to/from the construction site.

2.7.6. Forward a listing of all contractors, special maintenance teams, or manning assist teams, with their work locations on the airfield, to the wing ADPM and 48 SFS Operations (48 SFS/SFO) no later than 48 hours before access to the airfield is required.

2.7.7. Ensure all Defence Infrastructure Organization (DIO) personnel are briefed on airfield driving procedures IAW the ADI prior to being allowed to drive on the airfield.

2.7.8. Ensure CES liaisons (work details/escorts) report daily to AM Operations prior to, and upon completion of any work performed on the airfield and coordinate with AFM, wing ADPM, CE and 48th Fighter Wing Safety (48 FW/SE) when agencies request use of tire chains to minimize pavement damage and Foreign Object Debris/Damage (FOD) potential.

## Chapter 3

### TRAINING

#### 3.1. AF Form 483 Issuance

3.1.1. The AFM, wing ADPM, and other designated AM representatives are responsible for passing trainees in Step 4 of the ADTP. This authority will not be delegated outside of AM.

3.1.2. All base assigned personnel (e.g. military, DOD civilian, Contractor, etc.) required to operate a vehicle on the airfield must complete the following prior to issuance of an AF Form 483.

3.1.2.1. All airfield drivers' training and testing requirements outlined in AFI 13-213, *Airfield Driving*, and this ADI. **Note:** AFSC or career field training is not a substitute for completion of airfield driving training and testing requirements (e.g. aircraft maintenance, aircrew, fire department, security forces, transportation, etc.).

3.1.2.2. Unit Commander approval and possess a valid (current) drivers license and/or certification to operate a POV, GOV, contractor-owned, or government leased vehicle (GLV).

#### 3.2. Training Criteria.

3.2.1. All base assigned (military, Department of Defense/Ministry of Defense (DOD/MoD), contractor, dependant, civilian, etc.) personnel operating a vehicle on the airfield must be trained on local airfield driving procedures, complete the Airfield Driving Computer Based Training (CBT), be licensed and/or certified either to operate a private/government/contractor vehicle and possess an AF Form 483 endorsed for airfield driving. Note: Prior experience working on or near an airfield or aircraft (e.g., aircraft maintenance, aircrew, etc.) is not a substitute for completion of airfield driving training and testing requirements outlined in this ADI.

**3.3. General.** AM does not provide airfield escorts for personnel requiring access to the airfield. If escorts are required, the agency sponsoring the individuals or event is required to provide qualified escorts. Personnel acting as an escort must be authorized and certified to drive on the airfield. Sponsoring unit (escort) must maintain positive control of all contractors working on or near the airfield and all persons within their group.

#### 3.4. Airfield Driver's Training (Initial).

3.4.1. Airfield driver's training and certification will be conducted IAW Lakenheath Form 8, *Airfield Driving Training Documentation and Certification Checklist*, located on the ADTP website Step 2 items listed on Lakenheath Form 8.

3.4.2. The following training and tests are required for initial certification:

3.4.2.1. Color Vision

3.4.2.2. Control Tower Light Gun Signals.

3.4.2.2.1. All vehicles that operate on the airfield will have an AF Visual Aid (AFVA) 11-240, *Airport Signs and Markings* and AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures* (available for distribution through AM). See

- Figures 6.1 and 6.2. **Note:** The RAF Lakenheath local airfield and Hot Spot diagrams are also required to be in vehicles (see Attachments 3 and 4).
- 3.4.2.2.2. The decal may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.
- 3.4.2.2.3. All airfield vehicle operators must know and comply with all airfield signs, markings and Control Tower signals.
- 3.4.2.2.4. During the practical night airfield orientation training, the trainer will request a light gun signal test with the Control Tower to familiarize airfield drivers with light gun signal procedures. **Note:** Personnel not requiring runway/CMA access are exempt from this test.
- 3.4.2.3. AF Airfield Driving CBT. The CBT can be found on the Advanced Distributed Learning Service (ADLS), <https://golearn.csd.disa.mil/kc/login/login.asp>. If the website is not working properly, the unit ADPM will administer a paper copy with test and maintain on file until the person permanently changes station (PCS), permanently changes assignment (PCA), separates, or no longer requires an airfield driver's license. Personnel must complete the CBT with a minimum passing score of 80 percent. If a person fails the exam, the CBT locks them from retesting for 24 hours. **Note:** The CBT is required to be completed during initial training and annually for refresher training.
- 3.4.2.4. Airfield Drivers Training (Classroom). All trainees must review Lakenheath Instruction 13-202, *Airfield Driving*. Training must cover vehicle operating principles as well as local airfield layout. Trainees must be familiarized with the aircraft marshalling signals listed in AFI 11-218, *Aircraft Operations and Movement on the Ground*. Ensure special attention is placed on CMA markings and procedures. Trainees must be familiar with operating procedures in this instruction before completing day and/or night airfield orientation training.
- 3.4.2.5. Day Airfield Orientation Training (Practical). At a minimum, day airfield orientation training must include practical driving on the airfield. In addition to general procedures in this instruction, emphasis should be placed on vehicle operating procedures in the vicinity of aircraft and the airfield layout. Ensure markings used to define the boundaries of the CMA (markings and signs) are emphasized. Also, ensure proper radio phraseology is trained.
- 3.4.2.6. Night Airfield Orientation Training (Practical). At a minimum, night airfield orientation training must include practical driving on the airfield during the hours of darkness. In addition to general procedures in this instruction, emphasis should be placed on airfield lighting and signs used to augment daytime airfield markings. Continue to emphasize the boundaries of the CMA and proper radio phraseology.
- 3.4.2.7. Use Lakenheath Form 8 to document airfield drivers' training and certification on all newly assigned/hired personnel.
- 3.4.2.8. Use Lakenheath Form 9 as an on-the-job training checklist/curriculum to conduct and document airfield drivers' qualification training on all newly assigned/hired personnel.

3.4.2.9. AF Airfield Driving CBT (accessible on the Advanced Distributed Learning Website, <https://golearn.csd.disa.mil/kc/login/login.asp>).

3.4.3. Training will be conducted utilizing the ADTP website.

3.4.3.1. Step 1: Trainees will log onto the website and enter personal information.

3.4.3.2. Step 2: Training will be conducted by the appointed unit trainer and certified by the appointed unit ADPMs. Unit ADPMs will add the proper restriction to the trainee in this step.

3.4.3.3. Step 3: Trainees will complete the required tests IAW Paragraph 3.6.

3.4.3.4. Once the trainees have completed the required training/tests, the unit ADPM will verify all information is correct, add the airfield restrictions to the ADTP, then click the "Send to Wing ADPM" tab.

3.4.3.5. Step 4: Airfield Management will log into the ADTP daily and pass all trainees that meet the requirements IAW this ADI.

3.4.3.6. All training must be conducted within 30 days.

### **3.5. Airfield Driver's Training (Refresher).**

3.5.1. Refresher training consists of completion of the Airfield Driving CBT, review of the LAKI 13-202, *Airfield Driving Instruction*, and taking a Runway Incursion Prevention Test in the ADTP with a passing score of 100%.

3.5.2. Refresher training will be completed annually and documented in the ADTP.

3.5.3. The refresher training date will be reflected on the AF Form 483. The individual will be required to print a new AF Form 483 to reflect the refresher training on the reverse side.

3.5.4. Failure to complete annual refresher training on the first day of the preceding month after the refresher training is due will result in suspension of the AF Form 483 by the unit ADPM or wing ADPM. Personnel that are not able to complete refresher training due to deployment and/or TDY must complete it prior to driving on the airfield.

**3.6. Testing requirements.** All base assigned personnel (e.g. military, DOD civilian, contractor, etc.) required to operate a vehicle on the airfield must pass all required test(s) prior to issuance of an AF Form 483

3.6.1. Tests may be administered by the unit ADPMs

3.6.2. Testing will be conducted IAW the ADTP website.

3.6.3. The Airfield Diagram/Layout Test, Communications Test, General Knowledge Test, and Runway Incursion Prevention Test are all incorporated into a single test located on the ADTP website. The test on ADTP will meet the following criteria:

3.6.3.1. The Airfield Diagram/Layout Test must be completed with a minimum passing score of 100 percent. If a question is missed in this category the test as a whole will be an automatic failure.

3.6.3.2. Communication test must be at least 5 questions with a minimum passing score of 100 percent.

3.6.3.3. General Knowledge Test will include at least 10 questions with a passing score of 80 percent.

3.6.3.4. Runway Incursion Prevention Test must be at least 5 questions with a minimum passing score of 100 percent. If a question is missed in this category the test as a whole will be an automatic failure.

3.6.4. Practical Driving Test. Practical Driving Test will be a separate test and will be conducted/documented IAW Lakenheath Form 9 and date entered in the ADTP.

### **3.7. Test Failure.**

3.7.1. First failure requires additional training and re-test within 5 duty days.

3.7.2. Second failure requires remedial training and re-test within 5 duty days of first failure.

3.7.3. Third failure requires the Unit Commanders endorsement to continue training.

### **3.8. AF Form 483 Carrying Procedures – Base Assigned Personnel.**

3.8.1. All base assigned personnel (military, DOD/MoD, contractor, civilian, etc.) operating a vehicle or any piece of equipment on the airfield, must possess a valid AF Form 483 from RAF Lakenheath and have it in their possession while driving on the airfield.

### **3.9. TDY and Non-base Assigned Contract Personnel.**

3.9.1. Personnel TDY and non-base assigned contractors working 30 days or less on RAF Lakenheath airfield must possess a valid civilian driver's license, an AF Form 483 (or service equivalent) from their home station and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort. **Exception:** The unit ADPMs may provide a local briefing/training when TDY and contractor personnel driving route(s) do not permit access on or across CMA.

3.9.2. Train and document TDY personnel and non-base assigned contractors IAW Lakenheath Form 10, TDY Personnel/Non-base assigned Contractors Training Checklist.

3.9.3. The sponsoring unit ADPM will ensure contractors hold a temporary airfield driver's license. Contractors will be trained and certified on airfield driving as appropriate.

3.9.4. Unit ADPMs will issue a temporary AF Form 483, with the expiration date not to exceed the contract/deployment period.

3.9.5. All airfield escorts will have an AF Form 483 on their possession before operating any vehicles or equipment on the airfield. While escorting temporary contractors on the airfield escorts will maintain positive control of the contractors at all times. The contractor's sponsor/owner must brief the contractors on basic airfield driving.

3.9.6. Defense Infrastructure Organization (DIO) and contractor vehicles with exterior markings are considered GOVs. Contractor vehicles without markings must display a temporary POV airfield pass visible through the windshield indicating the name and duty phone number of the host unit point of contact.

### 3.10. POV and Government Leased Vehicle (GLV) Passes

3.10.1. POVs must have an approved RAF Lakenheath POV Pass, in order to operate on the airfield. **Note:** POVs on the airfield are discouraged and must be restricted to an absolute minimum.

