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SECRETARY OF THE AIR FORCE**

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AIRFIELD DRIVING

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

Management Tool (IMT) 847, Recommendation for Change of Publication; route AF IMT 847s from the field through MAJCOM OPR for AO to HQ AFFSA/A3A for final disposition. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, Secretary of the Air Force.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The reporting requirements in this AFI are exempt from licensing with a report control symbol (RCS) according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. See **Attachment 1** for a glossary of references and supporting information used in this instruction.

(MAXWELLAFB) This supplement defines, describes and implements airfield driving policies, responsibilities, and procedures for operating vehicles on the airfield. The contents of this publication apply to all military and civilian personnel conducting ground vehicular operations on the airfield at Maxwell Air Force Base, Alabama. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

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

(MAXWELLAFB) This interim change: adds Airfield Driving Program Manager inspection procedures; allows for additional ADPM meetings, when necessary; establishes a "ride-along" program for training verification; redefines the Controlled Movement Area; updates training material location; clarifies speed limits and hat policy; removes guidance pertaining to AFVA 11-240; updates Attachment 1; and replaces Attachment 8.

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Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

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

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

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

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

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

1.1.5.1. In the interest of safety to airfield and flight operations, deviations to this AFI should be by exception only and include a Risk Management assessment. Factors to consider for deviations include but are not limited to the length of time the operation has been in place and available resources.

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

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

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

1.2.1. Waivers.

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

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

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

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

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

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

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

1.2.3. Issuing New Airfield Driving Policy or Procedures. In accordance with AFI 33-360, *Publications Management Program*, a Guidance Memorandum (GM) or Interim Change (IC) will be used to prescribe procedures and guidance pending revision of this AFI. New USAF procedures/guidance will be distributed through the MAJCOM OPR for AO. GMs and ICs will be posted on the AFDPO website until formalized in this publication.

Chapter 2

RESPONSIBILITIES

2.1. HQ AFFSA.

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

2.2. MAJCOM OPR for AO.

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

2.3. Host Wing Commander or equivalent.

- 2.3.1. Designates personnel and agencies to support the ADP.
- 2.3.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. See AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, Chapter 2 for additional information. Authority must not be delegated.
- 2.3.2. (MAXWELLAFB) Both the 42 ABW/CC and the 908 AW/CC may reinstate airfield driving privileges. Authority may not be delegated.
- 2.3.3. Approves publication of the ADI.
- 2.3.4. Requests an AFRSAT through the MAJCOM OPR for AO if there are recurring problems with runway incursions. See AFI 13-204, Volume 2, for additional information.

2.3.5. Reviews runway incursion incidents and corrective actions taken.

2.4. Operations Group Commander or equivalent.

2.4.1. Reviews CMAVs and corrective actions taken.

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

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

2.4.2.1.1. Analyze each runway incursion and corrective actions taken.

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

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

2.4.2.1.3.1. Increase or improve local training or testing materials.

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

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

2.4.2.1.3.4. Increase penalty for CMAVs.

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

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

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

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

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

2.4.2.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the

runway hold position markings. **Note:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

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

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

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

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

2.4.2.1.3.6.9. Installing Location Signs.

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

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

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

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

2.5. Unit Commander or equivalent.

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

2.5.1. (MAXWELLAFB) Letters shall be reviewed annually and renewed upon change in ADPMs or their alternates. Airfield Management must be notified in sufficient time to conduct training on any replacement ADPM.

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

2.5.1.1. (MAXWELLAFB) Due to critical safety implications, the ADPM must not be deployed, transferred or separated without a knowledgeable and qualified replacement.

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

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

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

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

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

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

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

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

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

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

2.5.11. Participates in the RIPWG.

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

2.6.1. Develops an ADI to establish the Wing ADP.

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

- 2.6.1.1.1. For standardization, use the AFI 13-213, *Airfield Driving* publication series/title for ADI.
- 2.6.1.1.2. Refer to Chapter 3 for items that must be included in the ADI.
- 2.6.1.2. The wing may develop a supplement to this AFI. Supplements must be routed through the MAJCOM OPR for AO for technical/functional coordination prior to obtaining certification and approval to publish.
- 2.6.2. Uses **Attachment 3** or electronic equivalent to conduct and document training on a unit ADPM.
- 2.6.3. Provides unit ADPMs a copy of the ADI, training curriculum, and testing materials to manage unit ADP.
- 2.6.4. Conducts a review of the ADI to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. Use a Memorandum for Record (MFR), log, or electronic equivalent to document ADI program reviews and maintain a file copy in accordance with Air Force RDS, Table 13-06, Rule 4.00.
- 2.6.5. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs. At a minimum, the Wing ADPM will:
- 2.6.5.1. Routinely monitor ramp net radio for proper terminology/phrasology and discipline.
- 2.6.5.2. Conduct random spot checks for enforcement and compliance with the ADI. At a minimum, a spot check will include a check of the driver's AF IMT 483 for accuracy/currency, the availability/currency of AF Visual Aids (e.g., AFVA 11-240, *Airports Signs and Markings*, AFVA 13-221, *Control Tower Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*), and the availability/currency of the local airfield diagram.
- 2.6.5.2.1. Report violations detected during spot checks to the AFM, AOF/CC, individual's Unit Commander and ADPM.
- 2.6.5.2.2. Report and document results of spot checks (unit/office symbol) in the "status of airfield driving" section of AOB.
- 2.6.5.3. Inspect each unit ADP at least annually (every 12 months) for program integrity and compliance with the ADI.
- 2.6.5.3. (Added-MAXWELLAFB) AM personnel when requested and available, will go on a "ride-along" with unit trainers during the practical day/night time orientation drive to ensure training meets requirements of the ADI.
- 2.6.5.3.1. Use **Attachment 4** (available for download at the AM Operations, Procedures and Training Community of Practice (CoP), <https://afkm.wpafb.af.mil/community/views/home.aspx?filter=oo-op-af-09>) or electronic equivalent to conduct and document the inspection of the unit ADP.
- 2.6.5.3.2. Provide inspection results to the unit's commander and brief at the next quarterly AOB.

2.6.5.4. **(Added-MAXWELLAFB)** Inspect each unit's Airfield Drivers listing quarterly.

2.6.5.4.1. **(Added-MAXWELLAFB)** Discrepancies noted during any inspection will be identified in writing to the unit's ADPM. The ADPM will be given 30 days to correct the discrepancies. Any items not corrected after the re-inspection will be forwarded in writing to the unit commander.

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

2.6.6. **(MAXWELLAFB)** Publish in the Maxwell AFB Base Bulletin all airfield conditions, with a duration of the bulletin entry or airfield condition, that could affect airfield drivers. This serves to notify airfield drivers of situations on the airfield that could be dangerous or cause confusion.

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

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

2.6.7.2. TAB B: Airfield Driving Instruction (ADI).

2.6.7.3. TAB C: Annual Program Inspection Results.

2.6.7.4. TAB D: Unit ADPM Training Documentation.

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

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

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

2.6.7.8. TAB H: Airfield Violations/Corrective actions.

2.6.7.9. TAB I: References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 20 and AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities* Chapter 6., AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.

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

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

2.6.8.1. This meeting may be done in-conjunction with the base Vehicle Control Officer/Vehicle Control Non-Commissioned Officer meeting.

2.6.8.2. Use a MFR or electronic equivalent to document semi-annual meeting minutes. Maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder or electronic equivalent.

2.6.8.3. **(Added-MAXWELLAFB)** Additional ADPM meetings will be held when necessary to highlight program issues.

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

2.6.10. Ensures unit ADPMs provide appropriate training to TDY personnel and Non-base assigned contractors based on type, location, time and duration of work. See paragraph [3.2.9](#) for additional information.

2.6.11. Provides classroom training as determined locally.

2.6.12. Participates in the RIPWG.

2.6.13. Provides unit ADPM a standardize spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, AF IMT 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date. **Note:** A sample spreadsheet is available for download at the Airfield Management Operations, Procedures and Training CoP.

2.6.14. **(Added-MAXWELLAFB)** Brief 42 OSF/CC and Wing Safety on all runway intrusions/CMA violations.

2.7. Unit ADPM.

2.7.1. Must be trained and certified to drive on the airfield.

2.7.1.1. **(Added-MAXWELLAFB)** Note: Schedule training for replacement primary/alternate ADPM with the AAFM at least 30 days prior to relinquishing unit duties. It is imperative that the ADPM position not be vacant due to the impact that this program has on safety.

2.7.2. Administers the unit airfield driver's training program according to this AFI and ADI.

2.7.3. Ensures unit personnel complete airfield driver training and certification prior to issuance of a AF IMT 483. (See [Attachment 5](#))

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

2.7.5. Ensures unit personnel who are not trained and certified to drive at night AF IMT 483 indicates restricted access (e.g., "*AUTHORIZED DAYLIGHT HOURS ONLY*"). If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving test is conducted and documented prior to updating the AF IMT 483.

2.7.6. Ensures designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving test on unit personnel prior to issuance of an AF IMT 483.

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

2.7.8. Ensures unit personnel have a valid state or country drivers license to operate privately owned, government (may also require a Government driver license), or contractor

owned/leased vehicles on the airfield. At overseas locations, refer to MAJCOM directives for additional guidance.

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

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

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

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

2.7.12. (**MAXWELLAFB**) Schedule personnel for color-vision screening/testing with the Flight Medicine Clinic at the base medical treatment facility. Contact the Flight Medicine Clinic directly to schedule an appointment. Ensure Flight Medicine personnel complete the Airfield Driving Training Documentation and Certification Checklist and Airfield Driving Qualification Training.

2.7.12.1. (**Added-MAXWELLAFB**) Individuals that fail to pass the color vision test can be issued a "limited access" AF Form 483. 483s with limited access designated are restricted to daytime and non-CMA areas only. When completing attachments 5, in Section VI-Unit Certification, check the "other" box and designate "limited access". Do the same for attachment 6 in the unit ADPM Manager section. **Note:** Access to the CMA must not be granted.

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

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

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

2.7.16. Attends Wing ADPM semi-annual meeting and/or briefing regarding airfield driving.

2.7.17. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this AFI and ADI.

2.7.18. Use [Attachment 4](#) or electronic equivalent to conduct and document a self-inspection of unit's ADP at least annually. Forward a copy of the inspection results to the Wing ADPM.

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

2.7.19. (MAXWELLAFB) Ensure all unit airfield drivers are forwarded any restrictions or construction information passed from Airfield Management Operations and are checking the Maxwell AFB Base Bulletin for airfield safety information.

2.7.20. Conducts random spot checks for enforcement and compliance with the ADI. Correct all discrepancies noted.

2.7.21. Provides classroom training as determine locally.

2.7.22. Maintains current and accurate training and testing materials.

2.7.23. Notifies Unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges.

2.7.23. (MAXWELLAFB) Immediately hand-carry suspended or revoked licenses to 42 OSF/Airfield Management Operations.

2.7.24. Participates in the RIPWG.

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

2.8. Airfield Management (AM).

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

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

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

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

2.8.5. Imposes and publishes restricted driving routes as required.

2.8.5. (MAXWELLAFB) Email all Notice To Airmen (NOTAM) that could affect airfield drivers (example: closed taxiways, lighted signs out, etc.) to Unit ADPMs using the MAXWELL/NOTAM PRO group mailbox.

