

**BY ORDER OF THE COMMANDER
ROYAL AIR FORCE MILDENHALL**

RAF MILDENHALL INSTRUCTION 13-213

5 JULY 2013

Incorporating Change 1, 24 July 2015

Nuclear, Space, Missile, Command and Control

AIRFIELD DRIVING



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 100 OSS/OSA

Certified by: 100 OG/CC
(Col Nancy Bozzer)

Supersedes: MILDENHALLI13-202, 27
May 2008

Pages: 56

This instruction implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic Control, Airspace, Airfield and Range Management*, and extends information from Air Force Instruction (AFI) 13-213, *Airfield Driving*, and establishes policies and procedures for the control of vehicles within the airfield environment at RAF Mildenhall. The procedures contained herein are supplemental to AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, and AFOSH STD 91-100, *Aircraft Flight Line Ground Operations and Activities*. This instruction applies to all personnel assigned, attached, or deployed to RAF Mildenhall, to include contractors and visitors who operate a vehicle on the airfield. This publication does not apply to Air Force Reserve Command (AFRC) or the Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. See **Attachment 1** for Glossary of References and Supporting Information. Requests for waivers must be submitted with justification to publication OPR.

SUMMARY OF CHANGES

This edition redefined the Controlled Movement Area, updated training procedures for infrequent drivers, and rescinded the color vision exemption table. Airfield map has been updated to conform to AFI 13-213 standards.

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Chapter 1

GENERAL RESPONSIBILITIES

1.1. General.

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

1.1.2. The standards set in this instruction are to control airfield vehicle operations and must be used in conjunction with Mildenhall Instruction (MILDI) 13-204, *Airfield and Air Traffic Control Operations*.

1.1.3. Only trained personnel will be assigned duties that require driving on the airfield. Airfield experience is not a substitute for completion of local airfield driving training and testing requirements. Trained personnel must be knowledgeable of and comply with this instruction. The use of vehicles and the number of authorized drivers on the airfield will be limited to the absolute minimum necessary to accomplish the mission.

1.1.4. Unit commanders, Airfield Driving Program Managers (ADPM) and Airfield Management (AM) personnel have the authority to revoke airfield driving privileges.

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

1.1.5.1. If necessary, AM will notify the Base Defense Operations Center (BDOC). The BDOC will dispatch a patrol and assist AM in apprehending violators and issuing citations if appropriate.

1.1.5.2. AM will investigate all airfield driving violations and take appropriate action per AFI 13-213.

1.2. 100th Air Refueling Wing Commander

1.2.1. Designates personnel and agencies to support the Airfield Driving Program.

1.2.2. Holds the authority to reinstate airfield driving privileges, in writing, to perform mission essential duties following suspension or revocation of base driving privileges. Authority must not be delegated.

1.2.3. Approves this instruction.

1.3. 100th Operations Group Commander

1.3.1. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions within a six month period.

1.3.1.1. The RIPWG will consist of the 100 OSS/CC, AOF/CC, Airfield Manager (AFM), Wing Airfield Driving Program Manager (Wing ADPM), Tower Chief

Controller, Wing Safety. Attendance is mandatory for the Unit CC and/or unit ADPM with a CMA violation during the previous quarter. Attendance is recommended for all other unit commanders and unit ADPMs.

1.3.1.2. The RIPWG will:

1.3.1.2.1. Analyze runway incursions and corrective actions.

1.3.1.2.2. Evaluate airfield driving operating procedures/standards and airfield configuration to determine if corrective actions are needed.

1.3.1.2.3. Develop strategies to prevent the reoccurrence of runway incursions.

1.4. Unit Commanders.

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

1.4.2. Certifies personnel are qualified to drive on the airfield. This may be delegated in writing to the Unit ADPM.

1.4.3. Appoints a primary and alternate ADPM. Forwards a copy of the appointment letter to the Deputy Airfield Manager, 100 OSS/OSAA.

1.4.3.1. Unit ADPMs must be at least a SSgt/E-5 7- level or civilian equivalent with an AF 483 certified for airfield driving. Waiver authority is delegated to the appropriate Group Commander or equivalent and authority may not be further delegated.

1.4.4. Unit ADPMs must be at least a SSgt/E-5 or civilian equivalent with six months time on station with a AF IMT 483 certified for airfield driving. Waiver authority is delegated to the appropriate Group Commander or equivalent. Authority may not be delegated.

1.4.5. Through the ADPM, establish a training program designed to meet the needs of the units.

1.4.6. Ensure training is conducted for all personnel who drive on the airfield and certify personnel who are qualified in the Airfield Driving database. This authority may be delegated to the ADPM. If delegated, include on the ADPM appointment letter.

1.4.7. If a unit member loses base driving privileges or has their civil driver's license suspended or revoked, their airfield driver's license will also be suspended or revoked. The unit's ADPM will notify the wing ADPM in writing. Documentation of suspension/revocation will be kept in the unit ADPM binder. Requests for reinstatement will be made according to paragraph 1.2.2.

1.5. Wing Airfield Driving Program Manager. The Deputy Airfield Manager (DAFM) serves as the Wing ADPM.

1.5.1. Develops a local Airfield Driving Instruction outlining the airfield driver's familiarization program and provide to unit ADPMs. Review and update as required but no less than annually. Maintain documentation of the review for at least one year.

1.5.2. Develops a local written test specific to the airfield environment, local procedures and responsibilities. Provide to unit ADPMs. Review and update as required but no less than annually.

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

1.5.4. Conducts phraseology testing on all CMA Drivers prior to issuance of AF 483. This can be delegated to AMOPS personnel.

1.5.5. Utilizes Attachment 3 to AFI 13-213, to train unit ADPMs and provide information required to train unit personnel. Maintain a copy of completed Attachment 3 in Wing ADPM Binder and provide a copy to the trainee. Assist ADPMs with their unit airfield driving program as required.

1.5.6. Conducts quarterly meetings with unit ADPMs to provide training, brief runway incursions, Controlled Movement Area Violations (CMAVs), trends, etc.

1.5.7. Enforces provisions outlined in applicable instructions, manuals, and policy letters regarding vehicle operations on the airfield and suspend or revoke airfield driving privileges as required. Notify unit commander and ADPM when revoking an individual's airfield driving privileges. Brief 100 OG/CC on all Controlled Movement Area (CMA) violations and runway incursions and report at the Airfield Operations Board (AOB).

1.5.8. Attends base and unit Vehicle Control Officer (VCO) meetings, when able, and provide guidance on incidents that occurred on the airfield, to include runway incursions and safety violations, trend data on violations, changes to driving procedures, current or pending airfield construction projects that will impact normal driving operations, prevention of Foreign Object Damage (FOD) on the airfield, and unit inspection trends.

1.5.9. Ensures contractors working on the airfield are briefed and/or trained/certified on the provisions of this instruction based on the area they are working and the type of contract. Coordinates with Base Civil Engineer (BCE) and 48 CONS to establish contractor routes to and from all work areas on the airfield. All contractor driving routes on the airfield must be approved by the Airfield Manager (AFM).

1.5.9.1. Establishes procedures for AM personnel to conduct daily spot checks to monitor compliance with airfield driving procedures. Ensure annual refresher training is documented on AF IMT 483, *Certificate of Competency*, prescribed by AFI 10-209. Monitor radios for proper radio terminology/phraseology and discipline. Document results of the spot checks (individual, unit, and office symbol) and brief results at the AOB.

1.5.9.2. Inspects each unit's driving program annually and as requested by a unit commander. Inspection will be focused on program integrity, compliance and support. Document inspection results on Attachment 4 of AFI 13-213. Provide results to the unit commander and brief at AOB.

1.5.9.3. Uses local base resources such as the base paper, commander's access channel, e-mail advisories, unit briefings, etc., to update airfield drivers of policy changes and violation trends.

1.5.9.4. Reviews required training documentation and endorse all AF IMT 483 for airfield driving at RAF Mildenhall. AM is the only agency authorized to endorse AF IMT 483.

1.5.9.5. Reviews this instruction at least annually and coordinate an updated version if required. Obtain base unit level coordination and then USAFE/A3CA concurrence before final 100 ARW/CC approval.

1.5.10. Controls Privately Owned Vehicle (POV) and Government Leased Vehicle (GLV) access to the airfield by issuing an electronic *POV Airfield Pass*. Update all issued airfield passes at least annually.

1.5.11. Provides quality assurance over the base airfield driving program IAW AFI 13-213:

1.5.11.1. Establishes procedures for AM personnel to conduct daily spot checks to monitor compliance with airfield driving procedures. Ensure annual refresher training is documented on AF 483, *Certificate of Competency* IAW AFI 13-213, 2.7.13. Monitor radios for proper radio terminology/phraseology and discipline. Document results of the spot checks (individual, unit, and office symbol) and brief results at the AOB.

1.5.12. Inspects each unit's driving program annually and as requested by a unit commander. Inspection will be focused on program integrity, compliance and support. Document inspection results on Attachment 4 of AFI 13-213. Provide results to the unit commander and brief at AOB.

1.5.13. Reviews required training documentation and endorse all AF 483 for airfield driving at RAF Mildenhall. AM is the only agency authorized to endorse AF 483.

1.5.14. Reviews this instruction at least annually and coordinate an updated version if required. Obtain base unit level coordination and then USAFE/A3CA concurrence before final 100 ARW/CC approval.

1.5.15. Uses local base resources such as the base paper, commander's access channel, e-mail advisories, unit briefings, etc., to update airfield drivers of policy changes and violation trends.

1.5.16. Participates in the RIPWG.

1.6. Unit Airfield Driving Program Managers (ADPM).

1.6.1. Must be trained and certified to drive on the airfield prior to assuming duties as Unit ADPM. Must be appointed by the unit commander and trained by the Wing ADPM. The Wing ADPM will certify training on Attachment 3 of AFI 13-213.

1.6.2. Administers the unit airfield driver's training program according to this instruction and via the Airfield Drivers Training Program (ADTP) located at <https://private.amc.af.mil/ADTP/Login.aspx>. As a minimum, unit training programs must cover all items listed on Attachment 5 of AFI 13-213. Certify completion of training using Attachment 6 of AFI 13-213.

1.6.3. Ensures this instruction, MILDI 13-204, AFMAN 24-306, Chapter 25, AFI 91-203, Chapter 24, AFI 21-101, prescribed forms, tests and other associated publications are available and current. Local airfield driving tests must be maintained as a controlled item.

1.6.4. Ensures all trainees are licensed or certified to operate either a privately, government, contractor owned or leased vehicle. Also ensure all trainees are qualified to drive the vehicle(s) they will be operating on the airfield per their GOV license.

1.6.5. Verifies all trainees color vision by either Air Force Specialty Code (AFSC) exemption or by referring personnel for color vision screening by qualified medical or other personnel. Unit ADPM must validate individual has normal color vision and/or no waiver to the classification directory standards.

1.6.5.1. Unit ADPMs shall provide a MFR signed by unit commander validating that specific AFSC is color vision exempt. Reference used to justify AFSC will be Officer or Enlisted Classification Directory for AFSC identified in the MFR. For host nation drivers, please identify specific job qualification requirement.

1.6.6. Administers the Unit Test, either electronically or manually, using Step 3 ADTP. Step 3 Unit test electronic or manually when applicable. Conducts annual refresher training for all qualified unit personnel per Chapter 2 of this instruction.

1.6.7. Maintains records and associated forms for all personnel authorized to drive on the airfield. The master listing of all unit personnel is maintained online via the database. This list will be exported from the database and provided to the Wing ADPM quarterly. Units using G081 or IMDS to track training may utilize these systems to fulfill local requirements in line with this publication and the online database.

1.6.8. Conducts and documents a unit program self inspection using AFI 13-213, Attachment 4, at least annually or when a change of ADPM occurs.

1.6.9. Trains replacement ADPM and schedules training with Wing ADPM at least 30 days prior to the replacement's assumption of duties.

1.6.10. Notifies the unit commander when violations occur. Notify the unit commander and DAFM in writing after revoking an individual's airfield driving privileges.

1.6.11. Ensures TDY personnel being assigned to or sponsored by their unit are either escorted on the airfield or possesses a valid AF IMT 483 from their home station and are trained on local airfield driving procedures per this instruction. Document training on Attachment 7 of AFI 13-213, and issue a temporary AF IMT 483 or endorse reverse side of home station AF IMT 483 and bring to AM to be stamped.