3.10.2. All POV pass applicants must possess a valid AF Form 483 for RAF Lakenheath's airfield before issuance of a POV pass. Request for a vehicle pass/decal must be endorsed by the individual's Unit Commander or Company/Contractor representative. The applicants' unit APDM must submit a POV pass request via ADTP before AM will process any passes. **Note:** Include reason and type of request in the application in ADTP.

3.10.3. All issued POV passes must be returned to AM upon expiration, when no longer required, or if any information should change. Passes are not transferable.

3.10.4. Passes must be prominently displayed while operating on the airfield. POV passes should be treated as controlled items and secured when not in use. Lost POV passes must be reported to the respective unit ADPM.

3.10.5. POV passes will never be issued for convenience. POV pass colors are changed annually to maintain control/security. AM issues two separate types of permanent POV passes:

3.10.5.1. Restricted Area: Allows POV to access and park in restricted areas and the number of POV passes issued are strictly limited. Individuals requesting access to "Red, Blue, and Gold" sections located on the south-side of the airfield must fully justify their request. The applicants' unit APDM must submit a POV pass request via ADTP. Restricted area passes are valid for use on Sierra and Victor taxiways.

3.10.5.2. Non-Restricted Area: Allows POV access to the north-side of the airfield and all other non-restricted areas where a POV pass is required. Individuals requesting access to these areas of the airfield must fully justify their request. The applicants' unit APDM must submit a POV pass request via ADTP. **Note:** POV passes are not required on perimeter road, Fire Station 2 and Green Section parking lots.

3.10.6. Temporary POV passes may be issued in support of a specific event for specified time periods and limited to specific areas of the airfield. Temporary passes will only be issued by the AFM or wing ADPM after direct coordination by the requestor's unit ADPM.

3.10.7. Altering an RAF Lakenheath POV pass will result in immediate suspension of airfield driving privileges.

3.10.8. A photocopied, either black and white or colored, RAF Lakenheath POV pass is not permitted, except for motorcycles, when they may be reduced and laminated.

3.10.9. RAF Lakenheath permanent POV pass is valid for up to one year. Valid date will not exceed member's date eligible to return from overseas (DEROS) month.

3.10.10. POV passes are issued to the individual, not the vehicle. Only one POV pass will be issued per individual. All approved access areas will be indicated on the pass and endorsed by the Unit Commander.

3.10.11. Coordinate POV pass renewals with the wing ADPM prior to the existing pass' expiration date. Approved passes will be available at AM within three days of the application submittal.

3.10.12. All personnel with an approved POV pass must have a current airfield diagram (see Attachment 3) in their possession while operating a vehicle on the airfield.

3.10.13. The AFM or wing ADPM may suspend or revoke POV pass privileges for any airfield driving violations to procedures, use of a POV pass not in compliance with its intended purpose, or use of a pass in areas not authorized on the pass. Typically, the first offense will result in POV pass suspension for 7 days. For multiple offenses, suspension or revocations the results will be determined by AM and/or wing ADPM depending on the nature of the offense.

3.10.14. Use of GLVs on the airfield are to be kept to a minimum. GLVs will be treated as GOVs provided that a copy of the lease agreement is carried in the vehicle and is available for inspection at all times.

3.10.15. The AFM, wing ADPM or designated AM representatives are responsible for issuing vehicle passes. **Note:** Authority must not be delegated outside of AM.

3.10.16. Maintain vehicle passes/decals supportive information IAW AF Records Distribution Schedule (RDS), Table 13-01, Rule 01.00.

### **3.11. Bicycle and Pedestrian Traffic on the Airfield.**

3.11.1. For the purpose of this instruction, cyclists are considered vehicle operators and will remain in the vehicle driving lanes and comply with the same guidelines as any other vehicle operator. **Note:** Recreational activities are prohibited on the airfield.

3.11.2. Cyclists operating on the airfield are required to obtain an AF Form 483; however, they do not require a POV pass.

3.11.3. Pedestrians are authorized on the airfield only if their work centers are located within the airfield boundary or they have official business within the perimeter fence. Pedestrians must cross active taxiways at recognized crossing points and walk facing oncoming traffic. Pedestrians will not sit or recline on the ramp in such a manner that interferes with normal ground vehicles and aircraft operations.

3.11.4. Pedestrians and cyclists are not authorized to enter the CMA.

### **3.12. Operation of MJ-1B and/or MHU-83C/E (Bomb-lifts) on the Airfield.**

3.12.1. For the purpose of this instruction, bomb-lift operators are considered vehicle operators. They will remain in the vehicle driving lanes (when not involved in the direct service of aircraft) and comply with all vehicle operator guidelines outlined in this instruction.

3.12.2. Bomb-lift operators are required to successfully complete Aerospace Ground Equipment (AGE) familiarization training in addition to airfield drivers training prior to obtaining an AF Form 483.

3.12.3. During hours of darkness, reduced visibility and inclement weather; bomb-lifts will be operated with lights on.

## Chapter 4

### AIRFIELD MARKINGS, LIGHTING AND SIGNS

**4.1. General.** Airfield markings, lights and signs are used to direct and control the movement of aircraft and vehicles on the ground. All personnel involved with driving on the airfield must be familiar with airfield markings, lights and signs to prevent aircraft impediments and runway incursions.

**4.2. Runway Markings.** The runway edge is marked with solid white lines running the length of the runway. The centerline is marked with a dashed white line running down the middle of the length of the runway. White numerals (“06” and “24”) at the ends of each runway mark the designation.

**4.3. Runway Edge Lights.** The runway edge is marked with white and amber lights. These high intensity lights run the length of the runway and identify the runway edge. See figure 4.1.

**Figure 4.1. Runway Edge Lights.**



**4.4. Runway Visual Flight Rules (VFR) Hold Position Markings.** Four parallel yellow stripes that extend across the entire width of a taxiway, 150 feet from the edge of the runway. The two lines closest to the runway are dashed and the other two are solid (see figure 4.2.) This marking identifies the boundary of the CMA. No vehicle will pass this marking without Control Tower approval. See Attachment 3.

**4.5. Runway VFR Hold Position and Runway Guard (Wig-Wag) Lights.** Runway guard lights, commonly known as “Wig-Wag” lights, are pairs of elevated flashing amber lights installed on either side of the VFR hold position marking. See figure 4.2.

**Figure 4.2. VFR Hold Position Markings.**



The primary purpose of Wig-Wag lights is to enhance runway/taxiway intersections during low visibility conditions. See Figure 4.3.

**Figure 4.3. Runway Guard (Wig-Wag) Lights.**



#### **4.6. Runway VFR Hold Position Signs.**

4.6.1. VFR hold position signs have white inscriptions on a red background. They are located on the left side of a taxiway (or both sides if taxiway is wider than 150 feet), adjacent to the VFR runway hold position marking. See Figure 4.3. This sign indicates the boundary of the CMA and helps drivers identify the CMA at night or when the taxiway is covered with snow.

4.6.2. Hold position signs are Mandatory Signs. Mandatory signs are provided when an aircraft or vehicles must follow an instruction. No vehicle will pass these signs without Control Tower approval. See Attachment 3.

#### **4.7. Runway Instrument Flight Rules (IFR) Hold Position Markings.**

4.7.1. Two horizontal lines with double vertical stripes spaced 2 feet apart with a 10 feet spacing between the pairs; lines are 1-foot wide. The designation for the instrument holding position "INST" is painted on the runway side of the line to be read facing the runway. See Figure 4.4.

**Figure 4.4. Runway Instrument Flight Rules (IFR) Hold Position Markings.**



4.7.2. This marking is used to prevent aircraft and vehicles from interfering with the ILS signal transmitted to an aircraft on final approach. IAW AFI 13-204V3, *Airfield Operations Procedures and Programs*, Paragraph 7.23.2., during inclement weather or when visibility is restricted, vehicle operators will not cross the instrument hold line without Control Tower approval. In addition to taxiways, portions of the perimeter road and access roads on the airfield fall within the ILS signal critical areas that must be protected from vehicle traffic when an aircraft is on an ILS approach. When the Control Tower activates the red lights, vehicles must stop at marked locations until the light returns to green.

4.7.3. There are two IFR hold position markings. One is on Taxiway November located prior to Point 4 North and the other is located on Taxiway November prior to Point 1 North. See Attachment 3.

4.7.4. Runway IFR Hold Position Stop/Go Wig-Wag lights. These lights are a Wig-Wag fixture that flash amber and controlled by the Control Tower. During inclement weather or low visibility contact Airfield Management to verify these lines are in effect. See Figure 4.3.

4.7.5. Runway IFR Hold Position Signs. IFR hold position signs have the word "INST" inscribed in white letters on a red background. They are located on the left side of a taxiway, adjacent to the IFR runway hold position marking. Stop at these markings when IFR hold position lights are on. See Figures 4.4, 4.5 and 4.6.

**Figure 4.5. IFR Hold Position Signs and Stop/Go Wig-Wag lights.**



**Figure 4.6. IFR Hold Position Sign.**

**4.8. Perimeter Road Traffic Lights.** In addition to taxiways, portions of the perimeter road and access roads on the airfield fall within the ILS signal critical areas that must be protected from vehicle traffic when an aircraft is on an ILS approach. When the Control Tower activates the red lights, vehicles must stop at marked locations until the light returns to green. See Figure 4.7.

**Figure 4.7. Perimeter Road Traffic Lights.**

#### **4.9. Taxiway, Taxilane and Apron Markings.**

4.9.1. Taxiway and taxilane (taxi path on an apron) centerlines are marked with a continuous yellow line. These centerlines are used to indicate the taxi path of an aircraft.

4.9.2. Taxiway edges are marked with continuous double yellow lines. This marking indicates the edge of the useable taxiway surface from other surfaces not intended for use by aircraft.

4.9.3. Taxilane edges are marked with 15 feet long double yellow lines with 25 feet gaps between them and are used to define the limits of a designated taxi route.

4.9.4. Taxiway and Apron Lights. Taxiway and apron edges are marked with blue lights See figure 4.8.

**Figure 4.8. Taxiway Edge Lights.**



4.9.5. Taxiway Signs. Taxiway signs are “information signs” that indicate either a current location or a direction of travel. Location signs have yellow inscriptions on a black background. Directional signs have black inscriptions normally accompanied with a directional arrow on yellow backgrounds.

**4.10. Closed Pavement Markings.** Airfield pavements previously used for aircraft operations that are closed to aircraft traffic are marked with a yellow X. Some of these areas on the airfield are degraded. Vehicles may still use these paved areas but will conduct FOD checks prior to reentering operational airfield pavements.

**4.11. Vehicle Lane Markings.** Some areas of the airfield have vehicle lanes marked with white lines. Airfield access roads within the airfield interior and barrier access roads leading to the runway all have white stop-bar markings. The stopping distances ensure taxiways have required wing tip clearance. The stop-bars on barrier access roads are in line with CMA hold positions.