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

2.8.6.1. Escort individuals off of the airfield.

2.8.6.2. Confiscate individuals AF IMT 483.

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

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

2.8.7. Participates in the RIPWG.

2.9. Air Traffic Control Tower (ATCT).

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

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

2.9.3. Participates in the RIPWG.

2.10. Wing Safety.

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

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

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

2.10.4. Participates in the RIPWG.

2.10.5. Reviews CMA violations for trends.

2.11. Security Forces Squadron (SFS).

2.11.1. Monitors airfield vehicle operations for ADI compliance.

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

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

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

2.11.4.1. **(Added-MAXWELLAFB)** Ensure Privately Owned Vehicles (POV) and government rental vehicles on the airfield have a current Maxwell POV Pass displayed in the bottom left-hand corner of the front window (Driver's side). Pass-on any violations to Airfield Management Operations for action and annotation in the events log. Note: All ITT purchased vehicles which primary use is for the airfield (Airfield Management, Transient Alert (TA), Airfield Lighting, and Barrier Maintenance) will be identified by the front vehicle license plate with the section title displayed.

- 2.11.5. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations.
- 2.11.6. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized persons from the airfield.
- 2.11.7. Complies with all procedures outlined for entry into the CMA.
- 2.11.8. Participates in the RIPWG.
- 2.11.9. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.
- 2.11.10. **(Added-MAXWELLAFB)** Ensure all “READY Augmentee” personnel are trained and certified to drive on the airfield before being assigned airfield patrol duties.

2.12. Hospital/Medical Treatment Facility.

- 2.12.1. Administers color vision screening as determined in the ADI.
- 2.12.1. **(MAXWELLAFB)** Provide color-vision screening/testing for all military, civilian, and contractor personnel with a requirement to drive on the Controlled Movement Area (CMA) at Maxwell AFB.
- 2.12.2. Documents color vision test results as determined in the ADI.
- 2.12.2. **(MAXWELLAFB)** Complete section III – Color Vision Test for CMA drivers only of the Airfield Driving Training Documentation and Certification Checklist. Check appropriate block for color vision status.
- 2.12.3. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

Chapter 3

AIRFIELD DRIVING INSTRUCTION (ADI)

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

3.2. ADI. The ADI must contain the following:

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

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

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

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

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

3.2.2.3. **(MAXWELLAFB) EXCEPTION:** Any government vehicle entering the airfield through Gate 1, directly adjacent to Base Operations, and only traveling to and from the "Red Carpet" in direct support of Distinguished Visitor arrivals or departures do not require an AF Form 483.

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

3.2.3. **(Added-MAXWELLAFB)** Training references and publications are available on the Airfield Driving SharePoint site at: <https://maxwell.eis.aetc.af.mil/42MSG/OSF/Airfield%20Driving/SitePages/Home.aspx>.

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

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

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

3.2.3.3.1. **(Added-MAXWELLAFB)** Provide Airfield Driving Computer-Based Training (CBT) and annotate scores on the Airfield Driving Training Documentation and Certification Checklist and Airfield Driving Qualification Training. The CBT will be conducted online at the Advanced Distributed Learning Services (ADLS) for those personnel with valid Common Access Card (CAC). The CBT on ADLS is located under "Course Lists/Misc/Airfield Driving" or as directed by AAFM should an updated version become available.

3.2.3.3.2. **(Added-MOAXWELLAFB)** Those personnel without CAC will test through their ADPM. In this situation, Airfield Management (42 OSF/Airfield Management Operations) will extract the current version of the CBT, test information and the answer key from the online location. This course and testing information will be posted on the "share point" drive with the presentation and test accessed only via "permission required". Airfield Management will grant this permission only to those ADPMs who have drivers without CAC. Airfield driver trainees must view the slide presentation and pass the test with a minimum score of 80%. Airfield Management will maintain the answer key and grade the tests when received from these ADPMs.

3.2.3.4. Classroom training as determined locally.

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

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

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

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

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

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

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

3.2.4.3.2.1. Basic communication principles.

3.2.4.3.2.2. Phonetic Alphabet.

3.2.4.3.2.3. Standard aviation phraseology.

3.2.4.3.2.4. Escort phraseology/rules.

3.2.4.3.2.5. A simulation of radio communications between a vehicle operator and ATCT. For example, initial radio contact, crossing active runway, hold short instructions, etc.

3.2.4.3.2.6. **(Added-MAXWELLAFB)** Administer radio phraseology/terminology test (provided by AM) to all drivers that require access to the CMA. Airfield drivers that require access to the CMA must receive the radio phraseology/terminology and discipline training and obtain a 100% grade on the radio phraseology/terminology test. "CMA Access" will be stamped on their AF Form 483 and will also be stamped with "AFLD Driving Authorized".

3.2.4.3.2.7. **(Added-MAXWELLAFB)** Airfield drivers that do not require access to the CMA but require access to all Non-CMA access areas on the airfield must receive the radio phraseology/terminology and discipline training, but will not have to take the radio phraseology/terminology test. These drivers will have "AFLD Driving Authorized" on their AF Form 483, but will not receive the "CMA Access" stamp.

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

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

3.2.4.3.4.1. Drive the vehicle during the check-ride.

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

3.2.4.3.4.3. Identify the location of runways and other CMAs.

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

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

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

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

3.2.4.4.1. **(Added-MAXWELLAFB)** First time failures must receive additional training from their unit ADPM and document on a memorandum for record, endorsed by the ADPM and attached to the Airfield Driving Training Documentation and Certification Checklist and Airfield Driving Qualification Training. Trainees can be rescheduled for testing upon completion of additional training but no earlier than three days from the failure.

3.2.4.4.2. **(Added-MAXWELLAFB)** Second time failures must receive additional training from their unit ADPM and document on a memorandum for record, endorsed by the unit commander (may not be delegated), with justification stating the trainee has received training and can safely operate a vehicle on the airfield. Trainees can be rescheduled for testing upon completion of additional training and the commander's endorsement letter but no earlier than 10 days from the second failure.

3.2.4.4.3. **(Added-MAXWELLAFB)** Third time failures will normally not be granted airfield driving privileges without the approval of the OSF/CC.

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

3.2.5. **(MAXWELLAFB)** Personnel training for driving on the CMA must complete color vision screening and or provide verification of previous color vision screening results to the Unit ADPM for validation. Personnel who do not have a requirement to drive on the CMA do not require a color vision test and will have the restriction, NON-CMA, annotated on the AF Form 483.

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

3.2.5.1. **(MAXWELLAFB)** Conduct color vision screening on an appointment only basis. Appointments must be made through the Flight Medicine Clinic only.

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

3.2.5.2. (**MAXWELLAFB**) Personnel requiring limited access to the airfield, to include drivers that have a color vision waiver will have an AF Form 483 restriction (e.g. NON CMA ONLY) and will have their AF Form stamped with "AFLD Driving Authorized" and will not be stamped with "CMA Access". All others with approved CMA access will be stamped "CMA Access". Contractors will be issued a temporary AF Form 483 with restrictions based on location and duration of work and will be stamped appropriately.

3.2.5.3. Refer to the Officer and Enlisted Classification Directory for AFSCs that have a mandatory requirement for normal color vision in their Air Force Specialty Code (AFSC). Both products are available for viewing and download on the AF Portal. **Note:** Unit ADPM must still validate individual has normal color vision and/or no waiver to the classification directory standards.

3.2.5.3. (**MAXWELLAFB**) Note: The unit ADPM must provide the AAFM a current copy of AFSC specialty job description.

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

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

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

3.2.6.3. Airfield access points.

3.2.6.4. Restricted area boundaries/entry control points.

3.2.6.4. (**MAXWELLAFB**) Restricted areas are identified by six inch wide red lines. There are signs painted on the pavement surface near the red lines denoting restricted access. The West Ramp restricted area is always active and accessible via entry control points (ECPs) located along the apron perimeter adjacent to building 1016 and the 908 AGE yard. The North Ramp restricted area is only active when an aircraft is present. The Engine Run-up Pad restricted area is activated the same as North Ramp when required for aircraft security with the ECP off Taxiway Alpha. Restricted area access is in accordance with the local installation security instruction. Note: You must have a restricted area badge with the appropriate authorization (or be under escort) to enter the restricted area.

3.2.6.5. Control area boundary.

3.2.6.5. (**MAXWELLAFB**) Controlled Areas are identified by AFVA 31-203, *Controlled Area Signs* and are posted on controlled area boundaries and at personnel entry points. These signs/markings mirror the airfield boundaries. Only personnel designated by the unit commander have access into controlled areas. The designation "Controlled Area" carries the same legal and moral restrictions as a physical barrier.

- 3.2.6.6. Vehicle traffic lanes and traffic flow.
 - 3.2.6.7. Critical area boundaries for precision navigational aids (e.g., ILS, PAR, Localizer, Precision Obstacle Free Zone, etc.) if applicable.
 - 3.2.6.8. Location of Airfield Management (normally inside the Base Operations Bldg) and the ATCT.
 - 3.2.6.9. Hot Spots (as determined locally). **Note:** A different diagram may be used to depict hot spots.
 - 3.2.6.10. Limited or no visibility with the ATCT blind spots (as applicable).
 - 3.2.6.11. Communication “dead spots”.
 - 3.2.6.12. Complex runway/taxiway intersections. (High potential or history of CMAVs)
 - 3.2.6.13. Other confusing or ambiguous areas identified on airfield.
 - 3.2.6.14. Include a legend on the airfield diagram to illustrate symbols used.
 - 3.2.6.15. Jet Blast Hazard areas.
 - 3.2.6.16. Other areas that pose a hazard to vehicle operators (as determined locally).
- 3.2.7. **Operating Procedures and Standards.** At a minimum, include the following:
- 3.2.7.1. Procedures and standards for operating a vehicle on the airfield.
 - 3.2.7.1.1. Personnel driving on the airfield must complete airfield driver’s training or be escorted by a vehicle driver possessing a valid AF IMT 483 prior to entry to the airfield.
 - 3.2.7.1.2. Units sponsoring TDY personnel or Non-base assigned contractors are responsible for providing training or an escort that possesses a valid AF IMT 483.
 - 3.2.7.1.3. **(Added-MAXWELLAFB)** Vehicle/Aircraft Right of Way Procedures.
 - 3.2.7.1.3.1. **(Added-MAXWELLAFB)** When approaching or being approached by taxiing aircraft, exit taxiway/taxilane or move from aircraft path at next paved surface until the aircraft is well clear of your vehicle, time permitting. Give way to aircraft by at least 50 feet. If it is necessary to drive off the paved surface, the operator is responsible for checking the vehicle tires for any FOD material and ensuring all tires and the paved surface are clear of FOD. This check will be accomplished immediately upon returning to the paved surface.
 - 3.2.7.1.3.2. **(Added-MAXWELLAFB)** Do not cross when an approaching aircraft is within 500 feet of your position, or until the aircraft has passed your position by at least 200 feet (500 feet for large aircraft).
 - 3.2.7.1.3.3. **(Added-MAXWELLAFB)** Vehicles will not cross in front of an aircraft on hold unless signaled to do so by the pilot or instructed by Maxwell Ground via radio. Vehicle operators will never proceed between aircraft and a marshaller.
 - 3.2.7.1.3.4. **(Added-MAXWELLAFB)** Vehicles will remain at least 100 feet from any helicopter with its rotors in motion.

