BY ORDER OF THE COMMANDER
SPANGDAHLEM AB (USAFE)

SPANGDAHLEM AIR BASE INSTRUCTION 13-203

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Space, Missile, Command, and Control

AIRFIELD DRIVING FAMILIARIZATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic, Airfield, Airspace and Range Management* and prescribes policy, responsibilities, and procedures for qualification and certification of airfield driving and the safe control of motor vehicle traffic on the Spangdahlem Air Base (AB) airfield. It further implements Air Force Instruction (AFI) 13-213, *Airfield Management*, Air Force Joint Manual 24-306, *Manual for the Wheeled Vehicle Driver*, Air Force Occupational and Health Standard (AFOSHSTD) 91-100, *Aircraft Flightline - Ground Operations and Activities*, and Federal Aviation Administration Order 7110.65 (**www.faa.gov**), *Air Traffic Control*. The contents of this instruction apply to all 52d Fighter Wing (52 FW) and 726 Air Mobility Squadron (726 AMS) military and civilian personnel assigned, attached, or employed on Spangdahlem AB, to include contractor personnel. 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 the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil**. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, *Recommendation for Change of Publication*; route AF 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document was substantially revised and must therefore be completely reviewed. Additionally, now prescribes USAFE Base Form 24, *Privately Owned Vehicle Airfield Pass*, and USAFE Base Form 39, *Documentation of Airfield Driver Training and Certification*. The above forms can be located online at the Air Force e-publishing website.

1. Scope.

1.1. This instruction establishes responsibilities and operating procedures for vehicle operations on the Spangdahlem (AB) airfield. Airfield driving is for official use only, with maximum attention paid to safety and accident prevention. Drivers may not deviate from procedures or principles set forth in this instruction except in the interest of safety. Airfield safety is paramount; conscientious and safe driving will prevent most accidents. The requirements of this instruction must be included in the unit's self-inspection program if personnel perform airfield driving duties.

1.1.1. All base assigned (military, Department of Defense (DoD)/contractor, etc.) personnel operating a vehicle on the airfield must be trained on local airfield driving procedures, complete the Airfield Driving Computer Based Training (CBT) and be licensed and/or certified either to operate a privately/government/contractor owned or leased vehicle and possess an AF 483, *Certificate of Competency,* endorsed for airfield driving. **Note:** Prior experience working on or near an airfield or aircraft (e.g., aircraft maintenance, aircrew, etc.) is not a substitute for completion of airfield driving training and testing requirements outlined in this AFI.

1.2. The goal of the Airfield Driving Program (ADP) is to maintain a safe flying environment. Motor vehicles on the airfield present a clear and definite danger, both to aircraft and ground personnel. Carelessness, haste and disregard for established safety standards are the primary sources of aircraft-vehicle incidents.

1.3. The standards set in this instruction apply to all motor vehicles on the airfield. Only properly trained and certified personnel will drive on the Spangdahlem AB Airfield. All personnel operating vehicles on the airfield must be knowledgeable of and must comply with this instruction. In addition, they must be trained on local driving procedures and possess a valid AF 483**.** The AF 483 must be endorsed by 52d Operations Support Squadron (OSS) Airfield Management (OSS/OSAM) in order to be valid. This requirement applies to military and civilian employees assigned to, visiting, contracted or on temporary duty (TDY) to this base, and to all types of vehicles, i.e., military, commercial and privately owned. Individuals not possessing an AF 483 must be escorted by a qualified airfield driver.

1.4. Changes to this instruction are encouraged. All recommendations must first be coordinated with all agencies affected by the change and the Wing Safety Office before it is submitted to Airfield Management.

1.5. This instruction does not address every possible airfield driving scenario. Contact Airfield Management Operations (AM Ops) at 452-6048 if you have questions or require clarification.

2. Responsibilities.

2.1. **Host Wing Commander:**

2.1.1. Designates personnel and agencies to support the Airfield Driving Program (ADP).

2.1.2. Approves the publication of the Spangdahlem Airfield Driving Instructions (ADI).

2.1.3. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension/revocation of base driving privileges. Authority must not be delegated.

2.2. **Unit Commanders will:**

2.2.1. Appoint, in writing, a primary and alternate unit ADP Manager (ADPM), to conduct training for all unit personnel whose duties require operation of a vehicle on the airfield. Provide a copy of the appointment letter to Airfield Management (52 OSS/OSAM).

2.2.1.1. The ADPM must be airfield driver qualified and possess a Spangdahlem AF 483.

2.2.1.2. Ensure unit ADPM replacements are trained 30 days before incumbent's Date Eligible to Return from Overseas (DEROS).

2.2.2. Certify personnel are qualified to drive on the airfield by signing the completed USAFE Base Form 39, *Documentation of Airfield Driver Training and Certification* (this document can be located online at the Air Force e-publishing website). This authority may be delegated to unit ADPMs. If delegated, forward the written memorandum to 52 OSS/OSAM.

2.2.2.1. Ensure personnel do not drive on the airfield until all requirements have been met, including validation and issue of an AF 483 by AM Ops. All personnel who operate a vehicle on the airfield must complete all training and testing requirements IAW this instruction. Airfield experience (e.g., operating vehicles or aircraft) is not a substitute for training and testing requirements.

2.2.3. Limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.

2.2.4. Suspend or revoke the member's airfield driving privileges when notified of suspension of on base driving privileges by military authorities. Notify the unit ADPM and 52 OSS/OSAM in writing.

2.2.4.1. Upon suspension/revocation of a unit member's base driving privileges, suspend/revoke the member's airfield driving authorization and notify the DAFM and unit ADPM in writing. Request for re-instatement must be processed according to paragraph 2.1.3. Forward a copy of reinstatement requests, regardless of decision made, to 52 OSS/OSAM for inclusion in program records.

2.3. **Airfield Management (AM) includes AM Ops, Airfield Manager (AFM), and Deputy AFM (DAFM) (52 OSS/OSAM) will:**

2.3.1. Develop a local airfield driver's directive and familiarization program and provide it to unit ADPMs.

2.3.2. Train unit ADPMs on airfield driving requirements and provide information needed to train personnel operating vehicles on the airfield.

2.3.3. Coordinate to have this instruction and master tests translated to German for Local National and contractor personnel.

2.3.4. Ensure ADPMs provide appropriate training to contractor/TDY personnel based on type, location, timing and duration of work.

2.3.4.1. Impose restricted routes to and from contractor locations as necessary.

2.3.5. Approve/disapprove USAFE Base Form 39, and issue/certify AF 483. This authority will not be delegated to any other agency.

2.3.6. Monitor units' airfield driving training programs for effectiveness.

2.3.6.1. Annually inspect all unit airfield driving programs. Inspections shall focus on program integrity, compliance and support. Provide information copies to the unit commanders. At a minimum review/inspect the following items:

2.3.6.1.1. Currency of the unit ADPM appointment letter.

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

2.3.6.1.3. List and number of unit assigned airfield drivers.

2.3.6.1.4. Currency of training and testing materials.

2.3.6.1.5. Training documentation of unit assigned airfield drivers.

2.3.6.1.6. Completion of refresher training.

2.3.6.1.7. Any other items as directed by the DAFM.

2.3.6.2. Perform random airfield spot checks to ensure only trained personnel are driving on the airfield and possess a valid AF 483.

2.3.6.3. Monitor radios for proper radio terminology/phraseology and discipline.

2.3.7. Maintain a copy of all AF 651s, *Hazardous Air Traffic Report (HATR)* and AF 457s, *USAF Hazard Report,* actions taken, results and supporting documentation for one year. Maintain a copy of all AF 457s for a period of two years.

2.3.8. Brief annual unit inspection results, all Controlled Movement Area (CMA) violations and airfield driving trends at the quarterly Airfield Operations Board (AOB). Document in AOB minutes.

2.3.9. Maintain a master record of Spangdahlem authorized drivers and passes derived from unit ADPM input.

2.3.10. Maintain a master copy of Air Force-mandated Airfield Driving Computer Based Training software and provide it to units for training purposes.

2.3.11. Hold quarterly meetings with unit ADPMs to discuss trends and relevant issues pertaining to the ADP.

2.4. **Unit Airfield Driving Program Manager (ADPM) will:**

2.4.1. Be a SSgt or higher, trained and certified to drive on the airfield, including possession of a Spangdahlem AF 483 with CMA access.

2.4.2. Administer the unit airfield drivers training program IAW this instruction and AFI 13-213, Chapter 4 and act as the unit's point of contact for airfield driver training.

2.4.3. Provide the training outlined in Chapter 3 of this instruction.

2.4.4. Schedule personnel that will drive on the CMA for color vision testing at 52d Medical Group (52 MDG).

2.4.4.1. Under no circumstances will trainees be allowed to drive in the controlled movement area if they do not pass the color vision test.

2.4.4.2. Personnel that have a mandatory requirement for normal color vision (entry and retention) in their Air Force Specialty Code (AFSC) are exempt from color vision testing portion of the ADP. **Note:** The unit ADPM must provide the DAFM a current copy of AFSC specialty job description and note the exempt AFSC on the USAFE Base Form 39.

2.4.5. Ensure trainees have a valid United States Forces Certificate of License, AF 2293, U.S. Air Force Motor Vehicle Operator Identification Card (IAW AFI 24-301) and they are fully qualified to drive the types of vehicles they are required to operate. ***NOTE:*** Munitions Jammer 1 and 4 (MJ-1/MJ-4) mobile equipment, ensure operators' training has been completed and is documented in training records.

2.4.6. Ensure trainee and trainer have a completed USAFE Base Form 39, with unit commander/ADPM signature. Once complete the trainee will bring the completed USAFE Base Form 39 and CBT certificate to Airfield Management Operations for testing.

2.4.7. Train TDY/contractor personnel hosted by their unit. The TDY briefing shall include, at a minimum, the information listed below. Permanently assigned contractors (e.g. grass cutters,

pavement repair teams, etc.) must meet the same certification requirements as assigned military/DoD personnel.

2.4.7.1. As a minimum, the local training/briefing will include the following:

2.4.7.1.1. Airfield signs, markings and lighting.

2.4.7.1.2. Speed limits for aircraft parking aprons, taxiways and special purpose vehicles.

2.4.7.1.3. Operating vehicles in the immediate vicinity of aircraft.

2.4.7.1.4. Parking and chocking requirements.

2.4.7.1.5. Lateral distance requirements for mobile obstacles on taxiways and aprons.

2.4.7.1.6. FOD control/prevention.

2.4.7.1.7. Runway incursion prevention.

2.4.7.1.8. Airfield Violations and Consequences.

2.4.7.1.9. Proper radio terminology and phraseology.

2.4.7.1.10. Airfield layout

2.4.7.1.11. CMA procedures.

2.4.7.1.12. Light gun signals

2.4.7.2. Use an MFR to document the name, rank, duty title, local duty area(s), home unit, duration of TDY, home station AF 483 number, airfield duty areas and call signs of the individuals that received the briefing/training and with any restrictions noted "*Ramp Access Only*", etc and expiration date. Forward an information copy to the DAFM and have individual bring AF 483's to the DAFM to be stamped "Authorized SAB Airfield"

2.4.7.3. If training is not accomplished, units sponsoring TDY personnel or contractors are responsible for providing an escort that possesses a valid AF 483.

2.4.8. Administer annual refresher training and document on the back of AF 483. Refresher training is due one year after issue date and applies to all personnel. Annual refresher training encompasses, as a minimum, re-accomplishing the CBT and reviewing the most current 52 FW ADI. Maintain a copy of the most current refresher training completion date on file in the unit.

2.4.9. Notify unit commander and 52 OSS/OSAM, in writing, of retraining/corrective actions taken when requesting reinstatement of a revoked member's airfield driving privileges. Unit commander and DAFM approval is required prior to reinstatement of airfield driving privileges.

2.4.10. Notify unit commander and 52 OSS/OSAM, in writing, of any base driving suspensions involving unit personnel who are airfield qualified (see paragraph 2.1.4. and 2.1.4.1. above) and when revoking an individual's airfield driving privileges.

2.4.11. Schedule replacement ADPM for training with DAFM at least 30 days prior to relinquishing duties.

2.4.12. Ensure assigned vehicles under their control are properly equipped with radios capable of transmitting to the Control Tower if they are to be driven in the controlled movement area.

2.4.13. Maintain an ADP Continuity Binder in the TAB format below. **Note:** When approved by the DAFM, contents from a TAB may be maintained in another location or electronically.

Use the DD Form 2861, *Cross-Reference* to identify location. Documents must be maintained IAW AFRIMS located at https://afrims.amc.af.mil.

2.4.13.1. TAB A: Unit ADPM/Trainer appointment letters.

2.4.13.2. TAB B: Airfield Driving Instruction (ADI) and driving guide

2.4.13.3. TAB C: Annual Program Inspection Results.

2.4.13.4. TAB D: Airfield Drivers Training and Certification letters/CBT

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

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

2.4.13.7. TAB G: Unit airfield driving safety requirements/flashes.

2.4.13.8. TAB H: Airfield Violations/Corrective action documentation.

2.4.13.9. TAB I: References (e.g., AFJMAN 24-306, Chapter 25 and AFOSHSTD 91-100, Chapter 6., AFI 21-101, etc.) and other miscellaneous information. **Note:** References may be a paper or electronic copy.

2.4.14. Review and update the listing of all unit personnel authorized to drive on the airfield quarterly. This list must be forwarded to 52 OSS/OSAM by the last duty day in the months of Mar, Jun, Sep, and Dec. As a minimum, the list of airfield drivers will include the individual's full name, rank, unit, office symbol, AF 483 certificate number, restrictions (e.g., Daytime or Ramp only) and date refresher training due. ADPMs must be able to pull associated records and files by individual data. If maintaining quarterly listing via SharePoint, the list does not need to be forwarded at the above times. Ensure listing is kept current at all times.

2.4.15. Primary and/or alternate will attend mandatory quarterly airfield drivers meeting.

2.4.16. Ensure all vehicles that operate on the airfield prominently display Air Force Visual Aid (AFVA) 11-240, *Airport Signs and Markings,* 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. This is a physical product that can be ordered from the AF E-Publishing website.

2.5. **52d Security Forces Squadron (52 SFS) will:**

2.5.1. Monitor vehicle operations for compliance with AFOSHSTD 91-100 and local directives.

2.5.2. Support and respond to the airfield, as requested by AM Ops, to assist when severe violations occur on the airfield. Examples of severe violations include runway incursions, failing to yield to aircraft, unauthorized vehicles/drivers and speeding.

2.5.3. Conduct random spot checks of airfield operators and privately owned vehicles (POV) passes to ensure compliance with this instruction. Notify AM Ops of violations.

2.5.4. Detain unknown or unauthorized personnel to determine identity and intentions. Inform 52 OSS/OSAM when airfield intruders have been detained by 52 SFS.

2.6. **Unit Airfield Driving Trainers will:**

2.6.1. Be assigned, trained and appointed in writing by their unit ADPM. Forward appointment letter to 52 OSS/OSAM.

2.6.2. Be trained and certified to drive on the airfield and possess a Spangdahlem AF 483. If training for CMA access, trainer must be certified to drive in the CMA.

2.6.3. Regularly perform duties involving driving on the airfield.

2.6.4. Remain qualified on tasks for which they train or certify others.

2.6.5. Conduct training in accordance with the unit's training program and this instruction.

2.7. **Trainees will:** Comply with all training requirements in this instruction.

2.8. **52d Medical Group (52 MDG) will:**

2.8.1. Verify an individual's color vision by reviewing medical records or conducting a color vision screening.

2.8.2. Annotate Pass or Fail of color vision on the USAFE Base Form 39and sign/stamp.

2.9. **52d Civil Engineer Squadron, Construction Management (52 CES/CECC) will:**

2.9.1. Inform Airfield Management of all contracts within 1,000 feet of the airfield. Ensure routes to and from the airfield construction sites are approved by the AFM and published in the contract.

2.9.2. Inform the AFM of all pre-construction meetings involving contracts that will require driving within or near the airfield environment.

2.9.3. Ensure all contracts requiring access to the airfield state contractors must receive an orientation briefing from 52 CES and must have a qualified airfield driver as an escort.

2.9.4. Coordinate with both Airfield Management and 52 SFS in advance for contractors requiring access to the airfield.

2.9.5. Ensure contractors entering the radio controlled movement area have an escort capable of clear radio communications with the Control Tower.

2.9.6. Coordinate site release dates, work schedules for airfield contractors and estimated start/completion dates with the AFM.

2.9.7. Ensure airfield contractors/escorts contact AM Ops prior to initiating work each day. The AFM will deconflict with mission operations and mitigate general operational impact.