**4.12. FOD Check Point Signs and Markings.** All access roads to the airfield have FOD check signs and/or markings to remind personnel of mandatory FOD check requirements before entering the airfield; refer to paragraph 5.10 for FOD check procedures.

Figure 4.9. FOD Check Point Signs and Markings.



Figure 4.10. FOD Check Point Signs.



## Chapter 5

### VEHICLE OPERATIONS

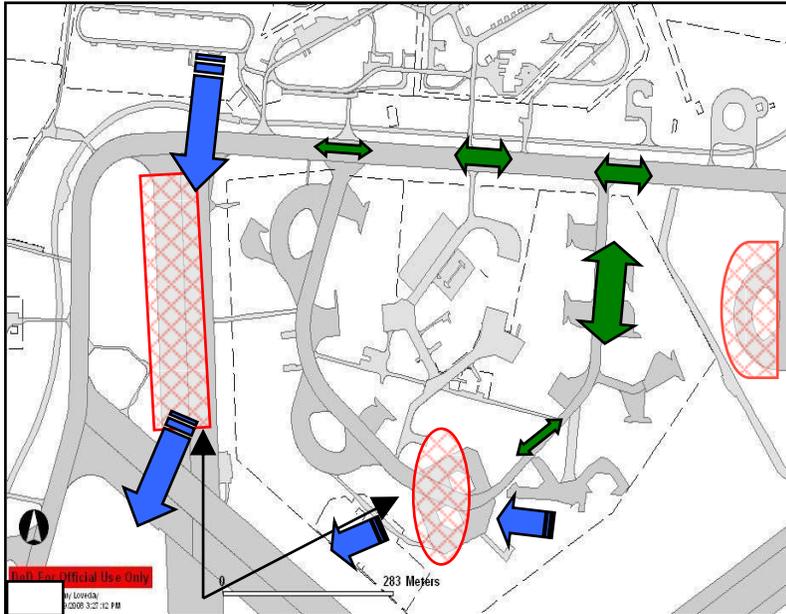
#### 5.1. General.

- 5.1.1. Using the airfield for convenience is prohibited. Do not use the airfield as a short cut when there are accessible roads off of the airfield.
- 5.1.2. Runway crossings are restricted to mission essential operations only. No vehicle will cross the runway when the perimeter road could be used. The perimeter road is designated as the primary means for all traffic to gain access to facilities on the North and South sides of the runway.
- 5.1.3. Rabbit Run Road will only be utilized by Emergency Response Vehicles and Power Production traveling to/from their duty location in GOVs or POVs with a POV pass.
- 5.1.4. Perimeter Road from the runway 06 south Arm/Dearm Pad to the Civil Engineering Compound (building 1138) will only be utilized by Emergency Response Vehicles and Munitions Vehicles.
- 5.1.5. No vehicle will enter the CMA without approval from the Control Tower. Pedestrians (on-foot) are prohibited from entering the CMA unless in performance of official duties and in direct contact with the Control Tower. See Chapter 6 for CMA procedures.
- 5.1.6. Vehicles operating in the CMA must use high beams, rotating beams, rotating beacon lights and/or emergency flashers.
- 5.1.7. Vehicles operating in the CMA on a daily basis should have a permanent radio mounted in the vehicle. A hand-held radio should be used as a backup or when communication is required outside the vehicle. **Note:** Conduct an operational test of the radio used to communicate with the Tower before entering the CMA.
- 5.1.8. Do not issue or use unconditional instructions (blanket approval) when authorizing vehicles to enter the CMA for the purpose of an airfield inspection/check or other airfield operation.
- 5.1.9. Maintain a current local airfield diagram provided by the wing ADPM.
- 5.1.10. All vehicles will stop prior to entering the airfield or crossing a taxiway and determine visually that the way is clear before proceeding. Aircraft have the right of way at all times. Vehicles will never overtake or pass a taxiing aircraft.
- 5.1.11. With the exception of a Transient Alert "FOLLOW ME" vehicle, no vehicle will be driven into the path of a taxiing aircraft. Never drive a vehicle between a "FOLLOW ME" vehicle and an aircraft, a marshaller and an aircraft, or a fire truck and an aircraft when the fire truck has its emergency lights on.
- 5.1.12. When driving on the airfield, drivers will follow the basic rules of the road. Random travel on the airfield is not authorized. Vehicles traveling on taxiways and aprons will not drive on the center/taxi lines unless performing official duties. Vehicles will drive along taxiway or apron edge and turn 90 degrees to cross.

5.1.13. Vehicles and equipment will not be driven or towed over fuel pit lids located on Taxiway Hotel.

5.1.14. Helicopters operate (hover and ground taxi) on taxiways. It is important that drivers look “up” as much as “out” when driving in helicopter operating areas. Drivers must be familiar with designated helicopter operating areas on RAF Lakenheath. See figure 5.1.

**Figure 5.1. Helicopter Operating Areas.**



5.1.15. Any disabled vehicle on the airfield will be immediately reported to AM. If the vehicle is on an apron or taxiway the driver will remain with vehicle and use every means possible to alert taxiing aircraft. The driver will establish contact with an applicable control center and the owning unit must coordinate vehicle removal.

5.1.16. Disabled vehicles will never be left unattended in the CMA. In addition to reporting the disabled vehicle to AM, vehicle operators will also contact the control tower immediately.

5.1.17. Disabled vehicles are required to turn on parking lights or emergency flashers.

5.1.18. Government vehicle tow service can be attained by contacting Vehicle Maintenance (226-1384) during normal duty hours. The after duty hours tow service contact is Vehicle Dispatch (226-4843). 48 SFS is the focal point for POV tow requests, but this service will only be provided if the vehicle poses a significant hazard.

5.1.19. Cellular/mobile phones will not be used while driving on the airfield. Cellular/mobile phone usage while on the airfield should only be used as operationally necessary.

## 5.2. Taxiway Sierra Driving Lanes.

5.2.1. Vehicle operators encountering taxiing aircraft operations will move to the far left hand side of the driving lane (or taxiway) and stop. On portions of the taxiway where you are not able to meet the 25 feet lateral clearance from the aircraft wingtip without exiting the

paved surface, ensure the minimum 10 foot wingtip clearance is maintained. Vehicle operators will hold their position until the aircraft is over 200 feet beyond their vehicle. **Note:** Vehicles must also yield to towing aircraft operations; operators will hold their position until the aircraft is over 50 feet beyond their vehicle. If following an aircraft being towed, maintain a distance of at least 50 feet.

5.2.2. After moving to the left-hand edge of the driving lane, if the vehicle operator determines that the aircraft wingspan requires more clearance, drive onto the grass if no other paved surface is available.

5.2.3. Upon returning to the paved surface, vehicle operators will stop and check the tires of the vehicle for FOD.

### **5.3. Airfield Authorized Vehicles.**

5.3.1. The following are vehicles approved to operate on the airfield:

5.3.2. GOVs performing official, mission essential duties.

5.3.3. POVs, GLVs, and contractor vehicles with a valid POV pass and in the performance of official duties, or being escorted by an authorized vehicle.

5.3.4. Unit-owned golf-cart type or similar utility vehicles (electric or gas) are authorized on taxiways and aprons only. Vehicle must be equipped with headlights and taillights visible from 200 feet during periods of reduced visibility and 30 minutes before sunset until 30 minutes after sunrise.

5.3.5. Mopeds and scooters are not authorized on the airfield.

5.3.6. Civilian taxis (hackneys/hackney carriages) are not authorized airfield access.

**5.4. Restricted Areas and Entry Control Points (ECP).** Hard-stand and apron parking spots only become a restricted area when an aircraft is present. ECPs are located at the throat of each hard-stand, or front/back of a parked aircraft.

### **5.5. Speed Limits.**

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

5.5.2. 25 Miles Per hour (MPH) Speed Limit Applies to:

5.5.2.1. Runways

5.5.2.2. Rabbit Run Road.

5.5.2.3. Main section of northern perimeter road.

5.5.2.4. Taxiways on the north side of the airfield.

5.5.3. 15 MPH Speed Limit Applies to:

5.5.3.1. Sierra Driving Lanes

5.5.3.2. General purpose vehicles operating within the airfield environment on the south side of the airfield.

5.5.3.3. Loop roads at the end of the runway.

5.5.3.4. Vehicles towing one piece of equipment.

5.5.3.5. Parking ramps (greater than 25 feet from aircraft)

5.5.4. 10 MPH Speed Limit Applies to:

5.5.4.1. Special-purpose vehicles.

5.5.4.2. Vehicles towing two pieces of equipment.

5.5.5. 5 MPH Speed Limit Applies to:

5.5.5.1. Vehicle parking areas.

5.5.5.2. Vehicles operating within 25 feet of any aircraft.

5.5.5.3. Vehicles operating within 50 feet of a facility (hangar, building etc.).

5.5.5.4. Vehicles towing an aircraft.

5.5.5.5. Vehicles towing any non-powered AGE.

5.5.6. Vehicles responding to aircraft maintenance problems (i.e. “Red Balls”) are not authorized to exceed these limits IAW AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, Paragraph 24.2.9.

5.5.7. Vehicles responding to an emergency 48th Civil Engineering Squadron, Fire Department (48 CES/CEF), 48 SFS, 48th Civil Engineering Squadron, Electrical (48 CES/CEOFP), 48th Equipment Management Squadron, Crash Recovery (48 EMS/MXMMR), 48th Medical Operations Squadron (48 MDOS), or 48th Operations Support Squadron, Airfield Management (48 OSS/OSAA vehicles) with emergency lights flashing may exceed posted speed limit. Vehicle operators must use sound judgment and only operate at a speed prudent for existing conditions. Vehicles will not automatically assume right-of-way. All emergency response vehicles must have direct two-way radio contact with the Control Tower and have approval from the Control Tower prior to entering the CMA.

5.5.7.1. 48th Equipment Management Squadron, Transient Alert (48 EMS/MXMMTA) vehicles positioning for a “FOLLOW ME” operation.

5.5.7.2. AM personnel in the performance of official duties.

5.5.7.3. Snow removal vehicles engaged in snow removal operations.

5.5.7.4. Bird Control teams during wildlife dispersal operations.

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

5.5.7.6. Vehicles on the runway conducting mission essential functions.

## **5.6. Vehicle Lighting.**

5.6.1. All vehicles on the airfield will use headlights during the hours of darkness or reduced visibility. To preserve an aircrew’s night vision, vehicle headlights will never be shone towards a taxiing aircraft. When a taxiing aircraft is encountered, the vehicle will stop and headlights will be turned off. Parking lights or emergency flashers will be turned on.

Headlights will remain off until the aircraft has cleared, then turned back on before the vehicle is put in motion.

5.6.2. Golf-cart type vehicles not equipped with parking lights must be positioned to prevent headlights from being directed toward taxiing aircraft.