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

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

3.2.7.2.1.1. **(Added-MAXWELLAFB)** The controlled movement area at Maxwell is described as the runway, Landing Zone (LZ), overruns and all areas within 100 feet from the edge of the runway, LZ and overrun. Only vehicles being used to complete mission requirements are authorized to operate within the controlled movement area. Vehicles / personnel must establish two-way radio contact with Maxwell Ground to receive approval before entering the CMA. Communication must be maintained with Maxwell Ground for entire time personnel are in the CMA.

3.2.7.2.1.2. **(Added-MAXWELLAFB)** Maxwell Ground has authority over all traffic entering the CMA and will issue specific instructions to control movement of aircraft, vehicles, equipment or personnel during published airfield hours. Airfield hours are normally: Mon-Fri 0800L-2200L and Sat/Sun 1000L-1800L. The airfield is closed on federal holidays. Note: The airfield often opens early or closes late on short notice due to DV or operational requirements. Uncontrolled operations are authorized for CAP aircraft only when coordinated in advance per LOA. Never assume the airfield is closed or not being utilized by CAP aircraft.

3.2.7.2.1.3. **(Added-MAXWELLAFB)** Radio contact with Maxwell Ground must be established before gaining access to, crossing or working in the CMA. Once Maxwell Ground approves access, radio contact will be maintained at all times while in CMA. If contact with Maxwell Ground cannot be made or is lost, advise Airfield Management to page Maxwell Ground on your behalf.

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

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

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

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

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

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

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

3.2.7.2.6.2.1. Airfield Manager (Airfield – 1).

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

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

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

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

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

3.2.7.2.9. (MAXWELLAFB) Vehicle operators and/or pedestrians will follow procedures in AFI 13-213, paragraphs 3.2.7.2.9.1. – 3.2.7.2.9.2., in the event of radio failure.

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

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

3.2.7.2.10. (Added-MAXWELLAFB) Uncontrolled CMA Procedures.

3.2.7.2.10.1. (Added-MAXWELLAFB) When the Air Traffic Control Tower is closed, the CMA becomes an uncontrolled movement area. Vehicles and other operators will use extreme caution when operating on the airfield due to the potential for aircraft landing and operating on the airfield at any time. Any activity on the airfield after hours will be coordinated through the BDOC at (953-7222) prior to accessing the airfield. Individuals will provide location, duration and type of activity performed. Individuals will also call the BDOC when they are off the airfield.

3.2.7.2.10.2. (Added-MAXWELLAFB) Airfield access is restricted to

authorized personnel who have been trained and licensed to drive on the airfield (Maxwell AFB Airfield Certified, AF Form 483). Unqualified personnel must have a licensed escort and coordinate with AM during normal airfield operating hours or BDOC when closed, prior to entering the airfield.

3.2.7.2.10.3. **(Added-MAXWELLAFB)** Vehicle operators will attempt to contact Maxwell Ground prior to entering or crossing the runway or LZ. If there is no response, drivers will call BDOC at 953-7222 to verify the airfield and Maxwell Ground are closed. After verifying the airfield and Maxwell Ground are closed, the driver will make a general announcement of their activity (e.g. "CE ELECTRIC 1 is proceeding on Runway 15/33 at Taxiway Charlie"). Likewise, when drivers exit the runway or LZ, they will make an announcement that they are off the runway or LZ. If the airfield and Maxwell Ground are not closed, the driver must get permission before entering the runway or LZ. Personnel driving on the airfield during uncontrolled periods will maintain two-way radio capability and will monitor the appropriate tower/ground frequency at all times. Personnel will follow all airfield operating rules as outlined in this instruction even when the tower is closed. Crossing or entering the runways will be kept to an absolute minimum and will only be for performance of official duties. Access roads will be used whenever possible, even if that means taking a longer route. Drivers will ensure there are no aircraft in the immediate vicinity by performing a thorough visual check of the overhead traffic pattern and surrounding area. Operate vehicle emergency flashers/beacons while on the runway and LZ.

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

3.2.7.3.1. **(Added-MAXWELLAFB)** Words that authorize access to CMA are "PROCEED" or "CROSS". The word "HOLD" indicates disapproval of an operator's request. The proper term for leaving the CMA is "OUT OF" and "OFF" for exiting the runway.

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

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

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

3.2.7.4.3. AFVA 13-222.

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

3.2.7.4.5. Hot Spots (as determined locally) when depicted on a different airfield diagram.

3.2.7.5. Procedures and standards to comply with airfield signs, marking and ATCT light gun signals. **Note:** Provide a detailed description and an example of the following:

3.2.7.5.1. Airfield signs (e.g., mandatory and informational).

3.2.7.5.1.1. **(Added-MAXWELLAFB)** Mandatory Signs (Attachment 13) . Red signs with white legends indicate mandatory holding positions for runways or ILS critical area boundaries. Vehicle operators will not proceed beyond these signs without approval from Maxwell Ground.

3.2.7.5.1.2. **(Added-MAXWELLAFB)** Taxiway Guidance, Information and Location Signs (Attachment 13). Yellow signs with black legends indicate direction, destination, runway exit or other information. There are also signs with black backgrounds and yellow letters to indicate the taxiway designation for the taxiway you are currently on (Taxiway location signs).

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

3.2.7.5.2.1. **(Added-MAXWELLAFB)** Runway Markings (Attachment 13). Solid white lines running the length of the runway denote the runway edge. Dashed white lines running down middle of the runway indicate the runway centerline. White numbers at the ends of each runway indicate the runway designation.

3.2.7.5.2.2. **(Added-MAXWELLAFB)** VFR Hold Position Markings (Attachment 13). VFR hold positions are located at least 100 feet from the edge of runways on all taxiways leading to runway. The markings consist of four parallel yellow stripes perpendicular to the axis of taxiway centerline (or runway edge), extending across taxiway, including the shoulders. The two stripes closest to the runway are dashed lines and other two are solid lines. . Vehicles will not cross runway hold positions or proceed onto the runway without obtaining permission from Maxwell Ground.

3.2.7.5.2.3. **(Added-MAXWELLAFB)** Instrument (INST) Hold Position Markings (Attachment 13) (Taxiway Echo). These lines are normally placed farther from the runway than the VFR hold position markings. These markings consist of two solid yellow lines, two feet apart, extending across width of taxiway, connected by pairs of solid yellow lines 10 feet apart, on black background. INST Hold Positions will be used during IFR conditions or when directed by Maxwell Ground. These hold positions will be used any time the weather falls below a ceiling of 1,000 feet above ground level (AGL) and/or visibility decreases to three statute miles or less. Stop Bar Markings are located at least 100 feet from the edge of runways on all access roads and abandoned pavement leading to runway. The markings consist of a solid white line perpendicular to the axis of centerline of the pavement. These lines mark boundary of CMA. Vehicles will not cross Stop Bars or proceed onto the runway without obtaining permission from Maxwell Ground. **NOTE:** Stop Bar Markings should be adjacent to a stop sign indicating to stop and contact ATC

before proceeding.

3.2.7.5.2.4. **(Added-MAXWELLAFB)** Taxiway and Apron Markings (Attachment 13). Solid double yellow lines denote the edge of taxiways or aprons. Dashed double yellow lines denote the edge of a taxilanes. Single solid yellow lines denote taxiway/taxilane centerlines.

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

3.2.7.5.3.1. **(Added-MAXWELLAFB)** Runway Lights (Attachment 13). White and amber lights are located on the edges of runways. These high intensity lights run length of runway and identify runway edge.

3.2.7.5.3.2. **(Added-MAXWELLAFB)** Taxiway Lights (Attachment 13). Blue lights are used to identify taxiway/taxilane edges.

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

3.2.7.6. **(MAXWELLAFB)** General Speed Limits. The maximum speed limit for general purpose vehicles operating on the runway is 25 mph. The maximum speed limit for general purpose vehicles on the airfield taxiways and the parking ramps/aprons is 15 mph. The maximum speed limit for airfield access roads is 15 mph. Exceptions to speed limits include the following. Vehicles operating in close proximity to aircraft (within 50 feet) will not exceed 5 mph. Special-purpose vehicles (e.g. tugs, forklifts, refueling vehicles, K-loaders) will not exceed 10 mph. Emergency-response vehicles may exceed speed limits only when responding to an emergency. Emergency lights will be in operation. Safety and caution are of the utmost importance in responding to an emergency. **Note:** Emergency vehicles will not automatically assume the right of way. Vehicles responding to “Red Ball” are NOT authorized to exceed speed limits.

3.2.7.6.1. Vehicle parking areas.

3.2.7.6.1. **(MAXWELLAFB)** Vehicles will not exceed 5 mph in vehicle parking areas.

3.2.7.6.2. Aircraft parking ramps.

3.2.7.6.3. Airfield access or bypass road.

3.2.7.6.4. Taxiways.

3.2.7.6.5. Runways.

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

3.2.7.6.6. **(MAXWELLAFB)** Vehicles will follow normal traffic flow utilizing the right side of the taxiways and yielding to the right. Avoid the extreme edge of the taxiway due to FOD potential and lighting fixtures. The centerline areas of the taxiway are reserved as safety lanes and will be kept clear of vehicles and equipment. Vehicles will be operated single-file on taxiways at all times unless in direct support of an aircraft or responding to an emergency. **Note:** Under normal circumstances, the only vehicles authorized to operate on the centerline of any taxiway include, but are

not limited to, Airfield Management vehicles; Flight Safety vehicles; airfield sweepers and vehicles towing aircraft.

3.2.7.6.7. Aircraft, equipment, and trailer towing.

3.2.7.6.7.1. **(Added-MAXWELLAFB)** Towing speed is 5 mph for all aircraft and two or more maintenance stands. Towing speed for a single maintenance stand is 10 mph.

3.2.7.6.7.2. **(Added-MAXWELLAFB)** The maximum towing speed limit for AGE, such as compressors, ground power units, oxygen carts and similar equipment is 10 MPH. General-purpose vehicles should not be used to tow these types of equipment unless properly equipped with hitches specifically designed for heavy duty towing.

3.2.7.6.7.3. **(Added-MAXWELLAFB)** Large pieces of AGE, when towed in tandem, shall not block the driver's vision of the last item being towed.

3.2.7.6.7.4. **(Added-MAXWELLAFB)** Tow vehicles/operators shall use safety or cotter pins to secure pintle hooks and trailer hitches.

3.2.7.6.7.5. **(Added-MAXWELLAFB)** Vehicles towing aircraft have the right of way over all other vehicles except "Follow-Me" and emergency response vehicles.

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

3.2.7.7.1. **(Added-MAXWELLAFB)** Vehicles operated near an aircraft will remain well clear of the aircraft and be visible from the aircraft cockpit. Vehicles must approach aircraft with the driver's side of the vehicle toward the aircraft. Vehicles will not be backed in the direction of an aircraft without a spotter behind the vehicle. Position wheel chocks prior to backing to prevent accidental contact with the aircraft. Vehicles will never pass under any part of an aircraft.

3.2.7.7.2. **(Added-MAXWELLAFB)** Operators will not drive a vehicle within 50 feet of any fueling or de-fueling operations unless part of the fueling or de-fueling operation. Do not drive within 10 feet of a parked aircraft, except when the aircraft is being serviced, loaded/off-loaded as prescribed in applicable technical orders.

3.2.7.7.3. **(Added-MAXWELLAFB)** Unless prevented by aircraft servicing procedures, traffic flow on the aircraft parking ramp shall be parallel to the noses of the parked aircraft with the driver's side toward the nearest aircraft. Vehicles will not be driven diagonally across the parking ramp, but at 90-degree angles to the driving lanes.