2.10. **52d Fighter Wing Safety (52 FW/SE) will:**

2.10.1. Coordinate on tests with the DAFM and unit ADPMs to ensure a proper ADP and compliance with AFOSHSTD 91-100.

2.10.2. Conduct periodic spot inspections on the airfield drivers to ensure compliance with this instruction. Provide 52 OSS/OSAM a copy of any documented results and negative trends.

2.10.3. Brief procedures/hazards of crossing Alpha Taxitrack at Barksdale intersection and Taxiway C from the Barksdale extension during Combat Intro Driving Safety Briefing.

2.11. **Control Tower (52 OSS/OSAT) will:**

2.11.1. Control vehicles operating on the airfield in accordance with this instruction and air traffic control procedures. Tower may give control of the CMA to Snow 1 during snow removal operations.

2.11.2. Immediately report violations of this instruction, especially runway incursions, to AM Ops. File an AF 457 or AF 651, if applicable, with the Airfield Operations Flight Commander (AOF/CC) to forward to 52 FW/SE. Provide a copy to the DAFM.

2.11.3. Notify AM Ops when improper radio use occurs and offending call sign, if known.

2.11.4. Provide light gun signal training on Ramp 4 and Taxiway C east side, as traffic allows.

2.12. **52d Logistics Readiness Squadron (52 LRS) will:** Maintain procedures for immediate deployment of mobile maintenance and/or a tow vehicle when AM Ops reports a stalled or broken vehicle on the airfield.

2.13. **Airfield Escorts.** Airfield escorts are required for safety and/or security purposes. All escorts for any contractor working on the airfield will be trained and certified to drive on the airfield and may accompany and monitor a driver who is not. The escort is responsible for the actions of an uncertified driver whether in the same vehicle or lead vehicle until the non-certified member completely exits the airfield.

3. Training Requirements.

3.1. **No one may operate** a vehicle on the airfield unless trained by their unit ADPM or a certified airfield driving trainer. Each individual who drives on the airfield must possess an AF 483 certified by AM Ops, unless otherwise specified within this instruction. Individuals without an AF 483 that require access onto the airfield must be escorted by a qualified airfield driver either through the sponsoring unit or through the Wing Construction Escort Program.

3.2. **Prior to issuing trainees** a certified Spangdahlem AB AF 483, unit ADPMs and airfield driving trainers are responsible for ensuring trainees complete the following requirements:

3.2.1. Read and comprehend this instruction.

3.2.2. Complete the Headquarters Air Force Flight Standards Agency (AFFSA) Airfield Driving CBT. A minimum passing score of 80 percent, corrected to 100 percent is required. Print and attach a copy of the training certificate to the USAFE Base Form 39.

3.2.3. Classroom/individual instruction encompassing the training guides .

3.2.4. Practical day and night familiarization ride. This practical familiarization ride is the individual driving and operating the radio while being monitored by a qualified trainer. ***NOTE:*** Individuals not receiving night orientation/training check rides will have their AF 483s restricted (e.g., AUTHORIZED DAYLIGHT HOURS ONLY) and must not be allowed to operate a vehicle on the airfield during hours of darkness or inclement weather. If the individual later requires a nighttime authorization, the unit ADPM will ensure a night orientation is completed and documented. AM Ops will then issue an updated AF 483.

3.2.5. Control Tower light gun signal recognition training.

3.2.6. A practical airfield driving test (check ride).

3.2.7. Pass written and diagram pre-test given by unit ADPM.

3.3. **When requesting issue** of an AF 483, the unit commander or unit ADPM must sign the USAFE Base Form 39. Airfield driver's license will not be issued to any individual without approved signatures.

3.3.1. The individual will bring the completed USAFE Base Form 39 and AFFSA Airfield Driving CBT results to Airfield Management. A written/oral examination will be administered IAW AFI 13-213. Written examination will consist of questions covering material in this instruction. The written exam will also include a phraseology (For CMA), diagram with local airfield layout and marking. A minimum score of 80 percent is required for the written portion

and 100 percent for the diagram and marking portion. Failures of either examination will require the trainee to be retrained and tested again no earlier than 48 hours later. After three failures the trainee and supervisor must bring a letter signed by the unit commander verifying the trainee is mission essential and must operate on the airfield to DAFM/AFM for approval to re-test. Upon successful testing, the AF 483 will be stamped "**Authorized Airfield SAB**" or "**CMA/Runway (RWY) Access Not Authorized**" and signed by the AFM, DAFM or designated AM representative. Authority must not be delegated outside AM. ***NOTE:*** Examination is updated as dictated by the Deputy Airfield Manager.

3.3.1.1. AF 483 stamped with "**Authorized Airfield SAB**" means the vehicle operator has completed the prescribed training required by this instruction and is qualified and certified by the ADPM and Airfield Management to drive on the entire airfield.

3.3.1.2. AF 483 stamped with "**CMA/RWY Access Not Authorized**" means the vehicle operator has completed the prescribed course of instruction required by this instruction and is qualified and certified by the ADPM and Airfield Management to drive on all areas except for the CMA. Vehicle operators with the above statement will not enter the CMA or runway environment at any time without proper escort.

3.3.1.2.1. In the event operators become qualified to drive on the CMA at a future date, they will be required to obtain a new AF 483 stamped with "**Authorized Airfield SAB"** from AM Ops**.** Individual must bring original USAFE Form 25 (used prior to publication of this SABI) or USAFE Base Form 39, with all training items complete and pass an oral CMA exam.

3.4. **If an individual loses** or misplaces their AF 483, they may be issued a new one. Before a new AF 483 can be issued, the member must present proper paperwork (USAFE 25, used prior to publication of this SABI, or the USAFE Base Form 39, and current CBT test results) to Airfield Management personnel. This paperwork can be obtained from the individual's ADPM.

3.5. **If an individual needs** to replace an AF 483 for any reason, a new card can be issued as long as the old one is legible.

3.6. **If an individual loses their** AF 483 and paperwork (USAFE 25, used prior to publication of this SABI or USAFE Base Form 39 and CBT test results), all documentation must be re-accomplished prior to the individual reporting to Airfield Management to receive a new AF 483.

3.7. **To maintain the integrity** of the training process, 52 OSS/OSAM may perform a no-notice staff assistance visit to any unit, at any time.

3.8. **Annual refresher training** is due one year after the issue date and applies to all personnel. Annual refresher training encompasses, as a minimum, re-accomplishing the CBT and reviewing the most current 52 FW driving instruction. ADPM will maintain a database listing annual refresher due dates on all drivers assigned. If annual refresher training is not accomplished within the one year mark of the date on the card, the vehicle operator will not drive on the airfield until refresher training is accomplished/documented.

3.8.1. Document refresher training on the back of the AF 483 and attach new CBT certificate to USAFE Base Form 39.

4. Licensing Requirements. NOTE: All personnel operating a vehicle on the airfield must possess a Spangdahlem AB AF 483 issued by AM Ops. Individuals not meeting the requirements of this instruction must have an airfield escort.

4.1. **Base-Assigned Personnel.** Personnel assigned to Spangdahlem AB require the following items and training to earn an AF 483

4.1.1. Valid USAREUR license, Host Nation or Government driver's license.

4.1.2. AF 2293 *US Air Force Motor Vehicle Operator Identification Card*. Exception: Some aircraft/munitions support equipment (jammers, mules) do not qualify as vehicles and their drivers are not required to have a license, including a Government Owned Vehicle (GOV) license, to operate them. These operators still require an AF 483 to operate the equipment on the airfield.

4.1.3. Completed the USAFE Base Form 39, with current CBT printout.

4.1.4. Pass a color vision screening test conducted by the 52 MDG to verify the individual's ability to distinguish between red, green, white, yellow, and blue.

4.2. **Airfield Licensing Use/Restricted Areas.** AM designates general-use areas and may limit vehicle traffic on the airfield. Commanders and unit ADPMs will strive to limit individual access to those areas required for the individual to accomplish their duties. Access to the CMA will not be given unless necessary.

4.2.1. AF 483 stamped with "**Authorized Airfield SAB**" means the vehicle operator has completed the prescribed training required by this instruction and is qualified and certified by the ADPM and Airfield Management to drive on the entire airfield.

4.2.2. AF 483 stamped with "**CMA/RWY Access Not Authorized**" means the vehicle operator has completed the prescribed course of instruction required by this instruction and is qualified and certified by the ADPM and Airfield Management to drive on all areas except for the CMA. Vehicle operators with the above statement will not enter the CMA or runway environment at any time without a certified escort.

4.3. **Temporary Duty Personnel.** Personnel assigned to Spangdahlem AB on a temporary basis require the following to earn airfield driving privileges:

4.3.1. An AF 483 from their home station or equivalent.

4.3.2. A local orientation airfield driving briefing, IAW paragraph 2.4.7., given by an authorized ADPM from the sponsoring unit or organization. If there is no sponsoring organization, the briefing will be given (in mass) by the DAFM. Non-unit sponsored TDY personnel shall contact the DAFM two weeks in advance to schedule the briefing.

4.3.3. The individual providing the TDY briefing will then provide a practical airfield orientation for the duty use areas. The TDY personnel will not operate any vehicle outside the duty use areas without an airfield escort.

4.3.4. The ADPM will then provide the trainee a letter stating that training was accomplished IAW this instruction. The letter will include: name and rank, duty title, local duty area(s), home unit, duration of TDY, home station AF 483 number, airfield duty areas and call signs.

4.3.4.1. Trainees will bring the letter to Airfield Management and request their AF 483 to be stamped either **"Authorized Airfield SAB**," or **"CMA/RWY Access Not Authorized."**

4.3.5. Non-base assigned personnel not in possession of a valid AF 483 must complete training IAW this instruction before being allowed to drive on the airfield. Once all required training is completed, Airfield Management will issue a temporary AF 483.

4.3.6. North Atlantic Treaty Organization (NATO) units TDY to Spangdahlem will be evaluated by the DAFM and/or AFM on a case-by-case basis to determine what type of training is required.

4.4. **DoD, German National Employees, and Permanent Contractors.**

4.4.1. DoD, German National employees, and permanent contractors must meet the same training and licensing requirements as other personnel assigned to Spangdahlem AB.

4.5. **Commercial Contractor Civilians (Temporary).**

4.5.1. Civilian contract personnel will receive a verbal briefing from Construction Management prior to starting work. The DAFM and the German National employees assigned to AM Ops will assist when requested. Contractors will schedule a briefing through the Construction Management project representative. Contractors must abide by applicable rules and principles of this instruction.

4.5.2. Contractors must always have an airfield qualified escort with them.

4.5.3. Contractors must remain within their work area, designated travel routes and designated haul routes. Any travel outside of these designated areas is considered a safety and security issue and may result in immediate termination of work pending case review and retraining.

4.5.4. Contractor vehicles will be readily identifiable by type of vehicle (heavy equipment), and/or company logo on the vehicle at all times.

4.5.5. Contractors will not operate from grass or non-paved areas. If unavoidable, contractors will be responsible for Foreign Object Debris checks, covering open debris transportation vehicles (i.e. dump trucks) and maintaining cleanliness of sites to prevent a debris hazard to aircraft.

4.5.6. Operators of contractor vehicles who violate this instruction will be banned from operating a vehicle on the airfield. It will be the contractor's responsibility to replace the driver.

4.6. **Wing Construction Escort Program.**

4.6.1. Airfield drivers identified with responsibilities that do not require regular vehicle operations on the airfield will complete additional proficiency training prior to conducting contractor escort duties.

4.6.1.1. Initial training will be conducted IAW this instruction to obtain an AF 483.

4.6.1.2. Additional training will be completed by Construction Management prior to escort duties on the airfield, documented and kept at Construction Management. The DAFM may request to view the training and documentation at any time.

4.6.1.3. Wing Construction Escort Program personnel requiring access onto the CMA will receive a refresher briefing from Construction Management prior to escorting contractors in the CMA.

4.6.2. Escorts will contact AM Ops daily via landline, radio or in person prior to beginning work on the airfield

5. POV Pass And Other Vehicle Requirements.

5.1. **Privately Owned Vehicles (POV).**

5.1.1. In the interest of safety, designated POVs will be authorized to operate on the airfield in specifically designated areas when the authorization is deemed mission essential. POV passes will be kept to the minimum necessary to accomplish the mission. See paragraph 4.5. for contractor vehicle information.

5.1.2. USAFE Base Form 24, *Privately Owned Vehicle Airfield Pass* (this document can be located online at the Air Force e-publishing website). Issuance and renewal will be managed by the AFM, DAFM or designated representative. The Deputy Airfield Manager will maintain a listing of all POV passes issued.

5.1.3. Only those individuals authorized the use of a POV to go to and from designated airfield areas will drive their vehicles in these areas. The Airfield Manager will identify designated routes on an individual basis. POV pass recipients must receive a POV pass briefing from their ADPM. Those authorized must have a current airfield diagram in their possession while operating a vehicle on the airfield.

5.1.4. POV passes will only be used in the performance of military duties when a GOV is unavailable. These passes are not to be used for convenience. Violations of this instruction may result in suspension of POV privileges.

5.1.5. Each POV operator must possess a valid USAREUR or host nation driver's license and current AF 483.

5.1.6. An AF 116, *Request for Deviation from Security Criteria*, signed by the 52 FW/CC is required prior to issuance of a USAFE Base Form 24, if operating within a restricted area.

5.1.7. A letter of justification, signed by the unit commander, is required for initial issue and annual renewal before the USAFE Form 24 will be issued by the AFM/DAFM or designated representative. Address letters to 52 OSS/OSAM at least 30 days prior to requested date and by 20 December for annual renewal. The letter must include the following:

5.1.7.1. Grade, name, organization, phone number, social security number, AF 483 number, and DEROS of the driver. Also include the vehicle make, model, color, and plate number.

5.1.7.2. Brief statement explaining why POV access is necessary rather than use of a GOV.

5.1.7.3. Specify the areas in which the individual needs access.

5.1.8. Magnetic decals/signs will be used to clearly identify vehicles operating on the airfield within the restricted area and on the CMA. Magnetic decals/signs will be provided and controlled by the owner/user unit and will not be issued to individual members on a permanent basis. These decals/signs will be removed from the vehicle when not in use in the CMA or restricted area. Every effort must be made to ensure decals do not become a FOD hazard.

5.1.9. POVs operating in areas other than the CMA or restricted area will display the POV pass on the windshield when on the airfield. The pass will be removed and properly stored when not on the airfield.

5.1.10. POV passes are valid for one year or the expiration date on the pass. Each pass is required to be renewed in January of each year. Color of passes will change every year to ensure annual renewal.

5.1.11. Upon expiration, or if no longer needed, the airfield pass must be returned to Airfield Management for accountability.

5.1.12. Possession of a pass will be contingent upon the individual's continuing need to drive a POV on the airfield. A POV pass will not be transferred to another person directly or by vehicle sale.

5.1.13. Report lost or missing passes/decals to 52 SFS, unit ADPM, and the Airfield Manager.

5.1.14. Security Restrictions. During increased force protection conditions or an increase in the protection level of resources as determined by the Installation Security Council, POV operation on the airfield may be prohibited.

5.1.15. POV operators will adhere to AFI31-204_USAFESUP_SPANGDAHLEMABSUP 31-204, *Air Force Motor Vehicle Traffic Supervision,* and this instruction.

5.2. **Government Rented/Leased Vehicles (GRV):**

5.2.1. For the purpose of airfield driving, GRVs are considered government vehicles and not POVs.

5.2.2. GRV operations on the airfield will be kept to an absolute minimum and will only be utilized in the absence of standard government vehicles. Under no circumstances will GRVs be authorized on the controlled movement area. Rental vehicles contracted for personal use are not authorized airfield access.

5.2.3. All GRV operators must be airfield certified and have a current AF 483.

5.2.4. GRV operators must have a current copy of government rental agreement in the vehicle at all times.

5.2.5. For identification purposes GRVs will require a POV pass issued by the Airfield Management to operate on the airfield.

5.2.5.1. Bring rental agreement and AF 483 to Airfield Management for pass issue.

5.2.5.2. Passes must be returned to Airfield Management upon issuance of GOV or expiration of rental agreement.

5.3. **Two Wheeled Motorized Vehicles.** Vehicles such as scooters and mopeds are not authorized on any portion of the airfield. Motorcycles are authorized provided the driver possesses a POV pass. At no time will these vehicles be operated in the CMA.

5.4. **Bicycles/Tricycles.** Bicycles may be ridden on the airfield directly to and from duty sections. Bicycles are not permitted within the CMA. Bicycle operators will abide by all other provisions of this instruction. A POV pass is not required for bicycles. Recreational cycling and use of skateboards, roller skates/blades and scooters are prohibited on the airfield.