5.6.3. Drivers of vehicles equipped with daytime running lights must be aware of the system's operating procedure. Normally, to turn the headlights off, a vehicle must stop, shift transmission into park, and apply the parking brake to turn the lights off while other parking/emergency flashers lights function normally. If this procedure does not work, vehicles must be stopped in a direction that does not direct headlights towards a taxiing aircraft.

5.6.4. All vehicles that operate daily within the CMA must use rotating beacon lights, regardless of the time of day. Vehicles that do not routinely operate within the CMA, and do not have beacon lights must use hazard lights while within the CMA. IAW TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance* the following are authorized beacon colors:

5.6.4.1. Amber/Yellow: Sweeper and snowplows.

5.6.4.2. Aviation Red: Emergency vehicles (i.e. fire department, ambulances, flight safety, AM, mobile command post).

5.6.4.3. Blue: Security forces, emergency arresting barrier vehicles.

## **5.7. Reduced Visibility.**

5.7.1. Avoid airfield driving in inclement weather or reduced visibility, unless absolutely essential.

5.7.2. During inclement weather or reduced visibility, CMA vehicle access may be suspended, except for emergency response vehicles, at the discretion of AM or Control Tower IAW AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, paragraph 26.2.13.

5.7.3. When visibility is 300 feet or less, refueling and explosive laden vehicles will not be operated without authorization from the 48 Fighter Wing Commander (48 FW/CC). The airfield speed limit will be 10 MPH.

5.7.4. When visibility is 100 feet or less, airfield speed limit will be 5 mph and no vehicles except emergency/alert vehicles will be operated on the airfield.

5.7.5. When visibility is less than 50 feet, emergency response vehicles and alert vehicles operated on the airfield will be led by a walking guide equipped with a luminescent or flashing wand signaling movement to the vehicle.

5.7.6. AM will relay reduced visibility driving restrictions to units listed in the base weather support plan and over the Ramp Net. Unit control centers must ensure that all their drivers are aware of the restrictions when in place.

## **5.8. Operating in the Vicinity of Aircraft.**

5.8.1. No vehicle or equipment will be driven within 25 feet of an aircraft (when not running engines) unless it is mission essential.

5.8.2. Vehicles must not operate within 200 feet behind a fighter-type aircraft with its engines running at idle speed, unless engaged in approved servicing/loading as directed by technical data. This is increased to 300 feet if the aircraft is taxiing.

5.8.3. Vehicles must not operate within 400 feet behind a large frame aircraft with its engines running at idle speed, unless engaged in approved servicing/loading as directed by technical data. This is increased to 500 feet if the aircraft is taxiing.

5.8.4. All vehicles approaching or operating within 25 feet of an aircraft will approach with the driver's side of the vehicle closest to the aircraft. The only exception are special purpose vehicles or cargo loading equipment that require a different approach and maintenance vehicles removing AGE from an aircraft.

5.8.5. No vehicle will be driven within 25 feet (circle of safety) of a parked aircraft, except when the aircraft is being serviced, loaded, or off-loaded as prescribed in an applicable directive. When operating within the circle of safety, a safety observer must be used and pre-positioned checks placed between the aircraft and approaching vehicles to prevent vehicles from striking the aircraft.

5.8.6. Under **no** circumstance will vehicles be driven into the path of a taxiing/towed aircraft, nor around or between a "FOLLOW ME" vehicle escorting a taxiing/towed aircraft.

5.8.7. No vehicle will be driven beneath any portion of an aircraft unless prescribed in an applicable directive.

## **5.9. Vehicle Parking.**

5.9.1. Vehicles will not be parked within the CMA, ILS critical area or on a taxiway. All vehicle parking on an apron or adjacent to a taxiway must meet aircraft obstruction clearance criteria and be directly supporting aircraft operations. Vehicles must be removed from the airfield when not required.

5.9.2. Vehicle operators must not be involved in any duties that may distract their attention away from monitoring their vehicle.

5.9.3. When the driver's seat is vacated, the ignition will be turned off, key left in the ignition, parking brake applied, and automatic gear shift placed in "Park", manual in "Reverse". If the vehicle is a standard diesel, it will be left in neutral and chocked.

5.9.4. Vehicles will not be left unattended with the engine running, except aircraft servicing support vehicles that require vehicle engine to operate as power source for auxiliary components.

5.9.5. When the driver's seat is not occupied of aircraft servicing support vehicles; the parking brake will be set and rear wheels chocked.

5.9.6. AGE towing vehicles may be placed in neutral and left running while the driver completes hookup operations. This facilitates movement of the vehicle by hand to align pintle and tongue. Extreme care must be taken on sloping surfaces. The vehicle must be shut off with parking brake applied if not required to move off with the AGE equipment immediately following hookup.

5.9.7. Vehicles and wheeled equipment that do not have an integral braking system will have one rear wheel chocked, both front and back of the tire, while parked on an apron. Backing-

up near a parked aircraft is prohibited; ensure vehicles are staged so this procedure can be avoided when departing the vicinity of an aircraft.

5.9.8. Vehicles will be parked with the driver's side towards the aircraft and never towards an aircraft. Vehicles parked at the sides of an aircraft must be parked clear of the wingtips and clearly visible from the cockpit.

5.9.9. Vehicles shall not park within 25 feet of an aircraft, except as authorized for operations such as loading or unloading, servicing or towing.

5.9.10. Vehicles shall not be parked within 25 feet in front of, or within 200 feet (fighter type aircraft) or 400 feet (large frame aircraft) behind an aircraft whose engines are being started or are running.

5.9.11. Vehicle operators must remain in close proximity (within 25 feet) of the vehicle if temporarily parked in aircraft movement areas. **Note:** Security Forces responding to alarm activations can exceed the 25 feet distance, but must move their vehicles from aircraft movement areas as soon as alarm assessments are completed.

5.9.12. Aircraft support vehicles, including fuel trucks, follow-me vehicles, etc., must be chocked at all times when parked in any aircraft movement area.

5.9.13. Emergency response vehicles are exempt from these requirements while performing official duties, due to the operational necessity.

## **5.10. Airfield Obstructions.**

5.10.1. Vehicles, AGE, Materials Handling Equipment (MHE), etc., are all categorized as mobile obstructions. Vehicles will not be parked nor equipment left unattended or stored in aircraft movement areas such as taxiways, ramps, aprons, or parking areas that violates aircraft clearance requirements.

5.10.2. Equipment required to support aircraft conducting local flying or transient aircraft operations may be staged on an aircraft parking spot(s) no earlier than two hours prior to departure/arrival and must be removed when no longer required. IAW United States Air Forces in Europe Instruction (USAFEI) 32-1007, *Airfield and Heliport Planning and Design*, when such equipment is not in use, it must be removed from the aircraft parking areas and stored.

5.10.3. Vehicles and equipment not directly supporting aircraft operations must be parked in areas that provide obstruction clearance requirements or removal from the airfield. Equipment, when not in use, will be stored in the approved AGE sub-pools identified on the Master Aircraft Parking Plan, TAB-E9, or in the non-aircraft movement areas or at a distance no less than 50 feet from the parking apron edge to ensure the safety of the aircraft and aircrew.

5.10.4. USAFEI 32-1007, gives the lateral clearance distance criteria for aircraft movement areas to fixed or mobile obstacles:

5.10.5. Fixed wing taxiways require 164 feet (50 meters) measured from the centerline of the taxiway.

5.10.6. Rotary wing taxiways require 100 feet (30.48 meters) from the taxiway centerline.

5.10.7. Aircraft parking aprons used to park large-frame aircraft require 115 feet (35 meter) measured from the edge of the pavement or the apron boundary marking.

5.10.8. Aircraft parking aprons (not including Protective Aircraft Shelter (PAS) used to park fighter aircraft require 21.4 feet (6.53 meter) measured from the edge of the pavement of the apron boundary marking. Aircraft parking in PASs require 25 feet (7.6 meter) wingtip clearance along the length of the access apron. Wingtip clearance at entrance to PASs may be reduced to 5 feet (1.52 meter).

5.10.9. Taxitracks in restricted areas (including the green section) used solely by fighter aircraft require 49.2 feet (15 meter) measured from the centerline.

5.10.10. Towways for F-15s require a horizontal and vertical clearance from the towway centerline to fixed or mobile obstacles. The horizontal clearance is 46.4 feet (14.1 meter). The vertical clearance is 29.2 feet (8.9 meters). Note: These distances are subject to change IAW USAFEI 32-1007.

5.10.11. Deviations to the directives must be coordinated with the AFM and 48 FW/SE at least 72 hours prior to placement by the unit.

### **5.11. FOD Prevention and Control.**

5.11.1. All personnel using the airfield will comply with and enforce wing FOD policy.

5.11.2. Vehicle Control Officer/Non-Commissioned Officer VCO/VCNCO will ensure all GOVs have a FOD pick and FOD receptacle in their vehicles IAW AFI 21-101, *Aircraft and Equipment Maintenance Management*.

5.11.3. All vehicles entering the airfield or crossing an airfield surface must stop and perform a rollover FOD check. Checks will include tires, wheel wells, fenders and truck beds. Each individual item being towed must also be checked thoroughly. Operators towing FOD magnets must also remove any debris from the collection face. During inclement weather, FOD checks will include removal of any snow and ice build ups from vehicle tops, bumpers, and wheel wells. FOD checks during the hours of darkness must be performed with a flashlight.

5.11.4. A “Rollover FOD” check is defined as stopping the vehicle performing a check of tires, wheel wells, fenders and truck bed, then moving the vehicle forward a sufficient distance to ensure that the tire has rotated through half of its circumference. The vehicle will then be stopped and the tires checked again. Debris found in the tire surface or tread will be removed.

5.11.5. FOD check exempt crossing points (See attachment 5) are:

5.11.5.1. The industrial area when accessed by crossing Taxiway Sierra through the AGE gate adjacent to hangar 6.

5.11.5.2. The Green Section when accessed by crossing the taxiway at the center entrance, as well as the 06 Loop Road leading out to the area.

5.11.5.3. Both entrances/exits for the Petroleum, Oil and Lubricants (POL) refuel station road in front of building 1532 and 1533.

- 5.11.5.4. Three entrance/exit roads to the vehicle parking lot of buildings 1286, 1287 and 1291.
- 5.11.5.5. The road on the airfield side of the Strike Eagle Complex.
- 5.11.5.6. The road on the airfield side of Hangar 6.
- 5.11.5.7. Gate entrance/exit near building 1226.
- 5.11.5.8. Gate entrance/exit near building 1335.
- 5.11.5.9. Gate entrance/exit near building 1337.

**Note:** Operators will still perform a visual FOD check of the areas while driving. When FOD is observed, stop and remove the FOD from the pavement surface if it is safe to do so.