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

3.2.7.8.1. **(Added-MAXWELLAFB)** All vehicles parked and left unattended on the airfield will have the ignition turned off. Keys will remain in the ignition when vehicles are parked in an aircraft movement area. Vehicles with standard transmissions will be placed in REVERSE. Vehicles with automatic transmissions will be placed in PARK. Have emergency brake set and be parked so that the

direction of travel, either forward or backward, will not be toward any aircraft. Chocks will be used for all vehicles and equipment mounted on wheels which do not have an integral braking system when left unattended on the airfield and also, when operating within 10 feet of any aircraft.

3.2.7.8.2. **(Added-MAXWELLAFB)** No vehicle will be left unattended within the 25 feet fire lane between aircraft and apron edge. **Note:** If a vehicle becomes disabled on the airfield, the driver must ensure Airfield Management (953-6961/2) and Transportation are notified as soon as possible.

3.2.7.8.3. **(Added-MAXWELLAFB)** Vehicles with engines operating will never be parked unattended within aircraft critical areas or facing aircraft. **EXCEPTION:** Emergency vehicles responding to emergencies or aircraft servicing vehicles that must remain on to generate power to perform tasks. Vehicles shall be chocked if the operator's seat is empty.

3.2.7.8.4. **(Added-MAXWELLAFB)** AGE-towing vehicles may be left running after setting parking brake and placing the vehicle in park while driver completes hook-up or unhook operations or during FOD checks prior to entering the airfield. Drivers must shut off vehicle, set parking brake, and place vehicle in park or reverse if they do not drop off or drive off with AGE equipment immediately following hook-up or unhook operations. Refueling trucks may be left running at ECP's after setting parking brake and placing the vehicle in park. The vehicle must be chocked immediately before starting FOD check. General purpose vehicles may be left running after setting parking brake and placing in "park" while conducting FOD checks prior to entry to the airfield.

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

3.2.7.9.1. **(Added-MAXWELLAFB)** Equipment will not be in place more than 3 hours prior to aircraft arrival and no more than 3 hours after aircraft departure IAW UFC 3-260-01. AGE equipment, electrical carts, forklifts, tow bars, fire extinguishers, maintenance stands, portable lighting and similar equipment (when not in use) will be removed from the aircraft parking area and stored in appropriate areas. Designated AGE/Support Equipment ready areas have been established beyond the apron boundary markings, (the double yellow lines) and are not considered to be on the "aircraft parking area."

3.2.7.9.2. **(Added-MAXWELLAFB)** Runway lateral distance requirements. The area within 1,000 feet of either side of the centerline of the runways must be kept free of obstacles. Vehicles and other equipment must not be left unattended within 1,000 feet of any runway centerline.

3.2.7.9.3. **(Added-MAXWELLAFB)** Taxiway lateral distance requirements. The area within 200 feet either side of taxiway centerlines must be kept free of obstacles. Vehicles and other equipment must not be left unattended within 200 feet of any taxiway centerline.

3.2.7.9.4. **(Added-MAXWELLAFB)** Apron lateral distance requirements. Care must be used to ensure wingtip clearance for aircraft on apron taxilanes is preserved. The distance between the Ramp/Apron boundary and all mobile obstacles must be a minimum of 127 feet.

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

3.2.7.10. **(MAXWELLAFB)** All vehicle operators will be familiar with and comply with airfield signs, markings and Control Tower light gun signals.

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

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

3.2.7.10.3. Flashing Red Light: “Clear active taxiway/runway”.

3.2.7.10.4. Flashing White Light: “Return to starting point”.

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

3.2.7.10.6. **(MAXWELLAFB)** DELETED

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

3.2.7.11. **(MAXWELLAFB)** FOD checkpoints are located throughout the airfield indicated by signs and pavement markings with red letters on a white background. Prior to entering the airfield or crossing a FOD checkpoint, FOD will be removed from the vehicle undercarriage, tires, wheel wells and truck beds. Care must be used to secure loose items inside vehicles.

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

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

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

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

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

3.2.7.11.3. **(Added-MAXWELLAFB)** Vehicle operators encountering FOD on the airfield will stop and collect it. Large amounts of debris will be reported to Airfield Management Operations and/or the 908th Maintenance Operations Center.

3.2.7.11.4. **(MAXWELLAFB)** Hats present a potential FOD hazard to aircraft conducting operations. If a hat is worn on the airfield for protection from the elements, it shall be properly secured.

3.2.7.12. Procedures and standards for using cellular/mobile phones on the airfield.
Note: Cellular/mobile phones must not be used while driving on the airfield.

3.2.7.12. **(MAXWELLAFB)** IAW - AFI 21-101 – AETCSUP 1, paragraph 1.13.1., personal (non-government issue) electronic and communication devices (for example, cell phones, pagers, portable music/video players, electronic games) are not authorized on the airfield, munitions maintenance areas, hangars and (or) other industrial work areas unless the MSG/CC, or respective maintenance authority (MA) authorizes key personnel their use for the performance of official business.

3.2.7.12.1. **(Added-MAXWELLAFB)** Vehicle operators on a Department of Defense (DoD) installation and operators of government owned vehicles will not use cell phones unless the vehicle is safely parked. Phone use should only be done when the vehicle is safely parked and for official/business use only. The wearing of other portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited. Use of these devices impairs driving and prevents recognition of emergency signals, alarms, or radio calls.

3.2.7.13. Procedures and standards for driving during restricted visibility or night operations. Poor weather conditions (e.g. snow, fog, rain, etc.) might obscure visual cues, roadway markings, and airfield signs. Vehicle operators must remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions. There are additional risks present under these conditions. At a minimum, include procedures to stop and hold at an "INST" marking/sign when conditions are less than a reported ceiling of 800 feet or 2 miles visibility.

3.2.7.13. **(MAXWELLAFB)** In order to preserve aircrew night vision, during periods of darkness or reduced visibility, do not direct headlights toward the cockpit of an aircraft. Use parking lights to identify vehicle positions.

3.2.7.13.1. **(Added-MAXWELLAFB)** Vehicles parked on the airfield during hours of darkness or reduced visibility will use emergency flashers (hazard lights). **Exception:** specialized equipment not equipped with emergency warning flashers will be equipped with reflective markings during hours of darkness and inclement weather.

- 3.2.7.13.2. **(Added-MAXWELLAFB)** Top-mounted rotating emergency lights must be in operation for vehicles routinely operating on the runway. Emergency vehicles not operating on the runway may be equipped with dash or grill mounted emergency lights.
- 3.2.7.13.3. **(Added-MAXWELLAFB)** Golf carts/electric cars will follow all rules established for all general and special purpose vehicles and will be equipped with forward and rear lamps if operated at night. If equipped, golf carts/electric car operators should position their vehicles to prevent headlights from shining toward moving aircraft.
- 3.2.7.13.4. **(Added-MAXWELLAFB)** When visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the wing or installation commander.
- 3.2.7.13.5. **(Added-MAXWELLAFB)** When visibility is less than 100 feet, vehicles (except emergency and alert vehicles) will not be operated on the airfield. A rotating beacon or emergency flashers will be used on all vehicles temporarily parked on the aircraft parking ramps during the periods of lowered visibility.
- 3.2.7.13.6. **(Added-MAXWELLAFB)** When visibility is less than 50 feet, it is recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of alert vehicles.
- 3.2.7.14. Procedures and standards for driving with daytime running lights.
- 3.2.7.14. **(MAXWELLAFB)** Daytime Running Lights. Vehicles equipped with daytime running lights will not shine headlights directly toward aircraft during darkness/reduced visibility operations. Reposition vehicle until the aircraft is out of range. If not possible, operators will immediately turn off the ignition and turn on emergency flashers to identify position. Headlights will remain off until the aircraft is out of range.
- 3.2.7.15. Procedures and/or restrictions for operating motorcycles, mopeds/scooters, bicycles, tricycles, and other electrical, gas, or gasoline-powered golf-type carts or similar utility vehicles.
- 3.2.7.15. **(MAXWELLAFB)** Personal motorcycles, mopeds and scooters are not authorized on airfield.
- 3.2.7.15.1. **(Added-MAXWELLAFB)** Bicycles and tricycles may be operated on airfield in the performance of assigned duties on parking aprons only as long as the riders have a valid AF Form 483. Bicycle helmets are required to be worn with all straps secured to the rider's head on the airfield. The operator's unit commander is the approval authority for use of bicycles in performance of assigned duties on the airfield. The AAFM must approve use of bicycles on airfield as personal transport. Bicycle use for recreation is prohibited.
- 3.2.7.15.2. **(Added-MAXWELLAFB)** Golf carts, ATV's and Utility Vehicles are permitted on airfield and do not require a POV pass. All equipment must have markings identifying ownership of the cart (e.g. unit or company logo). All personnel driving carts must be qualified airfield drivers and speed limits must be followed.

Golf carts/electric cars will follow all rules established for all general and special purpose vehicles and will be equipped with forward and rear lamps if operated at night.

- 3.2.7.16. Procedures and/or operational restrictions for local units, as required.
- 3.2.7.17. Procedures on use of perimeter, in-field or other airfield roads to reduce non-essential vehicle traffic on the airfield.
- 3.2.7.17. **(MAXWELLAFB)** Using the airfield for convenience is prohibited. March Road serves the perimeter and is designated as the primary means for all traffic to gain access to areas north and west of the runways. Traffic to the 908th aircraft maintenance hangars shall utilize access roads in the vicinity of the OTS complex to the maximum extent practical.
- 3.2.7.18. Procedures to conduct and document refresher training requirements on an annual basis. Wing ADPMs may require vehicle drivers to complete refresher training more frequently (e.g. twice a year) due to their limited or infrequent (e.g. once a week or month, emergency only, etc.) presence on the airfield. At a minimum, annual refresher training will include:
- 3.2.7.18. **(MAXWELLAFB)** Annual refresher training must be completed within 30 days of the initial certification month. Overdue training will be documented as a minor violation. The Unit ADPM will ensure all refresher training is successfully completed for each driver. Once training and testing has been completed the ADPM then signs the back of AF Form 483 with the date training completed and date refresher training is due for the following year. Note: A percentage of those personnel recertifying will be selected at random for local retesting by Airfield Management as a quality control measure.
- 3.2.7.18.1. A review of the ADI.
- 3.2.7.18.1. **(MAXWELLAFB)** A review of AFI 13-213 and this supplement is required.
- 3.2.7.18.2. Completion of the USAF Airfield Driving CBT, *Airfield Driving*.
- 3.2.7.18.3. Runway incursion prevention test (at least 5 questions with a minimum passing score of 100%).
- 3.2.7.18.4. **(Added-MAXWELLAFB)** Personnel who lose their AF Form 483 can be reissued a new one by hand carrying the original Airfield Driving Training Documentation and Certification Checklist and Airfield Driving Qualification Training Airfield Driving Training Documentation and Certification Checklist and Airfield Driving Qualification Training to Airfield Management Operations. Airfield Management Operations will verify training and testing documentation and issue a new AF Form 483.
- 3.2.7.18.4.1. **(Added-MAXWELLAFB)** Personnel who lose their Airfield Driving Training Documentation and Certification Checklist and Airfield Driving Qualification Training and still have a valid AF Form 483 for Maxwell AFB may be recertified to drive on airfield by the unit ADPM. The ADPM will complete a new Airfield Driving Training Documentation and Certification Checklist and Airfield Driving Qualification Training and make a statement on the form to

indicate it is a replacement for a lost original and verify all training requirements are current.