5.4.1. Bicycle riders do require airfield training, certification and an AF 483. Bicycle riders will also abide by wing safety standards for reflective vests and equipment and security standards for entry into the restricted area.

5.4.2. Bicycle riders shall inspect their bicycle to ensure all items are secured and do not pose a safety or debris risk to personnel or aircraft.

5.5. **Golf Carts/Mules.** Government owned golf carts (3 or 4 wheeled) intended for government use are not authorized in the CMA. Operators must comply with all rules of this instruction, to include possession of an AF 483. Operators will also abide by wing safety standards for reflective vests and equipment and security standards for entry into the restricted area. User must ensure golf carts/mules are not left in any hazardous areas and do not pose any hazard to aircraft operations.

5.6. **Four Wheeled Motorized Vehicles.** Government owned four wheeled motorcycles (Quads) are authorized on the airfield and must comply with the requirements set forth in this instruction, to include possession of an AF 483. Operators will also abide by wing safety standards for reflective vests and equipment and security standards for entry into the restricted. User must ensure quads are not left in any hazardous areas and do not pose any hazard to aircraft operations.

6. Driving Rules And Procedures.

6.1. Airfield Speed Limits.

6.1.1. Special purpose, weapons vehicles and towing one maintenance stand: 10 mile per hour (MPH)/16 kilometer per hour (KPH).

6.1.2. General purpose vehicles on taxiways and access roads: 15 MPH/24 KPH.

6.1.3. Towing powered Aircraft Ground Equipment (AGE): 15 MPH/24 KPH.

6.1.4. Towing non-powered AGE: 5 MPH/8 KPH.

6.1.5. Aircraft and two or more maintenance stands being towed: 5 MPH/8 KPH.

6.1.6. All vehicles within 25 feet of aircraft: 5 MPH/8 KPH.

6.1.7. Vehicle parking areas: 5 MPH/8 KPH.

6.1.8. Aircraft parking ramps: 15 MPH/24 KPH.

6.1.9. Runway: 45 MPH/72 KPH. Use caution crossing arresting gear cable. Slow to 10 MPH/16 KPH and avoid hitting donuts or tie-downs.

6.1.10. Speed limit exceptions. The following vehicles may exceed speed limits only when personnel and property are not endangered (will travel at a safe rate of speed):

6.1.10.1. Emergency response vehicles (Fire, ambulance, 52 SFS and AM Ops) responding to an emergency.

6.1.10.2. Snow removal personnel performing snow removal operations.

6.1.10.3. "Follow Me" vehicles will be permitted to exceed the normal 15 MPH/24 KPH airfield speed limits to accommodate the optimum safe taxiing speed of aircraft.

6.1.10.4. Any vehicle when the Control Tower advises to "expedite" or uses the term "immediately".

6.1.11. Under no circumstances will vehicles exceed speed limits on the airfield during exercises. Emergency response vehicles may exceed speed limits only when responding to actual emergencies.

6.1.12. Speeding will be checked by pacing.

6.2. Vehicle Operations at Night.

6.2.1. Should taxiing or towed aircraft be encountered at night, proceed to the nearest taxiway intersection, ramp, or access road to allow the aircraft to pass. Headlights of vehicles on the airfield will be operated on low beam and will not be aimed directly at moving aircraft.

6.2.1.1. Position vehicle to ensure headlights do not blind the pilot or aircraft tow vehicle operator. Turn headlights off, leave parking lights on until aircraft passes.

6.2.1.2. Vehicles with daytime running lights will stop and park in a safe location, turn off the ignition, set the parking brake and activate emergency flashers.

6.2.2. Flashing lights or parking lights will be used at night when vehicles are temporarily parked on any part of the aircraft parking ramp or taxiways. This does not apply if vehicles are parked in a designated parking area.

6.3. **Vehicle Operations during Restricted Visibility** .

6.3.1. During low visibility, vehicle movement should be limited to the absolute minimum necessary to conduct the mission to prevent collisions between vehicles, and/or between vehicles and obstacles.

6.3.2. Flashing/hazard lights will be used on all vehicles temporarily parked on the aircraft parking ramps/aprons during periods of lowered visibility.

6.3.3. When visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the 52 FW/CC.

6.3.4. When visibility is less than 200 feet, the Control Tower will only authorize vehicles onto the CMA that are in direct support of aircraft operations. When a Category (CAT) II instrument approach is in progress (ceiling is 200 feet or less or visibility is ½ mile or less), the Control Tower will NOT authorize any vehicle onto the CMA.

6.3.5. When visibility is less than 100 feet, only emergency and alert vehicles may be operated on the airfield. Flashing lights will be used on all vehicles temporarily parked on the aircraft parking ramps during periods of lowered visibility.

6.3.6. When visibility is less than 50 feet, it is recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of vehicles.

6.3.7. Vehicle operators will reduce speeds when visibility is reduced.

6.4. **Vehicle Equipment Requirements.** Vehicles utilizing the airfield will have necessary equipment to comply with safety rules. Operators and vehicle control personnel will ensure all equipment remains secure inside the vehicle when not in use. Object and debris control is paramount.

6.4.1. Emergency vehicles will be lighted and or marked properly.

6.4.2. Vehicles will be equipped with a tool for removing debris from tires during FOD checks.

6.4.3. Vehicles, including POVs, will be equipped with a working flashlight for FOD checks after sunset.

6.4.4. Vehicles utilized on any portion of the CMA will be equipped with a two-way radio. The radio must have the ramp net programmed for communicating with the Control Tower.

6.4.5. Airfield vehicles will have a FOD can secured inside the vehicle or in the bed (pickup trucks).

6.5. **Towing Aircraft and Equipment.**

6.5.1. Towing speed is 5 MPH/8 KPH for all vehicles towing aircraft and 2 or more maintenance stands. Towing speed for one maintenance stand is 10 MPH.

6.5.2. The maximum towing speed for AGE, such as compressors, ground power units, oxygen carts and similar equipment is 15 MPH. General-purpose vehicles should not be used to tow

these types of equipment unless properly equipped with hitches specifically designed for heavy duty towing.

6.5.3. Large pieces of AGE, when towed in tandem, will not block the driver's vision of the last item being towed.

6.5.4. Use safety or cotter pins to secure pintle hooks and trailer hitches.

6.6. **Explosive Laden Vehicles.**

6.6.1. Military vehicles carrying explosives will display appropriate signs on both sides.

6.6.2. Headlights and either a flashing light on top of the cab or emergency flashers will be on when the vehicle is loaded.

6.6.3. These vehicles will not exceed 10 mph and will have right-of-way over all other traffic except moving aircraft and vehicles responding to an emergency.

6.6.4. Vehicle operators will signal by horn and by alternating high and low beams when passing stopped vehicles and when approaching vehicles that obstruct their route.

6.6.5. Vehicles in convoy will maintain the proper separation distance for the quantity and type of explosive carried.

6.6.6. Drivers will not normally dismount from explosive-laden vehicles.

6.6.7. If dismount becomes necessary, the vehicle will be parked IAW paragraph 6.15.

6.7. **Grass Mowers, Heavy Equipment, Fixed and Mobile Obstacles.** This section applies to any large and small equipment used to cut grass, perform construction or digging operations in the vicinity of the airfield, within 492' of the runway, 200' of a taxiway, within 55 ft of the Alpha Taxitrack or near parking aprons.

6.7.1. Operators will be qualified to communicate via radio with the Control Tower and possess an AF 483.

6.7.2. Operators will notify AM Ops of the location and duration of operations prior to beginning. They will also report when operations are terminated.

6.7.3. Operators will ensure they do a roll-over FOD check when crossing a paved surface.

6.7.4. Operators will conduct an FOD check of the equipment prior to entering the airfield, after operations cease, and before traversing a taxiway pavement to exit the airfield area. When airfield pavements must be used, the shortest and most direct route will be utilized.

6.7.5. No equipment will be left at worksites without the AFM approval.

6.8. **Emergency Response Vehicle Policy.**

6.8.1. Emergency vehicles (Fire and Rescue, Ambulance, 52 SFS and AM Ops) may exceed speed limits only when time limitation is a factor. All drivers must remain safety conscious and alert for other vehicles and aircraft.

6.8.2. Emergency response vehicles will utilize rotating beacons and emergency flashers during response.

6.8.3. Emergency vehicles may not exceed speed limits after an emergency is terminated unless proceeding directly to another emergency.

6.8.4. Emergency vehicles are not exempt from gaining CMA/runway access authorization from the Tower.

6.8.5. A lead vehicle is required when multiple vehicles are responding. The lead vehicle will contact the Control Tower for authorization to access the CMA/runway. The lead will pass the number of responding vehicles. The lead will also report to the Control Tower when all the corresponding vehicles are off the CMA/runway.

6.8.6. Access to the runway is granted only for the duration of emergency response.

6.8.7. Responding vehicles not part of the original response must request additional approval from the Control Tower for CMA/runway access. They must also report themselves off the CMA/runway.

6.8.8. Emergency vehicle operators that respond to an emergency from an unimproved surface must report that fact to AM Ops as soon as practical; an FOD check will be required when the emergency terminates.

6.9. **Equipment Rules.** This includes all AGE, ground support equipment and fire bottles. Equipment inside protective aircraft shelters (PAS) is exempt from these requirements.

6.9.1. Equipment must be placed in a manner that will not interfere with aircraft movement.

6.9.2. IAW USAFEI 32-1007, *Airfield and Heliport Planning and Design*, equipment will not be put in place earlier than 3 hours prior to use or remain any longer than 3 hours after use.

6.9.3. Equipment will never be placed inside the maximum wing tip clearance zone for the largest aircraft utilizing the pavement area.

6.9.4. When AM Ops finds and reports unauthorized equipment and the user does not remove it, a safety hazard report may be filed with the Wing Safety Office.

6.10. **Airfield Restricted Area.**

6.10.1. Access to and from a restricted area is provided through entry control points (ECP).

6.10.2. Vehicles will enter the restricted area only at specifically designated ECPs. (see Attachment 15). Emergency response vehicles responding to an actual emergency are authorized exceptions to this rule.

6.10.3. Vehicle operators requiring access to the restricted area from taxiways A, D, E, or F will contact either Airfield Management or Maintenance Operations Control Center (MOCC) for permission to "break red." Vehicle operators requiring permission to break read at the ramp 5 or hot cargo pad must contact Airfield Management or MOCC. Airfield Management and MOCC will contact the Security Forces desk for approval.

6.10.4. Vehicle operators will obey all directions from Security Forces or other competent authorities.

6.11. **Taxiway and Road Intersections.**

6.11.1. The Barksdale Avenue and taxiway Alpha intersection as well as taxiway Charlie and access road intersection are a severe hazard for aircraft and vehicles crossing. Vehicle operators must be vigilant of aircraft movement at all times.

6.11.2. Personnel crossing/entering the taxiway from any road must stop, shut-off engine, conduct a roll-over FOD check, and give right-of-way to aircraft before proceeding. There is a

stop sign and warning light, as well as signs to alert drivers of taxiing aircraft, and painted stop blocks at each access point. Vehicle operators will not proceed under any circumstance when aircraft are approaching from either direction. Vehicle operators should not proceed until aircraft is 200 feet beyond the intersection.

6.11.3. Information regarding the existing hazards will be briefed during the base safety orientation for newcomers. Active duty personnel as well as their dependents will be briefed on the dangers as well as the requirements associated with crossing the taxiway.

6.11.4. Airfield or base driving privileges may be suspended for violations interfering with aircraft movement.

6.12. **Vehicle Operations on Taxiways and Ramps.**

6.12.1. Vehicle operators will not leave vehicles unattended on taxiways or in any location that may impede aircraft operations.

6.12.2. Airfield drivers must be vigilant for aircraft with engines operating and scan the immediate area for the presence of a marshaller. At no time will any vehicle pass between an aircraft and a ground marshaller in position or between an aircraft and "Follow Me" vehicle.

6.12.3. Under no circumstances will vehicles halt in front of, drive between, drive past, or drive into the path of taxiing aircraft. Transient Alert "Follow Me" vehicles may drive in the path of taxiing aircraft during the performance of their duties.

6.12.4. Vehicles will not be backed, parked, or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft, especially when aircraft engines are running. Exceptions are as authorized for operations such as loading or unloading, servicing, towing, or as prescribed in the applicable aircraft handbook.

6.12.5. Vehicles will not be operated within 50 feet of any fueling operations unless specifically authorized and never if a fuel spill has occurred.

6.12.6. Vehicles are prohibited from driving over fuel pit covers.

6.12.7. At any time when approaching an aircraft, operators will position the driver's side of the vehicle closest to the aircraft.

6.12.8. Helicopter operations. A clear zone of 200 feet either side of helicopter operations is required to permit a safe departure or approach route. Under no circumstances will vehicles drive under or across the flight path of a departing or arriving helicopter.

6.12.8.1. Upon encountering a helicopter landing or departing, immediately proceed to the nearest taxiway intersection, ramp, or access road and turn on their emergency flashers to indicate to the helicopter pilot that the driver has observed the helicopter.

6.12.8.2. Personnel will avoid operating vehicles in the vicinity of the helicopter landing area due to the inherent hazards involved (i.e. high velocity down wash and small rotor blade to ground clearance). Personnel will stay clear of helicopters with rotor blades turning.

6.13. **Vehicle Traffic Routes.**

6.13.1. All vehicles will stop prior to entering the airfield or crossing a taxiway; and visually determine the area is clear before proceeding.

6.13.2. Vehicles on taxiways and parking ramps will be driven to the right of the centerline in reference to the direction of travel. Vehicles will not be driven between parked aircraft.

6.13.3. Where applicable, vehicles will utilize painted driving lanes at all times. Stopping or parking in the driving lane is not authorized. Vehicles must exit the driving lane and proceed behind the white wing-tip clearance line until the aircraft has passed.

6.13.4. Vehicle operators will not cross the runway for convenience. Perimeter road will be utilized to transition from the west and east side of the airfield. Infield and other access roads should be used to the maximum extent possible when performing duties within the airfield environment.

6.13.5. Emergency vehicles may deviate from normal traffic patterns when responding to an emergency.

6.13.6. Airfield Management vehicles may deviate from normal traffic patterns during execution of official duties.

6.14. **Vehicle Passengers will:**

6.14.1. Not ride on any part of a vehicle/equipment not intended for carrying passengers nor will they ride in or upon trailers.

6.14.2. Use available seat belts, remain seated, and keep arms and legs within the vehicle body while the vehicle is in motion.

6.14.3. Not ride in doorways or sit on the engine cover of metro vans (also called step vans). Rear door nets will be in place while passengers are transported when the doors are open.

6.14.4. Keep side doors on passenger vans closed when the vehicle is in motion.

6.14.5. Not ride on tugs or towing vehicles unless a suitable seat with back and side guard is installed.

6.14.6. Be permitted to ride in the back of a truck only if truck is equipped with sideboards and end enclosures (to include safety straps) at least 36 inches above the standing surface of the vehicle body. Require all passengers to be seated when the vehicle is in motion. When hauling cargo, do not carry passengers other than member of the work crew handling the cargo or maintenance personnel with their toolboxes and maintenance tools.

6.15. **Vehicle Parking.**

6.15.1. Vehicles will not be parked or left unattended on the airfield. When outside of the vehicle performing duties, always leave the key in the ignition, engine off, and parking brake set. Vehicles shall only park in non-designated areas when mission requires. All vehicles parked in non-designated areas shall ensure vehicle does not impede the flow of traffic and only park long enough to perform necessary duties. When parked in designated vehicle parking lots, away from aircraft movement areas, keys do not need to remain in the ignition.

6.15.1.1. The gear lever will be put in reverse gear for vehicles with manual transmissions and in the “park” position for vehicles with automatic transmissions.

6.15.1.2. Brakes will be set and manual transmission vehicles will have chocks placed both in front and behind one of the rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles. The only vehicles exempt from these requirements are emergency vehicles responding to an emergency.

6.15.2. Vehicles will not be parked in the immediate vicinity (25 feet to front 200 feet to rear) of any aircraft, except as authorized for operations. A spotter will be used when a vehicle is backed

towards an aircraft. Pre-positioned wheel chocks will be used to prevent vehicles from being backed into aircraft. Vehicles parked at the side of the aircraft will be located clear of the wingtip and clearly visible to cockpit personnel.

6.15.3. Vehicles and/or equipment will not be parked in front of Hangars 1 and 2 while aircraft operations are conducted on the ramp. Maintenance supervision will notify those working in the building when aircraft operations are anticipated on the ramp.