5.11.6. Vehicles will be operated on hard surfaces to the maximum extent possible. If operation on an unpaved surface is absolutely necessary, vehicle operators will perform a FOD check immediately after returning to a paved surface. If the pavement requires cleaning after returning to the paved surface (e.g. mud deposits fall from vehicle or tires) the vehicle operator will ensure a sweeper is requested through AM at the earliest opportunity. Vehicle operators should stay out of areas marked with hashed yellow or white lines; these are high FOD hazard areas.

5.11.7. Vehicle operators encountering small amounts of FOD will stop and secure the FOD. Large amounts of debris will immediately be reported to AM, who will dispatch a sweeper. Provide a description and the exact location of the debris. For large amounts, remain at the location until an AM representative arrives to cone off the affected area, or a sweeper arrives.

5.11.8. Headgear will not be worn on the airfield within aircraft hazard areas. If headgear is carried on the airfield it must be properly secured. **Exceptions:** Hardhats may be worn during airfield construction operations.

5.11.9. Ensure pintle hook pins are properly installed and attached to the vehicle with a lanyard.

5.11.10. Bring all suspected aircraft associated FOD to AM at building 1392. FOD such as rocks, sticks etc. can be discarded in any trash receptacle.

## **5.12. Vehicle Operations during Emergencies.**

5.12.1. Primary response agencies are the Fire Department, Medic Ambulances, AM, Barrier Maintenance, Crash Recovery, Security Forces and Mobile Command Post. All other support vehicles are considered secondary response agencies.

5.12.2. All emergency response vehicles responding to an emergency on or near the runway will standby at points 1, 2, 3, and/or 4 (see Attachment 3) and await Tower approval for runway access. Tower will authorize access to the runway from specific points for specific response agencies. **Note:** Secondary emergency vehicles will remain 200 feet behind the CMA hold lines and will not be permitted access to the runway unless Tower provides permission.

5.12.3. During an emergency situation, either actual or simulated, vehicles/equipment will not be driven or parked in front of emergency response vehicles. All vehicles will remain at

least 100 feet to the rear of all emergency response vehicles, or when parking upwind of any emergency location.

5.12.4. Permission to enter an emergency cordon site will be approved by the on-scene commander or senior fire chief.

5.12.5. Emergency response vehicle operators will maintain situational awareness for taxiing/towed aircraft and will not obstruct aircraft movements unless warranted by the emergency.

**5.13. Use of Vehicle Tire Chains.** The use of tire chains must be approved by the AFM, 48 FW/SE and 48 CES.

**5.14. Airfield Driving with Night Vision Devices (NVD).** Driving on RAF Lakenheath airfield is not permitted while using NVD. If units need to use NVD on the airfield they must have an approved Local Operating Procedure (LOP) coordinated with AM, 48th Operations Support Squadron Airfield Operations Flight (48 OSS/OSA), and approved by the 48 OSS Commander (48 OSS/CC). AM will ensure the lesson plan meets AFI 13-213, *Airfield Driving* and AFMAN 24-306, *Manual for the Wheeled Vehicle Operator* guidance. See also LAKENHEATHI 13-201, *Airfield Operations Procedures*.

**5.15. Driving during Exercises.**

5.15.1. Exercises are not justification for violating established procedures within this instruction.

5.15.2. Normal day-to-day procedures will apply; emergency response vehicles have right-of-way.

**5.16. Airfield Evacuation.**

5.16.1. When notified by a recognized authority, all vehicle operators and personnel will immediately evacuate the designated area, or the airfield.

5.16.2. Should a vehicle operator or personnel become aware of any situation requiring an airfield evacuation they must immediately notify AM.

**5.17. Smoking Areas.** Smoking is prohibited on the airfield except in approved unit areas.

**5.18. Jet Blast.**

5.18.1. Exhaust blast of jet engines can be hazardous to equipment and particularly hazardous to personnel. Maintenance personnel and aircrews performing above idle engine runs must ensure personnel, vehicles, and aircraft do not pass through hazardous jet blast areas as defined by applicable aircraft Technical Order (TO).

5.18.2. Above Idle Engine Runs are performed on Taxiway Whiskey and Victor Ramp.

5.18.3. Minimum clearance distance defined below.

5.18.3.1. 200 feet behind a fighter type aircraft with engines running.

5.18.3.2. 300 feet behind a fighter type aircraft taxiing.

5.18.3.3. 400 feet behind a large frame aircraft with engines running.

5.18.3.4. 500 feet behind a large frame aircraft taxiing.

## Chapter 6

### CONTROLLED MOVEMENT AREAS AND RADIO PROCEDURES

#### 6.1. CMA.

6.1.1. The CMA is defined as any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control approval for access. Runway, runway shoulders and overruns, all areas within 150 feet of the aforementioned items, and any area on the runway side of the instrument hold lines when the instrument vehicle control lights are illuminated red, are considered the CMA.

6.1.2. Access to the CMA is limited to mission essential operations only.

6.1.3. Operators requesting permission to enter the CMA will stop their vehicle approximately 30 feet prior to the VFR hold line (if vehicle control lights are illuminated green) or approximately 30 feet prior to the IFR hold line (if vehicle control lights are illuminated red). Access roads to barrier shacks have a stop bar indicating the CMA edge. Vehicles must stop at these points and request Control Tower approval before proceeding. Vehicles shall not proceed until Control Tower gives approval to enter the CMA. Vehicles or personnel working on the infield areas of the airfield will use the barrier shacks as a visual reference to determine the edge of the CMA. **Note:** Stopping 30 feet from the hold line allows a vehicle room to exit the area (without reversing) should an aircraft approach. Do not cross the hold lines while attempting to turn around.

6.1.4. In certain circumstances, the Control Tower may grant access to the CMA but limit the areas that maybe accessed. For example, grass mowing equipment may be granted access to the CMA and told they are approved up to, but not on, the runway. Barrier Maintenance personnel may be approved in to the barrier shacks but told to hold short of the runway. In these situations, it is imperative that the drivers fully understand and acknowledge Control Tower's instructions.

6.1.5. Any time the Control Tower directs vehicles or personnel to exit the CMA, they will depart the CMA by the most direct route to a position outside of the CMA boundary.

6.1.6. The Control Tower will advise AM of any vehicles observed operating in the CMA without their approval, or failure to comply with tower instructions. Failure to comply with Control Tower instructions will result in immediate withdrawal of all airfield driving privileges until AM completes a review of the violation. The results of a review will be forwarded to the violator's unit commander, unit ADPM and 48 FW/SE.

6.1.7. If vehicle operators are unsuccessful in contacting Control Tower for access into the CMA due to airfield closure, contact Eagle Operations, 48 FW Command Post (48 FW/CP) via Ramp Net for CMA access (see LAKENHEATHI 13-201, *Airfield Operations Procedures*).

6.1.7.1. When TWR closes, TWR will broadcast on the RAMP and CRASH NETS: "ATTENTION ON THE NET, LAKENHEATH TOWER IS NOW CLOSED." 6.1.7.2. All vehicles shall contact 48 FW/CP (call sign "EAGLE OPS") when accessing and leaving the CMA.

6.1.7.2. All vehicles shall contact 48 FW/CP (call sign “EAGLE OPS”) when accessing and leaving the CMA.

6.1.7.3. 48 FW/CP will monitor the RAMP and CRASH NETS and verify the airfield status for each vehicle, stating “(CALL SIGN), EAGLE OPS, AIRFIELD CLOSED, PROCEED AT YOUR DISCRETION, USE CAUTION, REPORT OFF.”

6.1.7.4. When TWR opens, TWR will broadcast on the RAMP and CRASH NETS: “ATTENTION ON THE NET, LAKENHEATH TOWER IS NOW OPEN AND HAS CONTROL OF THE RUNWAY. ALL VEHICLES RESPOND WITH CALL SIGN AND POSITION IN THE CMA.”

6.1.8. Taxiways (except for areas within the CMA) and parking aprons are not part of the CMA. Radio contact with the Control Tower is not required in these areas.

## 6.2. Convoy or Escort Procedures.

6.2.1. Personnel acting as escorts must be authorized and certified to drive on the airfield and be fully aware of associated responsibilities. Escorts must brief all drivers on route, speed, and procedures.

6.2.2. The number of vehicles in a convoy must be limited to the minimum required to accomplish the mission. The convoy must maintain close intervals when crossing the CMA. The convoy escort must be in the lead vehicle and is responsible for all communications with the Control Tower.

6.2.3. The lead vehicle will contact the Control Tower and advise of how many vehicles are in the convoy; i.e., “...Airfield 3 convoy plus three...” means a total of four vehicles. The lead vehicle will not enter the CMA until the Control Tower approves and will not call off the CMA until the last vehicle has crossed the CMA boundary.

## 6.3. Radio Procedures.

6.3.1. Personnel will contact the Control Tower via the base land mobile radio Ramp Net, call sign “Lakenheath Ground.” Personnel shall continuously monitor the Ramp Net the entire time they remain within the CMA. **Note:** All airfield call signs are available on Attachment 6.

6.3.2. If radio contact is lost, the Control Tower will flash runway lights on and off, or use light gun signals to direct the vehicle to exit the CMA. If a vehicle has a radio failure, they will depart the CMA right away and then contact the Control Tower and Airfield Management immediately to report they are out of the CMA and to report the incident.

6.3.3. Vehicles will only use approved call signs as described in Attachment 6. AM may approve temporary call signs in coordination with the Control Tower on a case-by-case basis.

6.3.4. For runway access, delay radio communications with the tower until a thorough visual check for aircraft and other vehicles has been accomplished. After obtaining tower’s permission, proceed as directed and advise tower when departing the CMA. **Note:** Control Tower approval to enter the CMA does not guarantee that aircraft/vehicle conflicts will be avoided. Vehicle operators must be vigilant and maintain situational awareness of the environment.

6.3.5. Non-essential radio communications are kept to an absolute minimum.

#### 6.4. Radio Phraseology.

6.4.1. To eliminate miscommunication and possibly compromising safety, it is imperative that proper phraseology be adhered to. Radio transmissions are monitored (and recorded) by AM and the Control Tower at all times. Violating radio phraseology requirements can result in loss of driving privileges.

6.4.2. All radio communications will be kept to the minimum required to accomplish the mission and IAW paragraph 6.4.6. Use the International Civil Aviation Organization (ICAO) pronunciation for individual letters and/or numbers included in the radio transmissions IAW Attachment 7.

6.4.3. The words “CLEAR”, “CLEARED”, CLEARING or “CLEARANCE” will never be used by vehicles or personnel. These words are reserved for communication between Control Tower and aircraft only. You are authorized to use “LOUD and CLEAR” when conducting a radio check”.

6.4.4. The only word that authorizes access to the CMA is “PROCEED.” “ON” is the proper term for entering the CMA. “OFF” is the proper term for exiting the CMA. “HOLD SHORT” means disapproval of a request and do not enter the CMA. “CROSS” or “ACROSS” only authorizes a vehicle to cross the CMA. If approved to cross, do not stop within the CMA without Control Tower permission.