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

3.2.7.19. **(MAXWELLAFB)** Control Tower and/or Vehicle Radio Problem Areas and Visual Blind Spots. Airfield operators must be aware of visual blind spots. Maxwell has not identified any areas that are radio problem areas. However, there are areas identified where the Control Tower does not have a clear field of view. The area east of Base Operations on the northeast ramp is not visible to Maxwell Tower. The northern portion of the LZ and Taxiway Alpha north of Taxiway Bravo is not visible to Maxwell Tower. "As a general rule, if you cannot see the tower cab, tower controllers cannot see you."

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

3.2.7.20. **(MAXWELLAFB)** Aircraft crash/recovery, fire department, medical, security forces, safety, and airfield management vehicles responding to an aircraft emergency are considered primary (initial) emergency responders. Secondary support agencies (e.g. transportation, maintenance, etc.), as determined by the Fire Chief or incident/on-scene commander, are those required to support on-going operations. Primary and secondary response agencies will follow procedures in AFI13-213, paragraphs 3.2.7.20.1 – 3.2.7.20.2.

3.2.7.20.1. Follow-on/support response agencies are required to standby in a designated area (e.g. ramp, taxiway, etc.) until called forward by the Fire Chief or incident/on-scene commander.

3.2.7.20.2. All emergency response vehicles must have approval from the ATCT or authorized vehicle escort, to enter the CMA.

3.2.7.20.3. **(Added-MAXWELLAFB)** Vehicle operators will immediately yield the right-of-way to emergency and fire/crash vehicles with rotating emergency lights in operation. Remain clear of crash roads and runway or taxiway access points until the emergency is terminated. Emergency vehicles are Airfield Management, Fire Department, Ambulance and Security Forces.

3.2.7.20.4. **(Added-MAXWELLAFB)** Unless coordinated prior to an emergency, emergency vehicles will not escort each other, for example a fire truck will not escort a security forces vehicle, etc. while requesting and entering the CMA. Escort procedures for emergency vehicles are the same as other vehicles on the airfield.

3.2.7.21. Procedures for vehicle traffic control devices/lights located on active taxiways/runways (if applicable).

3.2.7.22. Procedures for airfield driving during blackout conditions (as applicable). At a minimum, Night Vision Device (NVD) procedures will be IAW AFMAN 24-306, Chapter 18 and include the following:

3.2.7.22.1. Vehicle speed limits.

3.2.7.22.1. **(MAXWELLAFB)** Vehicle speed limits. Note: Per AFJMAN 24-306, vehicle speeds during blackout operations will be limited to 10 MPH.

3.2.7.22.2. Driver and assistant driver responsibilities.

3.2.7.22.2. **(MAXWELLAFB)** Vehicles operating with lights-out during periods of reduced airfield lighting must use hazard warning flashers or mount an IR strobe on the vehicle's roof so the control tower and aircrew can observe the vehicle on the airfield. Note: Vehicles must still maintain two-way radio communications with Maxwell Ground while operating within the CMA. Note: Use of Night Vision Device (NVD) is not authorized on the airfield.

3.2.7.22.3. NVD-related accident reporting procedures.

3.2.7.22.3. **(MAXWELLAFB)** All vehicle accidents will be reported to the LE Desk 953-7222. During airfield hours of operation, Airfield Management will also be notified at 953-6961.

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

3.2.7.22.5. Qualification/Annual refresher training requirements.

3.2.7.22.6. NVD instructor qualification requirements.

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

3.2.7.22.8. Vehicle routes shall be designated. Non-participating vehicles will not mix with participating NVD vehicles on any CMA. **Note:** Vehicle operations should be kept to a minimum during periods of reduced airfield lighting configurations.

3.2.7.23. Procedures for vehicle escorts and convoys on the CMA and non-CMA.

3.2.7.23. **(MAXWELLAFB)** When escorting other vehicles, use the word "plus" to include additional vehicles. Escort vehicles are responsible for maintaining positive control of escorted vehicles at all times.

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

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

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

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

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

3.2.7.26. **(MAXWELLAFB) Smoking Areas.** The airfield, defined as “all areas supporting aircraft operations to include: operations facilities, runways, taxiways, parking aprons, hangar access aprons and all grounds identified by controlled area signs” is designated a “no-smoking area”.

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

3.2.7.27. **(MAXWELLAFB) Personnel on the airfield will use caution when driving behind aircraft or parked aircraft with engines running.**

3.2.7.27.1. **(Added-MAXWELLAFB)** When engines are running or are about to be started, remain at least 25 feet to the front or 200 feet to the rear of any aircraft. Note: When operating near large aircraft, such as C-5, C17, B747, KC-10, etc., use extreme caution due to jet engine blast (recommended distance is 500 feet).

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

3.2.8. **(MAXWELLAFB)** Anyone violating the provisions of this instruction will be removed from the airfield and/or detained by 42 SFS or AM personnel as appropriate. The driver’s AF Form 483 will be confiscated.

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

3.2.8.1. **(MAXWELLAFB)** Unit commanders, ADPMs (for unit assigned personnel), AM and SF personnel have the authority to revoke/suspend airfield driving privileges of any individual who fails or refuses to comply with procedures established in this instruction. Notify Unit Commander and ADPM when suspending/revoking an individual’s driving privileges.

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

3.2.8.2. **(MAXWELLAFB)** AF Form 483 for airfield driving will only be reinstated when the unit commander or director determines that it is in the best interest of the organization and after the following has taken place:

3.2.8.2.1. **(Added-MAXWELLAFB)** The airfield driver that committed the violation will be retrained and recertified by the driver’s ADPM or airfield driving trainer. Airfield Driving Training Documentation and Certification Checklist and Airfield Driving Qualification Training Documentation of the re-training must be completed and provided to the unit commander or director.

3.2.8.2.2. **(Added-MAXWELLAFB)** The unit commander or director provides the documentation of the re-training and authorizes recertification in writing to the AAFM for final approval.

3.2.8.2.3. (Added-MAXWELLAFB) AAFM approves the reinstatement of the AF Form 483 for airfield driving.

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

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

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

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

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

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

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

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

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

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

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

trained.

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

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

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

3.2.8.3.2.6.6. **(Added-MAXWELLAFB)** File an AF Form 457 or AF Form 651 as required for runway incursions and CMA violations. Forward a copy to AAFM, 42 OSF/CC, and 42 ABW/SE.

3.2.8.3.3. CMAV events must be briefed at the AOB.

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

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

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

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

3.2.8.4. **(MAXWELLAFB)** Personnel who do not complete annual refresher training on the first day of the preceding month, after the refresher training is due, will have their airfield driving privileges suspended until refresher training can be accomplished.

3.2.8.4.1. **(Added-MAXWELLAFB)** The Wing ADPM will notify unit ADPMs of suspension actions taken for not completing refresher training.

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

3.2.8.5. **(MAXWELLAFB)** Individuals who witness an airfield driving incident/violation will provide the information below, to the Wing ADPM during normal duty hours (0730L – 1630L) at (334) 953-7407 and after duty hours to AMOPS at (334) 953-6961/6962.

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

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

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

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

3.2.9.1. **(MAXWELLAFB) TDY Personnel.** TDY personnel possessing a valid AF Form 483 from home duty station will be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort by the sponsoring unit ADPM. Personnel must receive training based on the work site and will be restricted to a certain route determined by the AAFM.

3.2.9.1.1. **(Added-MAXWELLAFB)** TDY personnel not possessing an AF Form 483 (other services, foreign military, etc.) will be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort by the sponsoring unit ADPM. Personnel must receive training based on the work site and will be restricted to a certain route determined by the AAFM. Upon completion of the local briefing, the ADPM will complete Airfield Driving Training Documentation and Certification Checklist and Airfield Driving Qualification Training and forward an information copy to the AAFM. AM will retain the original Airfield Driving Training Documentation and Certification Checklist and Airfield Driving Qualification Training and issue the individual(s) temporary AF Form 483.

3.2.9.1.2. **(Added-MAXWELLAFB) Non-Base Assigned Contract Personnel.** Non-base assigned contract personnel will be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort by the AAFM or designated AM representative. The AAFM or designated AM representative will complete the Airfield Driving Training Documentation and Certification Checklist and Airfield Driving Qualification Training and issue the individual(s) temporary AF Form 483. Personnel must receive training based on the work site and will be restricted to a certain route determined by the AAFM. Note: When contracted work requiring access to the CMA is to be done, contractors must show proof of color vision {as stated in the Statement of Work (SOW)} prior to being issued a temporary AF Form 483. Maxwell is not responsible for providing color vision tests.

3.2.9.1.2.1. **(Added-MAXWELLAFB)** Prior to beginning work on the airfield each day, Non-base assigned contract personnel must report to Airfield Management Operations (Bldg 844) and sign in on the contractors sign in sheet and sign out at the end of the day.

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

3.2.9.3. Use **Attachment 7** or electronic equivalent to document the name/unit of the individual that received the local briefing/training.

3.2.9.4. If a sponsoring unit ADPM accomplishes the local training/briefing, forward an information copy to the Wing ADPM. The Wing ADPM or designated representative will issue a temporary AF IMT 483 with the restriction “*Ramp Access Only*” or “*Non CMA Only*” and expiration date.

3.2.9.5. The local briefing and/or training materials should be made available in host nation language where applicable.

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

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

3.2.10. (MAXWELLAFB) Airfield Management is the approving authority for POV passes. NOTE: POV passes are a controlled item and must be accounted for at all times.

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

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

3.2.10.1.1.1. (MAXWELLAFB) Unit Commanders will initiate written requests for AM to issue POV passes for unit personnel required to drive a POV on the airfield. Specific justification is required. Passes will be issued to specific vehicles and must be validated annually. POV pass requests for contractor vehicles must be submitted by the responsible host unit.

3.2.10.1.1.1.1. Owner/User.

3.2.10.1.1.1.2. Organization.

3.2.10.1.1.1.3. Duty Phone.

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

3.2.10.1.1.1.5. Pass/Permit number.

3.2.10.1.1.1.6. Area of Operation(s)/location.

3.2.10.1.1.1.7. Justification.

3.2.10.1.1.1.8. Effective period/dates.

3.2.10.1.2. Vehicle passes/decals must be validated at least annually.

3.2.10.1.3. POV and Government Leased vehicles passes/decals must be differentiated in the ADI.

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

3.2.10.1.5. **(Added-MAXWELLAFB)** All non-base assigned contractor personnel will complete the mandatory briefing and testing requirements and will be issued a temporary AF Form 483 for the duration of the contracted work before POV pass can be issued. Permanently assigned contractors (e.g. grass cutters, airfield lighting, pavement repair teams, etc.) must meet the same certification requirements as base assigned personnel. Personnel must be qualified to drive on the airfield (possess AF Form 483) before a pass is requested.

3.2.10.1.6. **(Added-MAXWELLAFB)** Passes are color-coded and area specific. They must be visible and displayed on the left side of the dashboard when the vehicle is on the airfield. All vehicle passes are non-transferable and are only valid for the specified vehicle on the pass.

3.2.10.1.7. **(Added-MAXWELLAFB)** Requirements to obtain a POV pass:

3.2.10.1.7.1. **(Added-MAXWELLAFB)** Must have an official need to drive a POV on the airfield. Must present a current AF Form 483 for airfield driving and state driver's license with no restrictions on the type of vehicle to be issued the pass. Must present current auto insurance for the vehicle and must have the driver included on the policy. Must present current vehicle registration. Must provide vehicle type (make/model), color and license plate number information.