6.15.4. A driver that has a vehicle malfunction, preventing operation under its own power, shall:

6.15.4.1. Make every attempt to move vehicle from blocking the traffic flow.

6.15.4.2. Use all means to alert taxiing aircraft of vehicle that has broken down.

6.15.4.3. Leave the vehicle parking lights or emergency flashers ON.

6.15.4.4. If the vehicle has two-way radio capability, contact Airfield Management or MOCC, (call sign "Phantom") immediately, state the nature of the problem and your position on the airfield.

6.15.4.5. If the vehicle is not equipped with a radio, stay with the vehicle and try to flag down another vehicle to notify Airfield Management.

7. Operational Hazards

7.1. **Alpha Taxitrack.** The taxitrack contains numerous PAS and many taxitrack legs leading to the PAS. Aircraft may exit from any of these areas at any time, whether taxied or towed. Vehicle operators must exercise extreme caution in these areas.

7.1.1. All vehicles will drive within the driving lanes to the maximum extent possible. This is to control traffic and keep chances of FOD away from the taxi centerline.

7.1.1.1. When an aircraft is approaching on the main taxitrack all vehicles and equipment must be behind the painted wingtip clearance line off the taxitrack to ensure proper wingtip clearance.

7.1.1.2. At no time will an aircraft taxi by a vehicle on the taxitrack or any taxitrack leg. The vehicle must exit the taxitrack or taxitrack leg at the nearest taxitrack leg, access road or PAS and wait behind the white wingtip clearance line until the aircraft has passed.

7.1.2. During snowfall, stop and yield for snow removal equipment. Snow vehicles travel at high speeds to clear snow and have priority over other vehicle traffic.

7.2. **Taxiway Papa.** Taxiway Papa is a high traffic surface. Arriving and departing aircraft, AM Ops, emergency response and other airfield support agencies use it constantly.

7.2.1. All vehicles will stop and get permission from the Control Tower before entering the CMA on Taxiway Papa.

7.2.2. There is insufficient wingtip clearance for any aircraft to pass vehicles on Papa. In these instances, vehicles will find the nearest paved exit. If a safe exit appears impractical, follow the rules and principles in paragraph 7.10., Avoiding Aircraft. It is necessary for all drivers to have situational awareness and plan their movements ahead of time.

7.3. **Hot-Pits.** There are three hot-pit areas within the Alpha Taxitrack (upper, middle and lower pits). It is imperative all vehicles and personnel follow the directions of the hot-pit crews while operations are taking place.

7.3.1. When the lower pits are in use, nobody is allowed to enter Ramp 3 via the FOD checkpoint by building 101 or the road next to building 203. Hot-pit crews will post signs to cordon off the area.

7.3.2. When the upper pits are in use, vehicles should not enter the area within the red circle. Hot-pit crews will direct vehicles away from the area.

7.4. **Aprons.** Aprons are used to park, load/unload and service aircraft.

7.4.1. Reduce speeds when driving near parked aircraft. All vehicles will remain out of the loading and unloading zones of aircraft, except for vehicles and equipment used in such operations.

7.4.2. Remain watchful for equipment and personnel operating in these areas.

7.4.3. Watch for aircraft entering and exiting the apron areas.

7.4.4. Equipment rules in paragraph 6.9. must be adhered to.

7.5. **Taxiways.** Taxiways generally have a high volume of aircraft traffic.

7.5.1. Visual Flight Rules (VFR) hold lines (see Attachment 3/10) are positioned where taxiways intersect with the runway. Vehicles may never enter the runway without express approval from the Control Tower. Always remain behind VFR hold lines unless given Control Tower approval to cross them.

7.5.2. Operators will remain out of the intended path of aircraft entering or exiting the runway.

7.6. **Runway.** The runway is the most critical of all airfield pavements. Vehicle operators will exercise extreme caution when operating on or near the runway. Access to and crossing the runway should be kept to a minimum.

7.6.1. The Control Tower is the approving authority for any movement on the runway, including aircraft, vehicles and pedestrians. All operators will contact the Control Tower via the ramp net or ground control frequency to gain authorization to enter the runway or any area within 100’ of the runway. This also includes the overruns.

7.6.1.1. Operators will report to the Control Tower when they exit the runway and must gain additional authorization to re-enter the runway after exiting. This applies to operators of all types of vehicles or equipment, including emergency responders and personnel requesting access on foot.

7.6.2. Any vehicle operator told by Control Tower or AM Ops to exit the runway will comply immediately by safely expediting to the nearest exit and reporting off the runway. Operators forced to exit the runway may contact Tower to re-enter the runway after pending operations are completed.

7.6.3. Any operator told to hold short of the runway (remain behind the VFR hold line) will do so regardless of their perceived need to enter the runway.

7.7. **Arm/DeArm Areas.** Arm/DeArm crews must comply with wing tip clearance criteria and remain aware of vehicle and equipment located in the arm/de-arm areas.

7.7.1. Crew vehicles will not be left on the taxiway, shoulder or arm/dearm pad.

7.7.2. Arm/DeArm equipment, including fire bottles, will be promptly removed from active areas when operations terminate. Equipment may only be placed 3 hours before planned use and

left no longer than 3 hours after use. Equipment shall be stored away in the designated area over-night or during non-operations periods.

7.8. **Control Tower or Vehicle Radio Problems and Visual Blind Spots**

7.8.1. Users may experience radio problems on the airfield, such as poor transmission or receive capability. This is commonly known as a radio blind spot. Maneuver your vehicle to another location and try your transmission again. If a partial transmission is received from the Control Tower, ask for the instructions again. Do not proceed on the CMA/runway if the Control Tower transmission was incomplete or unreadable.

7.8.1.1. Radio blind spots exist at both ends of the runway.

7.8.1.2. The Control Tower will not allow any vehicles into the CMA if transmissions are broken, too weak or otherwise unclear. If these problems occur, obtain a different radio and perform a radio check with AM Ops or the Control Tower.

7.9. **Traveling From an Unimproved Surface to an Airfield Pavement Surface.** Any vehicle leaving a paved surface must adhere to the following rules before re-entering a paved surface. This includes the runway, taxiways, arresting system, perimeter area and any airfield access roads.

7.9.1. Vehicles will proceed from the unimproved surface and stop as soon as all four wheels are on the pavement area.

7.9.2. Perform a roll-over FOD check of all four tires, the vehicle body, frame and the bumpers. Remove all debris from these surfaces and secure the FOD within a designated container.

7.9.3. If unable to adequately clean the vehicle and FOD is left on the hard surface contact AM Ops to get a sweeper to assist.

7.10. **Avoiding Aircraft.** Vehicle operators will follow this guidance in order to prevent interfering with aircraft operations and causing an incident or mishap. It is the operator's responsibility to maintain sufficient clearance and to prevent operational interference with aircraft. When an aircraft is approaching and there is not sufficient clearance, locate the nearest paved exit, proceed directly to it and wait for the aircraft to pass. If an operator cannot locate a paved area, quickly identify a safe non-paved area for exit. Remain away from ditches and marshy areas if possible.

7.11. **Spotter Requirements.**

7.11.1. Aircraft should not taxi within 25 feet of any obstacle or obstruction, including but not limited to vehicles and equipment. Vehicles and equipment are hereafter referred to as vehicle.

7.11.2. When vehicle operators find themselves in a location where they will be within 25 feet of a taxiing aircraft and they cannot safely exit the vehicle from the area, they must post themselves between the vehicle and aircraft to act as a spotter in a location the pilot can easily observe from the cockpit.

7.11.3. The operator will carefully watch the clearance between the far outer edge of the wingtip and the vehicle to ensure the wing will not strike the vehicle.

7.11.4. If sufficient clearance exists, the operator will waive the pilot through the area, observing clearance until the aircraft is completely past the vehicle.

7.11.5. Aircraft will not taxi closer than 10 feet to a vehicle. If less than 10 feet of clearance exists, the operator must hold up both hands to stop the pilot from taxiing through. In this case, the operator must find a way to remove the vehicle from the area before the aircraft may proceed.

7.12. **Airfield Facilities Protection.**

7.12.1. Vehicle operators must pay attention to their position relative to all airfield lights. Lights damaged by vehicle traffic cost thousands of dollars per year. Lights and their bases are designed to break when hit, thus limiting damage to aircraft. Airfield lights damaged by vehicles must be reported to AM Ops immediately. Check the vehicle tires and pick up any loose debris before departing the area.

7.12.2. During the winter season (November through March) orange "snow poles" may be placed on light housings. The poles are anchored to the light housing with the rubber tip removed to prevent it from being an FOD hazard. If the poles are run over or damaged, pick up the debris and report it to AM Ops as soon as possible.

7.12.3. Vehicles that hit equipment or buildings on the airfield must remain in place and contact AM Ops and SFS immediately. AM Ops and SFS personnel will respond to the location.

7.12.4. Any operator witnessing damage to pavement or coming across damaged pavement, should report the location to AM Ops as soon as possible. Also report large amounts of hydraulic fluid, oil or corrosive agent spills on pavement areas.

7.13. **Combat and Exercise Operations.**

7.13.1. Personnel required to drive in Mission Oriented Protective Posture 4 (MOPP4) must receive additional training to include a practical day and night driving orientation in MOPP4. The orientation training must occur during periods of zero or low aircraft traffic. A certified, non-MOPP4 uniformed trainer must be in the passenger seat at all times. An example training guide is provided in attachments 6 and 7. It is the responsibility of the unit to ensure proper training and ensure the individual can safely operate a vehicle in MOPP4; this is very important when operating on the airfield and in the vicinity of any aircraft operation.

7.13.1.1. After the trainee is deemed competent to drive in MOPP4, the trainer will make "MOPP4" annotations on the back of the trainee's AF 483.

7.13.1.2. Drivers will reduce speed when driving in MOPP2, MOPP3, or MOPP4. The principles of Attachments 6 and 7 will be observed at all times.

7.13.1.3. As often as possible, two people will be present in the vehicle to aid situational awareness.

7.13.2. If an exercise alarm condition requires a vehicle to stop on a taxiway, the vehicle will be moved to ensure no impact on aircraft operations.

7.13.2.1. Do not park in such a manner as to pose an obstacle to taxiing aircraft or responding emergency vehicles. Remain only as long as necessary for proper alarm response.

7.14. **Cargo Deployment Function (CDF):**

7.14.1. During exercise and real world cargo deployment, Ramp 3 becomes a cargo marshalling yard.

7.14.2. The Deployment Control Center (DCC) will advise AM Ops when cargo deployment operations will be in effect. This must be coordinated in advance to ensure no transient aircraft are scheduled to use Ramp 3.

7.14.3. The DCC will coordinate directly with fuels to deconflict any wing "hot-pit" refueling operations. During "hot-pit" refueling all CDF activities on Ramp 3 will cease and all personnel and equipment will evacuate the area.

7.14.4. CDF augmentees operating on Ramp 3 will not require an AF 483. These individuals will operate on Ramp 3 ONLY and are not allowed access to any other areas of the airfield without an AF 483 or escort.

7.14.5. CDF augmentees will receive a safety brief from the DCC on Ramp 3 operations, driving boundaries, FOD control and advised they are not allowed access to the rest of the airfield.

7.14.6. DCC will ensure an AF 483 qualified driver acts as a safety observer to guide vehicles to the start of the processing line and to ensure no aircraft are on the taxitrack.

7.14.7. DCC will advise AM Ops when CDF operations are complete and Ramp 3 is clear of all equipment/personnel.

7.15. **FOD Control/Prevention**. Airfield vehicles are major sources of foreign objects on the airfield. All airfield personnel have a responsibility to control/remove FOD from the airfield.

7.15.1. Prior to entering the airfield and at all FOD checkpoints, stop, turn off the engine, properly set transmission and parking brake and perform a roll-over FOD check by visually checking the tires, body, frame and undercarriage for debris. (Note: Petroleum Oil Lubricant Refueling Unit-11 will be allowed to stop, chalk vehicle, and conduct roll-over FOD checks while the engine is running)

7.15.2. Ensure onboard equipment is properly stowed/secured. Check for loose items on the vehicle floorboards, seats, or dashboard for items that can easily fall out if the door is opened while on the airfield.

7.15.3. Obey FOD checkpoint signs at designated airfield areas.

7.15.4. During winter, ice and snow chunks must be removed from the wheel wells, bumpers and vehicle body before entering the airfield.

7.15.5. Operate vehicle on hard/paved surfaces to the maximum extent possible. If operating on unpaved surfaces, check and remove FOD immediately upon returning to paved surfaces.

7.15.6. Do not wear hats on the airfield. Exception: cold weather gear as authorized by 52 FW policy.

7.15.7. Personnel will only carry items essential to mission and job accomplishment and will abide by formally established tool inventory procedures.

7.15.8. Operators will perform a roll-over FOD check after utilizing an airfield access road before the vehicle is again driven on any taxiway, apron or runway.

7.15.9. Operators will perform a roll-over FOD check after driving in any airfield median or in-field area. All personnel will notify AM Ops prior to driving in any in-field area.

7.16. **Airfield Vehicle Restrictions**. At times, vehicle restrictions may be imposed due to construction, operations, emergencies, quiet hours or other mission requirements.

7.16.1. All personnel will abide by airfield vehicle restrictions.

7.16.2. AM Ops notifies airfield users of restrictions via email to the ADPM and by publishing local Notices to Airmen (NOTAM). All personnel may check NOTAMs at **https://www.notams.jcs.mil**. Insert "ETAD" in the retrieval box and click "View NOTAMs".

7.16.3. The most serious restriction, a ramp freeze, is initiated when a portion of the airfield must be sterilized to stop all vehicle traffic for safety and/or emergency purposes. When a ramp freeze is in effect, vehicle operators may have to exit the primarily affected area, remain a certain distance from a primarily affected area, exit critical airfield areas or temporarily stop their vehicles and remain at their current location until the freeze is terminated. Required actions will be specified and units must have a process to inform airfield operators when freezes are implemented.

7.16.4. Ramp freezes will be coordinated through the Secondary Crash Phone, telephone, email, and FM radio nets (when appropriate).

7.16.5. Ramp freezes do not apply to emergency response vehicles or other vehicles directly supporting the cause of a ramp freeze. Vehicles not directly involved in response will abide by any established cordons.

7.17. **Jogging.** Permitted on ramps 1 and 2 with prior coordination from the 52d Maintenance Group. Jogging is not authorized on the taxitrack. On Ramp 5 permitted only with prior coordination with the 726 AMS and will be restricted to shoulder areas only. Joggers must never enter active taxiways.

7.18. **Vehicle Operations during Snow/Ice Removal.**

7.18.1. Vehicle operators will make every effort to prevent packing of snow on aircraft movement areas in addition to minimizing the FOD hazard associated with snow/ice falling off vehicles.

7.18.2. Vehicle operators will use the vehicle driving lanes as required. No driving should occur on the centerline unless duties dictate. If driving lanes are not available, drivers will operate vehicles along the furthest edge of the paved surface.

7.18.3. No training should be conducted on the airfield once snow/ice removal operations have commenced.

7.18.4. Personnel will restrict vehicle movement on unplowed surfaces on the airfield to prevent compacting of ice/snow. Vehicles should be limited to those required for immediate execution of duties on the airfield.

7.18.5. Tire chains may only be employed on airfield pavement after obtaining coordination/approval from AM, Safety and 52 CES. 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 hazard.

7.18.6. Vehicles equipped with studded tires will not operate on the airfield.

7.18.7. Snow removal equipment is exempt from the speed limits when necessary for operational efficiency.

7.18.8. Snow removal equipment will not be required to stay within the driving lanes.

7.19. **Jet Blast Hazard Areas.** There is a jet blast hazard any time an aircraft engine is running. Always use extreme caution when operating around running aircraft especially in the Alpha Taxitrack and PAS/hardstand areas. Pay particular attention to the areas listed below.

7.19.1. Ramp 5 engine run area. Never proceed between the aircraft and the blast fence during an engine run. Follow the direction of the maintenance personnel doing the engine run.

7.19.2. Hot Pit Fueling Areas. Follow the directions of the fuel pit crew.

7.19.3. Arm/DeArm Pads. Do not drive behind running aircraft on the arm/dearm pads unless necessary. Always drive to the easternmost edge of Taxiway Papa if proceeding by running aircraft.

7.19.4. Ramp 4. When aircraft are parked on the front row (west side of the ramp) with the exhaust facing Alpha Taxitrack you are not permitted to drive on the Alpha Taxitrack while engines are running.

7.19.5. 22d Fighter Squadron FOD Check Point. Evacuate the FOD checkpoint when aircraft are taxiing from PAS 65 hardstand.

7.19.6. Ramp 1/2. Do not proceed behind running aircraft when parked on Ramp 1 and 2.

7.19.7. **Smoking Areas.** Smoking is not allowed in the controlled movement area, on any aircraft parking ramp, taxiway, or runway. Smoking areas must be approved by Fire Prevention and a copy of the approval letter must be provided to AM Ops.