6.4.5. It is mandatory that all “HOLD SHORT” or “PROCEED” instructions issued by the Control Tower are acknowledged by reading back the instruction verbatim. A vehicle will not enter the CMA until instructions issued by the Control Tower are read back. Vehicle operators must listen carefully and repeat Control Tower instructions as they understand them. **Note:** If there is uncertainty or confusion about tower’s instructions, request tower to repeat the instructions, or explain clearly. If additional instructions are unclear, exit the CMA immediately and advise tower when out of the CMA.

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

6.4.7. Normal communication sequence:

6.4.7.1. Callsign of station being called (who you are calling).

6.4.7.2. Your call sign (who you are).

6.4.7.3. Your location (where you are).

6.4.7.4. Your request (what you want to do).

6.4.7.5. Sample communication sequence:

6.4.7.5.1. Airfield 3: *“Lakenheath Ground, Airfield 3.”*

6.4.7.5.2. Lakenheath Ground: *Airfield 3, Lakenheath Ground.”*

6.4.7.5.3. Airfield 3: *“Lakenheath Ground, Airfield 3 at point 3 south, request permission to cross the runway to point 3 north.”*

6.4.7.5.4. Lakenheath Ground: *“Airfield 3, Lakenheath Ground. Proceed across runway 24 from point-3 south to point 3 north. Report when off.”*

6.4.7.5.5. Airfield 3: *“Lakenheath Ground, Airfield 3 proceeding across runway 24 from point 3 south to point 3 north, will report when off.”*

6.4.7.5.6. Airfield 3: *“Lakenheath Ground, Airfield 3 is off the runway at point-3 north.”*

6.4.7.5.7. Lakenheath Ground: *“Airfield 3, Lakenheath Ground copies. Remain off the runway.”*

## **6.5. Control Tower Light Gun Signals.**

6.5.1. Control Tower may use light gun signals (see AFVA 11-240, *Airport Signs and Markings* and AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*) to instruct vehicle operations if they do not receive a response to their radio transmissions or in the event radio contact is lost. All airfield drivers must be familiar with light gun signals.

6.5.2. Light gun signals are:

6.5.2.1. Steady green - clear to cross.

6.5.2.2. Steady red - stop. (Vehicle will not be moved.)

6.5.2.3. Flashing red - clear active runway immediately

6.5.2.4. Flashing white - return to starting point.

6.5.2.5. Alternating red and green light - general warning, exercise extreme caution.

## Chapter 7

### REPORTING ANF ENFORCING VIOLATION CONSEQUENCES

#### 7.1. General.

7.1.1. Unit Commanders, unit ADPMs (for unit assigned personnel), AM and 48 SFS personnel have authority to revoke airfield driving privileges. All personnel operating on the airfield are responsible for identifying airfield driving violations. AM must be notified immediately of any Controlled Movement Area Violation (CMAV). **Note:** The unit commander, wing and unit ADPMs must be notified when an individual's airfield driving privileges have been revoked.

7.1.2. Some airfield driving violations also violate Lakenheath traffic rules and can result in a citation issued by 48 SFS.

#### 7.2. CMA Violations.

7.2.1. A CMAV event is an airfield violation caused by aircraft, vehicles, or pedestrians entering the CMA without specific control tower approval. This definition also includes runway incursions.

7.2.2. Runway Incursion is a CMAV event that involves the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. For the purpose of this instruction, the protected area is the same as the CMA.

7.2.3. For a CMAV and Runway Incursion, the individual's AF Form 483 must be surrendered to AM and airfield driving privileges must be revoked until an investigation and retraining/certification are complete.

7.2.4. Runway Incursions and CMAV events must be reported to 48 FW/SE as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*, Chapter 6.

7.2.5. The AOF/CC, 48 FW/SE, and wing ADPM will work together to assign all runway incursions an operational category.

7.2.5.1. Operational Error (OE)- a failure of the air traffic control system that results in the loss of separation.

7.2.5.2. Pilot Deviation (PD) – the action of a pilot that results in the violation of ATC instruction, AFI's and/or FARs.

7.2.5.3. Vehicle/Pedestrian Deviation (V/PD) – any entry or movement on the controlled movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by air traffic control (ATC).

7.2.6. The AFM or designated representatives are responsible for taking immediate actions to correct the problem or applying interim control measures.

7.2.7. Runway Incursions and CMAVs must be briefed at the AOB.

7.2.8. The wing ADPM will provide a detailed description of each incident to include (What, When, Where and How, type vehicle/aircraft involved and action taken to prevent a reoccurrence).

7.2.9. The wing ADPM will highlight any trends.

7.2.10. The wing ADPM must maintain a copy of the AF Form 457, *USAF Hazard Report*, prescribed by AFI 91-202, *The US Air Force Mishap Prevention Program* and AF Form 651, *Hazardous Air Traffic Report*, prescribed by AFI 91-202, *The US Air Force Mishap Prevention Program*, actions taken, results and supporting documentation IAW Air Force RDS, Table 13-06, Rule 15.00. (See AFI 91-202, *The US Air Force Mishap Prevention Program* and AFI 91-223, *Aviation Safety Investigations and Reports*)

7.2.11. The wing ADPM and 48 FW/SE will conduct an investigation of all CMAVs. If the driver is found to be at fault, airfield driving privileges will be revoked. The unit commander along with the individual will be notified by the wing ADPM in writing or electronic notification within 24 hours. The driver must be completely retrained per this instruction and obtain a new AF Form 483 before driving privileges are reinstated.

7.2.12. For runway incursions, the wing ADPM must inspect the unit ADPM as part of the investigation. Emphasis will be placed on how the unit trained the individual and their compliance with the ADI. Final results will be reported to the unit commander.

7.2.13. Any individual whose base driving privileges have been revoked will also have all airfield driving privileges revoked automatically for the period of the suspension. Individuals will have to re-accomplish all airfield training prior to resumption of airfield driving privileges. Unit commanders or unit ADPMs must notify the wing ADPM when base driving privileges have been revoked.

7.2.14. The 48 FW/CC may reinstate airfield driving privileges following suspension/revocation of base driving privileges. Authority must not be delegated.

7.2.15. AF Form 457 will be filed for all CMAVs that do not present a risk to aircraft operations. AF Form 651, *Hazardous Air Traffic Report* will be filed for all CMAVs that presented a risk to aircraft operations. The following must be included in the narrative sections:

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

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

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

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

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

### **7.3. Other Airfield Driving Violations.**

7.3.1. Individuals stopped for suspected violations must surrender their AF Form 483 (and RAF Lakenheath POV Pass if applicable) upon request. Privileges may be suspended on site pending an investigation regarding the event. If privileges are suspended, another certified driver must take control of the vehicle or AM will escort them from the airfield immediately.

7.3.2. Individuals are encouraged to provide a statement to the unit ADPM which will be forwarded to the wing ADPM. The wing ADPM will complete an investigation. Once

completed, the wing ADPM will coordinate with the AFM to determine the disposition of the individual's driving privileges. The wing ADPM will notify the unit ADPM of investigation results. The unit ADPM must notify their unit commander.

#### 7.4. Violation Classifications.

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

- 7.4.1.1. Runway incursion.
- 7.4.1.2. CMAV not on the runway.
- 7.4.1.3. Failure to obey Control Tower instructions.
- 7.4.1.4. Failure to comply with ILS traffic control lights during inclement weather.
- 7.4.1.5. Failure to yield right-of-way to taxiing or towed aircraft.
- 7.4.1.6. Failure to yield right-of-way to emergency response vehicles.
- 7.4.1.7. Failure to report your disabled vehicle in the CMA to either tower or AM.
- 7.4.1.8. Excessive speed (20+ MPH) over the established speed limits.
- 7.4.1.9. Operating a vehicle on the airfield under a suspended AF Form 483.
- 7.4.1.10. Any major violation will result in the following actions:

7.4.2. **First Violation.** Driving privileges will be suspended for minimum of 30 days. Retraining must be accomplished. Retraining must be conducted by the unit ADPM and documented on a memo to Airfield Management Operations (48 OSS/OSAA). Driver may resume airfield driving duties once new AF Form 483 has been attained.

7.4.3. **Second violation.** Driving privileges will be suspended for 1 year, and a letter forwarded to 48 FW/SE. Retraining must be accomplished. Retraining must be conducted by the unit ADPM and documented on a memo to 48 OSS/OSAA. Driver may resume airfield driving duties once new AF Form 483 has been attained.

7.4.4. **Third major violation.** Driving privileges will be suspended permanently from driving on the airfield and a letter will be forwarded to the 48 FW/SE and 48 FW/CC for their approval.

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

- 7.4.5.1. Failure to obey the ILS traffic control lights in clear weather.
- 7.4.5.2. Failure to comply with established speed limits.
- 7.4.5.3. Failure to remove (drive by) debris on the aircraft movement areas (FOD hazard).
- 7.4.5.4. Driving a POV on the airfield without an airfield POV pass or being improperly displayed.

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

7.4.5.6. Failure to obtain annual required training or refresher recertification.

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

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

7.4.6. **First Violation.** Driving privileges will be suspended for a minimum of 7 days and a maximum of 14 days depending on the nature of the violation. Additional training may be directed by the Deputy Airfield Manager (DAFM) specific to the violation. Training must be conducted by the unit ADPM and documented on a memo to 48 OSS/OSAA. Driver may resume airfield driving duties once suspension time is over and additional training has been accomplished if applicable.

7.4.7. **Second Violation.** Driving privileges will be suspended for a minimum of 14 days and a maximum of 30 days depending on the nature of the violation. Additional training must be completed by the individual. Training must be conducted by the unit ADPM and documented on a memo to 48 OSS/OSAA. Driver may resume airfield driving duties once suspension time is over and additional training has been accomplished.

7.4.8. **Third Violation.** Any driver committing a third violation will have their driving privileges revoked for the remainder of the individual's assignment. A unit commander requesting airfield driving privileges for a third time offender must submit a written request to 48 Operations Group Commander (48 OG/CC) for consideration. If 48 OG/CC approves continued privileges, driver must complete retraining and receive a new AF Form 483.

7.4.9. Any violation not mentioned above will be evaluated by the wing ADPM on a case-by-case basis to determine appropriate action.

## Chapter 8

### INDUSTRIAL AREA/AGE GATE CROSSING

**8.1. General.** This chapter covers specifics regarding the crossing point on Taxiway Sierra at RAF Lakenheath and applies to all personnel regardless of possession of AF Form 483.

#### **8.2. Crossing Location and Use.**

8.2.1. The industrial AGE gate crossing is located next to Hangar 6 and is the only authorized crossing point for POVs in the industrial area.

8.2.2. POVs must cross in a straight line (do not turn left or right) to enter/exit the industrial area. **Note:** Vehicles issued a POV pass may turn left or right to enter the restricted area at the ECP. See Attachment 5.