3.2.10.1.7.2. **(Added-MAXWELLAFB)** Airfield Management personnel will verify all the documentation provided for the POV pass is accurate and current. Complete the POV pass and document the information on spreadsheet. Provide the driver the POV pass and tell the driver that passes must be visible and displayed on the left side of the dashboard when the vehicle is on the airfield and must be removed from the dashboard and secured when leaving the airfield.

3.2.10.1.8. **(Added-MAXWELLAFB)** "P" (Permanent) POV Pass is issued for one year. Letter of Request will be completed by personnel requesting the pass and must be signed by that individual's Unit Commander. The letter must include justification as to why the pass is needed.

3.2.10.1.9. **(Added-MAXWELLAFB)** "T" (Temporary) POV Pass grants access to specified areas of the airfield for short periods of time. Temporary passes will be issued for official rental vehicles. Note: All BOS contract purchased vehicles which primary use is for the airfield (Airfield Management, TA, Airfield Lighting, and Barrier Maintenance) will be identified by the front vehicle license plate with the section title displayed. Each vehicle will be issued a POV pass which will be kept in the vehicle's glove compartment. Return temporary passes to Airfield Management for accountability and destruction upon expiration or when no longer required (e.g. PCS, PCA, separation or sale/disposal of vehicle.)

3.2.10.1.10. **(Added-MAXWELLAFB)** GOV Leased Vehicles. Airfield Management is the approving authority for GOV Leased Vehicle passes. Specific

justification is required. Passes will be validated annually. GOV Leased Vehicle passes are color-coded and area specific. They must be visible and displayed on the left side of the dashboard when the vehicle is on the airfield.

3.2.10.1.11. **(Added-MAXWELLAFB)** Requirements to obtain a GOV Leased Vehicle pass:

3.2.10.1.11.1. **(Added-MAXWELLAFB)** Must have a current AF Form 483 for Maxwell AFB. Must have an official need to drive a GOV Leased Vehicle on the airfield. Must present current vehicle registration. Must provide vehicle type (make/model), color, license plate number information.

3.2.10.1.11.2. **(Added-MAXWELLAFB)** Airfield Management personnel will verify all the documentation provided for the GOV Leased Vehicle pass is accurate and current. Complete the GOV Leased Vehicle pass and document the information on spreadsheet.

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

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

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

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

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

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

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

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

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

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

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

3.2.12. **(MAXWELLAFB)** Pedestrians will follow procedures outlined in AFI 13-213, paragraphs 3.2.12.1 – 3.2.12.4.

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

3.2.12.2. Walk facing oncoming traffic.

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

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

Chapter 4

RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

4.1. General.

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

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

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

4.2. Radio Techniques.

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

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

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

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

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

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

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

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

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

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

Table 4.1. Sample Runway Crossing Phraseology.

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

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

Table 4.2. Sample Read back Instructions

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

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

Table 4.3. Sample Hold Short Instructions.

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

4.4. Common Use Phrases.**Table 4.4. Common Use Phrases.**

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. Note: Use of this phrase does not authorize requestor to “Go Ahead” with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine

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

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

Table 4.5. Phonetic Aviation Alphabet.

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

4.6. Adopted Forms: AF IMT 457, *USAF Hazard Report*AF IMT 483, *Certificate of Competency*AF IMT 651, *Hazardous Air Traffic Report (HATR)*AF Form 1313, *Driving Record*FAA Form 5280-7, *Airfield Visual Aid Safety Placard*

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References***US Air Force Publications.**

(Added-MAXWELLAFB) AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Forms.

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

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

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

(Added-MAXWELLAFB) AF Form 847, *Recommendation for Change of Publication*

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

Abbreviations and Acronyms

(Added-MAXWELLAFB) AAFM—Assistant Airfield Manager

ADI—Airfield Driving Instruction

ADP—Airfield Driving Program
ADPM—Airfield Driving Program Manager
AF—Air Force
AFFSA—Air Force Flight Standards Agency
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFM—Airfield Manager
AFRSAT—AF Runway Safety Action Team
AFSC—Air Force Specialty Code
AM—Airfield Management
AO—Airfield Operations
AOB—Airfield Operations Board
AOF/CC—Airfield Operations Flight Commander
AOI—Airfield Operations Instruction
ATC—Air Traffic Control
ATCT—Air Traffic Control Tower
(Added-MAXWELLAFB) BDOC—Base Defense Operations Center
CBT—Computer Based Training
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
COP—Community of Practice
DOD—Department of Defense
FAA—Federal Aviation Administration
FOD—Foreign Object Damage
GM—Guidance Memorandum
(Added-MAXWELLAFB) GOV—Government Owned Vehicle
HATR—Hazardous Air Traffic Report
IC—Interim Change
ILS—Instrument Landing System
INST—Instrument
IR—Infared Red
(Added-MAXWELLAFB) LOA—Letter of Agreement

(Added-MAXWELLAFB) **LZ**—Landing Zone
MAJCOM—Major Command
MFR—Memorandum for Record
MOPP—Mission Oriented Protective Posture
(Added-MAXWELLAFB) **NOTAM**—Notice to Airmen
OG—Operations Group
OPR—Office of Primary Responsibility
NVD—Night Vision Device
(Added-MAXWELLAFB) **OSF**—Operations Support Flight
POFZ—Precision Obstacle Free Zone
POV—Privately Owned Vehicle
RIPWG—Runway Incursion Prevention Working Group
RGL—Runway Guard Light
RWY—Runway
SF—Security Forces
TDY—Temporary Duty
(Added-MAXWELLAFB) **USAF**—United States Air Force
(Added-MAXWELLAFB) **USAFR**—United States Air Force Reserve
VCNCO—Vehicle Control Noncommissioned Officer
VCO—Vehicle Control Officer
VFR—Visual Flight Rule

Terms

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

Advise Intentions—Tell me what you plan to do.

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

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

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

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

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

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

(Added-MAXWELLAFB) Airfield Environment—Includes runways, taxiways, parking and servicing areas, ATC facilities, Airfield Management Ops, navigational aids, aircraft fire suppression and rescue services, airfield lighting systems and systems to hold or stop aircraft (where required).

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

Airfield Management—A function that conducts airfield inspections and checks for safety and compliance with planning and design criteria. Plans, organizes and directs airfield activities to include airfield construction/repairs, airfield driving program, ice/snow removal operations, Bird/Wildlife control, etc. Procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system such as Flight Information Publications, aeronautical charts and maps, Notice to Airmen (NOTAM), local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

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

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

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

(Added-MAXWELLAFB) Assistant Airfield Manager—The Assistant Airfield Manager functions as AFM during their absence (e.g., leave, TDY, etc.) or as otherwise needed. Develop and manage the Airfield Driving Program.

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

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

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

Controlled Movement Area (CMA)—As defined in Airfield Operation Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control Tower (ATCT) approval for (normally via two-way radio contact with the ATCT). Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as

required taxiing of aircraft. **Note:** This definition is used in lieu of "movement area" as defined in the FAA Pilot Controller Glossary. Also called CMA.

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

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

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

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

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

(Added-MAXWELLAFB) GSA Vehicles—Government vehicles that look like private vehicles, but are provided to drivers and may be used on the airfield.

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

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

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

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

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

(Added-MAXWELLAFB) Landing Zone—The LZ consists of a runway and taxiways. It is a prepared surface used to conduct operations in an airfield environment similar to forward operating locations. LZ runways are typically shorter and narrower than standard runways. Because training airfields are constructed for long-term operations, semi-prepared surface structural requirements are more stringent than for contingency airfields.

Light Gun—A handheld directional light signaling device which emits a brilliant narrow beam of white, green, or red light as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot actions where radio

communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.

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

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

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

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

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

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

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

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

Proceed—Authorization to begin/continue on approved routes.

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

Read Back—Repeat my message back to me.

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

Ride-Along—When AM personnel ride in the vehicle with unit trainer conducting day/night time CMA training to ensure the training meets requirements of the ADI.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Attachment 2

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

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

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

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

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

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

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

XXXX X. XXXXX, Lt Col, USAF
Commander

Attachment 3

UNIT ADPM TRAINING CHECKLIST

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

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

Attachment 4

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST			
SECTION I – GENERAL INFORMATION <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
Unit	Office Symbol or Company Name	Date:	
SECTION II – INSPECTION ITEMS <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
	Yes	No	Not Applicable
1. Unit Commander.			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?			
1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?			
1.5. Is the unit commander notified when individuals commit a violation?			
1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?			
1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
2. Unit Airfield Driving Program (ADPM) Manager.			
2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			
2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?			
2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and date refresher training is due)?			
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
3. TDY personnel/Non base assigned Contractors.			
3.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.			
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
4. Training.			
4.1. Are potential airfield drivers receiving classroom training by the ADPM <i>(as determined locally)</i> ?			

4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?			
4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?			
4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?			
4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			
4.6. Are drivers receiving annual refresher training within the established time lines?			
4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?			
4.8. Are trainees administered a General Knowledge Test?			
4.9. Are trainees administered a Runway Incursion Prevention Test?			
4.10. Are trainees administered a Communication Test to individuals requiring CMA access?			
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio "read back" requirement? (A random interview of unit vehicle operators may be conducted.)			
5. Miscellaneous.			
5.1. Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit's Airfield Driving Program?			
5.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
SECTION III – COMMENTS/NOTES <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
SECTION IV – CERTIFICATION <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
UNIT ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 5

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

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

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

Attachment 6

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)