7.20. **Night Vision Devices.** NVDs are not authorized for use in the airfield environment. Any units requiring to operate under black out conditions must process a letter of procedure with the 52 OSS/OSA prior to start of operations.

8. Controlled Movement Area Operations.

8.1. Controlled Movement Area (CMA).

8.1.1. The CMA consists of a large imaginary area surrounding the runway. The CMA boundary is defined by the instrument, runway, and controlled movement area markings surrounding the runway environment depicted on the diagram in Attachment 9. All vehicles operating within any CMA must have a designated call sign on file at AM Ops. This list serves to prevent duplicate call signs and provides a reference for airfield support/control agencies. (See Attachment 2). Vehicles will not enter the CMA unless absolutely necessary.

8.1.2. Access into the CMA requires two-way radio communication and approval from the Control Tower. The Control Tower controls all aircraft, pedestrian, and vehicular traffic in the CMA. Pedestrian/vehicle operators must maintain direct radio contact with the Control Tower while in the CMA.

8.1.3. Entry onto the runway or into/through the instrument landing system (ILS) CAT I/II critical areas (see Attachment 11-13) requires additional approval from the Control Tower. Approval from the Control Tower for entry onto the CMA does not automatically include approval for the ILS critical areas or runway. A separate request must be made to the Control Tower for entry onto/through each ILS critical area and runway. Vehicle operators leaving an ILS critical area or runway will notify the Control Tower once they have exited.

8.1.4. During ILS CAT II conditions, vehicle operators will not enter the airfield by any means other than the primary taxiways. Vehicle operators will not use the access roads onto the arm/dearm pads while under CAT II conditions.

8.1.5. Vehicle operators and pedestrians will observe the ILS CAT II critical area boundary markings running along the northeast portion of Ramp 5 to near Charlie taxiway (see Attachment 12.) Operators must exercise extreme caution to ensure inadvertent crossing does not occur.

8.1.6. Vehicles on the CMA must maintain direct radio contact with the Control Tower in the event they are directed to exit an ILS critical area. Vehicle operators must advise the Control Tower when they have exited an ILS critical area.

8.1.7. Whenever the MOCC requests maintenance personnel respond to the CMA, MOCC personnel will ensure the vehicle operator is CMA authorized and remind them to contact the Control Tower for approval onto the CMA/runway.

8.1.8. POVs, golf carts and bicycles are prohibited from operating within the CMA. Contractor POVs will be given access to the CMA for specific projects. Contractors must have a qualified escort with them at all times and have radio contact with the Control Tower.

8.1.9. In the event of a radio failure, watch the top floor of the Control Tower for light gun signal and expeditiously depart the CMA via the shortest route that does not enter/cross the runway. Refer to paragraph 8.4. for more information regarding light gun signals.

8.2. **CMA/Runway Access Procedures.**

8.2.1. Vehicle operators shall look both ways for aircraft taxiing, landing, or departing prior to calling the Control Tower for access onto the CMA or runway. Proper radio phraseology will be adhered to at all times.

8.2.2. Requests to enter the CMA or runway will be initiated with Tower stating call sign, present location on the airfield, and request (what you want to do). Vehicles will hold short of the appropriate "hold lines" until radio approval is given by the Control Tower. Vehicle operators are required to repeat back Control Tower instructions verbatim prior to operating on the CMA. ***NOTE:*** The Control Tower is often busy on other frequencies and may take some time to respond. Vehicle operators should be patient and pause before calling again.

8.2.3. While under ILS CAT II conditions, the Control Tower will cycle the in-pavement stop bar lights to red.

8.2.4. Vehicle operators will ensure the Control Tower uses their exact call sign/location. Hearing the correct location of your vehicle but the wrong call sign does not constitute approval nor does the hearing the correct call sign but the wrong location.

8.2.5. Due to the complexity of air traffic control, other instructions may also be given, making it essential that vehicle operators listen carefully and repeat instructions back exactly as they are given. If unsure of communications, vehicle operators will always clarify instructions with the Tower prior to proceeding.

8.2.6. Vehicles equipped with rotating beacon lights will have them on while in the CMA. Vehicles not equipped with rotating lights must have emergency hazard/warning flashers illuminated while in the CMA.

8.2.7. Entering the CMA and crossing the runway merely for convenience is strictly prohibited. Personnel must use Arnold Blvd to reach the other side of the base, unless a runway crossing is absolutely necessary.

8.2.8. Vehicles that must cross the runway should do so at midfield. Vehicles crossing at the end of the runway may also be blocked by aircraft taxiing as there is no space for vehicles to move out of the way.

8.2.9. Vehicle operators leaving the CMA/runway will notify the Control Tower once they have exited to include identifying exit location. Avoid using the word "clear" when informing the tower you have exited the runway and/or CMA.

8.2.10. When tower requests a vehicle to exit the runway, the vehicle will depart immediately to an area behind the appropriate hold lines until authorized back on the runway by the Control Tower. Notify the Control Tower once the vehicle has exited the runway.

8.2.11. Airfield Management and the Control Tower will monitor proper radio phraseology/terminology and discipline on the CMA. The Control Tower will notify Airfield Management of any vehicles/ personnel observed operating in the CMA/runway without complying with the above procedures.

8.2.12. During published airfield operating hours, vehicle operators are prohibited from attempting to obtain access onto the CMA, ILS critical area, or runway through a third party, such as Command Post (CP) or MOCC. Approval must be granted by the Control Tower.

8.2.13. During snow removal operations, the Control Tower may relinquish control of the CMA, including the runway, to a snow control vehicle operator. During these times, personnel will coordinate entrance on/off the CMA, including the runway, with Snow One on the ramp net. Once control is returned, all vehicles and personnel will again maintain radio communications with the Control Tower and monitor the ramp net at all times until reporting off of the CMA.

8.2.14. When the airfield is closed and the Control Tower is not manned, personnel requiring access to the CMA, ILS critical areas or runway will contact CP via the ramp net for authorization. During snow removal operations, Snow Control will assume control of the CMA from the Command Post. During this time, all requests to CP will be forwarded to snow control for approval.

8.2.15. Maintenance crews may work in the grass infield areas with approval from Airfield Management. Crews will maintain direct two-way radio communication with the Control Tower and follow CMA procedures as outlined in this instruction.

8.3. **Convoy Responsibilities.**

8.3.1. Convoy leaders will brief drivers on route, speed, procedures, etc.

8.3.2. Convoys shall maintain close formation at all times.

8.3.3. Convoys will not exceed five vehicles at one time. Fire Department, Airfield Management, and Security Forces are exempt.

8.3.4. Vehicles or persons without proper radio equipment must be escorted by an individual who is airfield certified and has two-way radio communication with Control Tower.

8.3.5. Leader will obtain proper clearance for all vehicles from the Control Tower prior to proceeding onto any portion of the controlled movement area to include the runway.

8.3.6. Leader must say the word, "plus" and the number that will be accompanying when requesting permission onto the CMA.

8.3.7. Once given permission from the Control Tower, leader must communicate this approval to the escorted party.

8.3.8. Convoy leader will notify the Control Tower after the last vehicle has left the runway/CMA.

8.4. **Control Tower Light Gun Signals** .

8.4.1. The Control Tower controls all traffic (personnel, aircraft and vehicles) operating in the CMA. In addition to, or in place of radio instructions, the Control Tower may use light gun signals. As in radio instructions, light gun signals must be obeyed immediately.

8.4.2. All vehicles that operate on the airfield will prominently display AFVA 11-240, 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 (see Attachment 4). AFVA 11-240 is available at **http://www.e-publishing.af.mil**. Drivers will know and comply with the following signals

8.4.2.1. Steady Green Light: Cleared to cross.

8.4.2.2. Steady Red Light: STOP! Vehicles will not be moved.

8.4.2.3. Flashing Red Light: Clear runway or taxiway immediately.

8.4.2.4. Flashing White Light: Return to starting point on the airport.

8.4.2.5. Alternating Red and Green Light: General warning. Exercise extreme caution.

8.4.3. The Control Tower will raise and lower the intensity of the runway lights as an alternate emergency exit signal during radio or light gun failure.

8.4.4. The Control Tower will turn the taxiway lights on and off to remove vehicles from the taxiways when vehicles fail to acknowledge them by radio or response to light gun signals.

8.5. **Runway Evacuation Procedures.**

8.5.1. The Control Tower will contact personnel working on the runway via radio to evacuate the runway and move to a distance behind the runway hold line.

8.5.2. When expeditious runway evacuation is requested, to the maximum extent possible, vehicles and equipment will be moved only on hardened surface areas.

8.5.3. When immediate runway evacuation is required, vehicles and personnel will clear the runway by the most direct method without delay to include, if necessary, departing the hardened surface to a point behind the runway hold line or sign if line is not visible.

8.5.4. In the event of a radio failure and if it becomes necessary for the Control Tower to direct vehicles or personnel away from the runway, the Control Tower will attempt to contact the vehicle through light gun signals. If the vehicle does not respond, the Control Tower will cycle the runway lights from the lowest to highest intensity to signal a loss of radio communication. If communications cannot be reestablished, the vehicle will immediately depart the runway. If the above procedures fail, the Control Tower will notify Airfield Management to respond and verbally direct personnel to exit the runway.

8.5.5. Personnel will not return to the runway until given specific verbal permission by the Control Tower. If the vehicle departed the paved surface, a roll-over FOD check must be performed prior to entering the paved surface.

8.5.6. Personnel experiencing radio failure or being unable to communicate with the Control Tower while on the CMA/runway will exit at the nearest taxiway and contact the Control Tower at the earliest possible moment to report off.

8.6. **Airfield Signs, Markings and Lighting** .

8.6.1. There are two types of airfield signs, mandatory and informational (Attachment 3).

8.6.1.1. Mandatory signs must be obeyed. The instrument or runway hold line signs are examples of mandatory signs. Mandatory signs have white inscriptions on a red background.

8.6.1.2. Informational signs indicate a specific location or destination, or provide useful information, such as taxiway or ramp designations. Informational signs have black inscriptions on a yellow background or vice versa.

8.6.2. Various markings are painted on the pavement. Vehicles must pay strict attention to markings which correspond with mandatory signs. These markings have a direct bearing on flight safety. Other markings define taxiways, roadways, or pavement boundaries.

8.6.2.1. Runway Holding Position Markings are painted on the pavement and correspond to mandatory signs. There are two different hold lines commonly referred to as VFR and Instrument Flight Rules (IFR) (Instrument) hold lines (Attachment 3,10,11).

8.6.2.1.1. VFR Runway Holding Position. Two solid six-inch wide yellow lines and two dashed six-inch wide yellow lines running across each taxiway. The dashed lines are on the runway side of the taxiway. These markings identify the locations on a taxiway where an aircraft or vehicle is supposed to stop when it does not have clearance to proceed onto the runway.

8.6.2.1.2. Instrument Holding Position. Two solid yellow parallel lines with double vertical yellow stripes spaced two feet apart, These markings prevent aircraft and vehicles from interfering with signals transmitted to inbound aircraft from the ILS during periods of poor weather. Vehicles must stop behind the instrument hold line and request access from the Control Tower prior to entering the area.

8.6.2.2. Taxiway and Apron Edge Stripes. Two continuous 6-inch wide stripes separated by a 6-inch wide gap. This marking is used when there is little contrast between the taxiway and the surrounding area. The marking delineates the edge of the taxiway or apron from other pavements or surfaces which are not intended for use by aircraft.

8.6.2.3. Wingtip clearance lines. A single, solid white line at the mouth of each taxitrack leg, access road or PAS leading up to Alpha Taxi track and on ramp 5 and 6. This marking delineates the minimum distance from the taxiway or taxi track centerline where vehicles, personnel or equipment may be positioned to ensure proper wingtip clearance is provided.

8.6.3. There are numerous airfield lights. If a light is broken or is found to be not operational, notify AM Ops.

8.6.3.1. Taxiway edge lights are blue lights that define the lateral limits and direction of a taxiing route. Some lights will be above ground and some will be flush mount.

8.6.3.2. Runway edge lights are white lights that outline the longitudinal limits of the usable surface of the runway. Most runway edge lights are above ground, but some are flush mount.

8.6.3.3. While under ILS CAT II conditions, the Control Tower will cycle the in-pavement stop bar lights to red. These lights are flush mount lights located prior to holding position markings.

8.7. **Radio Phraseology**. Using proper radio phraseology mitigates misunderstandings between vehicle operators and the Control Tower.

8.7.1. Vehicle operators are required to ***read back all*** Control Tower instructions when operating in, or requesting to operate in or near the CMA. Reading back instructions indicates to

the Control Tower that operators understood the instructions and will comply with them. When in doubt, ask the Control Tower to repeat their instructions.

8.7.2. Never use the words "clear" or "cleared" when in radio communication with the Control Tower. These words are reserved for communications between the Control Tower and aircraft.

8.7.3. Example of Airfield 3 requesting permission to enter the CMA from taxiway Charlie:

8.7.3.1. Airfield 3: "Tower, Airfield 3 is on Taxiway C, request permission to enter the CMA."

8.7.3.2. Control Tower: "Airfield 3, Tower, proceed on the CMA from Taxiway Charlie, hold short of the runway."

8.7.3.3. Airfield 3: "Tower, Airfield 3, proceeding on the CMA from Taxiway Charlie. Will hold short of the runway."

8.7.3.4. Advising the Control Tower when you are no longer on the CMA at Taxiway Echo:

8.7.3.4.1. Airfield 3: "Tower, Airfield 3 is off the CMA at Taxiway Echo."

8.7.3.4.2. Control Tower: "Airfield 3, Tower, roger, off CMA at Taxiway Echo. Hold short of the CMA."

8.7.3. 4.3. Airfield 3: "Tower, Airfield 3 will hold short of the CMA."

9. Reporting, Violations and Enforcement.

9.1. **Authority.** Unit commanders, unit ADPMs, SF personnel and AM Ops personnel have authority to revoke airfield driving privileges. ADPMs and unit commanders may revoke airfield driving privileges only for personnel assigned to their unit. Individuals who violate the requirements in this instruction may lose their airfield driving privileges and/or subject themselves to administrative or disciplinary action.

9.2. **Responsibilities.**

9.2.1. Airfield Management, Wing Safety, and Security Forces patrols may randomly stop vehicles and check the driver's AF 483 to insure that operators are authorized to drive on the airfield.

9.2.2. It is the responsibility of all personnel working or driving on the airfield to report unsafe driving practices when observed.

9.2.3. 52 SFS will monitor airfield vehicle operations for compliance with AFOSHSTD 91-100, SABI 31-204, and this instruction.

9.2.4. Airfield Management and the Safety office are the primary airfield safety observers on the airfield.

9.3. **Violations.** All violations must be reported to AM Ops, who will then notify the DAFM and the Airfield Operations Flight Commander. Personnel violating the provisions of this instruction may be removed and/or detained by Security Forces or Airfield Management. Airfield Management will investigate and report the infraction in writing to the unit ADPM, and unit commander. Depending on the severity of the infraction, Airfield Management may revoke the individual's airfield driving privileges.

9.3.1. When notified of an airfield driving violation, AM Ops will respond and escort the violator to Building 47. Airfield Management will obtain the individual's AF 483. The

individual who committed the violation will complete a statement. The unit ADPM and immediate supervisor will be contacted.

9.3.2. If the violation is reported well after the fact, the violator will report with their supervisor to AM Ops as soon as requested.

9.3.3. Security Forces will respond and provide escort, as requested. 52 SFS-personnel can issue a DD Form 1408, *Armed Forces Traffic Ticket***,** to personnel who violate airfield driving procedures in accordance with (IAW) this instruction. 52 SFS personnel will notify the Airfield Manager of all violations or citations issued on the airfield environment.

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

9.4. **Consequences.** Consequences for airfield driving violations may vary based on the nature or circumstances of the violation. The DAFM or AFM has final authority to determine consequence actions other than those mandated below.

9.4.1. Runway Incursion. A runway incursion is the most serious CMA violation. A runway incursion involves the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. Runway incursions are often caused by incorrect vehicle driver position, loss of situational awareness and breakdown in communication with the Control Tower. These are further classified into three operational categories (Operational Error, Pilot Deviation, Vehicle/Pedestrian).

9.4.1.1. Runway incursions that have an adverse impact on flight operations require completion of AF 651, completed by Air Traffic Control or the aircraft involved in the situation.

9.4.1.2. Forward completed AF 651s to the AOF/CC who will forward to Wing Safety within 24 hours. Courtesy copy to 52 OSS/OSAM.