1.6.12. Maintain an Airfield Driving Program Continuity Binder in the TAB format below. **Note:** When approved by the Wing ADPM, contents from a TAB may be maintained in another location or electronically. Use the DD Form 2861, *Cross-Reference*, prescribed by DOD 700.14-R, VOL7B, CHAP 50, to identify location.

1.6.12.1. TAB A: Unit ADPM appointment letter.

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

1.6.12.3. TAB C: Annual Program Inspection Results.

1.6.12.4. TAB D: Unit ADPM Training Documentation.

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

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

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

1.6.12.8. TAB H: Airfield Violations/Corrective actions.

1.6.12.9. 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.

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

1.6.13. Notifies Airfield Management Operations via e-mail (100OSS.OSAA@mildenhall.af.mil) for all Airfield Driving Website issues (i.e. test activation/reset, step advancement, etc.).

1.7. Airfield Management

1.7.1. Serves as Office of Primary Responsibility (OPR) for this instruction.

1.7.2. Conducts random spot checks, during periodic airfield checks, for enforcement and compliance with this ADI. At minimum, a spot check will include a check of the airfield driver's license (AF IMT 483) currency check, the available/currency of Visual Aids, AFVA 11-240, *Airports Signs and Markings*, AFVA 13-222 *Runway/Controlled Movement Area Procedures*, and the availability/currency of the local airfield diagram. Once per month, conduct spot checks for a one-hour period at random airfield entry control points.

1.7.3. Monitor radio 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*.

1.7.4. Impose and publish restricted driving routes as applicable.

1.7.5. Respond to suspected airfield driving violations and will:

1.7.5.1. Escort individual off the airfield.

1.7.5.2. Confiscate individual's AF IMT 483.

1.7.5.3. Request a statement from the individual suspected of committing the driving violation.

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

1.7.5.5. Participates in the RIPWG.

1.8. 100th Operations Support Squadron (OSS) Control Tower.

1.8.1. 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. Immediately respond to and correct any airfield drivers using improper radio phraseology and notify AM to respond.

1.8.2. Assists AM in reporting driving violations and investigations as required. Process AF IMT 457, *USAF Hazard Report*, prescribed by AFI 91-202 and AF IMT 651, *Hazardous Air Traffic Reports* as Class E safety events for CMA violations IAW AFI 91-202, *US Air Force*

Mishap Prevention Program, AFI 91-204, Safety Investigation and Reports, and Aviation Safety Investigations and Reports, and submit to the DAFM for review and processing.

1.8.3. Participates in the RIPWG.

1.9. 48th Medical Group (48 MDG).

1.9.1. Evaluate individuals for the color vision test. Determine an individual's ability to distinguish between red, green, white, yellow and blue. Report results of evaluation to requesting unit commander. A letter of agreement between 100 OSS/OSAA and 48 AMDS/SGPE will remain on file in the wing ADPM binder.

1.10. 100 ARW Safety (100 SE).

1.10.1. Coordinate with AM and unit ADPMs on the airfield driving program.

1.10.2. Assist AM by coordinating on all requests to use vehicles equipped with chains on the airfield and all requested waivers to color vision requirements to determine if the issuance of a "limited access" permit should be approved.

1.10.3. Assist AM in driving investigations as required. Process AF IMT 457 and AF IMT 651 as Class E safety events for CMA violations IAW AFI 91-202, *US Air Force Mishap Prevention Program, AFI 91-204, Safety Investigation and Reports, and Aviation Safety Investigations and Reports.*

1.10.4. Review CMA violations for trends.

1.11. 100th Security Forces Squadron (100 SFS).

1.11.1. Assist AM by monitoring airfield driving and reporting any violations to this instruction. Ensure POVs display a current/valid POV Pass.

1.11.2. Apprehend and issue citations as required per current MILDI 31-218, *Installation Traffic Code.*

1.11.3. Assist in escorting violators (as needed) to AM Ops.

1.11.4. Provide assistance when requested by AM or ATC to apprehend airfield driving violators.

1.12. 100th Civil Engineer Squadron (100 CES).

1.12.1. Ensure all contracts for activities within the airfield environment contain a requirement for airfield safety and airfield driving training before starting work. All driving routes to/from construction sites must be approved by the AFM or DAFM.

1.12.2. Ensure all base assigned (annual) contractors are trained IAW this instruction and receive an AF IMT 483 endorsed by AM before driving on the airfield. All annual contractors whom operate non-GOVs on the airfield must obtain an airfield POV pass.

1.12.3. Ensure all temporary contractors working on the airfield are escorted by a qualified airfield driver from their unit or are trained/briefed on local airfield driving procedures before operating any vehicles or equipment on the airfield. All temporary contractor vehicles must obtain a POV pass. The BCE Project Manager (PM) must prior coordinate all work on the airfield with AM and provide a list of vehicles to AM NLT seven (7) days prior to start of

work. The AFM or DAFM will clarify the level of training required for contractors and coordinate issuance of POV passes.

1.12.3.1. Temporary contractors required to drive across active taxiways, taxilanes or the runway require local airfield drivers training and a temporary AF IMT 483. All contractor vehicles operating within the CMA must be equipped with a rotating yellow beacon or emergency flashers and have two-way radio contact with the air traffic control tower (ATCT).

1.12.3.2. Temporary contractors not required to drive across active taxiways, taxilanes, or the runway must receive a briefing tailored to AM approved contractor vehicle routes to/from the construction site. BCE PM will coordinate driving routes with AM and document contractor briefing on Attachment 7 of AFI 13-213. PM will provide a copy of the endorsed briefing sheet to the DAFM, who will maintain a copy of the training for at least 3 months or until the project is complete, whichever comes last.

Chapter 2

QUALIFICATIONS FOR AIRFIELD DRIVING

2.1. General.

2.1.1. Personnel driving on the airfield must complete airfield driver's training or be escorted by a vehicle driver possessing a valid AF 483 prior to entry to the airfield. Sponsoring agency will provide an airfield qualified escort for personnel working on the airfield. Personnel acting as an escort must be authorized and certified to drive on the airfield.

2.1.2. AM does not provide airfield escorts for personnel requiring access to the airfield. If escorts are required, the agency sponsoring the individuals or event is required to provide qualified escorts. The owning/using agency must maintain positive control of all contractors working on or near the airfield.

2.2. Airfield Driver's Training.

2.2.1. Airfield driver training and certification requirements are listed in Step 2 of the online database. (AFI 13-213, Attachment 5, will be utilized to document training when airfield driver's training must be accomplished manually.)

2.2.1.1. The unit ADPM is responsible for providing the airfield driving website link to new trainees for initial entry into the database. Step 1 is completed by the trainee. Any restriction imposed on a trainee's civil license must be complied with while operating on the airfield.

2.2.1.2. The qualified unit trainer is responsible for completing Step 2 with the trainee. Upon completion of Step 2, the trainee will be moved into Step 3 to complete the unit test. The unit test is enabled by the unit ADPM. After passing the unit test the trainee will be placed in Step 4 to take the wing test, and will temporarily drop from the unit's list of trainees. The wing test is enabled by one of the Wing ADPMs from the AM section. When all training is complete and the trainee has their airfield driver's license, he or she will then appear in the unit's list of qualified drivers.

2.2.1.3. The qualified unit trainer is responsible for completing Step 2 with the trainee. Upon completion of Step 2, the trainee will be moved into Step 3 to complete the unit test. The unit test is enabled by the unit ADPM. After passing the unit test, the trainee will be placed in Step 4 to take the wing test, and will temporarily drop from the unit's list of trainees. The wing test is enabled by one of the Wing ADPMs from the AM section. All trainees will be certified by unit ADPM before AM will enable Step 4 test. When all training is complete and the trainee has an airfield driver's license, he or she will then appear in the unit's list of qualified drivers.

2.2.2. The following training and tests are required for certification:

2.2.2.1. Color Vision. See paragraph 2.3.

2.2.2.2. Light Gun Signal Recognition Test. Practical training for light signals and required actions will be accomplished using AFVA 11-240, *Airport Signs and Markings*.

During practical drivers training, the trainer shall request a light gun signal test with the ATCT so the trainee can visually see what the signals look like.

2.2.2.3. Airfield Driving Computer Based Training (CBT). The airfield driving CBT is located on ADLS via the Air Force Portal. Personnel must complete the CBT with a minimum passing score of 80%. If a person fails the exam, the CBT locks them from retesting for 24 hours. Once a passing score is obtained, it will be automatically posted to ADTP. Unit ADPMs will keep a copy of the CBT completion certificate in their ADPM binder.

2.2.2.4. Airfield Drivers Training (Classroom). All trainees must review MILDI 13-204 and this instruction. Training must cover vehicle operating principles as well as local airfield layout. Trainees must be familiarized with aircraft marshaling signals listed in AFI 11-218, *Aircraft Operation and Movement on the Ground*. Ensure special attention is placed on CMA markings and procedures. Trainees must be familiar with operating procedures in this instruction before conducting day or night orientation training.

2.2.2.5. Day & Night Airfield Orientation Training (Practical). Day & Night orientation training is mandatory and must include practical driving on the airfield. Trainees will be physically taken out on the airfield for day and night time orientation training. In addition to general procedures in this instruction, emphasis will be placed on minimum requirements for practical airfield driver's training IAW AFI 13-213, 3.2.3.5. Ensure the markings used to define the boundaries of the CMA (markings and signs) are emphasized. Also ensure proper radio phraseology is trained. **Note:** Continue to emphasize the boundaries of the CMA and proper radio phraseology.

2.2.2.6. Night Airfield Orientation Training (Practical). As a minimum, night orientation training must include practical driving on the airfield during the hours of darkness. In addition to general procedures in this instruction, emphasis should be placed on airfield lighting and signs used to augment daytime airfield markings. **NOTE: Continue to emphasize the boundaries of the CMA and proper radio phraseology.**

2.2.2.6.1. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. Reference AFI 13-213, 3.2.4.3.4.

2.2.2.7. Wing Airfield Drivers Test (Electronic or Written). Wing ADPM or AM personnel will administer the online (Step 4) or written test required for final certification. The test consists of questions regarding operating procedures per this instruction, such as proper radio communication, general knowledge, and a separate runway incursion prevention test. The test also includes a diagram of the airfield in which the trainee must demonstrate the ability to locate the different taxiways, aprons, perimeter road, airfield access points, restricted areas and each end of Runway 11/29 (as a minimum). Minimum passing score for the general knowledge test is 80%. The minimum passing score for the communication, runway incursion, and the diagram test is 100% (an incorrect answer to such questions in the airfield driving database test will result in an automatic failure). For first time failures in Step 4, the unit ADPM must notify AM advising that a review has been conducted and the trainee is prepared to retest. For a second failure in Step 4, the trainee will be sent back to Step 3 and will not be able to attempt the Step 4 test for 48 hours. For third failure in Step 4, the trainee will be sent back to Step 2 and Step 4 will not be enabled without a request from the unit commander.

2.2.2.8. Phraseology Test. The ADPM must conduct a practical unit specific individual phraseology test simulating radio contact with the ATCT with those individuals who operate vehicles within the CMA.

2.2.2.8.1. CMA drivers must also pass a phraseology test at Bldg 669, Conference Room which is administered weekly at 0900 and at 1500 on the third Thursday of the month. The phraseology test will be to the “go/no go” standard with a “go” verifying that the operator can communicate with ATCT effectively.

2.2.3. Unit ADPM must ensure annual refresher training is conducted for all personnel issued an AF IMT 483. As a minimum, refresher training will include reviewing this instruction, MILDI 13-204, the local airfield driving orientation training slides, completing the airfield driving CBT and hardcopy runway incursion prevention test proctored by the unit ADPM. The unit ADPM will place a comment in the airfield driving database that all refresher items are completed and request update from 100 OSS/OSAA. For drivers that do not have access to the ADTP the same requirements still apply. Additional documentation will be filed with initial checklist. **Note:** Airfield Drivers will be completely retrained after five years of driving on the airfield.

2.2.4. Unit ADPM will suspend airfield driving privileges for those who do not complete refresher training on the first day of the preceding month after the refresher training was due. All qualified airfield drivers who have been deployed or TDY and/or have not driven on the RAF Mildenhall airfield within six months must re-accomplish annual refresher training to include a day and night orientation and a review of the current MILDI 13-213 prior to driving on the RAF Mildenhall airfield. The unit ADPM will annotate completion of this requirement on the AF IMT 483 on the airfield driving website.