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

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

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

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

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

Attachment 7

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

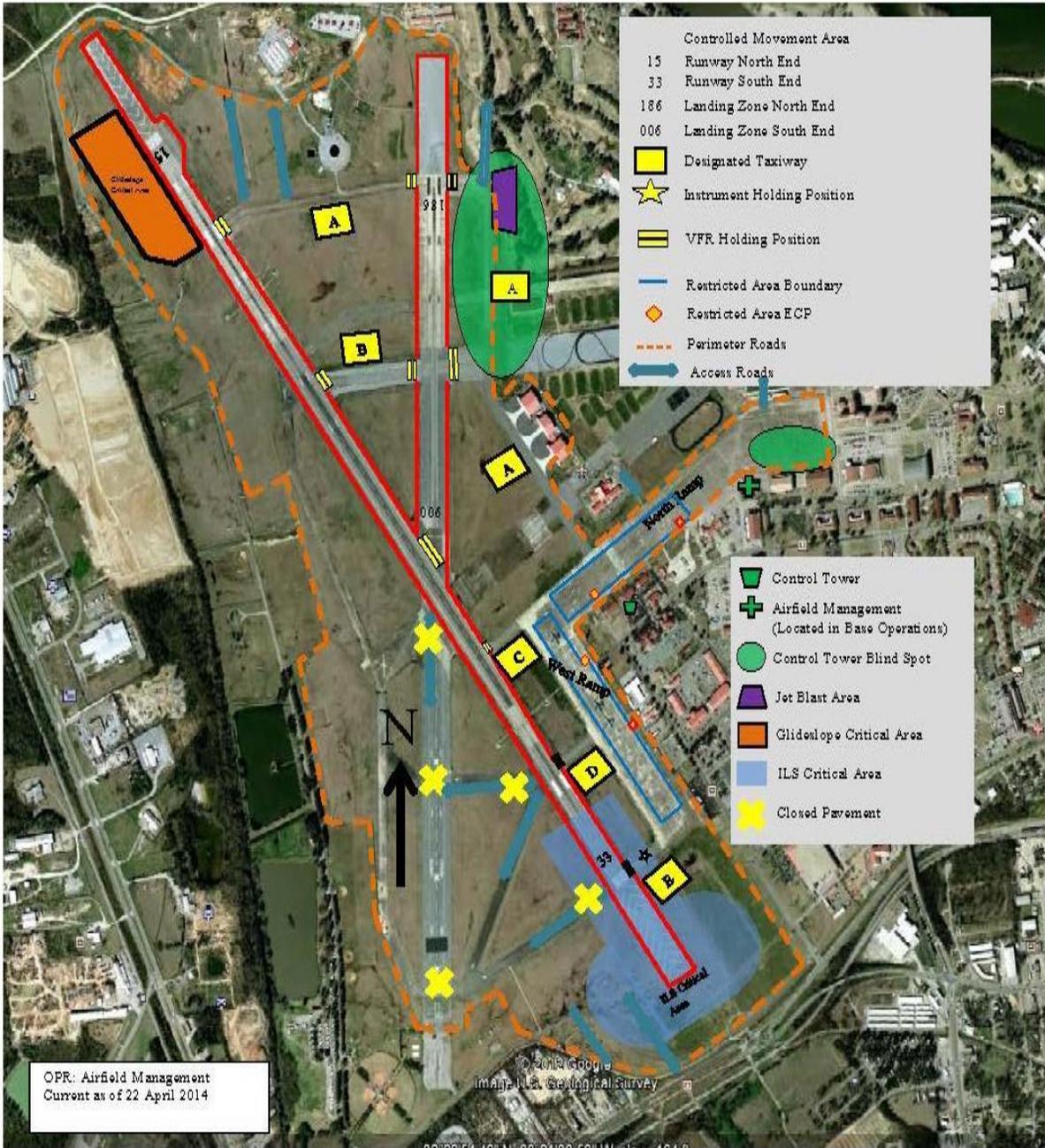
TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM or Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed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

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

Attachment 8 (Added-MAXWELLAFB)

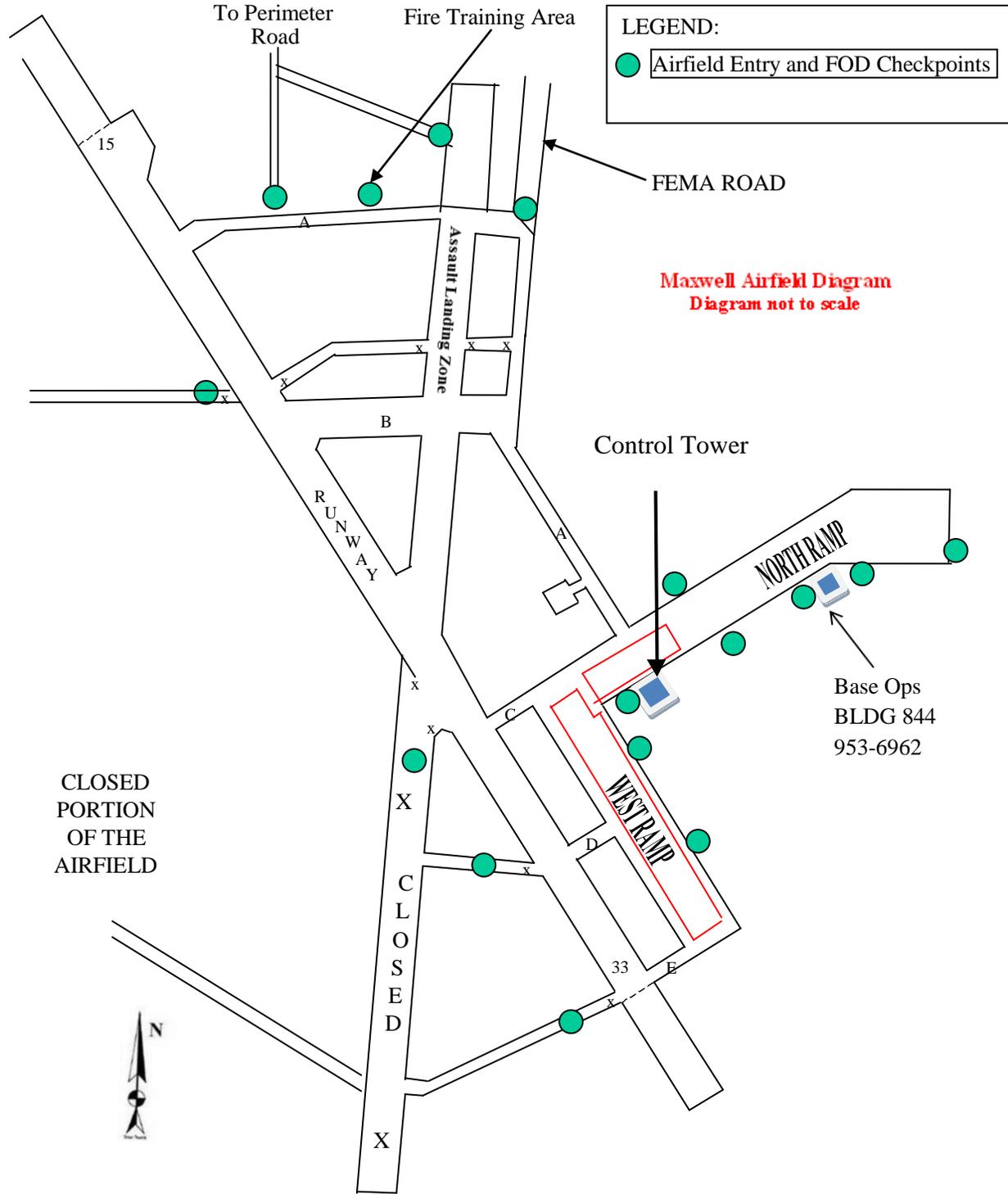
AIRFIELD DIAGRAM

Figure 8.1. (Added) Airfield Diagram



Attachment 9 (Added-MAXWELLAFB)
AIRFIELD ENTRY AND FOD CHECKPOINTS

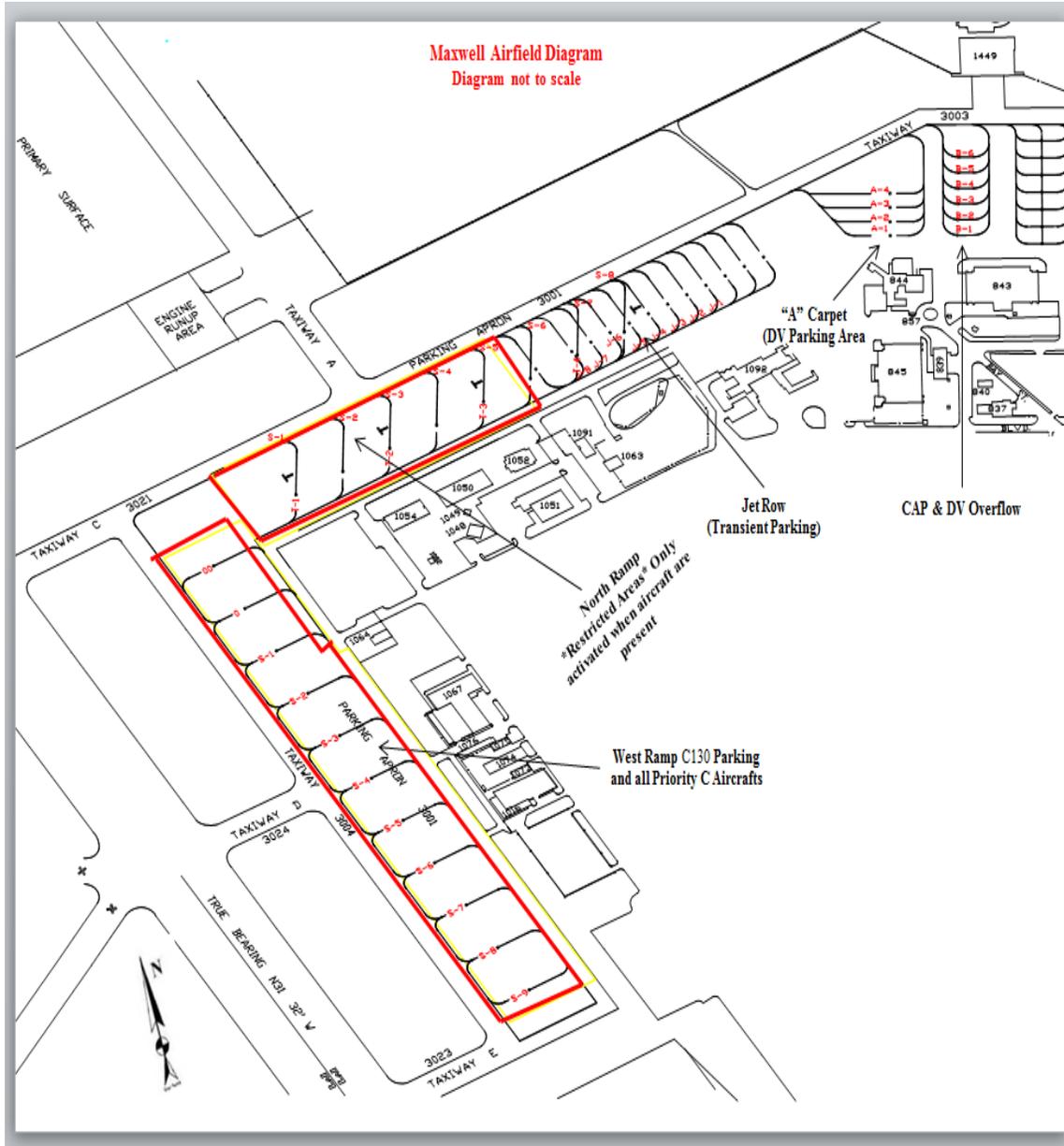
Figure A9.1. (Added) Airfield Entry and FOD Checkpoints.



Attachment 10 (Added-MAXWELLAFB)

AIRFIELD PARKING DIAGRAM

Figure A10.1. (Added) Airfield Parking Diagram.