9.4.1.3. The individual's AF 483 must be surrendered to AM Ops and airfield driving privileges must be revoked until an investigation, retraining/certification is complete. As a minimum, violators will have their AF 483 and POV pass (if applicable) revoked for 30 days for the first offense and six months for a second offense. A third offense results in driving privileges being revoked for the remainder of their assignment.

9.4.1.4. After the 30-day period, violators must be retrained by their unit ADPM. Retraining will include all requirements IAW this instruction. A letter of recommendation for reinstatement of driving privileges from the unit commander must accompany the training paperwork to AM Ops.

9.4.2. Runway incursions and other CMA violations that do not impact aircraft operations may require completion of AF 457~~.~~

9.4.2.1. ATC must forward completed AF 457s to AOF/CC to forward to safety. Send a courtesy copy to 52 OSS/OSAM.

9.4.2.2. A violator's AF 483 and POV pass (if applicable) may be revoked for up to 30 days, at the discretion of the DAFM or AFM for CMA violations. All runway incursions will follow rules stated above.

9.4.2.3. Regardless of the revocation period, the violator must be retrained by the unit ADPM. Retraining will include all requirements IAW with this instruction. A letter of recommendation for reinstatement of driving privileges from the unit commander must accompany the training paperwork to AM Ops.

9.4.3. For non-CMA violations: For first offense, the Airfield Manager will determine whether to revoke or suspend airfield driving privileges. Privileges may be suspended up to 30 days for a first offense. Common non-CMA violations are speeding (checked by pacing), having permission in the CMA but entering CATI/II area without permission, failure to yield right of way, failure to maintain safety distances or similar rules, failure to complete roll-over FOD check, failure to carry AF 483 while driving on the airfield, and failure to wear seat belts.

9.5. **Revocation Periods.** Actual revocation periods will be determined by the AFM or DAFM after considering the severity and circumstances surrounding the violation. Below are some examples of possible revocation periods.

9.5.1. First violation: 7 to 30-day suspension of privileges.

9.5.2. Second violation: One to six-month suspension of privileges.

9.5.3. Third violation: Permanent suspension of privileges.

10. Prescribed and Adopted Forms.

10.1. **Forms Adopted.**

AF 116, *Request for Deviation from Security Criteria*

AF 457, *USAF Hazard Report*

AF 483, *Certificate of Competency*

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

AF 847, *Recommendation for Change of Publication*

AF 1199-1, *USAF Entry Control Credential*

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

DD Form 1408, *Armed Forces Traffic Ticket*

DD Form 2861, *Cross-Reference*

10.2. **Forms Prescribed.**

USAFE Base Form 24, *Privately Owned Vehicle Airfield Pass*

USAFE Base Form 39, *Documentation of Airfield Driving Training and Certification*

LEE T. WIGHT, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-218, *Aircraft Operations and Movement on the Ground,* 11 May 2005

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

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Abbreviations and Acronyms:

ADP— Airfield Driving Program

ADPM— Airfield Driving Program Manager

AFI— Air Force Instruction

AFJMAN— Air Force Joint Manual

AFM— Airfield Manager

AFMAN— Air Force Manual

AM Ops— Airfield Management Operations (52 OSS/OSAM)

AMS— Air Mobility Squadron

AFFSA— Air Force Flight Standards Agency

AFOSHSTD— Air Force Occupational Safety and Health Standard

AFPD— Air Force Policy Directive

AFSC— Air Force Specialty Code

ATC— Air Traffic Control

CBT— Computer Based Training

CC— Commander

CES— Civil Engineering Squadron

CMA— Controlled Movement Area

DAFM— Deputy Airfield Manager

DOD— Depart of Defense

ECP— Entry Control Position

EMS— Equipment Maintenance Squadron

FOD— Foreign Object Damage

FS— Fighter Squadron

FW— Fighter Wing

GCE— Ground Crew Ensemble

GOV— Government Operated Vehicle

GRV— Government Rental Vehicle

IAW— In Accordance With

ILS— Instrument Landing System

KPH— Kilometers per Hour

MAJCOM— Major Command

MDG— Medical Group

MOPP— Mission Oriented Protective Posture

MPH— Miles Per Hour

NOTAM— Notices to Airmen

OSS— Operations Support Squadron

PAS— Protective Aircraft Shelters

POV— Privately Owned Vehicle

RWY— Runway

SOF— Supervisor of Flying

USAF— United States Air Force

USAREUR— United States Army Europe

VFR— Visual Flight Rules

Terms

AF 483, Certificate of Competency— This form, once signed and issued by AM Ops, is the only document that authorizes personnel to drive vehicles on Spangdahlem AB airfield. Drivers must carry their AF 483 at all times while operating a vehicle on the airfield. This requirement applies to all vehicles: GOV, POV, long-term contractor or registered equipment.

Airfield—Area intended for aircraft parking and movement, to include runways, taxiways, aircraft, parking areas, aircraft maintenance hangars, hardstands, related areas such as airfield access roads, and other areas designated by the AOF/CC.

Airfield Driving Computer Based Training (CBT)— Air Force mandated computer software program used to aid in the training of airfield drivers.

Authorized Personnel—Those personnel who are required to be on the airfield by the nature of their job and have the permission of the installation commander.

Controlled Movement Area (CMA)—As defined in base Airfield Operating Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific ATC approval for access (normally via two-way radio contact with the control tower). CMAs include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. NOTE: This definition is used in lieu of movement area as defined in the FAA Pilot Controller Glossary.

Controlled Movement Area Violation—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the CMA without specific control tower approval. This definition includes runway incursions and infractions caused by communication errors.

Foreign Object Damage (FOD)—External foreign object that may cause damage to an aircraft or equipment resulting in possible degradation of required safety or operational characteristics.

Instrument Holding Position Line—Two solid parallel stripes (yellow in color) perpendicular to the axis of taxiway centerline with double vertical stripes spaced 10 feet apart. Vertical stripes of a pair are spaced two feet apart. Boundary marking used to protect the ILS critical area **(see Attachment 3).**

Movement Area (USAF/FAA)— The runways, taxiways, and other areas of an airfield which are utilized for taxiing/hover taxiing, air taxiing, take-off, and landing of aircraft, exclusive of loading ramps and parking areas. Specific approval for entry onto the movement area must be obtained from Air Traffic Control.

Runway— Pavement surface used for aircraft takeoff and landing.

Runway Incursion— A CMA violation that is the result of an unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing of aircraft regardless of impact on aircraft safety. These incidents can be caused by aircraft, vehicles, pedestrians, or communication errors.

Runway Environment— The runway and the area within 100 feet of the runway edges, to include: overruns, taxiways leading to the runway beyond the runway hold line and grassy areas adjacent to the runway and the area within the approach lights at the end of each runway end.

Runway Holding Position Line – Four parallel yellow stripes perpendicular to axis of the taxiway centerline and extending across the taxiway and shoulders. The two stripes closest to the runway centerline are dashed lines and the other two are solid lines. Boundary marking used to protect the runway environment (see **Attachment 3**).

Taxiway— Artificially surfaced strip for taxiing aircraft to and from aircraft parking areas and the runway.

Attachment 2

AIRFIELD CALLSIGNS

A2.1. The following are vehicular call signs that have been approved by Airfield Management for use in the controlled movement area. Normally the name is followed by a number. This avoids confusion when communicating with Control Tower. If you have a call sign that will need to operate in the controlled movement area and it is not on the approved list, please submit in writing to 51 OSS/OSAM for approval. Vehicle call signs are indicated in parenthesis.

Table A2.1. Call signs

52 FW/CC	(SABER1)
52 FW/CV	(SABER2)
52d Operations Group Commander (52 OG/CC)	(SABER3)
52d Maintenance Group Commander (52 MXG/CC)	(SABER4)
52d Munitions Maintenance Group Commander (52 MMG/CC)	(SABER5)
52d Mission Support Group Commander (52 MSG/CC)	(SABER6)
52d Medical Group Commander (52 MDG/CC)	(SABER7)
52 OSS/CC & DO	(GRIFFIN 1 & 2)
Airfield Management	(Airfield 1-4)
Airfield Operations Flight CC/DO/SO	(Ops 1-3)
Fire Department	(CHIEF1-2, CE1, COMMAND, DEPUTY, RESCUE3, CRASH4-7, ENGINE8-10, 14, TANKER11, SQUAD118, EXT MX, PREVENTION1-2)
52 SFS	(COUGAR1-4)
52 FW/SE	(SAFETY1-4)
52 FW/FOD	(FOD1)
52 FW/HC	(GRACE1-2)
52 AMXS	(RAM1-2, CHIEF)
52 MXG/MXQ	(QA1-29)
52 MDG Ambulances	(MEDIC1-4)
Crash Recovery	(CRASH RECOVERY1-2)
Supervisor of Flying (SOF)	(SABER SOF)

Barrier Maintenance	(BARRIER MAINTANENCE1-2)
Airfield Lighting	(AIRFIELD LIGHTING1-2)
CES Pavements	(CE 80-89)
52 Component Maintenance Squadron	(COBRA1-2, COBRA CHIEF, SUPER, COBRA8, 19, 13-15)
Hydrazine Response Team	(COBRA10-11)
Explosive Ordinance Disposal	(EOD)
Mobile Command Post (CP)	(MOBILE COMMAND POST)
Sweeper	(SWEEPER 1-2)
End of Runway Crew	(EOR SUPER)
726 AMS/CC & DO	(AMC 1-2)
726 Command Post	(AMCC 1-2)
726 Aerial Port Ops	(TR 1-2, KILO 1-2, OSCAR 1-2, ATOC1-2, FLEET 1-2, PAX 1-2, SPECIAL1-2)
726 Maintenance	(MX 1-2, GOLF 1-8, GOLF SUPPORT, AMC MOCC)
726 MXAO/Supply Operation	(QUEBEC)
52 EMS/ Maintenance Flight	(RECOVERY BASE, RECOVERY 1-4)
52 EMS/MXMF	(METALS TECH, SHEET, NDI, STRUCTURES, STRUCTURES BASE)
52 EMS/AGE Flight	(AGE1, KILO 6, AGE SUPER, AGE BASE, EAGLE 6)
52 EMS/MXMW Munitions Flight	(AMMO1, CHIEF, AMMO2-9, ALT AMMO, MOBILE AMMO, INSPECTION1-19, STORAGE 1-43, CONVENTIONAL1-44, AMRAAM1-22, MAVERICK1-41, T/M1-28, ADMIN/TRAINING1-14, C2 1-28)
52 EMS	EAGLE1-3, CHIEF, SUPER, BASE, FAB SUPER, A10 PHASE, F16 PHASE, PHASE SUPPORT, ARM SUPER, ARM1-2, SHOTGUN)
52 LRS/LGRO	(TRANS1-4)
52 OSS/OSLR (22 FS ELEMENT)	(GRIFFIN AFE)
52 OSS/OSLB (23 FS ELEMENT)	(GRIFFIN AFE)
52 OSS/OSLG (81 FS ELEMENT)	(GRIFFIN AFE)
52 OSS/OSLM (MAIN SHOP)	(GRIFFIN AFE)
22 AMU	(VIPER1-4, 6, LEAD, CHIEF, EOR COMBAT)
23 AMU	(FALCON1-4, 6, LEAD, CHIEF, COMBAT,

	EOR)
81 AMU	(HOG1-4, 6, LEAD, CHIEF, EOR COMBAT)
52 EMS/MXMT	(TA1-2)
52 CES	(HVAC1-2, ET10, BUCKET TRUCK, STRUCTURES1, CONSTRUCTION1- 5, ESCORT1-7, SURVEY1-5, CE PLANNING1-4, WATER1-5)
52 CES/CEOH	(FOD2-3, SNOW1, BROOM1-5, GRADER1, KICKBROOM1-5, UNIMOG1-3, BLOWER1, ROLLOVER1-2, MONSTER PLOW1-2, DEICER1-3, LOADER PLOW1-4)

Attachment 3

MARKING AND SIGNAGE DIAGRAMS

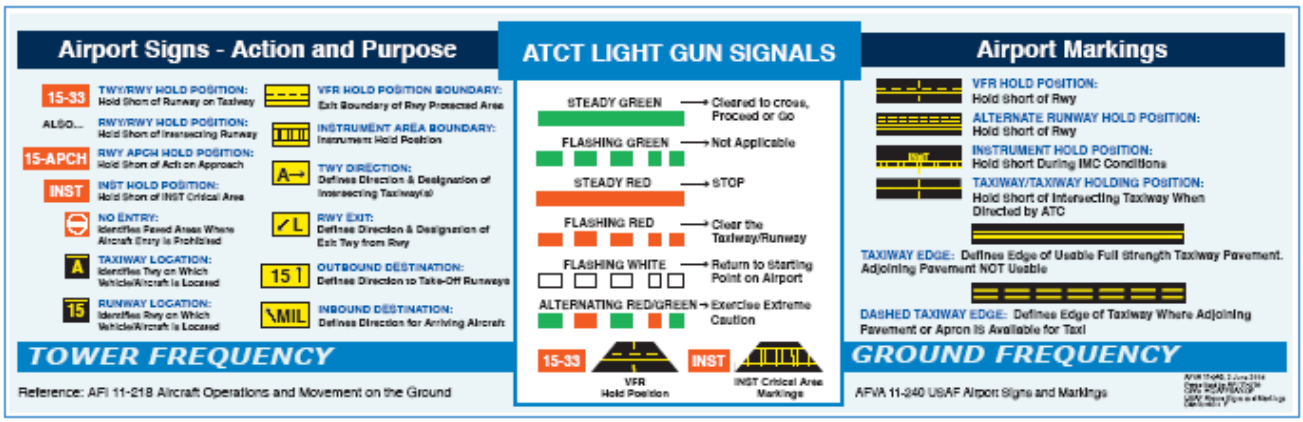
Figure A3.1. Marking and Signage Diagrams

	**Runway Holding Position Sign**	Boundary of the protected area for the runway
	**ILS Critical Area Sign**	Boundary outlining area to be protected during ILS approaches
	**ILS Critical Area Marking**	Boundary outlining area to be protected during ILS approaches
	**Controlled Movement Area (CMA) Marking**	Portion of airfield requiring Control Tower approval for access
	**Runway Holding Position Marking**	Boundary of the protected area for the runway
	**Taxiway Location Sign**	Identifies taxiway on which operator is located.
	**Taxiway Directional** and/or **Runway Exit Sign**	Provides direction to turn at next intersection

Attachment 4

AIRPORT SIGNS AND MARKINGS

Figure A4.1. AFVA 11-240, AIRPORT SIGNS AND MARKINGS



Attachment 5

PHRASEOLOGY TRAINING

A5.1. Responsibility. It is the responsibility of all individuals who talks on the radio to ensure their transmissions are conducted in a professional manner. Slang, CB jargon and incorrect radio procedures can compromise safety. One of the most important items in radio communications is to speak in a manner that ensures others understand what you have said.

A5.2. Radio Operations. Before depressing the transmission button to talk, first think of what you will say. Radio transmissions should be brief and clear. Ensure someone else is not already talking on the frequency or waiting for a response.

A5.3. Phonetic Alphabet. The phonetic alphabet was developed to avoid misunderstanding of communications. Because letters such as "B," "C," "D," and "E" all have similar sounds, they can easily be mistaken for one another, especially during radio transmissions. The following is the phonetic alphabet:

Table A5.1. Phraseology

A Alpha	N November
B Bravo	O Oscar
C Charlie	P Papa
D Delta	Q Quebec
E Echo	R Romeo
F Foxtrot	S Sierra
G Golf	T Tango
H Hotel	U Uniform
I India	V Victor
J Juliet	W Whiskey
K Kilo	X X-Ray
L Lima	Y Yankee
M Mike	Z Zulu

A5.4. Radio Phraseology. Certain phrases are used in command and control and airfield operations. Ensure you know the following to better understand what the Control Tower is telling you. These phrases will also be used when communicating with the Control Tower.

Table A5.2. Radio Phraseology

Say again = Repeat

Speak Slower = Slow down rate of speech

Standby = Wait

Words Twice = Repeat every word again (twice)

Affirmative = Yes, or it's true

Correction = Made a mistake and will repeat the correct information

Go Ahead = Proceed with message

How Do You Hear Me? = Readability

Negative = No

Roger = Acknowledged

Wilco = Understood message and will comply with instructions

A5.5. Examples of Use.

A5.5.1. When requesting approval from the Tower, ensure you state the name of the agency you are calling, followed by your call sign. State your location and your request. Wait until the Tower acknowledges your transmission before proceeding. Always repeat the instructions given by Tower to ensure they were received properly.

A5.5.2. If you receive instructions from the Tower and do not understand them, ask the tower to "say again" and wait for the repeated message to make sure you understand.

A5.5.3. If you are having a difficult time because the individual is talking too fast, ask the individual to "speak slower" and the individual will repeat the previous transmission more slowly.