2.2.5. Any airfield drivers that operate on the airfield less than two times in a one month time period are defined as an infrequent driver. Refresher training at a minimum for infrequent drivers will be an airfield orientation given by the appointed unit ADPMs and/or appointed airfield driving trainers semiannually. Training will be documented in the airfield driving training database and or in an MFR generated by the unit ADPM. All infrequent drivers will be tracked and the list will be provided to Wing ADPM quarterly. Rated aircrew are exempt from the infrequent driver list due to knowledge of CMA boundary requirements but must still complete all other required annual training.

2.3. Color Vision Requirements.

2.3.1. Personnel must have the color vision ability to distinguish between red, green, white, yellow, and blue to drive within the CMA and receive an unrestricted AF IMT 483.

2.3.2. Personnel awarded AFSCs which have already had color vision requirements verified, do not require additional color blindness screening. Unit ADPMs shall validate all trainees meeting this standard with the AFSCs listed in Attachment 5.

2.3.3. For civilian employees whose duties include airfield driving, color vision requirements must be included as a requirement for employment.

2.3.4. Personnel that are not awarded an AFSC with color vision requirements already verified must report to the 48 MDG for color vision testing. Document results in online

database or Attachment 5 of AFI 13-213. Individuals who fail color vision requirements will not be granted access to the CMA.

2.4. AF IMT 483 Issuance

2.4.1. The AFM, Wing ADPM, and other designated AM representatives are responsible for signing AF 483s. Authority for signing AF 483 will not be delegated outside of AM. 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 ADI and AFI 13-213 prior to issuance of an AF 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 ADI.

2.4.2. The unit ADPM ensures unit personnel complete airfield driver training and certification prior to issuance of an AF 483. (See AFI 13-213, Attachment 5)

2.4.2.1. 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).

2.4.2.2. Ensures the 483 of unit personnel who are not trained and certified to drive at night indicates restricted access (e.g., "*Restrictions A--Apron/ Ramp Only; Restrictions B--Daylight 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 483.

2.4.2.3. 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.

2.4.2.4. 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.

2.4.2.5. 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.

2.4.2.6. 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).

2.4.2.7. 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.

2.4.2.8. AF IMT 483 will be assigned a number in the database and digitally signed by AM personnel.

2.4.2.9. Individuals who PCS, separate, or retire must turn in their AF IMT 483 to their unit ADPM, who in turn will out-process the individual and transfer them, when possible, to their gaining units. This is to ensure the unit list is current.

2.4.2.10. Individuals who PCA must turn in their AF IMT 483 to the losing unit ADPM. Losing unit ADPM will use the online database to PCA personnel to gaining on base unit. Gaining unit ADPM can verify training online and accept personnel into their unit.

2.4.2.11. Individuals who lose their AF IMT 483 can get a new one by logging in to the online database and printing one out.

2.5. Base Assigned Personnel.

2.5.1. Base assigned military, DoD, US civilian, Ministry of Defense (MoD) civilian, and permanent (annual) contractor personnel must possess a valid AF 483 digitally signed or stamped *RAF Mildenhall Airfield Authorized* and be licensed or certified to operate a privately/government/contractor owned or leased vehicle.

2.5.1.1. For base assigned US military and DoD civilian personnel, the AF IMT 483 and civilian license must be in the driver's possession anytime a vehicle is operated on the airfield.

2.5.1.2. For RAF military, MoD civilian, and UK contractor personnel, the AF IMT 483 must be in the driver's possession anytime a vehicle is operated on the airfield.

2.6. Temporary Duty (TDY) Personnel.

2.6.1. TDY military or Government personnel must possess a valid civilian drivers license, a valid AF IMT 483 (or service equivalent) from home station and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort.

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

2.6.3. TDY personnel or non-base assigned contractors must receive local training, from the sponsoring unit ADPM and/or airfield driving trainer. Training includes an airfield orientation and all local training items listed in AFI 13-213, Attachment 7. Once the training is complete and the briefing sheet is signed by sponsoring unit ADPM and the TDY driver, the driver will report to AM Ops. AM will verify required training has been completed, input the driver into the airfield driving database, and review and sign the driver's briefing sheet. The original briefing sheet will be maintained by the driver to provide proof of training and must be carried on their person while driving on the airfield. AM will make a copy of the completed sheet and maintain for at least three months or until TDY duration has expired, whichever comes last. **Note:** AM will only provide TDY personnel training for personnel that require access to the airfield but is not attached to local unit. All TDY requirements listed above will apply.

2.6.4. Deployed units authorized to use rental cars or GLVs must obtain a POV pass.

2.7. Temporary Contractors.

2.7.1. All temporary contractors working on the airfield must be escorted by an airfield qualified escort or trained/briefed on local airfield driving procedures before operating any vehicles or equipment on the airfield. If escorted, the contractor's sponsor/owner must brief the contractors on basic airfield driving procedures and maintain positive control of all contractors working on or near the airfield.

2.7.2. Temporary contractors must possess a valid civilian driver's license and must receive local training from the appointed ADPM or trainer of the sponsoring unit. Training will include an orientation drive and all local training items listed on Attachment 7 of AFI 13-213. Temporary contractors must receive training based on the location they are working and routes to and from the work site. Temporary Contractor vehicles are required to obtain a temporary POV pass issued by Wing ADPM or designated representative. See Attachment 6 of this instruction.

2.7.2.1. Temporary contractors required to drive across active taxiways, taxilanes, or the runway require local airfield drivers training and a temporary AF IMT 483. All contractor vehicles operating within the CMA must be equipped with a rotating yellow beacon or emergency flashers and maintain two-way radio contact with the ATCT.

2.7.2.2. Temporary contractors not required to drive across active taxiways, taxilanes, or the runway must receive a briefing tailored to AM-approved contractor vehicle routes to/from the construction site.

2.7.3. Training will be conducted by BCE, AM or another applicable qualified sponsoring unit and documented on AFI 13-213 Attachment 7. Contractors must then report to AM with endorsed briefing sheet to receive a temporary AF IMT 483. The DAFM will maintain a copy of the briefing sheet for at least 3 months or until the project is complete.

2.7.4. All non-government contractor vehicles requiring access to the airfield must obtain a Flight POV Pass. POV Passes will only be issued to contractors who have met training requirements.

2.7.5. Contractor vehicles will only utilize routes to and from work areas that have been approved by the AFM. Vehicles will only be operated on the airfield in approved areas and in conjunction with official contracted duties.

2.7.6. It is the primary contractor's responsibility to ensure all sub-contractors are either trained and receive an AF IMT 483 and POV pass or are escorted by a qualified contractor.

2.7.7. Qualified contractors must meet all delivery vehicles at a location off the airfield and escort the vehicles to and from the construction site using approved routes. All hauling operations must be prior coordinated and approved by AM.

2.7.8. All contractor drivers must comply with the provisions of this instruction and any driving conditions negotiated at pre-construction meetings or as stipulated in a Temporary Construction Waiver safety plan. Contractor vehicle operators who violate established provisions can be banned from operating motor vehicles or equipment on the airfield.

2.8. Airfield POV Pass. POV passes will not be issued for convenience. Use of POVs on the airfield is discouraged and will only be approved for mission essential operations. Non-contractor POVs are normally prohibited from operating within the CMA or a restricted area.

2.8.1. Privately Owned Vehicles (POV), Government Leased Vehicles (GLV), or contractor vehicles are not authorized on the airfield without an approved *POV Airfield Pass*, issued by AM.

2.8.2. All issued POV passes must be returned to AM upon expiration or when no longer required. Passes are not transferable. Lost passes must be reported to AM within 24 hours.

2.8.3. Passes must be prominently displayed while operating on the airfield and must be treated as controlled items and secured when not in use.

2.8.4. Airfield Operations is not liable for any damages or loss incurred either directly or indirectly to POVs, drivers or passengers, operated on the airfield.

2.8.5. POV passes are processed by AM via the ADTP. Authority must not be delegated outside of AM. Submit an MFR (Attachment 7) signed by the unit commander to AM to request a POV pass with the following information:

2.8.5.1. Owner/User Name.

2.8.5.2. Organization.

2.8.5.3. Duty Phone.

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

2.8.5.5. Pass/Permit number.

2.8.5.6. Area of Operation(s)/location.

2.8.5.7. Justification.

2.8.5.8. Effective period/dates.

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

2.8.6. Requests for a vehicle pass/decal must be endorsed by the individual's Unit Commander or Company/Contractor representative. AM issues two types of passes:

2.8.6.1. Annual POV passes are issued to senior wing leadership and are used when immediate or emergency access to the airfield is required and a Government Vehicle (GOV) is not readily available. Annual GLV passes are issued to units that have annually leased vehicles. All annual POV passes are revalidated annually in January.

2.8.6.2. Temporary POV passes are issued for a specified time period, in support of a specific event, and limit the areas of the airfield that may be accessed. Typically, temporary passes are issued to contractors in performance of contracted duties or TDY aircrew driving GLVs. At a minimum, the MFR or local form/electronic equivalent will contain the following information:

2.8.6.2.1. DELETED

2.8.6.2.2. DELETED

2.8.6.2.3. DELETED

2.8.6.2.4. DELETED

2.8.7. Temporary passes may be coordinated directly with the AFM or DAFM. Passes will only be issued to personnel who possess valid airfield and GOV driver's licenses. Passes will not be issued when facilities or work areas are accessible via Perimeter Road.

2.8.7.1. Units requesting temporary passes for individuals to perform work within a restricted area must provide an escort or coordinate the establishment of a "Free Zone" per installation security instruction with 100 SFS/S5SP.

2.8.8. Anytime a vehicle that has been issued a pass operates on the airfield, the vehicle operator must report to AM daily prior to starting work and at the end of each day of work. Vehicle operators must have a current airfield diagram in their vehicle. Paper or electronics copies of the current airfield diagram are available from unit ADPM. All vehicles must also have an AFVA 11-240, Airport Signs and Markings, an AFVA 13-222, and if approved to drive within the CMA by the AFM or Wing ADPM, have two-way radio contact with the ATCT.

2.8.9. POV passes can be suspended or revoked by AM for violations to driving procedures, use of a pass not in compliance with reason pass was issued or use of a pass in areas not authorized on the pass.

2.8.10. Wing ADPM will maintain vehicle passes/decals supportive information in accordance with Air Force RDS, Table 13-01, Rule 01.00.

Chapter 3

AIRFIELD MARKINGS, LIGHTING AND SIGNS

3.1. General.

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

3.2. Runway Markings.

3.2.1. The runway edge is marked with solid white lines running the length of the runway. The centerline is marked with a dashed white line running down the middle of the length of the runway. White numerals (11 and 29) at the ends of each runway mark the designation. See Figure 3.1.

3.3. Runway Lights.

3.3.1. The runway edge is marked with white and amber lights. These high intensity lights run the length of the runway and identify the runway edge. White lights also mark the runway centerline. See Figure 3.2.

3.4. Runway Visual Flight Rules (VFR) Hold Position Markings.

3.4.1. Four parallel yellow stripes that extend across the entire width of a taxiway, 180' from the edge of the runway. Taxiway Echo VFR Holdline is set back further from runway due to ILS Critical Area. The two lines closest to the runway are dashed and the other two are solid. This marking identifies the boundary of the CMA. No vehicle will pass this marking without ATCT approval. See Attachment 3 and Figure 3.3.

Figure 3.1. Runway Markings.



3.5. Runway VFR Hold Position Guard (Wig-Wag) Lights.

3.5.1. Runway guard lights, commonly referred to as “Wig-Wag” lights, are a pair of elevated flashing yellow lights installed on either side of the VFR hold position marking. Their primary purpose is to enhance runway/taxiway intersections during low visibility conditions. See Figure 3.2.

3.6. Runway VFR Hold Position Signs.

3.6.1. VFR hold position signs have white inscriptions on a red background. They are located on the left side or both sides of a taxiway, adjacent to the VFR runway hold position marking. This sign indicates the boundary of the CMA and helps drivers identify the CMA at night or when the taxiway is covered with snow.

3.6.2. Hold position signs are mandatory signs. Mandatory signs are provided when an aircraft or vehicle must follow an instruction. No vehicle will pass these signs without ATCT approval. Each mandatory hold sign is accompanied by another sign that is used as an additional visual aid that identifies ATC as the controlling agency for authorization on the runway. See Attachment 3 and Figure 3.4.

Figure 3.2. Runway Lights.