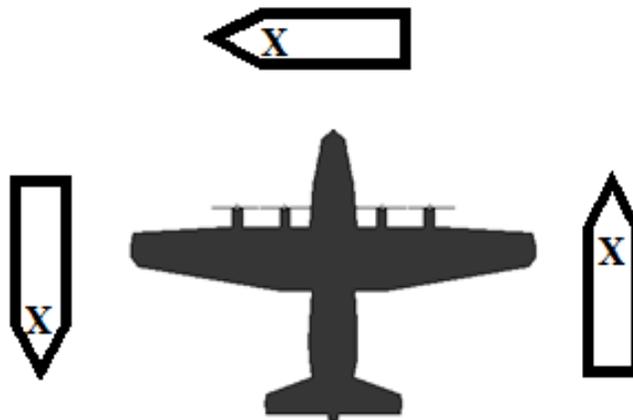


Attachment 11 (Added-MAXWELLAFB)

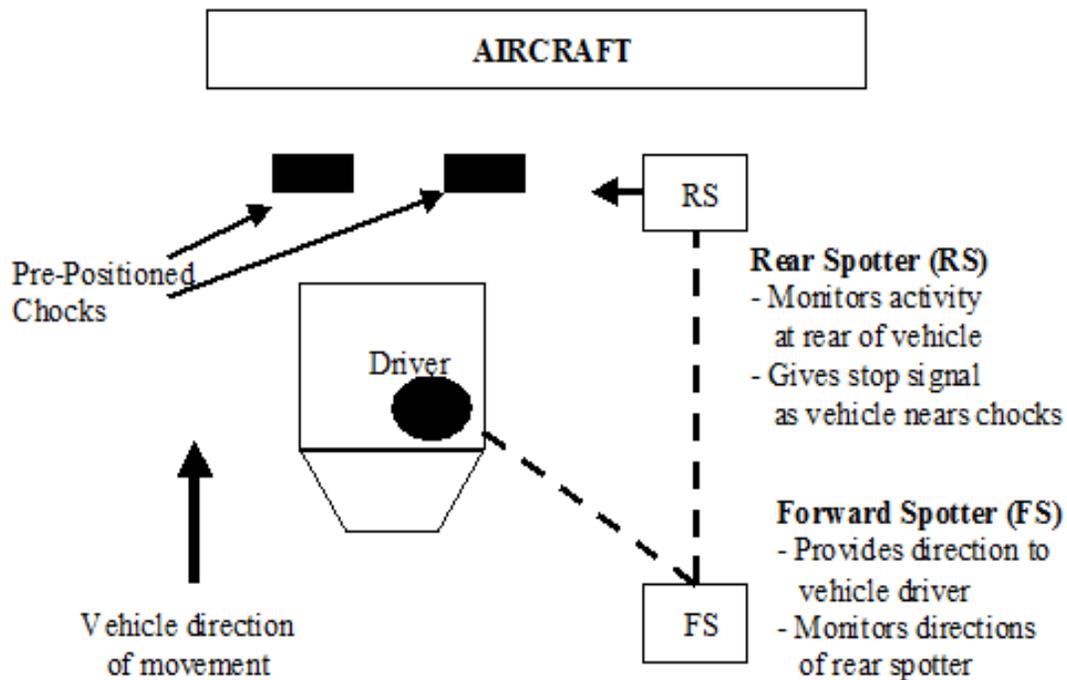
APPROACHING AN AIRCRAFT IN A VEHICLE

Figure A11.1. (Added) Approaching an Aircraft in a Vehicle.

APPROACHING AN AIRCRAFT IN A VEHICLE
AND
PROPER POSITIONING OF A VEHICLE SPOTTER



All Vehicles must approach aircraft with the driver's side of the vehicle toward the aircraft
X = Front of Vehicle



Attachment 12 (Added-MAXWELLAFB)

AIRFIELD MARKINGS

Figure A12.1. (Added) Runway Hold Position Marking.



Figure A12.2. (Added) Instrument [INST/ILS/POFZ] Hold Position Marking



Figure A12.3. (Added) Continuous Taxiway/Apron Edge Line Marking



Figure A12.4. (Added) Taxiway Centerline Marking



Attachment 13 (Added-MAXWELLAFB)

AIRFIELD SIGNS AND LIGHTING

Figure A13.1. (Added) Mandatory Runway Hold Position Sign.



Figure A13.2. (Added) Mandatory Instrumental Hold Position Sign at ILS Critical Area.



Figure A13.3. (Added) Taxiway Direction Sign with Taxiway Location Sign.

DIRECTION SIGNSTAXIWAY LOCATION SIGN

Figure A13.4. (Added) Runway Exit Sign.

RUNWAY EXIT SIGN

Figure A13.5. (Added) Runway Edge Light.



Figure A13.6. (Added) Taxiway Edge Light.



Attachment 14 (Added-MAXWELLAFB)

LIST OF CALL SIGNS FOR CONTROLLED MOVEMENT AREAS

Table A14.1. (Added) List of Call Signs for Controlled Movement Areas.

Agency	Call Sign	Office
42d Air Base Wing (ABW) Leadership	SABRE 1	42 ABW Commander
	SABRE 2	42 ABW Vice Commander
	SABRE 3	42d Mission Support Group Commander
42d Operations Support Flight (OSF)	OPS 1	42 OSF Commander
	AIRFIELD 1	Airfield Manager
	AIRFIELD 2	Airfield Assistant Manager
	AIRFIELD 3-8	Airfield Operations Personnel
	TA 1	Transient Alert – Follow Me
	TA 2	Secondary Transient Vehicle
	MAXWELL GROUND	Air Traffic Control
42d Security Forces Squadron	QUALITY 1	Airfield Contracting Officer's Representative
	HERCULES 1	N/A
	HERCULES 2	N/A
	FALCON 6	N/A
	PHANTOM 1	N/A
	PHANTOM 2	N/A
42d Medical Group	PHANTOM 3	N/A
	MEDIC 1	Ambulance
Fire Department	MEDIC 2	Ambulance
	CHIEF 1	N/A
	CHIEF 2	N/A
	CHIEF 3	N/A
	CRASH 11	N/A
	CRASH 12	N/A
	CRASH 13	N/A
	ENGINE 7	N/A
	ENGINE 8	N/A
	ENGINE 10	N/A
	M 14	N/A
	HAZMAT 18	N/A
	HAZMAT 19	N/A
	TANKER 15	N/A
	RESCUE 5	N/A
	RESCUE 6	N/A
LADDER 9	N/A	
Civil Engineering	BARRIER 1	Barrier Maintenance
	CE LIGHTING 1	Airfield Lighting

	SWEEPER 1	Airfield Sweeper
	MOWER 1	Mowing Supervisor
	TRACTOR 1	Inmate on Airfield
	READY 1	Mobile Command Post
	READY 2	Mobile Command Post Comm
	CE 42	Site Maintenance Supervisor
	CE 45	Facilities Supervisor
	SITE MAINTENANCE 1	N/A
	SITE MAINTENANCE 2-4	Site Maintenance Support
908th Airlift Wing (AW)	HANK 1	908 AW Commander
	HANK 2	908 AW Vice Commander
	HANK 3	908th Maintenance Group CC
	HANK 4	908th Maintenance Support CC
	AERO 1-2	Repair and Reclamation
	FAB SUPER	Fabrication Flight Chief
	STRUCTURAL 1-2	Structural Maintenance
	AGE SUPER	AGE Flight Chief
	AGE 1-2	AGE
	PROP SUPER	Propulsion Flight Chief
	PROP 1-4	Propulsion
	ACCESSORY SUPER	Accessory Flight Chief
	AVIONICS SUPER	Avionics Flight Chief
	GACS 1-2	GACS Shop
	COMM/NAV 1-2	Communication Navigation
	EW 1-2	EWFS Shop
	AMMO 1-2	Ammunition Shop
	VICTOR 1	908th Aircraft Maintenance Squadron (AMXS) CC
	VICTOR SUPER	908 AMXS Superintendent
	VICTOR 2	908 AMXS Pro Super
	VICTOR 3	908 AMXS Expediter
	VICTOR 4	908 AMXS Flight Chief
	AIRCRAFT (XX)	908 AMXS Crew Chief (aircraft in maintenance)
	PORT 1	25th Aerial Port Squadron Chief
	OPS SUPER	Operations Flight Chief
	LANDING ZONE 1	Landing Zone Officer
	DROP ZONE 1	Drop Zone Officer

Attachment 15 (Added-MAXWELLAFB)

EXAMPLE SUSPENSION / REVOCATION OF AIRFIELD DRIVER'S LICENSE

Figure A15.1. (Added) Example Suspension/Revocation.



DEPARTMENT OF THE AIR FORCE

42D AIR BASE WING (AETC)
MAXWELL AIR FORCE BASE ALABAMA

[dd/mm/yy]

MEMORANDUM FOR 42 OSF/OSA (AM)

FROM: [unit commander]

SUBJECT: Suspension/Revocation of [rank & name]'s Airfield Driving Privileges

1. [rank & name] has had their airfield driving privileges suspended effective [dd/mm/yy] due to [nature and/or reason for suspension/revocation – example: loss of base driving privileges, loss of civilian license, or airfield driving violation (if within own unit)].
2. [rank & name] will be without airfield driving privileges until [dd/mm/yy]. *Note: If date is unknown due to civilian license, loss, insert explanation instead of date.
3. Once member is eligible for reinstatement of airfield driving privileges and all required retraining is complete, a memorandum will be provided to your office. The Unit ADPM will refer to, AFI 13-213 and AFI 13-213 MAFBSUP for additional information if required.
4. If you have any questions on this subject, please contact my Unit ADPM at [phone/email].

[name, rank], USAF
Commander, [unit]

Attachment 16 (Added-MAXWELLAFB)

EXAMPLE REQUEST FOR REINSTATEMENT OF AIRFIELD DRIVER'S LICENSE

Figure A16.1. (Added) Example Request for Reinstatement.



DEPARTMENT OF THE AIR FORCE

42D AIR BASE WING (AETC)
MAXWELL AIR FORCE BASE ALABAMA

[dd/mm/yy]

MEMORANDUM FOR 42 ABW/CC

FROM: [unit commander]

SUBJECT: Request Reinstatement of [rank & name]'s Airfield Driving Privileges

1. Request reinstatement of [rank & name]'s airfield driving privileges in the below listed areas to perform mission critical tasks. [list specific areas which require access for mission critical tasks.]
2. (only when suspension was due to airfield driving violation) I have validated [rank & name] has been retrained on required tasks and is fully aware of their responsibilities while driving in the airfield environment.
3. If you have any questions on this subject, please contact my Unit ADPM at [phone/email].

[name, rank], USAF
Commander, [unit]

Attachment 17 (Added-MAXWELLAFB)

EXAMPLE POV AND GOVERNMENT LEASED VEHICLE PASS REQUEST

Figure A17.1. (Added) Example Vehicle Pass Request.



DEPARTMENT OF THE AIR FORCE
42D AIR BASE WING (AETC)
MAXWELL AIR FORCE BASE ALABAMA

MEMORANDUM FOR 42 OSF/OSA (AM)

FROM: [unit commander]

SUBJECT: Request for Privately Owned Vehicle (POV) Pass

1. IAW AFI 13-213 and AFI 13-213 MAFBSUP, both titled *Airfield Driving*, I validate the need for the below named individual to operate a POV on Maxwell airfield and request a POV pass be issued.

- a. Owner/User: [enter member name]
- b. Organization: [enter data]
- c. Duty Phone: [enter data]
- d. Vehicle Make, Model, Year, Color and License/State: [enter data]
- e. Area of Operation/Location: [enter data – ex.: DV area, North Ramp, etc.]
- f. Justification: [enter data]
- g. Effective period/dates: [enter data, not to exceed one year from memorandum date]

2. Owner/user must comply with all procedures outlined in AFI 13-213 MAFBSUP, *Airfield Driving*, and have a valid AF Form 483 while operating a vehicle on the airfield.

3. Owner/user will contact the Wing Airfield Driving Program Manager (ADPM) prior to reassignment, separation, pass expiration and/or when the pass is no longer needed.

4. Any questions concerning this POV Pass may be directed to the Wing ADPM at 953-7407.

[name, rank], USAF
Commander, [unit]

1st Ind, 42 OSF/OSA (AM)

1. A POV Pass for the above named individual is approved. Pass number is: _____.
2. POV Passes must be validated at least annually. A new memorandum is required each year.

HARRISON COATS, Contractor
Airfield Manager