A5.5.4. When the Tower issues time-critical instructions such as "Exit runway immediately," you may acknowledge by saying "Wilco" or "Negative," as appropriate, preceded by your call sign. You will respond immediately to time-critical requests which may include the word "expedite."

A5.5.5. Example of Airfield 3 requesting permission to enter the runway from taxiway Alpha:

A5.5.5.1. Airfield 3: "Tower, Airfield 3, request permission to enter Runway 05 from taxiway Alpha east side.

A5.5.5.2. Tower: "Airfield 3, Tower, proceed on Runway 05 from taxiway Alpha, report when off."

A5.5.5.3. Airfield 3: "Tower, Airfield 3 proceeding on Runway 05 from taxiway Alpha. Will report when off."

A5.5.6. Advising the Tower when you are no longer on the runway after exiting on taxiway Echo:

A5.5.6.1. Airfield 3: "Tower, Airfield 3 is off Runway 05 at taxiway Echo west side."

A5.5.6.2. Control Tower: "Airfield 3, Tower, roger, off Runway 05 at taxiway Echo."

A5.5.7. Never use the words "clear" or "cleared." These are only used between the Tower and aircraft.

Attachment 6

MISSION ORIENTED PROTECTIVE POSTURE 4 (MOPP 4) DRIVERS TRAINING

A6.1. OBJECTIVE OF THE INSTRUCTOR: To train and qualify each student to properly operate designated Government Owned Vehicles (GOV) and/or Special Purpose Vehicles (SP) while wearing Chemical Warfare Ground Crew Ensemble (GCE) in MOPP4. This is only a guide. It is the responsibility of the unit to ensure proper training and ensure the individual can safely operate a vehicle in MOPP4, this is very important when operating on the airfield and in the vicinity of any aircraft operation

A6.2. CRITERION OBJECTIVES FOR STUDENT PERFORMANCE: Given a GOV/SP each student will show safe operation and demonstrate all vehicle capabilities while wearing the GCE in MOPP4 in accordance with prescribed publications.

A6.3. INSTRUCTOR'S REFERENCES:

A6.3.1. AFJMAN 24-306

A6.3.2. SPANGDAHLEMABI 13-203

A6.3.3. Airmans Manual

A6.4. INSTRUCTIONAL AID:

A6.4.1. GOV or SP to be determined by requirements for each individual's wartime tasking.

A6.4.1.1. Training on general purpose vehicles of like design will qualify trainees on all vehicles in that category such as sedans, pickups, carryalls, etc.

A6.4.1.2. Training on special purpose vehicles will be conducted for each type of vehicle due to diversity in designs and functional purposes of the various types of special purpose vehicles.

A6.4.2. Chemical Warfare Driving lesson plan

A6.4.3. GCE

A6.5. STUDENT PREPARATION:

A6.5.1. Have a current AF 2293 that is valid for type of vehicle being used for training.

A6.5.2. Bring entire GCE.

A6.6. PRESENTATION SEQUENCE: Using a lecture and demonstration/performance method of instruction, the instructor will explain the importance to the mission of driving while wearing the GCE in MOPP4. The instructor will have each student operate the vehicle while wearing the GCE in MOPP4 as the instructor supervises. The instructor will ask questions and clarify points of procedure. The instructor will conclude his instructions by summarizing the desired learning outcome expected. For evaluation the instructor will have each student operate the vehicle while wearing the GCE in MOPP4.

A6.7. INTRODUCTION:

A6.7.1. Instructor Activities: Explain the importance of safely operating a GOV/SP while wearing the GCE (MOPP4), and how it effects mission accomplishment.

A6.7.2. Student Activities: The student will listen, observe, ask and answer questions take part in the lesson so that he/she completely understands what the instructor is communicating.

A6.7.3. Student Outcome: The student should understand the importance of safely operating a vehicle while wearing the GCE.

A6.8. DEMONSTRATION:

A6.8.1. Instructor Activities:

A6.8.1.1. Give the principals and purpose of safely operating a vehicle while wearing the GCE.

A6.8.1.2. Demonstrate proper vehicle entry and egress while wearing the GCE.

A6.8.1.3. Demonstrate proper vehicle operations:

A6.8.1.3.1. Forward driving

A6.8.1.3.2. Left turn

A6.8.1.3.3. Right turn

A6.8.1.3.4. Full stop

A6.8.1.3.5. Backup 50 feet and stop

A6.8.1.3.6. Back into a designated area from the left direction

A6.8.1.3.7. Back into a designated area from the right direction

NOTE: Spotters must be used in all operations involving backing maneuvers.

A6.8.2. Student Activities: The student will listen, observe, ask and answer questions. The student should take part in the lesson in order to understand what the instructor is communicating.

A6.8.3. Student Outcome: Can state the basic rules for safe operation of the designated vehicle while wearing the GCE in MOPP4

A6.9. PERFORMANCE:

A6.9.1. Instructor Activities: The instructor will observe each student as he/she operates the vehicle while wearing the GCE in MOPP 4. Assistance will be provided when necessary and key safety items will be stressed. The instructor will not be dressed in the GCE while supervising the student's performance.

A6.9.2. Student Activities: The student will don the GCE to MOPP4. He/she will then operate the designated vehicle and demonstrate all of the maneuvers outlined by this lesson plan. The student will also demonstrate all capabilities of any special purpose vehicle being used for training. Questions may be asked and instructor assistance may be used as required.

A6.9.3. Student Outcome: The student will become proficient at driving the designated vehicle while wearing the GCE in MOPP4.

A6.10. CONCLUSION:

A6.10.1 . Instructor Activities: Provide remedial training in those areas that were not performed adequately by the student. Answer all questions posed by the student and ensure the student is prepared for the final evaluation.

A6.10.2. Student Activities: The student will ask and answer questions, and take notes if necessary for further study.

A6.10.3. Student Outcome: Correct errors made during the performance phase of instruction. Reinforce those areas that were performed correctly, and ask questions to clarify any areas that are unclear. Must be able to safely operate the designated vehicle while wearing the GCE in MOPP4.

A6.11. EVALUATION:

A6.11.1. Instructor Activities: Have the student operate the designated vehicle while wearing the GCE in MOPP4 and evaluate the student's performance.

A6.11.2. Student Activities: Don the GCE to MOPP4 and safely operate the designated vehicle.

A6.11.3. Student Outcome: Is able to safely operate the designated vehicle while wearing the GCE MOPP4.

END OF LESSON

Attachment 7

MOPP 4 DRIVING PROCEDURES AND KNOWLEDGE

A7.1. General Driving in MOPP4 adds more risks than standard daily operations, and makes coordination more difficult. This attachment provides an outline of details that should be covered and items that should be displayed during training. Where applicable, Airman Manuals/local guides should be used to explain actions necessary during differing situations. This is only a guide. It is the responsibility of the unit to ensure proper training and ensure the individual can safely operate a vehicle in MOPP4, this is very important when operating on the airfield and in the vicinity of any aircraft operation.

A7.2. Orientations

A7.2.1. Daytime

A7.2.2. Darkness

A7.2.2.1. Glare from light sources

A7.2.2.2. Airfield lighting “sea of lights” effect

A7.2.3. Ventilation

A7.2.3.1. Windows rolled up

A7.2.3.2. Heat / air conditioner / fan – off

A7.2.4. Visibility

A7.2.4.1. Restricted peripheral vision due to mask

A7.2.4.2. Potential mask condensation and actions

A7.2.5. Situational awareness (pay extra attention to where you are and what you are doing)

A7.3. Maneuvering

A7.3.1. Shifting and braking

A7.3.2. Dexterity in hands and feet are limited due to GCE

A7.3.3. Restricted peripheral vision due to mask

A7.3.4. Parking

A7.3.4.1. Nose in

A7.3.4.2. Back in (spotter required)

A7.3.5. Backing (spotter required)

A7.3.6. Speed

A7.3.6.1. Drive slower than normal

A7.3.6.1.1. Allow extra time to arrive

A7.3.6.1.2. Allow extra stopping distance

A7.3.6.1.3. Allow more space between vehicles

A7.3.6.2. Double check before proceeding at intersections

A7.3.7. Attack response

A7.3.7.1. Aircraft or ground attack

A7.3.7.1.1. Move vehicle off movement area or to roadside

A7.3.7.1.2. Stay on pavement

A7.3.7.1.3. Ensure wing tip clearance

A7.3.7.1.4. Set parking brake

A7.3.7.1.5. Set 4-way/ hazard flashers (exercise only)

A7.3.7.2. Scud attack

A7.3.7.2.1. Stop vehicle in safe location

A7.3.7.2.2. Remain inside until after attack (vehicle may be closest shelter)

A7.3.7.2.3. Stay on pavement

A7.3.7.2.4. Ensure wing tip clearance

A7.3.7.2.5. Set parking brake

A7.3.7.2.6. Set 4-way/ hazard flashers (exercise only)

A7.3.8. Controlled movement area

A7.3.8.1. Radio protocol

A7.3.8.2. Remove mask immediately for: (exercise only)

A7.3.8.2.1. Emergency

A7.3.8.2.2. Safety

A7.3.8.2.3. Real world task

A7.3.8.2.4. Disorientation

A7.3.8.3. Microphone position from mask or voice amplifier (prevent feedback, remain readable)

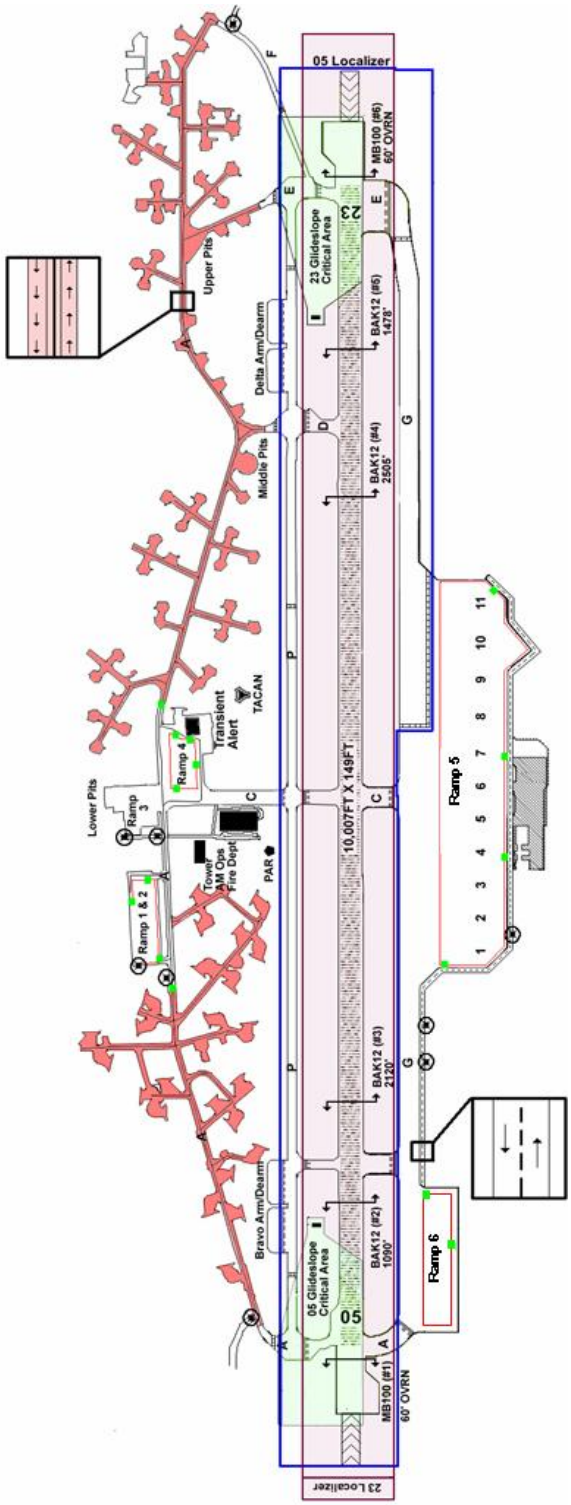
A7.3.8.4. Speak slowly and enunciate

END LESSON

Attachment 8

AIRFIELD DIAGRAM

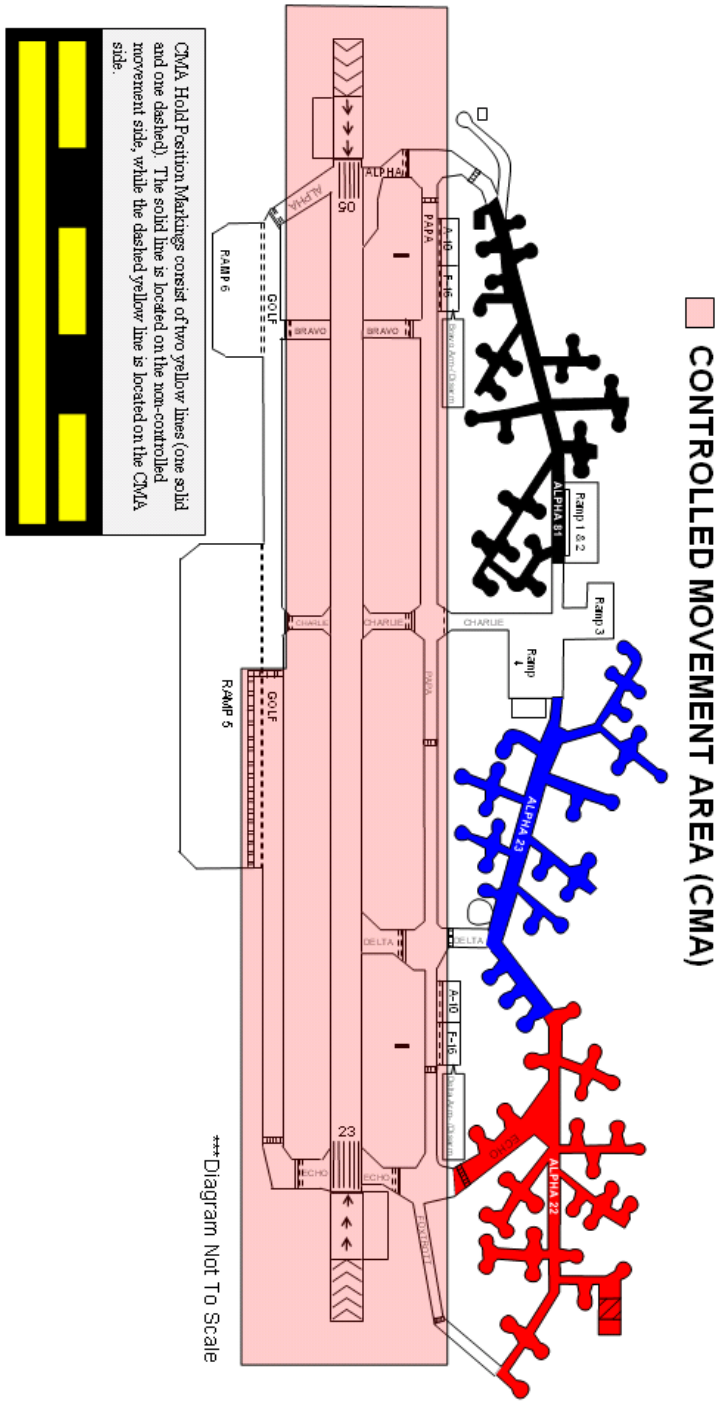
Figure A8.1. Airfield Diagram.