3.7. Runway Instrument Flight Rules (IFR) Hold Position Markings.

3.7.1. Two solid parallel yellow stripes with double vertical stripes spaced two feet apart. The space between pairs is ten feet and all stripes are one foot wide. The designation for the instrument holding position "INST" is painted on the runway side of the line to be read facing the runway.

3.7.2. This marking is used to prevent aircraft and vehicles from interfering with the Instrument Landing System (ILS) signal transmitted to an aircraft on final approach. During inclement weather or when visibility is restricted, vehicle operators will not cross the instrument hold line without ATCT approval.

3.7.3. There are two IFR hold position markings. One is located on Taxiway Alpha by the Runway 29 end hammerhead and another is located on the Taxiway Bravo on the Runway 11 end hammerhead. See Attachment 3 and Figure 3.5.

Figure 3.3. VFR Hold Position Sign with Wig-Wag light/Additional Signage.



3.8. Runway IFR Hold Position Stop/Go Wig-Wag Lights.

3.8.1. These lights are a “Wig-Wag” fixture modified to a red and green light controlled by the tower. When the lights are green, vehicles may pass the IFR hold position marking and proceed up to but not past the VFR hold position marking. When the light is red, vehicles will not proceed beyond the IFR hold position marking until the light returns to green. See Attachment 3.

3.9. Runway IFR Hold Position Signs.

3.9.1. IFR hold position signs have the word ILS inscribed in white letters on a red background. They are located on the left side of a taxiway, adjacent to the IFR runway hold position marking. See Figure 3.4.

Figure 3.4. IFR Hold Position Sign and Stop/Go Wig-Wag Light.



3.10. Perimeter Road Traffic Lights.

3.10.1. In addition to taxiways, portions of perimeter road and airfield access roads on both the east and west ends of the airfield fall within ILS signal areas that must be protected from vehicle traffic when an aircraft is on an ILS approach. When the ATCT activates the red lights, vehicles must stop at marked locations until the light returns to green. All drivers will ensure dependents that can legally operate a vehicle attend base in-processing briefing to be educated on procedures for these lights when driving/operating on the perimeter road. See Figure 3.6.

Figure 3.5. Perimeter Road Traffic Lights.



3.11. Taxiway, Taxilane and Apron Markings.

3.11.1. Taxiway centerlines are marked with a continuous yellow line. A taxilane is a taxi path on an apron and is also marked with a continuous yellow line. These centerlines are used to indicate the taxi path of an aircraft.

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

3.11.3. Taxilane edges are marked with 15 foot long double yellow lines with 25' gaps between them and are used to define the limits of a designated taxi route where the surrounding pavement is intended for use by aircraft. Aircraft movement across the designated boundary is permitted either by direction of ATCT, a marshaled or at the pilot's discretion.

3.12. Taxiway and Apron Lights.

3.12.1. Taxiway and apron edges are marked with blue lights.

3.13. Taxiway Signs.

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

Figure 3.6. Taxiway Information Sign.



3.14. Wing Tip Lines.

3.14.1. White solid lines across hardstands. These markings identify the minimum distance vehicles and equipment can be positioned to facilitate the safe passage of towed or taxiing aircraft on adjacent taxiways or taxilanes. See Figure 3.11.

Figure 3.7. Wing Tip Lines.



3.15. Closed Pavement Markings.

3.15.1. Airfield pavements previously used for aircraft operations that are closed to aircraft traffic are marked with a yellow 30' long capital "X". Some of these areas on the airfield are

degraded. Vehicles may still use these paved areas but will conduct FOD checks prior to reentering operational airfield pavements.

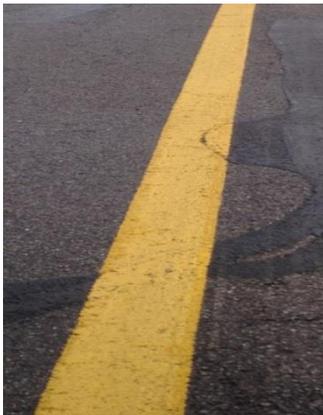
3.16. Vehicle Lane Markings.

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

3.17. FOD Check Point Signs.

3.17.1. All access roads to the airfield have FOD check signs to remind personnel of mandatory FOD check requirements before entering the airfield if vehicle has been driven off a paved surface. See Figure 3.12.

Figure 3.8. Taxiway Centerline/Taxiway Edge Markings.



3.18. South Perimeter Road Taxiway Crossings.

3.18.1. Two portions of south perimeter road cross Taxiway Bravo. Personnel do not require AF Form 483 or POV pass to cross Taxiway Bravo at these two points. No POV will use a crossing point as a short-cut to any facility. Crossing will only take place when no other route is possible or accessible. POVs must cross in a straight line (do not turn left or right), following the marked vehicle traffic lanes to enter/exit the infield facilities.

3.18.2. Only the two crossing points designated on Attachment 3 may be used. Vehicles will stop at designated stop locations and perform a FOD check (if it has been driven off a paved surface) before crossing. See Figure 3.13. Aircraft have the right-of-way at all times. No vehicle will cross the taxiway if an aircraft is taxiing towards the crossing point, regardless of distance from the point. Additionally, vehicles traveling on the taxiway have priority over vehicles at the crossing points. Crossing points are:

3.18.2.1. North of Hardstand 35 and 37 for access buildings 705, 707 and 719.

3.18.2.2. West of building 802 and east of building 775.

3.18.2.3. All airfield drivers will ensure dependents that can legally operate a vehicle attend base in-processing briefing to be educated on procedures for operating POV vehicles at these locations.

Figure 3.9. Taixway/Apron Lights.



3.19. South Perimeter Road and Taxiway Bravo

3.19.1. A portion of south perimeter road is in close proximity to Taxiway Bravo. All vehicles operating on perimeter road must stop at one of the two designated locations and remain at the stop location if any aircraft is taxiing towards the area or is being towed through the area. Vehicles will remain at the stop location until the aircraft has departed the area. See Figure 3.10.

3.19.2. All airfield drivers will ensure dependents that can legally operate a vehicle attend base in-processing briefing to be educated on procedures for operating POV vehicles at these locations.

Figure 3.10. Perimeter Road and Taxiway Bravo Signs and Lights.



Figure 3.11. Wing Tip Lines.



Figure 3.12. Taxiway Crossing Signs and Lights.



Chapter 4

VEHICLE OPERATIONS

4.1. General.

4.1.1. Using the airfield for convenience is prohibited. Do not use the airfield as a short cut when there are accessible roads off the airfield.

4.1.2. Runway crossings are restricted to mission essential operations only. When crossing the runway is required during flying operations, the preferred crossing point is the departure end. No vehicle will cross the runway when perimeter road could be used. The perimeter road is designated as the primary means for all traffic to gain access to facilities on the north and south side of the runway.

4.1.3. No vehicle will enter the CMA without approval from the ATCT. Pedestrians (on-foot) are prohibited from entering the CMA unless in the performance of official duties and in two-way radio contact with the ATCT. See Chapter 5 for CMA procedures. Any other pedestrian access to the airfield must be for official business in support of the flying mission and limited to direct routes to and from the aircraft parking spots. Always walk in the direction of traffic and never stop to sit in areas where aircraft or vehicles move through.

4.1.4. All vehicles operating on the airfield must have an airfield diagram, AFVA 11-240 signal decal, and AFVA 13-222. Units can obtain electronic copies of decals via USAF e-publishing web site. The decal may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

4.1.5. All vehicles will stop prior to entering the airfield or crossing a taxiway and determine visually, the way is clear before proceeding. Aircraft have the right-of-way at all times. Vehicles will never overtake or pass a taxiing/towing aircraft.

4.1.6. All vehicle drivers and pedestrians operating in the CMA must use a distinct call-sign to avoid duplicating or confusing similar names. A list of approved call-signs is included in Attachment 2 of this instruction. Additional call-signs may be approved with coordination with the DAFM.

4.1.7. Much of Taxiway Bravo, west of Taxiway Charlie are blind spots and not visible from the ATCT. Vehicles must use increased vigilance in these areas to ensure they remain clear of taxiing/towing aircraft.

4.1.8. With the exception of a Transient Alert "Follow Me" vehicle, no vehicle will be driven into the path of a taxiing aircraft. Never drive a vehicle between a "Follow Me" vehicle and an aircraft, a marshaller and an aircraft, or a fire truck and an aircraft when the fire truck has its emergency lights on. It is common for a marshaller to stand on the opposite side of the taxiway reference the parking location. Operators found in violation of this paragraph are subject to an immediate suspension IAW Chapter 6.

4.1.9. When driving on the airfield, drivers will follow the basic "rules of the road". Random travel on the airfield is not authorized. Vehicles traveling on taxiways and aprons

will not drive on center/taxi lines unless performing official duties. Vehicles will drive along the taxiway or apron edge and then turn 90 degrees to cross.

4.1.10. No vehicle will be driven within 50' of any fueling/defueling operation unless specifically authorized by a directive. Vehicles and equipment will not be driven or towed over in-ground fuel pit covers located on parking aprons.

4.1.11. Helicopters may operate (hover) on taxiways. It is important airfield drivers look "up" as much "out" when driving in helicopter operating areas. Drivers must be familiar with designated helicopter operating areas prescribed in MILDI 13-204.

4.1.12. Any disabled vehicle on the airfield will be immediately reported to AM Ops or the ATCT. The driver will remain with the vehicle and use every means possible to alert taxiing aircraft. Operators of other radio equipped vehicles must make every effort to assist in getting the disabled vehicle off the airfield, especially if the vehicle is located on active aircraft movement areas. Driver will establish contact with an applicable control center and the owning unit must coordinate vehicle removal. At a minimum, the operator of the disabled vehicle will:

4.1.12.1. Ensure the disabled vehicle is never left unattended in the CMA.

4.1.12.2. Move the vehicle using any method in the quickest and fastest route possible.

4.1.13. Airfield surfaces will not be used for recreational walking or running. Unit formation runs may be coordinated with AM and must be approved by 100 OG/CC.

4.2. Airfield Authorized Vehicles.

4.2.1. GOVs performing official, mission essential duties.

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

4.2.3. Unit-owned golf-cart type or similar utility vehicles (electric or gas) are authorized on taxiways and aprons only. Drivers must be airfield driving qualified. To be used at night or during periods of restricted visibility, they must be equipped with headlights and taillights visible from 200', 30 minutes before sunset to 30 minutes after sunrise.

4.2.4. Bicycle usage. Bicycles are to be used on the airfield while conducting official business only. Recreational bicycling is prohibited on any portion of the airfield. The airfield shall not be used when traveling to and from work or as a shortcut. Bicycles operating on the airfield will follow the same FOD procedures as all other vehicles IAW paragraph 4.11. Night operation requires an operational headlamp and reflectors or reflective tape. Tricycles must have a suitable braking device engaged when parked on the airfield.

4.2.4.1. Unit-owned bicycles are authorized on taxiways and aprons only. Riders must be airfield driving qualified and wear required individual protective equipment (IPE). Unit-owned bicycles must be marked for unit identification purposes.

4.2.4.2. Personally-owned bicycles can be operated as unit-owned if approved by the Unit Commander. If approved, an identification plate with a tracking number must be affixed to the bicycle which clearly identifies the unit. Approved plates will be controlled by the Unit ADPM and tracked in their local database IAW paragraph 1.4.7. Unit identification plates must be pre-approved by the DAFM.

4.2.4.2.1. Personally-owned bicycles will be used at the risk of the owner. Airfield Operations or approving units are not liable for any damages or loss incurred either directly or indirectly to privately-owned bicycles operated on the airfield.

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

4.2.6. Motorcycles and all-terrain-vehicles (ATVs) are not authorized for normal operations; however, 352 SOG may operate motorcycles and ATVs for training purposes when prior coordinated and approved by AM. Riders must be airfield driving qualified, wear required IPE and comply with provisions in this instruction.

4.3. Restricted Areas and Entry Control Points (ECP).

4.3.1. Hardstands and apron parking spots only become a restricted area when an aircraft is present. ECPs are located at the throat of each hardstand or front/back of a parked aircraft.

4.3.2. The 352 SOG C-130 ramp on Taxiway Delta South is a restricted area at all times. The ECP is located on the south side near Hangar 715. (Attachment 3)

4.4. Airfield Right-of-Way Procedures/Priorities.

4.4.1. Aircraft.

4.4.2. Emergency vehicles responding to an emergency.

4.4.3. Snow removal equipment engaged in snow removal operations.

4.4.4. Any vehicle towing weapons/explosives.

4.4.5. All others.

4.4.6. All vehicle traffic will yield to all aircraft. Exit a taxiway or apron by the shortest route. If moving to a hardstand to clear a taxiway, ensure the vehicle is behind the white wing tip line. Only as a last resort should a vehicle be driven off a paved surface. Vehicles that depart paved surfaces must complete a FOD check immediately after returning to the paved surface.