8.2.3. Personnel do not require AF Form 483 or RAF Lakenheath POV Pass to cross taxiway Sierra at this point.

8.2.4. . FOD checks are not required at this crossing area.

#### **8.3. Right-of-Way Procedures.**

8.3.1. Vehicles waiting to cross will yield to all other vehicles in the taxiway driving lanes.

8.3.2. All vehicles waiting to cross will yield to aircraft within the industrial area/AGE gate. **Note:** Aircraft enter/exit the industrial area/AGE gate crossing perimeter at the restricted area ECPs (see Attachment 5). These ECPs are 300 feet to the left and right of the industrial area/AGE gate crossing.

8.3.3. Vehicles will not cross if a taxiing aircraft is at the restricted area ECP.

8.3.4. Vehicles will not cross until a taxiing aircraft has exited the industrial area/AGE gate area via the opposing restricted area ECP. This will ensure the minimum 300 feet of required distance behind a taxing aircraft. **Note:** Never drive between a "FOLLOW ME" escort vehicle and a taxing aircraft, regardless of the distance between the two.

8.3.5. Vehicles will not cross in front of a towed aircraft, unless the aircrew/marshaller gives a positive signal to proceed. Vehicles may cross after a towed aircraft has passed their positions by a minimum of 50 feet.

8.3.6. Vehicles experiencing mechanical problems will follow the procedures in paragraph 5.1.14.

KYLE W. ROBINSON, Colonel, USAF  
Commander, 48th Fighter Wing

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

AETCI 36-2205V1, *Formal Flying Training Administration and Management*, 7 November 2013

AFI 10-209, *Red Horse Program*, 8 May 2012

AFI 11-215, *USAF Flight Manuals Program*, 22 December 2008

AFI 11-218, *Aircraft Operations and Movement on the Ground*, 28 October 2011

AFI 13-204V3, *Airfield Operations Procedures and Programs*, 1 September 2010

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

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

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

AFI 24-302, *Vehicle Management*, 26 June 2012

AFI 32-1002, *Snow and Ice Control*, 19 October 2011

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 40-102, *Lakenheath, Supplement 2, Tobacco Use in the Air Force*, 31 March 2006

AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 August 2011

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

AFI 91-204, *Safety Investigations and Reports*, 24 September 2008

AFI 91-207, *The US Air Force Traffic Safety Program*, 12 September 2013

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

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

AFMAN 91-223, *Aviation Safety Investigations and Reports*, 16 May 2013

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

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 9 October 2013

AFVA 11-240, *Airport Signs and Markings*, 1 May 2013

AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*, 30 July 2009

LAKENHEATHI13-201, *Airfield Operations Procedures*, 22 October 2012

TO 36-1-3, *Painting, Marking and Lighting Requirements for USAF Vehicles*

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 2 January 2014

USAFEI 32-1007, *Airfield and Heliport Planning and Design*, 2 October 2012

***Prescribed Forms***

Lakenheath Form 6, *Unit ADPM Training Checklist*

Lakenheath Form 7, *Unit Airfield Driver Program Self-Inspection Checklist*

Lakenheath Form 8, *Airfield Driving Training Documentation and Certification Checklist*

Lakenheath Form 9, *Airfield Driving Qualification Training Checklist (Curriculum)*

Lakenheath Form 10, *TDY Personnel/Non-Base Assigned Contractors Training Checklist*

**Adopted Forms:**

AF Form 457, *USAF Hazard Report*

AF Form 483, *Certificate of Competency.*

AF Form 651, *Hazardous Air Traffic Report*

AF Form 847, *Recommendation for Change of Publication.*

SF 600, *Chronological Record of Medical Care*

**Abbreviations and Acronyms**

**48 AMDS/SGPE**—48th Aerospace Medical Squadron

**48 CES**—48th Civil Engineer Squadron

**48 CES/CEF**—48th Civil Engineering Squadron, Fire Department

**48 CES/CEOFP**—48th Civil Engineering Squadron, Electrical

**48 EMS/MXMMR**—48th Equipment Management Squadron, Crash Recovery

**48 EMS/MXMMTA**—48th Equipment Management Squadron, Transient Alert

**48 FW**—48th Fighter Wing

**48 FW/CC**—48th Fighter Wing Commander

**48 FW/SE**—48th Fighter Wing Safety

**48 MDG**—48th Medical Group

**48 MDOS**—48th Medical Operations Squadron

**48 OG/CC**—48th Operations Group Commander

**48 OSS/OSAA**—48th Operations Support Squadron Airfield Management Operations

**48 OSS/OSA**—48th Operations Support Squadron Airfield Operations Flight

**48 OSS/CC**—48th Operations Support Squadron Commander

**48 SFS**—48th Security Forces Squadron

**48 SFS/S3O**— Reports and Analysis section

**48 SFS/SFO**—48th Security Forces Squadron Operations

**56 RQS**—56th Rescue Squadron

**ADI**—Airfield Driving Instruction

**ADLS**—Advanced Distributed Learning Service  
**ADPM**—Airfield Driving Program Manager  
**ADTP**—Airfield Driver’s Training Program  
**ADP**—Airfield Driving Program  
**AETC**—Air Education and Training Command  
**AF**—Air Force  
**AFI**—Air Force Instruction  
**AFJMAN**—Air Force Joint Manual  
**AFM**—Airfield Manager  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFRSAT**—Air Force Runway Safety Action Team  
**AFSC**—Air Force Specialty Code  
**AFVA**—Air Force Visual Aid  
**AGE**—Aerospace Ground Equipment  
**AM**—Airfield Management  
**AO**—Action Officer  
**AOB**—Airfield Operations Board  
**ATCT**—Air Traffic Control Tower  
**ATC**—Air Traffic Control  
**CBT**—Computer Based Training  
**CE**—Civil Engineer  
**CMA**—Controlled Movement Area  
**CMAV**—Controlled Movement Area Violation  
**DAFM**—Deputy Airfield Manager  
**DE**—Defence Estates (British Government Agency)  
**DEROS**—Date Eligible to Return from Overseas  
**DIO**—Defence Infrastructure Organization  
**DOD**—Department of Defense  
**ECP**—Entry Control Point  
**EOR**—End of Runway  
**FOD**—Foreign Object Debris/Damage

**GLV**—Government Leased Vehicle  
**GOV**—Government Owned Vehicle  
**IAW**—In Accordance With  
**ICAO**—International Civil Aviation Organization  
**IFR**—Instrument Flight Rules  
**ILS**—Instrument Landing System  
**LAKENHEATHI**—Lakenheath Instruction  
**LOP**—Local Operating Procedure  
**MHE**—Materials Handling Equipment  
**MoD**—Ministry of Defence  
**MPH**—Miles Per Hour  
**NVD**—Night Vision Devices  
**OE**—Operational Error  
**OPR**—Office of Primary Responsibility  
**OPS**—Operations  
**PAS**—Protective Aircraft Shelter  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**PD**—Pilot Deviation  
**PM**—Project Manager  
**POL**—Petroleum, Oil and Lubricants  
**POV**—Privately Owned Vehicle  
**RAF**—Royal Air Force  
**RDS**—Records Disposition Schedule  
**RIPWG**—Runway Incursion Prevention Working Group  
**SF**—Standard Form  
**TDY**—Temporary Duty  
**TO**—Technical Order  
**TWR**—Tower  
**USAFE**—United States Air Force Europe  
**USAFEI**—United States Air Force Europe Instruction  
**VCO**—Vehicle Control Officer

**VCNCO**—Vehicle Control Non-Commissioned Officer

**VFR**—Visual Flight Rules

**V/PD**—Vehicle/Pedestrian Deviation

*Terms*

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

**Airfield Driving Lanes**—Outer edge of taxiways, marked with solid white lines.

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

**ILS Critical Area**—Areas at both ends of the runway that must be protected when an aircraft is on final approach on instruments, to ensure the integrity of the signal.

**Mobile Obstacle**—Vehicles, AGE, MHE etc.

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

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

## Attachment 2

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

MEMORANDUM FOR 48 OSS/OSAA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

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

NAME/Email	OFFICE SYM	DP
<b>DEROS</b>		
PRIMARY: TSgt Sam. J. Smart		
Email: <a href="mailto:sam.smart@lakenheath.af.mil">sam.smart@lakenheath.af.mil</a>	AMBSDF	226-1230 AUG 2013
ALTERNATE: TSgt Jane. J. Doe		
Email: <a href="mailto:jane.doe@lakenheath.af.mil">jane.doe@lakenheath.af.mil</a>	AMBSDF	226-0321 JAN 2012

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

NAME/Email	OFFICE SYM	DP
<b>DEROS</b>		
TSgt Jane C. Davis		
Email: <a href="mailto:jane.davis@lakenheath.af.mil">jane.davis@lakenheath.af.mil</a>	ALKD	226-4562
APR 2014		
SSgt Michael Johnson		
Email: <a href="mailto:Michael.johnson@lakenheath.af.mil">Michael.johnson@lakenheath.af.mil</a>	ALKD	226-4562 JUN 2012