4.4.7. The access road on the airfield side of Building 669 is in close proximity to Taxiway Alpha. The southern portion of the road is thatched yellow and will not be used for parking at anytime. When an aircraft is taxiing on Taxiway Alpha in this area, vehicles will pull over to the curb closest to the building and hold their position until the aircraft has passed.

4.5. Speed Limits.

4.5.1. 15 MPH speed limit applies to:

4.5.1.1. General purpose vehicles operating within the airfield environment. **NOTE:** The 15 MPH speed limit does not apply on the runway; however, no vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing conditions.

4.5.1.2. Vehicles towing one piece of Aerospace Ground Equipment (AGE).

4.5.2. 10 MPH speed limit applies to:

4.5.2.1. Special-purpose vehicles.

4.5.2.2. Any vehicle being operated with night vision devices or during blackout conditions.

4.5.2.3. Vehicles towing one maintenance stand.

4.5.3. 5 MPH speed limit applies to:

4.5.3.1. Vehicles operating within 25' of an aircraft.

4.5.3.2. Vehicles operating within 50' of a facility (hangar, building, etc.).

4.5.3.3. Vehicles towing an aircraft.

4.5.3.4. Vehicles towing two or more maintenance stands at a time.

4.5.3.5. Vehicles utilizing vehicle parking lot located west of C130 Apron.

4.5.4. Vehicles responding to aircraft maintenance problems, i.e. "Red Balls", are not authorized to exceed these limits in accordance with AFI 91-203, paragraph 24.13.3.1. AFI 91-203, paragraph 24.1313.1.

4.5.5. Speed limit exceptions are:

4.5.5.1. Emergency response vehicles responding to an emergency with emergency lights flashing. Vehicles must use sound judgment and only operate at a speed prudent for existing conditions. Vehicles will not automatically assume the "right-of-way."

4.5.5.2. Barrier Maintenance crews responding to an engagement situation.

4.5.5.3. Transient Alert vehicles positioning for a "Follow Me" operation.

4.5.5.4. AM personnel in the performance of official duties; i.e., runway condition readings are conducted between 20 and 30 MPH, responding to a runway ops suspension situation, etc.

4.5.5.5. Snow Removal vehicles engaged in snow removal operations.

4.5.5.6. Bird Control Teams during wildlife dispersal operations.

4.5.5.7. Any time the ATCT directs a driver to "expedite" or directs a vehicle action with the term "immediately". Once the vehicle is clear of the aircraft operation, they will resume normal speed limits.

4.6. Vehicle Lighting.

4.6.1. All vehicles on the airfield will use headlights during hours of darkness or reduced visibility. To preserve an aircrew's night vision, vehicle headlights will never be shined towards a taxiing aircraft. When a taxiing aircraft is encountered, the vehicle will stop and headlights will be turned off. Parking lights or emergency flashers will be turned on. Headlights will remain off until the aircraft has cleared, then turned back on before the vehicle is put in motion.

4.6.2. Golf-cart type vehicles not equipped with parking lights must position their vehicles to prevent headlights from being directed toward a taxiing aircraft.

4.6.3. Drivers of vehicles equipped with daytime running lights (DRL) must be aware of the system's operating procedures. Normally, to turn the head lights off, a vehicle must stop, shift transmission into park, and apply the parking break to turn the DRL off while other

parking/emergency flasher lights function normally. If this procedure does not work, vehicle must be stopped in a direction that does not direct headlights towards a taxiing aircraft.

4.6.4. All vehicles that operate daily within the CMA must use LED/rotating beacon lights, and/or emergency flashers regardless of the time of day. Vehicles that do not routinely operate within the CMA and do not have beacon lights must use emergency flashers while within the CMA. In accordance with T.O. 36-1-191, the following are authorized beacon colors:

4.6.4.1. Amber/Yellow. Snowplows, Transient Alert, and emergency arresting barrier vehicles.

4.6.4.2. Aviation Red. Emergency vehicles; i.e., fire department, ambulances, flight safety, AM, mobile command post.

4.6.4.3. Blue. Security forces, snowplows, emergency arresting barrier vehicles.

4.7. Reduced Visibility.

4.7.1. When visibility is 300 m (900') or less, the airfield speed limit is 10 MPH.

4.7.2. When visibility is 100 m (300') or less, refueling and explosive laden vehicles will not be operated unless directed by ARW Commander. The airfield speed limit is 5 MPH.

4.7.3. When weather reports "Zero Visibility", or the visibility is 33 m (100') or less, no vehicle may operate on the airfield except emergency response or alert vehicles. Vehicles using Perimeter Road may continue to cross Taxiway Bravo.

4.7.4. When visibility is less than 16 m (50'), emergency response vehicles and alert vehicles operating on the airfield should be led by a walking guide equipped with a luminescent or flashing wand to signal the vehicle.

4.7.5. AM Ops will relay reduced visibility driving restrictions to units listed in the base weather support plan. Unit control centers must ensure the restrictions are then relayed to airfield drivers.

4.8. Operating in the Vicinity of Aircraft.

4.8.1. No vehicle or equipment will be driven within 25' of an aircraft unless it is mission essential.

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

4.8.3. No vehicle will be driven with 10' (circle of safety) of a parked aircraft, except when the aircraft is being serviced, loaded, or off-loaded as prescribed in an applicable directive. When operating within the circle of safety, a safety observer must be used and pre-positioned wheel chocks placed between the aircraft and an approaching vehicle to prevent vehicles from striking the aircraft.

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

4.9. Vehicle Parking.

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

4.9.2. When the driver's seat is vacated, the ignition will be turned off, key left in the ignition, parking brake engaged and the gear lever placed in reverse (standard shift) or park (automatic). If vehicle is a standard diesel, it will be left in neutral and chocked.

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

4.9.3.1. When the driver's seat is not occupied; the parking brake will be set and rear wheels chocked (standard shift).

4.9.4. Vehicles and wheeled equipment that do not have an integral braking system will have one rear wheel chocked, both front and back of the tire, while parked on an apron. Vehicles will be parked so they can leave without having to back up.

4.9.5. Vehicles will be parked with the drivers' side towards the aircraft and never pointed towards an aircraft. Vehicles parked at the sides of an aircraft must be located clear of the wingtips and be clearly visible from the cockpit.

4.9.6. Vehicles will not be parked closer than 25' from an aircraft at any time. Vehicles will not be parked closer than 200' (300' for large aircraft) to the rear of an aircraft whose engines are being started or are operating at any time. When operating at above idle settings, increase distance to at least 800'.

4.10. Airfield Obstructions.

4.10.1. Vehicles, Aerospace Ground Equipment (AGE), Materials Handling Equipment (MHE), etc., are all categorized as mobile obstructions. Vehicles will not be parked or equipment stored in an area that violates aircraft clearance requirements:

4.10.1.1. Taxiway Clear Zone: 164' either side of a taxiway centerline.

4.10.1.2. Apron Clear Zone: 115' from an apron edge.

4.10.2. Equipment may be staged on aircraft parking spots no earlier than one hour prior to arrival and must be removed when no longer required. Vehicles and equipment must remain behind white wing tip clearance lines.

4.10.3. Vehicles and equipment not directly supporting aircraft operations must be parked in areas that provide obstruction clearance requirements or removed from the airfield. See MILDI 13-204 for authorized AGE sub-pool and MHE parking locations.

4.11. Foreign Object Damage (FOD) Prevention and Control.

4.11.1. All vehicles entering the airfield or crossing an airfield surface must stop and perform a roll over FOD check if their vehicle has driven off any paved surface. If you cannot determine its status, a FOD check should be conducted. Checks will include tires, wheel wells, fenders, and truck beds. Vehicles equipped with towable magnets will be

checked and all debris removed from the magnets. FOD checks during hours of darkness must be performed with a flashlight. See AFI 21-101, Chapter 14 and AFMAN 24-306, Chapter 20 for additional information.

4.11.2. All GOV vehicles used for airfield operations must be checked during the prior to use 'walk-around' inspection and any foreign materials removed from tires/wheels.

4.11.3. During winter conditions snow and icy conditions may cause accumulation on vehicles. Anytime these conditions are present, FOD checks are mandatory, to include removal of snow and ice from vehicle tops, bumpers, and wheel wells.

4.11.4. Vehicles will be operated on hard surfaces to the maximum extent possible. If operation on an unpaved surface is absolutely necessary, drivers will check tires immediately after returning to paved surfaces as required in paragraph 4.11.1. If the pavement area requires cleaning after returning to the pavement (i.e., mud), the vehicle operator will ensure a sweeper is requested through AM Ops.

4.11.5. Vehicle operators encountering small amounts of FOD will stop and secure the FOD. Large amounts of debris will immediately be reported to AM Ops, who will dispatch a sweeper.

4.11.6. Hats will not be worn on the airfield due to aircraft intake hazard areas. If a hat is carried on the airfield, it will be properly secured. Individuals not working near aircraft operating areas may wear hats when approved by the AFM.

4.12. Jet Blast Safety.

4.12.1. An aircraft that has its position lights operating indicates it is about to start engines or has engines running and is about to taxi.

4.12.2. Do not operate vehicles within 300' to the rear of large type aircraft; B-747, C-5, KC-10, C-17, C-135, etc., when the engines are running at low power settings.

4.13. Vehicle Operations during Emergencies.

4.13.1. Primary response agencies are the Fire Department, Ambulances, AM, Barrier Maintenance, Crash Recovery, and Security Forces. All other support vehicles are

4.13.2. All emergency response vehicles or authorized escorts responding to an emergency will standby at designated locations on Taxiway Alpha, Bravo, Charlie and HS37, and must be granted permission from ATCT prior to entering the CMA. **Note:** Secondary emergency vehicles will remain 200 feet behind the CMA hold lines and will not be permitted access to the runway until ATCT gives permission.

4.13.3. During an emergency situation, either actual or simulated, vehicles/equipment will not be driven or parked in front of emergency response vehicles. All vehicles will remain at least 100 feet to the rear of all emergency response vehicles, or when parking upwind of any emergency location.

4.13.4. Permission to enter an emergency cordon site will be approved by the on-scene commander or senior fire chief. If the cordon is part of the CMA, ATCT will grant permission into the CMA.

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

4.14. Vehicles Equipped with Chains.

4.14.1. Tire chains may only be used after obtaining coordination and approval from AM, SE and BCE. The requesting agency will conduct an operational risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD hazards. The initial request will be made to AM who will coordinate approval with the other required agencies. Request must be made 24 hours prior to first use.

4.14.2. Vehicles equipped with studded tires are not permitted to operate on the airfield without prior coordination with the AFM, SE, BCE and Transportation. The installation commander must approve use of studded tires.

4.15. Airfield Driving with Night Vision Devices (NVD).

4.15.1. Units operating on the airfield using Night Vision Devices (NVD) must have an approved Letter of Procedure (LOP) coordinated with 100 OSS/OSA, Airfield Operations Flight. The LOP must address all training and certification items listed in AFI 13-213, Chapter 3 and comply with operational requirements in AFJMAN 24-306.

4.15.1.1. Taxiway Bravo between from Hangar 711 to Hangar 775;

4.15.1.2. Taxiway Delta South from Hangar 715 across Taxiway Bravo;

4.15.1.3. South-west end of Taxiway Bravo from Hangar 707 to Hangar 719.

4.15.2. All vehicle drivers must have NVD qualification annotated on reverse side of their AF IMT 483. Vehicles being operated with NVDs will not exceed 10 MPH. Unit training events involving use of NVDs while driving must be prior coordinated with AM.

4.16. Airfield Tower Blind Spots.

4.16.1. The following locations are blind spots which the Tower personnel cannot see:

4.16.1.1. Taxiway Bravo between from Hangar 711 to Hangar 775;

4.16.1.2. Taxiway Delta South from Hangar 715 across Taxiway Bravo;

4.16.1.3. South-west end of Taxiway Bravo from Hangar 707 to Hangar 719.

4.16.1.4. There are no blind spots that impede on the CMA.

4.17. Airfield Smoking Areas.

4.17.1. Smoking is not permitted on the airfield (see Attachment 1 for the definition of airfield).

Chapter 5

CONTROLLED MOVEMENT AREA AND RADIO PROCEDURES

5.1. Controlled Movement Area (CMA).

5.1.1. The CMA includes the runway, both overruns, a portion of Taxiway Echo (between VFR hold line and runway edge) and 180' of all areas adjacent to the runway and overruns edges. See Attachment 4. Access to the CMA is limited to mission essential operations only.

5.1.2. All vehicles or personnel must establish two-way radio contact with the ATCT and receive approval from the ATCT before entering any portion of the CMA.

5.1.3. The VFR hold lines indicate the boundary of the CMA on all taxiways leading to the runway. Barrier access roads have white stop bars by the shelters to indicate the boundary. Vehicles or personnel working on the infield areas of the airfield will use the barrier shacks as a visual reference to determine the edge of the CMA boundary.

5.1.4. Though not part of the CMA, personnel working on the Runway 11 or 29 ILS Localizer shelters must establish and maintain contact with the ATCT prior to entering the area.

5.1.5. In certain situations, the ATCT may grant access to the CMA but limit the areas that may be accessed. **EXAMPLE:** Grass mowing equipment may receive approval within the CMA but told to hold short of the runway; often referred to as "...approved up to but not on the runway...". Barrier Maintenance personnel may be approved in barrier shacks but told to hold short of the runway. In these situations, it is imperative the drivers fully understand and acknowledge ATCTs instructions.

5.1.6. Anytime the ATCT directs vehicles or personnel to exit the CMA, they will depart the CMA by the most direct route (by any accessible route) and fall back to a position outside of the CMA boundary.

5.1.7. Vehicles that normally operate within the CMA must use high beams and rotation beacon lights. Vehicles not equipped with beacon lights must use emergency flashers. Vehicles will turn lights on prior to contacting the ATCT and requesting access onto the CMA. Upon exiting the CMA, vehicles will leave the lights on until the ATCT has acknowledged they are off the CMA.

5.1.8. Taxiways (except for areas on the runway side of VFR hold lines) and parking aprons are not part of the CMA. Radio contact with the ATCT is not required in these areas.

5.2. Convoy or Escort Procedures.

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

5.2.2. The number of vehicles in a convoy must be limited to the minimum required to accomplish the mission and will not exceed five vehicles. The convoy must maintain close

intervals when crossing the CMA. The convoy escort must be in the lead vehicle and is responsible for all communications with the ATCT.

5.2.3. Lead vehicle will contact the ATCT and advise them of how many vehicles are in the convoy; i.e., "...AMC convoy plus three..." means a total of four vehicles. The lead vehicle will not enter the CMA until the ATCT approves and will not call off the CMA until the last vehicle has crossed the CMA boundary.

5.3. Radio Procedures.

5.3.1. 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.

5.3.2. Vehicle operators and pedestrians will contact the ATCT via the base land mobile radio Ground net, call sign "Mildenhall Ground" and must always read back all ATC instructions verbatim. Access to any portion of the CMA requires Mildenhall Ground approval. Radio must be monitored and contact with Mildenhall Ground maintained the entire time a vehicle or person is within the CMA.

5.3.3. If radio contact is lost, the ATCT will flash runway lights on and off or use light-gun signals to direct the vehicle to exit the CMA. Vehicle operators or pedestrians will exit the runway immediately. If a vehicle has a radio failure, they will depart the CMA immediately and then contact the ATCT. After vacating the CMA the driver will contact ATCT by any means of communication such as a cellular phone or turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun (See Figure 5.1). Report the incident to AM.

5.3.4. Vehicles will only use approved call signs described in Attachment 2. AM may approve other temporary call signs in coordination with the ATCT on a case-by-case basis.

5.4. Radio Phraseology.

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

5.4.2. Unconditional instructions (blanket approval) will not be granted to vehicles to enter the runway for the purpose of an airfield inspection/check or other day-to-day airfield operation. See FAA JO 7110.65, Air Traffic Control for additional information.

5.4.3. All radio communications will be kept to the minimum required to accomplish the mission. Use the International Civil Aviation Organization (ICAO) pronunciation for individual letters and/or numbers included in radio transmissions per Attachment 5 4.

5.4.4. The words "clear", "cleared", or "clearance" must not be used by personnel or vehicle operators in the CMA on any radio or in communication with ATCT. **Exception:** Vehicle operators may reply "Loud and Clear" in response to an ATCT request for radio transmission quality or clarity.

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

5.4.6. It is mandatory all HOLD-SHORT or PROCEED instructions issued by Ground are acknowledged by reading back the instructions to Ground verbatim. A vehicle will not enter the CMA until instructions issued by Ground are read back. Vehicle operators must listen carefully and repeat Ground instructions as they understand them.

5.4.7. Always ensure radios are keyed prior to beginning the transmission to prevent parts of the communications be cut-off. Also ensure the radio mike does not have wind blowing into it while transmitting.

5.4.7.1. *Call Sign of station being called (who you are calling).*

5.4.7.2. *Your Call Sign (who you are).*

5.4.7.3. *Your Location (where you are).*

5.4.7.4. *Your Request (what you want to do).*

5.4.8. Normal communication sequence:

5.4.8.1. *Call Sign of station being called (who you are calling).*

5.4.8.2. *Your Call Sign (who you are).*

5.4.8.3. *Your Location (where you are).*

5.4.8.4. *Your Request (what you want to do).*

5.4.8.5. *Mildenhall Ground, Airfield One proceeding across the runway at Taxiway Charlie, will report when off.*

5.4.8.6. *Mildenhall Ground, Airfield One is off the runway at Taxiway Charlie South.*

5.4.8.7. *Airfield One, Mildenhall Ground, remain off the runway.*

5.4.9. Sample communication sequence:

5.4.9.1. *Mildenhall Ground, Airfield One.*

5.4.9.2. *Airfield One, Mildenhall Ground.*

5.4.9.3. *Mildenhall Ground, Airfield One on Taxiway Charlie North, request to cross the runway.*

5.4.9.4. *Airfield One, Mildenhall Ground, proceed across the runway at Taxiway Charlie, report when off.*

5.4.9.5. *Mildenhall Ground, Airfield One proceeding across the runway at Taxiway Charlie, will report when off.*

5.4.9.6. *Mildenhall Ground, Airfield One is off the runway at Taxiway Charlie South.*

5.4.9.7. *Airfield One, Mildenhall Ground, remain off the runway.*

Table 5.1. Common Radio Terms.

ACKNOWLEDGE	Confirm receipt and message understood.
AFFIRMATIVE	Yes or that is correct.
CONFIRM	Verify or recheck.
CORRECTION	An error has been made in the transmission and the corrected version follows.
EXPEDITE/WITHOUT DELAY	Prompt compliance is required.
GO AHEAD	Begin your transmission or request.
HOLD or HOLD-SHORT	Stop and wait. DO NOT enter the CMA.
OVER	Transmission is ended, I expect a response.
PROCEED	Go or Go To. This is the only word authorizing access to the CMA.
ROGER	Message received and understood.
SAY AGAIN	Repeat last transmission.
STAND-BY	Transmission will pause, wait for further transmission.
VERIFY	Request conformation or information.
WILCO	Will comply.

5.5. ATCT Light Gun Signals.

5.5.1. ATCT may use light gun signals to instruct vehicle operators if they do not receive a response to their radio transmissions or in the event radio contact is lost. All airfield drivers must be familiar with light gun signals and have an AFVA 11-240 in their vehicle.

5.5.2. Light gun signals are:

- 5.5.2.1. Steady green light - clear to cross.
- 5.5.2.2. Steady red light - STOP. Vehicle will not be moved.
- 5.5.2.3. Flashing red light - clear active runway immediately.
- 5.5.2.4. Flashing white light - return to starting point.
- 5.5.2.5. Alternating red and green light - general warning, exercise extreme caution.

Figure 5.1. AFVA 11-240, Airport Signs and Markings

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

Chapter 6

VIOLATION PROCEDURES

6.1. General.

6.1.1. All personnel operating on the airfield are responsible for identifying airfield driving violations. Report all violations to AM Ops and Security Forces immediately. Some airfield driving violations also violate MILDI 31-204 traffic rules and can result in a citation issued by Security Forces.

6.1.2. Unit commanders, unit ADPMs, SFS, and AM personnel have authority to suspend and revoke airfield driving privileges (AF IMT 483). Commanders and ADPMs may only revoke privileges for personnel assigned to their unit. If AM revokes privileges, the DAFM must notify the unit commander and ADPM. If a unit revokes privileges, the unit must notify the DAFM.

6.2. CMA Violations.

6.2.1. A CMA violation is entering the CMA without authorization from the ATCT. A runway incursion is entering the runway without authorization and is the most serious CMA violation. This is not limited to vehicles, and includes pedestrians within the CMA. These events must be reported to Wing Safety as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*, Chapter 6. **Runway incursions can result in loss of life and aircraft.**

6.2.2. All CMA violations must be immediately reported to AM and Unit Commander and Unit ADPM. The Wing ADPM will notify the AOF/CC, 100 OSS/CC, 100 OG/CC, Wing Safety. Wing ADPM will take immediate action to correct a problem or apply interim control measures to prevent CMA violations. AM will notify MAJCOM OPR for AO within 24 hours of a CMAV/HATR incident

6.2.3. A CMA violation that adversely impacts flight operations must be submitted to Wing Safety on an AF 651, *Hazardous Air Traffic Report*, within 24-hours of the violation, and completed IAW AFI 13-213, 3.2.8.3.2.3 and 3.2.8.3.2.6. Wing Safety will process as Class E safety event per AFMAN 91-223, *Aviation Safety Investigation and Reports*.

6.2.4. A CMA violation that did not impact an aircraft operation must be submitted to Wing Safety on an AF IMT 457, *USAF Hazard Report*, within 24-hours of the violation, and completed IAW AFI 13-213, 3.2.8.3.2.6. Wing Safety will process as Class E safety event per AFMAN 91-223, *Aviation Safety Investigation and Reports*.

6.2.5. All CMA violations, regardless of impact to flight safety, must be reported at the AOB in detail to include (What, When, Where, How, type vehicle/aircraft involved and action taken to prevent a reoccurrence). The wing ADPM will highlight any trends. The driver responsible for the violation will brief the incident at the AOB.

6.2.6. 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.

6.2.7. 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:

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

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

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

6.2.8. Any driver committing a second CMA violation will have airfield driving privileges revoked for the remainder of the individual's assignment. The OG/CC holds the authority to reinstate airfield driving privileges, in writing, to perform mission essential duties following revocation of a driver's AF IMT 483.

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

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

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

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

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

6.2.10. The Wing ADPM must maintain a copy of all AF 651s/457s filed, actions taken, results and supporting documentation IAW Air Force RDS, Table 13-06, Rule 15.00 (see AFI 91-202, *The US Air Force Mishap Program* and AFPAM 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.

6.2.11. All drivers accused of committing a CMA violation will immediately report to or be escorted to AM. Drivers will surrender their AF 483 and provide a written (signed) statement to AM providing the who, what, when, where and how regarding the event.

6.2.12. The Wing ADPM will notify the unit commander within 24 hours that AM and Flight Safety will conduct an investigation. If the driver is found at fault, airfield driving privileges will be revoked for a minimum of 60 days. AOF/CC, OSS/CC, or OG/CC will determine the final length of suspension based upon the severity of the incident and Flight Safety's investigation results. The unit commander of the violator will be notified in writing by the OSS/CC of the final determination. The driver must be retrained (as if they were a new airfield driver) per this instruction and obtain a new AF 483 before driving privileges are reinstated. In addition to retraining, unit commander's must thoroughly evaluate the individual and provide an MFR in addition to required retraining paperwork stating the individual is safe to drive on the airfield.

6.2.12.1. Any MFR requesting reinstatement of airfield driving privileges must detail how the mission is adversely affected by the individual not being able to drive on the airfield. Use sample Attachment 6.

6.2.13. Any driver committing a second CMA violation will have airfield driving privileges revoked for the remainder of the individual's assignment. The OG/CC holds the authority to reinstate airfield driving privileges, in writing, to perform mission essential duties following revocation of a driver's AF 483.