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

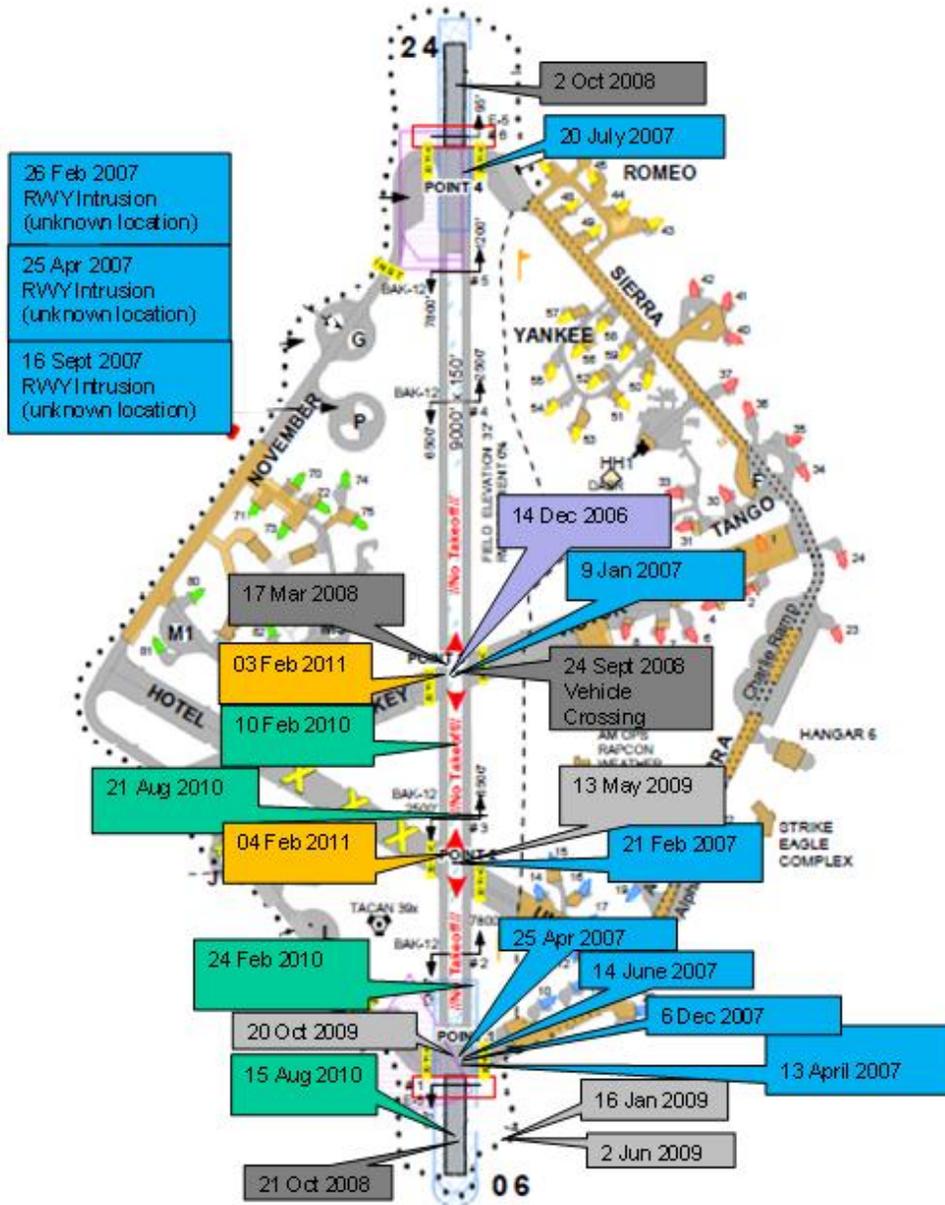
JOE A. SCHMOE, Lt Col, USAF  
Commander



Attachment 4

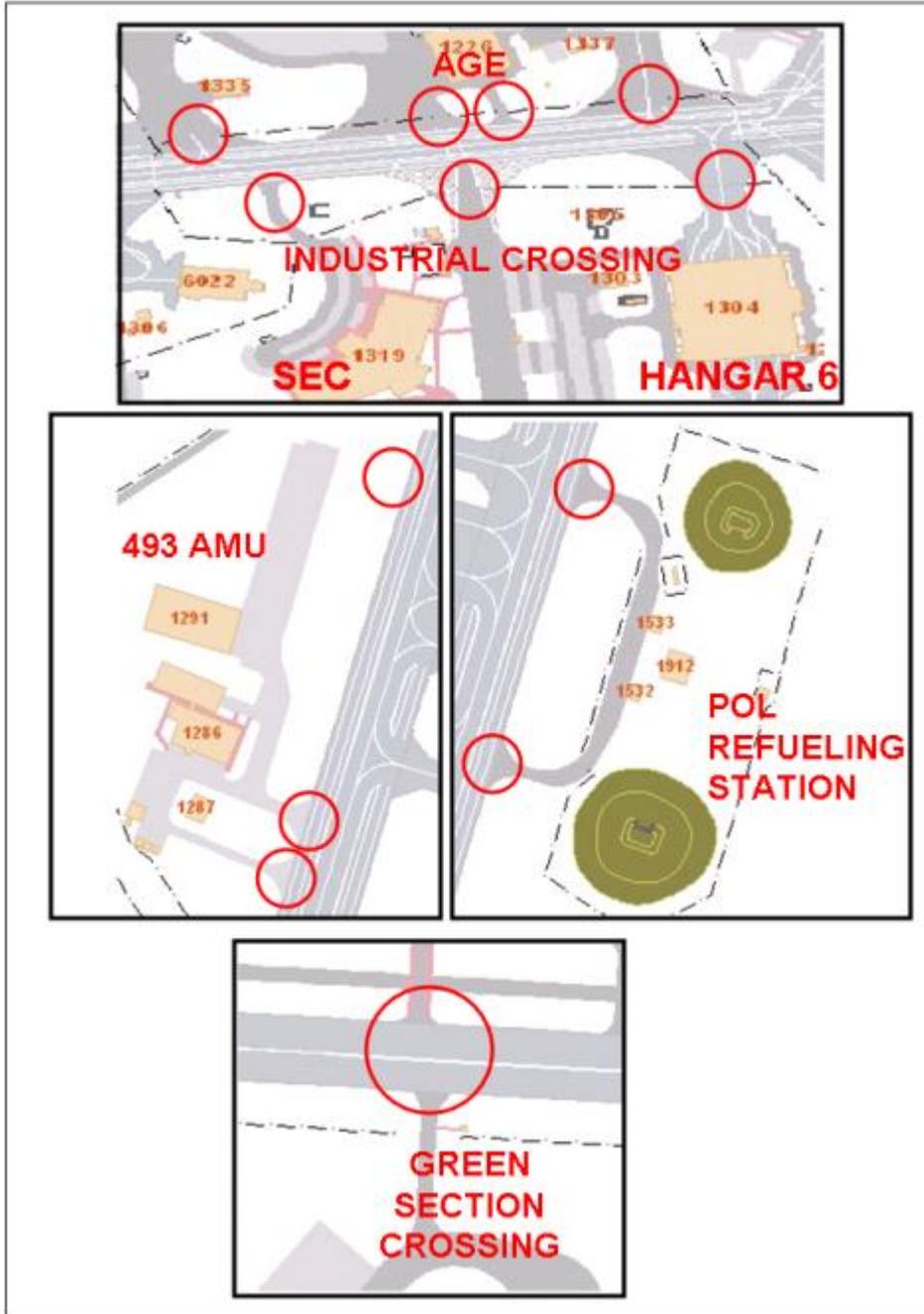
AIRFIELD DRIVING VIOLATION HOT SPOTS

Figure A4.1. Airfield Driving Violation Hot Spots



Attachment 5  
FOD EXEMPTIONS

Figure A5.1. FOD Exemptions



## Attachment 6

## AIRFIELD RADIO CALL SIGNS

Table A6.1. Airfield Radio Call Signs

CALL SIGN	ORGANIZATION	CALL SIGN	ORGANIZATION
AFETS 1	48 CS/SCOAR	INDIA 1-14	48 MDOS/SGOPE
AIRFIELD 1-3	48 OSS/OSAA	KILO 6	48 SFS/SFO
AIRFIELD ELECTRICTION	48 CES/CEOPE	LANCER 1-2	48 SFS/SFO
AIRFIELD SWEEPER	48 CES/CEOFH	LEAD 1-3	48 AMXS/MXA
ALPHA 1-2	48 MDOS/SGOPE	LEGO 1-55	48 MUNS
BADGER 1-2	48 SFS/SFO	LIMA 4-8	48 SFS/SFO
BATMAN	48 CES/CEOFH	MEDIC 1-10	48 MDOS/SGOPE
BLUE 1-19	492 AMU/MXAA	MIKE 1-2	48 SFS/SFO
BLUE LIFE SUPPORT	492 FS/DOL	OPS 1,2	48 OSS/OSA
BLUE SUPER	492 AMU/MXAA	OPS 8	48 CES/CEOF
BLUE TOW	492 AMU/MXAA	PHANTOM1	48 CS/SCMF
CATCHER	48 CES/CEOPP	VM 1-3	48 SFS/SFO
CE 1	48 CES/CC	RAM 1-2	48 LRS/LGRMF
CHALLENGER 1	48 CS/SCSL	RAT 1	48 CS/SCMR
CHARLIE 4-8	48 SFS/SFO	RAVEN 1	48 CS/SCMS
CHIEF 1-3	48 CES/CEF	READY 56	48 LRS/LGRR
COBRA 1-55	48 MUNS	RED 1-9	494 AMU/MXAC
COMMAND	48 CES/CEF	RED LIFE SUPPORT	494 FS/DOL
CRASH 5-8	48 CES/CEF	RED SUPER	494 AMU/MXAC
CYBER 1	48 CS/SCOSC	RED TOW	494 AMU/MXAC
DAWG 1-2	48 SFS/SFO	SIERRA 4-8	48 LRS/LGRVM
DIRT 1-17	48 CEF/CEOFH	TANKER16, 26	48 CES/CEF
FUELS LAB	48 CS/SCBBL	TERMINATOR 1	48 CS/SCMP
EAGLE 1-5	48 FW LEADERSHIP	THUNDER A-Z	48 CS/SCOOA
ECHO 1-4	48 MDOS/SGOPE	TRAVELER 1	48 CS/SCSLB
ENGINE 9-11 and 18-20	48 CES/CEF	UNIT 3	48 CES/CEF
ENVIRONMENTAL 1-10 4	8 CE/CEV	VM 1-3	48 SFS/SFO
EOD 1	48 CES/CED		
ESCORT 1-15	48 CES		
FIREPLACE 1	48 CES/CEX		
FUELS 1-7	48 LRS/LGRFIR		
FUELS COMPLIANCE	48 LRS/LGRFC		
FUELS CONTROL	48 SFS/SFO		
FUELS EXPEDITER	48 LRS/LGRFOD		
FUELS STORAGE	48 LRS/LGRFOS		
FUELS LAB	48 LRS/LGRFIL		
GREEN 6	493 FS/DOL		
GOLD LIFE SUPPORT	48 LRS/LGRFC		

## Attachment 7

## PHONETIC AVIATION ALPHABET

Table A7.1. Phonetic Aviation Alphabet.

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

## Attachment 8

## COMMON USE PHRASES

Table A8.1. Common Use Phrases

<b>What Is Said:</b>	<b>What It Means:</b>
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

## Attachment 9

## REQUEST FOR PRIVATELY OWNED VEHICLE PASSES

MEMORANDUM FOR 48 OSS/OSAA

FROM: (Unit Commander's Office Symbol)

SUBJECT: Request for Privately Owned Vehicle (POV) Passes

1. In accordance with AFI 13-213, *Airfield Driving*, Section 3.2.10.1.1., I request (number of passes) Restricted and/or Non-restricted POV Passes be granted to my unit. (Provide detailed justification statement here, e.g. no government vehicles available for personnel to access Test Cell Shop located within the restricted area off Taxiway Sierra). At a minimum, our unit's Airfield Driving Program Manager(s) will ensure the following information is inputted into the Airfield Drivers Training Database website when submitting POV pass request(s):

- a. Owner/User.
- b. Organization.
- c. Duty Phone.
- d. Vehicle Make, Model, Year, Color, and License/State.
- e. Pass/Permit Number.
- f. Restricted/Non-restricted.
- g. Justification.
- h. Effective Period/Dates.
- i. POV Restriction Addition to AF Form 483

**Note:** POV Pass number will be provided after approval.

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

JOE A. SCHMOE, Lt Col, USAF  
Commander

Attachment:  
Personnel Listing