6.2.14. The Airfield Manager/Deputy Airfield Manager will notify HQ USAFE/A3CA via email at usafe.a3ca@ramstein.af.mil of runway incursions that have occurred within USAFE jurisdiction. Notification will be done with the OSS/CC's concurrence, and without affecting unit-level response activities. At a minimum the following information will be included:

6.2.14.1. Courtesy copy by name the Command Airfield Manager.

6.2.14.2. Date and time of runway incursion.

6.2.14.3. Statement of events. Who, what, when, where and how.

6.2.14.4. Indicate if Safety has been notified and if Class E report/HATR (as applicable) been initiated and action taken.

6.3. Other Airfield Driving Violations.

6.3.1. Individuals stopped for suspected violations must surrender their AF IMT 483 (and USAFE Form 449 if applicable) upon request. Privileges may be suspended on-site pending an investigation regarding the event. If privileges are suspended, another certified driver must take control of the vehicle or AM will escort from the airfield.

6.3.2. Individuals will provide a statement that includes: Name/rank of individual, unit, duty phone, Unit CC, Unit ADPM and all details related to the incident (i.e. date, time location, vehicle type and any other pertinent information. Be as detailed as possible to their ADPMs, who will coordinate with the Wing ADPM. The Wing ADPM will complete an investigation. Once investigation is complete, the Wing ADPM will coordinate with the AFM to determine the disposition of the individuals driving privileges. The Wing ADPM will notify the Unit ADPM of investigation results. The ADPM will notify the unit commander.

6.3.2.1. First Violation. Driving privileges may be suspended a minimum of 7 days and a maximum of 14 days, depending on the nature of the violation. Additional training will be directed by AM specific to the violation. Training must be completed by the Unit ADPM and documented on a memo to 100 OSS/OSA. Driver may resume airfield driving duties once suspension time is over and additional training has been accomplished.

6.3.2.2. Second Violation. Driving privileges will be suspended for a minimum of 14 days and a maximum of 30 days. Additional training will be directed by AM specific to the violation. Training must be completed by the Unit ADPM and documented on a memo endorsed by unit commander to 100 OSS/OSAA. Driver may resume airfield driving duties once suspension time is over and additional training has been accomplished. If unit commander approves continued privileges, driver will complete retraining and receive a new AF 483.

6.3.2.3. Third Violation. Any driver committing a third violation will have their driving privileges revoked for the remainder of the individual's assignment. A unit commander

requesting airfield driving privileges for a third-time offender must submit a written request to 100 OG/CC for consideration. If 100 OG/CC approves continued privileges, driver must complete retraining and receive a new AF IMT 483.

6.4. Reinstatement of Airfield Driving Privileges.

6.4.1. Unit commanders and ADPMs will ensure that prior to seeking reinstatement of suspended airfield driving privileges, a violator has:

6.4.1.1. Received refresher training on safe airfield driving operations.

6.4.1.2. Re-accomplished the entire training from Step #2 in the ADTP.

6.4.1.3. Retested on the provisions of this instruction (Step #3 in the ADTP).

6.4.1.4. Received a new AF IMT 483 by the Wing ADPM, or designated representative.

6.4.2. Upon suspension/revocation of base driving privileges, 100 ARW/CC is the only authority to reinstate airfield driving privileges. Authority must not be delegated

6.4.2.1. Driving privileges will be reinstated through an official memorandum for record (MFR) that the requesting squadron will generate indicating the events that led to the suspension/revocations and the reason for requesting the reinstatement (Attachment 6). The document shall be routed through the unit's chain of command and the signed document maintained on file at the unit. A signed copy shall also be forwarded to Airfield Management for record.

CHRISTOPHER J. KULAS, Colonel, USAF
Commander, 100th Air Refueling Wing

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

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

US Air Force Publications.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AFOSHSTD 91-100, *Aircraft Airfield Ground Operations and Activities*, 1 May 1998

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

AFPD 24-3, *Operation, maintenance and Use of Transportation, Vehicles and Equipment*, 7 July 2010

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

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

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

MILDENHALLI31-204, *Airfield and Air Traffic*, 26 September 2011

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

Technical Orders.

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

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

Adopted 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)*

AF IMT 1168, *Statement of Suspect/Witness/Complainant*

AF IMT 2293, *US Air Force Motor Vehicle Operator Identification Card*

Prescribed Forms

None

Abbreviations and Acronyms

ABS—Anti-Lock Braking System

AFI—Air Force Instruction

AFJMAN—Air Force Joint Manual

AFMAN—Air Force Manual

AGE—Aircraft Ground Equipment

AFM—Airfield Manager

AM—Airfield Management

AM Ops—Airfield Management Operations

ATC—Air Traffic Control

CBT—Computer Based Training

CE—Civil Engineering

DAFM—Deputy Airfield Manager

DoD—Department of Defense

CMA—Controlled Movement Area

ECP—Entry Control Point

ADPM—Airfield Driving Program Manager

FOD—Foreign Object Damage

GLV—Government Leased Vehicle

GOV—Government Owned Vehicle

HATR—Hazardous Air Traffic Report

IAW—In Accordance With
IFR—Instrument Flight Rules
ILS—Instrument Landing System
INST—Instrument or Instrument Hold Line
IPE—Individual Protective Equipment
LOP—Local Operating Procedure
OG—Operations Group
POV—Privately Owned Vehicle
SAV—Staff Assistance Visit
SE—Safety
SFS—Security Forces Squadron
TDY—Temporary Duty
T.O.—Technical Order
VCO—Vehicle Control Officer
VFR—Visual Flight Rules

Terms

Airfield— All areas, to include facilities, pavements, and grounds, prepared to support aircraft operations.

Apron— Pavement used to park and service aircraft.

Circle of Safety— Area within 10 feet of an aircraft.

Controlled Movement Area— CMA includes the runway, both overruns, a portion of Taxiway Echo (between the VFR hold line and runway edge) and 180 feet of all areas adjacent to the runway and overruns edges. Access to the CMA is limited to mission essential operations only. All vehicles or personnel must establish two-way radio contact with the ATCT and receive approval from the ATCT before entering any portion of the CMA.

Emergency Vehicles— Vehicles equipped with rotating beacons that respond to aircraft or airfield emergencies; Fire Department, Medic Ambulance, AM, Barrier Maintenance, Crash Recovery, SFS, Mobile Command Post, etc.

Airfield— Airfield pavements where aircraft may be encountered; runway, overruns, taxiways, taxilanes, tow-ways, aprons and hardstands.

Airfield Authorized Drivers— Personnel who have been trained and certified and have an AF IMT 483 for RAF Mildenhall. Driving must be in the performance of official duties.

Airfield Entry Point— Access roads/points that may be used to enter the airfield.

Hammerhead— Area of expanded pavement where Taxiway Alpha and Bravo lead to the runway.

Hardstand— A defined area, on an airfield, intended to accommodate aircraft for the purposes of loading or unloading passengers or cargo, refueling, parking or maintenance..

Instrument Landing System (ILS) Critical Areas— Areas at both ends of the runway that must be protected when an aircraft is on final approach, to ensure the integrity of the signal.

Mobile Obstacle— Vehicles, AGE, MHE, etc.

Overruns/Underruns— 1000' of pavement on both ends of the runways. Underruns are often used for departure.

Parked Vehicle— Vehicle that is stopped without an operator at the controls.

Runway— Designated Runway 11 and Runway 29, used for the arrival and departure of aircraft.

Stopped Vehicle— Vehicle that is not moving with the operator in control.

Taxiways— Designated Taxiway Alpha, Bravo, Charlie, and Delta. Used to taxi aircraft between parking aprons and the runway. Taxiway Charlie and Delta are further defined based on the side of the runway they are; i.e., Charlie North and Charlie South, and Delta North and Delta South.

Taxilanes— Taxi paths on aprons for aircraft to taxi to/from parking spots.

Vicinity of an Aircraft— Within 25' of an aircraft.

Attachment 2**AIRFIELD RADIO CALL SIGNS**

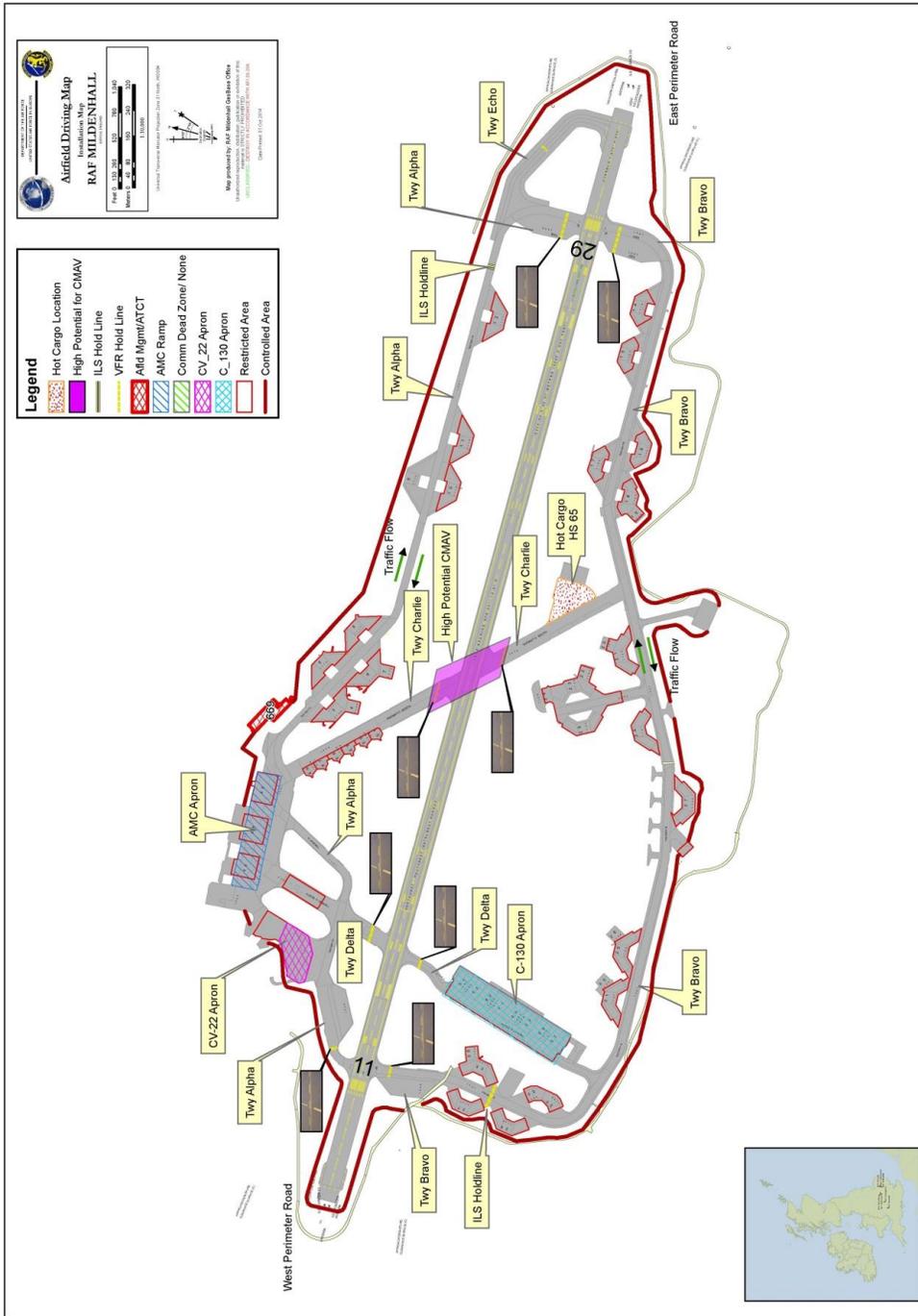
- A2.1.** AIRFIELD 1: Airfield Manager
- A2.2.** AIRFIELD 2: Deputy Airfield Manager
- A2.3.** AIRFIELD 3-9: Airfield Management Operations Personnel
- A2.4.** AIRFIELD LIGHTING: Civil Engineer Airfield Lighting.
- A2.5.** AIRLIFT 1-2: 727 AMS/CC/CD.
- A2.6.** AMC CONVOY: 727 AMS Air Freight and Maintenance.
- A2.7.** AMMO 1-2: 352 SOMXS Munitions.
- A2.8.** ATCALs 1-15. Airfield Systems
- A2.9.** BARRIER MAINTENANCE: Civil Engineer Barrier Maintenance.
- A2.10.** BIRD CONTROL: Contracted Bird Control Team.
- A2.11.** BLACK CAT: SOG AGE.
- A2.12.** CHIEF 1-2: Civil Engineer Fire Chief.
- A2.13.** COMMAND 1-2: 100 ARW/CC/CV
- A2.14.** COMMANDO 1-2: 352 SOG/CC/CD
- A2.15.** CONDOR 1-5, CHIEF: 352 Maintenance Ops.
- A2.16.** CONTRACTOR 1-10: Construction Contractors and Vehicles
- A2.17.** COUGAR 1-3, CHIEF: 100 MXS Maintenance Supervision.
- A2.18.** COUGAR 5: 100 MXS Repair and Reclamation
- A2.19.** COUGAR 6: 100 MXS Electro-Environmental
- A2.20.** COUGAR 7: 100 MXS Fuel Cell
- A2.21.** CRASH 4-9: Civil Engineer Fire Department.
- A2.22.** CRUSADER 1-2: 95 RS/CC/DO.
- A2.23.** CRUSADER SAFETY: 95 RS Safety.
- A2.24.** EAGLE 1, SUPER , CHIEF: 352 SOMXS Maintenance Supervision.
- A2.25. (BLACK, GOLD, BROWN, GRAY, RED, GREEN) EAGLE:** 352 SOMXS Maintenance.
- A2.26.** ENGINE 11-13: Civil Engineer Fire Department.
- A2.27.** FALCON 1-7, CHIEF, BASE, DISPATCH, SUPPORT: MC130 AMU.
- A2.28.** FSO 1-2, 48 MDG Ambulance.
- A2.29.** HAZMAT 18: Civil Engineer Fire Department.

- A2.30. ISO 5-8: 100 MXS Tow Crew.
- A2.31. KILO: 100 ARW AGE.
- A2.32. LIMA: AMC AGE.
- A2.33. MAINTENANCE 1-3: 100 MXG/CC/CD/CM.
- A2.34. MAVERICK 1-3: 352 SOMXS Maintenance Ops.
- A2.35. MOC: 100 MXG Maintenance Operations Center.
- A2.36. MOWER: Contracted Mowing Personnel and Vehicles.
- A2.37. OPS 1-2: 100 OG/CC/CD.
- A2.38. OPS 3: 100 OSS/CC.
- A2.39. OPS 4: 351 ARS/CC.
- A2.40. OPS 5: AOF/CC.
- A2.41. QA 1-2: 100 MXG QA Super/Chief Inspector
- A2.42. QA 3-13: 100 MXG QA Inspectors
- A2.43. RESCUE 3: Civil Engineer Fire Department.
- A2.44. RECCE 5: 95 RS Production Supervisor
- A2.45. RECCE 6: 95 RS Airfield Expediter
- A2.46. ROMEO: 95 RS/SOF
- A2.47. SABER: 100 AMXS Support
- A2.48. SAFETY: 100 ARW/SE.
- A2.49. SIERRA: 100 AMXS Vehicle Maintenance
- A2.50. SILENT SHIELD: Det 2, 25 IS Maintenance
- A2.51. SNOW 1: Civil Engineer Snow Control Supervisor.
- A2.52. SOG MAINTENANCE 1-3, CHIEF: 352 SOMXS Maintenance Supervision.
- A2.53. SOG MOC: 352 Maintenance Operations Center.
- A2.54. SOG QA: 352 Quality Assurance.
- A2.55. SOG SAFETY: 352 SOG Safety.
- A2.56. STAFF 1: 100 ARW Director of Staff.
- A2.57. SUPPORT 1-2: 100 MSG/CC/CD.
- A2.58. SWEEPER: Civil Engineer Sweeper Vehicle.
- A2.59. TALON 1: 100 AMXS/CC.
- A2.60. TANGO: 95 RS AGE.
- A2.61. TANKER 1-2: 100 AMXS Aircraft Maintenance Unit Officer in Charge/Superintendent

- A2.62.** TANKER 3: 100 AMXS Lead Production Superintendent.
- A2.63.** TANKER 5: 100 AMXS Production Supervisor.
- A2.64.** TANKER 6: 100 AMXS Airfield Expeditor.
- A2.65.** TANKER 7: 100 AMXS Specialist Team.
- A2.66.** TANKER 8: 100 AMXS Airframe, Powerplant General (APG) Team
- A2.67.** TANKER 10: 100 AMXS Comm/Nav
- A2.68.** TANKER 11: 100 AMXS Jets
- A2.69.** TANKER 12: 100 AMXS Aircraft Guidance and Control
- A2.70.** TANKER 13: 100 AMXS Electro-Environmental
- A2.71.** TANKER 14: 100 AMXS Hydraulics
- A2.72.** TANKER SUPER: 100 AMXS Maintenance Supervisor
- A2.73.** TANKER TOW: 100 AMXS Tow Crew.
- A2.74.** TANKER 26: Civil Engineer Fire Department.
- A2.75.** TRANSIENT ALERT: Contracted Transient Maintenance.
- A2.76.** UNIT 16-17: Civil Engineer Fire Department.

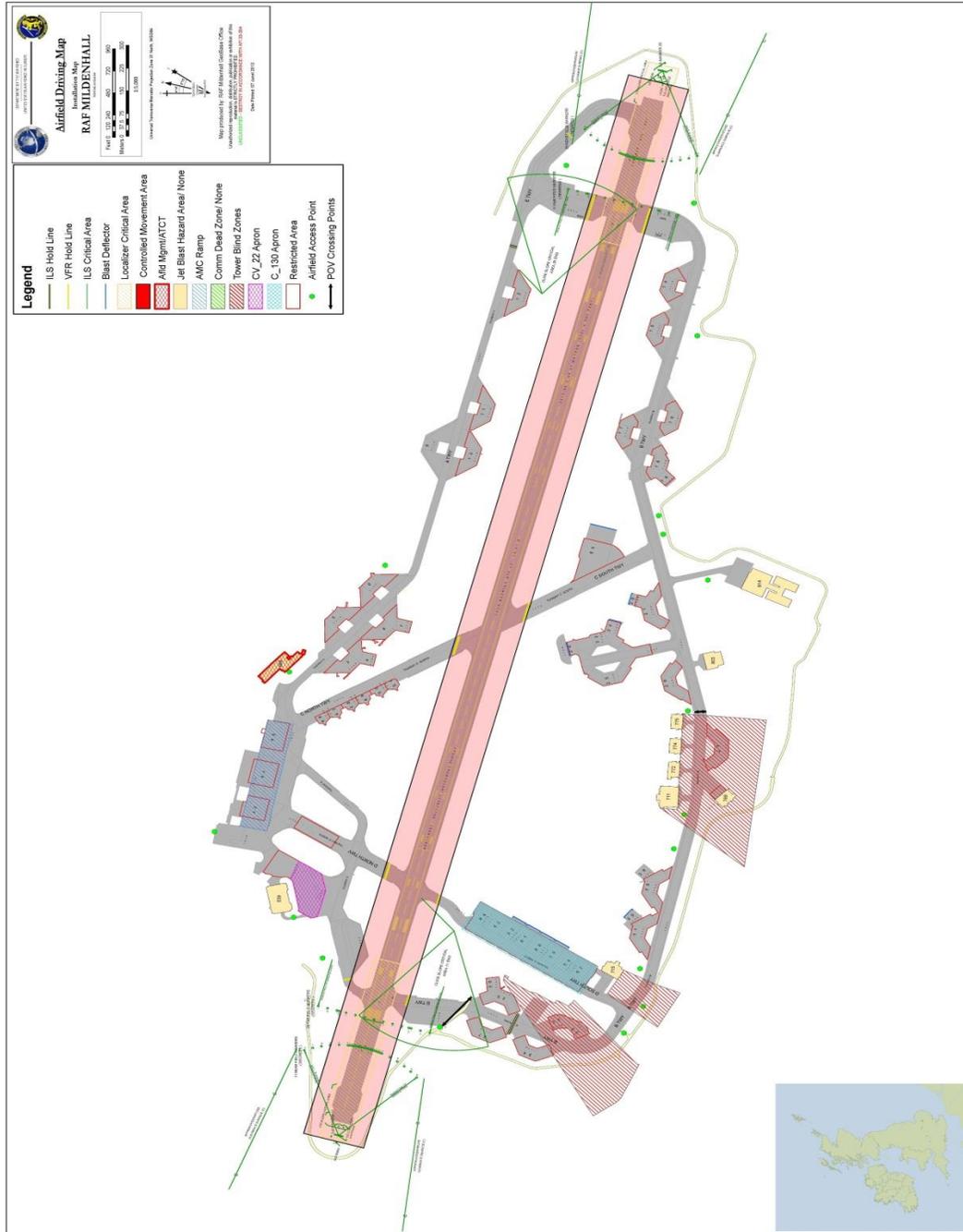
Attachment 3 AIRFIELD DIAGRAM

Figure A3.1. Airfield Diagram.



Attachment 4 AIRFIELD DIAGRAM (CMA)

Figure A4.1. Airfield Diagram (CMA).



Attachment 5
ICAO PRONUNCIATION

Table A5.1. ICAO Pronunciation.

CHARACTER	WORD	PRONUNCIATION
0	ZERO	ZE-RO
1	ONE	WUN
2	TWO	TOO
3	THREE	THREE
4	FOUR	FOW-ER
5	FIVE	FIFE
6	SIX	SIX
7	SEVEN	SEV-EN
8	EIGHT	AIT
9	NINE	NIN-ER
A	ALPHA	AL-FAH
B	BRAVO	BRAH-VOH
C	CHARLIE	CHAR-LEE
D	DELTA	DELL-TAH
E	ECHO	ECK-OH
F	FOXTROT	FOKS-TROT
G	GOLF	GOLF
H	HOTEL	HOH-TELL
I	INDIA	IN-DEE AH
J	JULIET	JEW -LEE ETT
K	KILO	KEY-LOH
L	LIMA	LEE-MAH
M	MIKE	MIKE
N	NOVEMBER	NO-VEM-BER
O	OSCAR	OSS-CAR
P	PAPA	PAH-PAH
Q	QUEBEC	KEH-BECK
R	ROMEO	ROW-ME-OH
S	SIERRA	SEE-AIRAH
T	TANGO	TAN-GO
U	UNIFORM	YOU-NEE-FORM
V	VICTOR	VIK-TOR
W	WHISKEY	WISS-KEY
X	X-RAY	ECK-SRAY
Y	YANKEE	YANG-KEY
Z	ZULU	ZOO-LOO

Attachment 6

SAMPLE MFR FOR REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES

Figure A6.1. Sample MFR for Reinstatement of Airfield Driving Privileges.

MEMORANDUM FOR 100 OSS/OSAA

FROM: (Unit Commander Office Symbol)

Subject: Reinstatement of Airfield Driving Privileges

1. The following individual/s (Individual's name) has/have completed all training requirements and are fully aware of the severity of committing another airfield violation. Please reinstate their airfield driving privileges as soon as possible.
2. Not getting the above individual/s qualified to drive on the airfield will affect the mission (Describe how the mission will be affected).
3. Please contact (Unit Commander or designated representative) at 238-xxxx for any questions.

XXXX X. XXXXX, Lt Col, USAF
Commander

1st Ind

MEMORANDUM FOR X XX/CC

FROM: 100 OSS/OSAA

SUBJECT: Reinstatement of Airfield Driving Privileges

1. Request for reinstatement of airfield driving privileges is/is not approved.

XXXXX X.XXXXXXX, USAF
Wing Airfield Driving Program Manager

Attachment 7

SAMPLE MFR FOR PRIVATELY OPERATED VEHICLE (POV) PASS

Figure A7.1. Sample MFR for Privately Operated Vehicle (POV) Pass.

MEMORANDUM FOR 100 OSS/OSAA

FROM: (Unit Commander Office Symbol)

SUBJECT: Issuance of Airfield Passes for Privately Owned Vehicle (POV) Request

1. Request the following individual is issued an Airfield POV pass.
 - a. Rank/Name of Owner/Operator:
 - b. Organization/Office Symbol:
 - c. Duty Phone:
 - d. Vehicle Description (Year, Make/Model and Color):
 - e. Area of Operation:
 - f. Justification:
 - g. Vehicle Plate Number:
 - h. Duration of Time Pass is Needed For:
 - i. Annual or Temporary:
2. Pass/Permit Number (completed by 100 OSS/OSA): _____
3. The requester has been briefed to return the pass to 100 OSS/OSAA before reassignment, separation, sale of vehicle or when pass is no longer required. Requests for POV passes will be renewed annually.
4. Please contact (Unit Commander or designated representative) at 238-xxxx for any questions.

XXXX X. XXXXX, Lt Col, USAF
Commander