Attachment 9

CONTROLLED MOVEMENT AREA

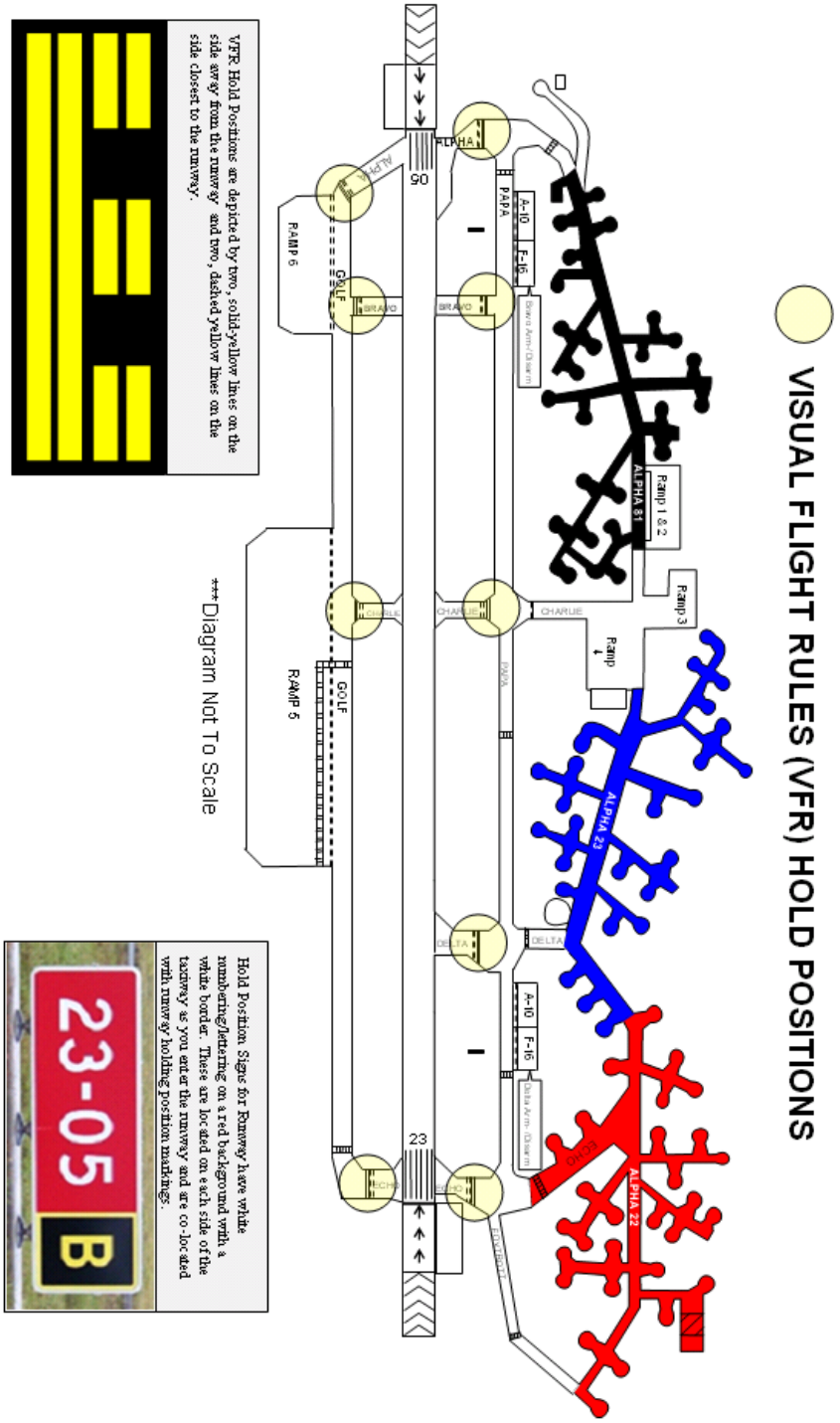
Figure A9.1. Controlled Movement Area



Attachment 10

VISUAL FLIGHT RULES HOLD POSITIONS

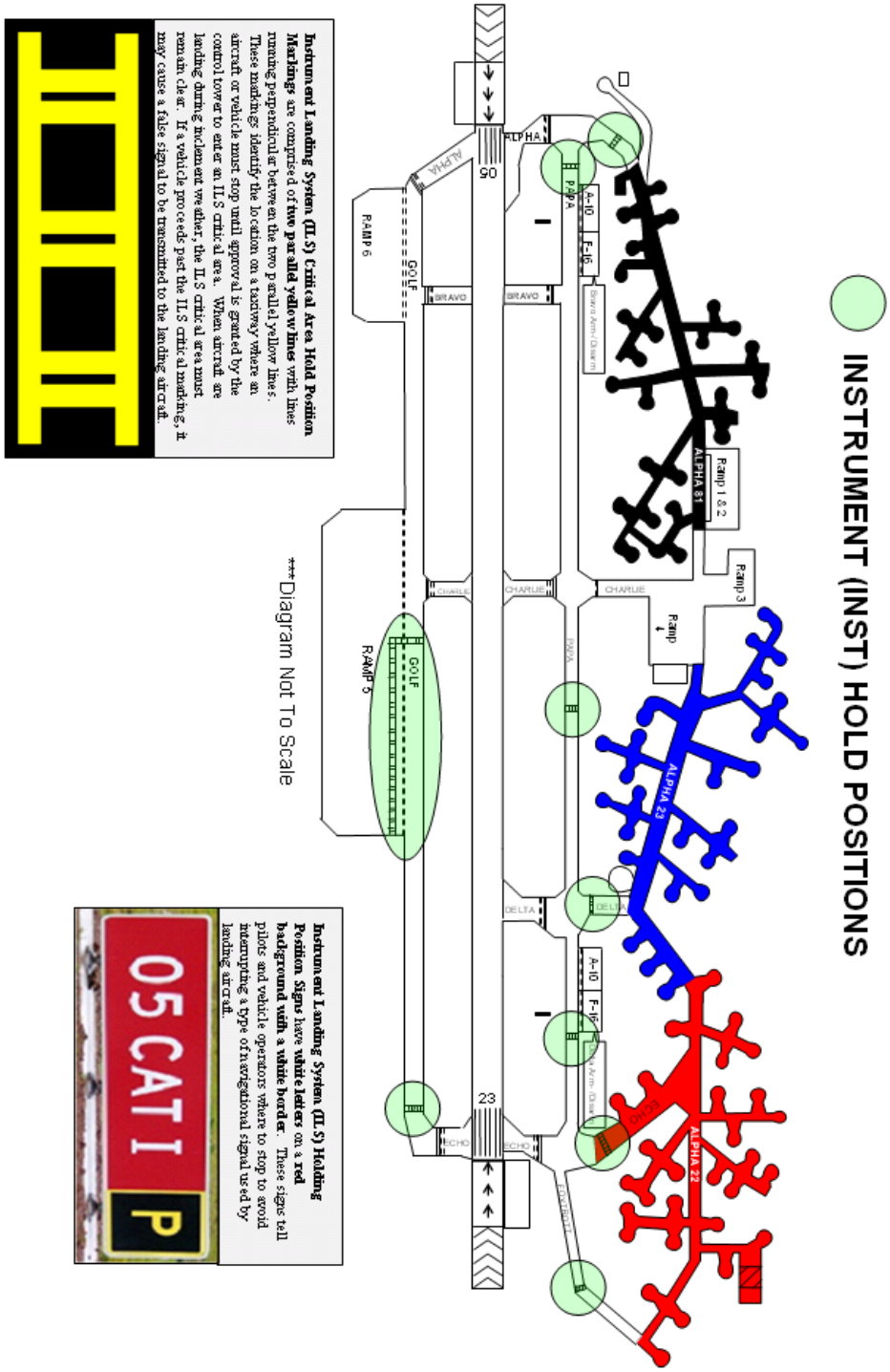
Figure A10.1. Visual Flight Rules Hold Positions



Attachment 11

INSTRUMENT HOLD POSITIONS

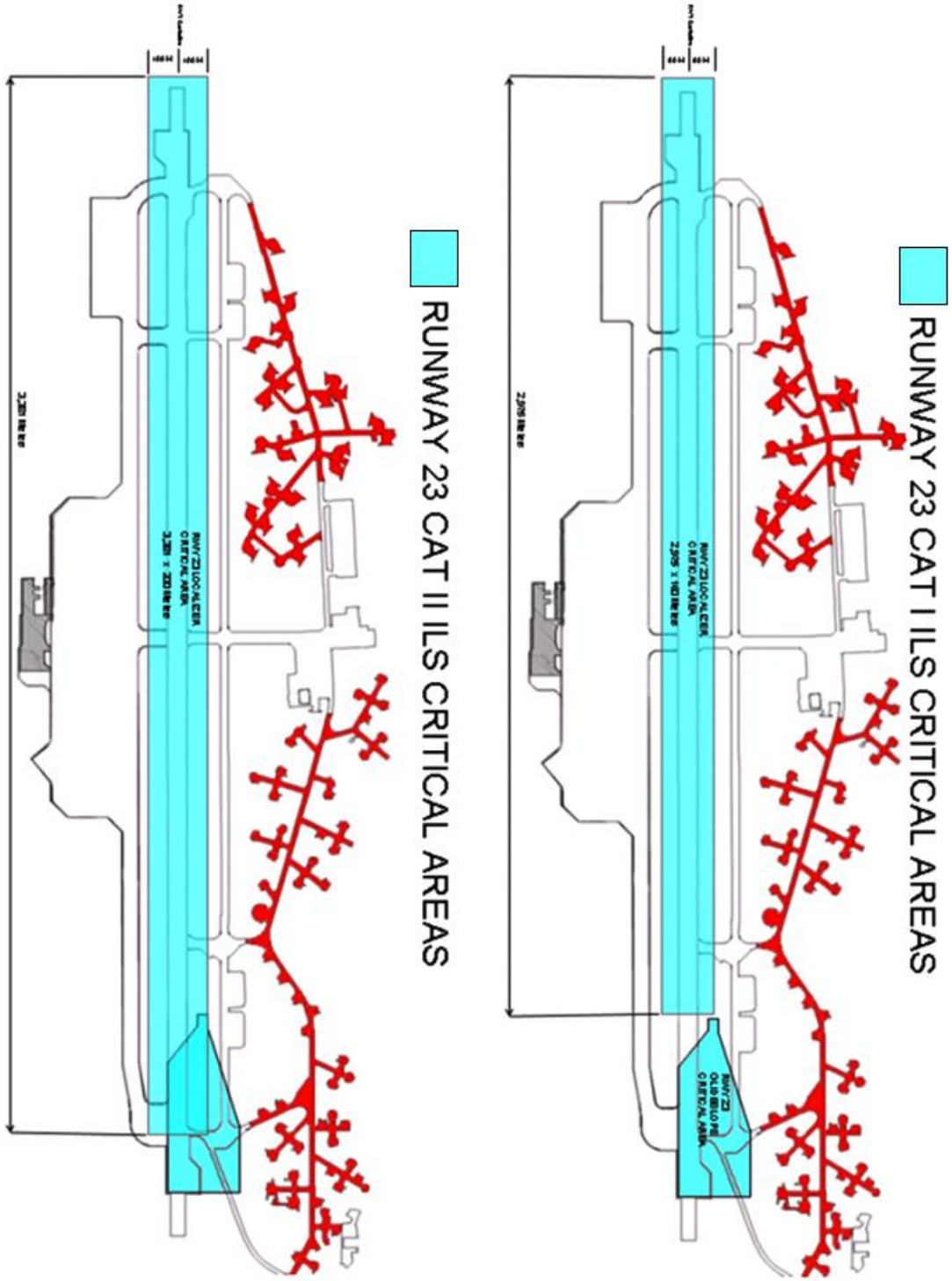
Figure A11.1. Instrument Hold Positions



Attachment 12

RUNWAY 23 CRITICAL AREAS

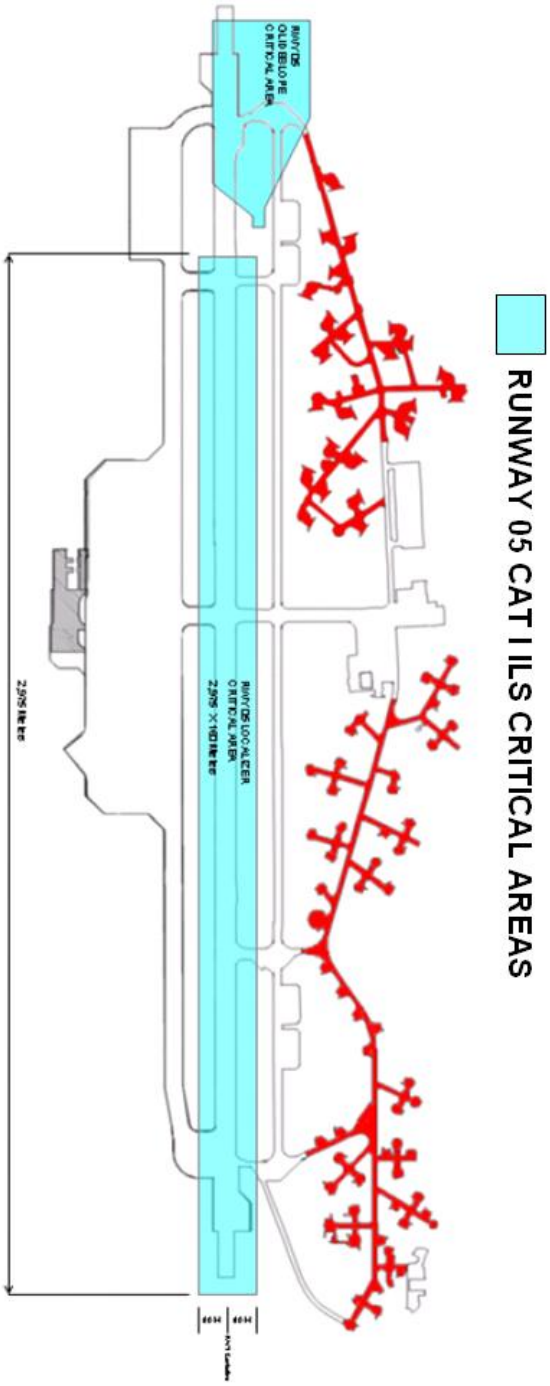
Figure A12.1. Runway 23 Cat I ILS Critical Areas



Attachment 13

RUNWAY 05 CRITICAL AREAS

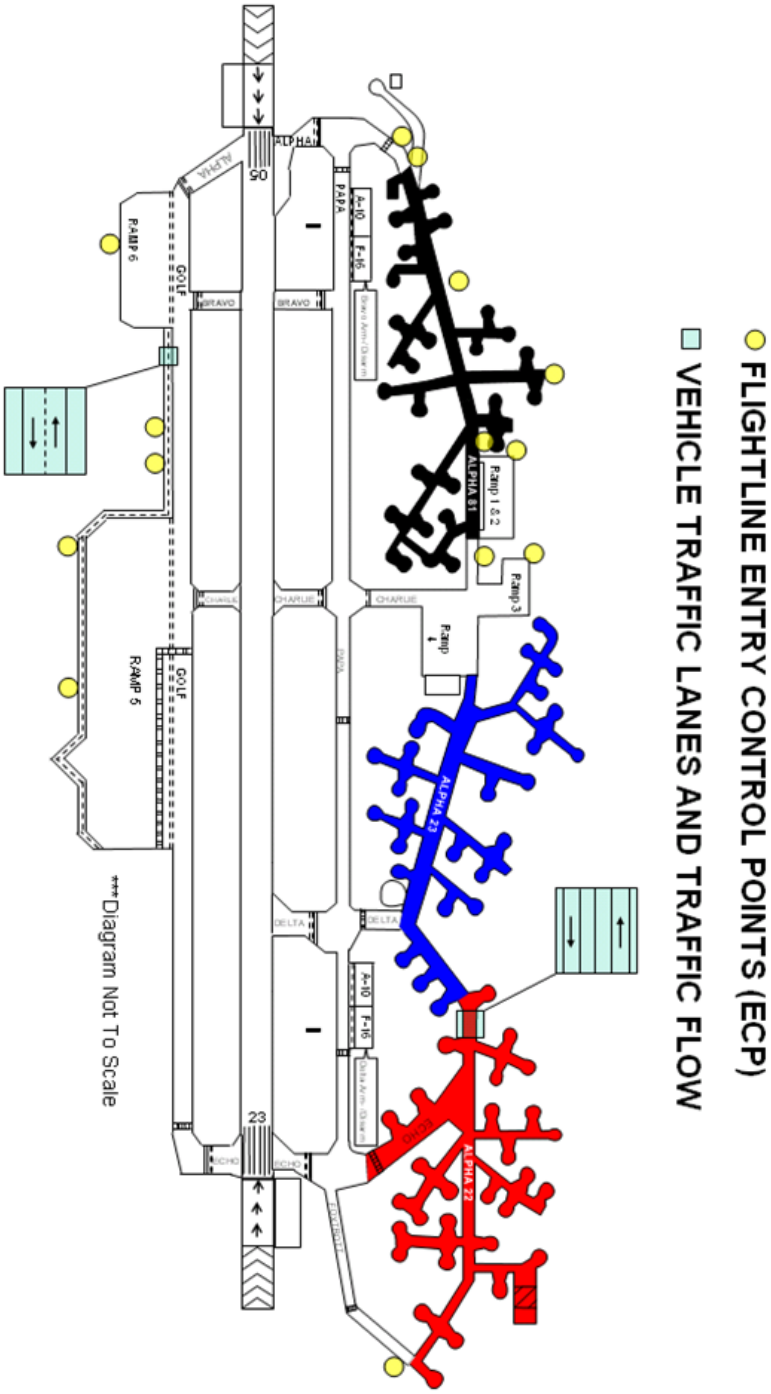
Figure A13.1. Runway 05 Cat I ILS Critical Areas



Attachment 14

FLIGHTLINE ENTRY CONTROL POINTS

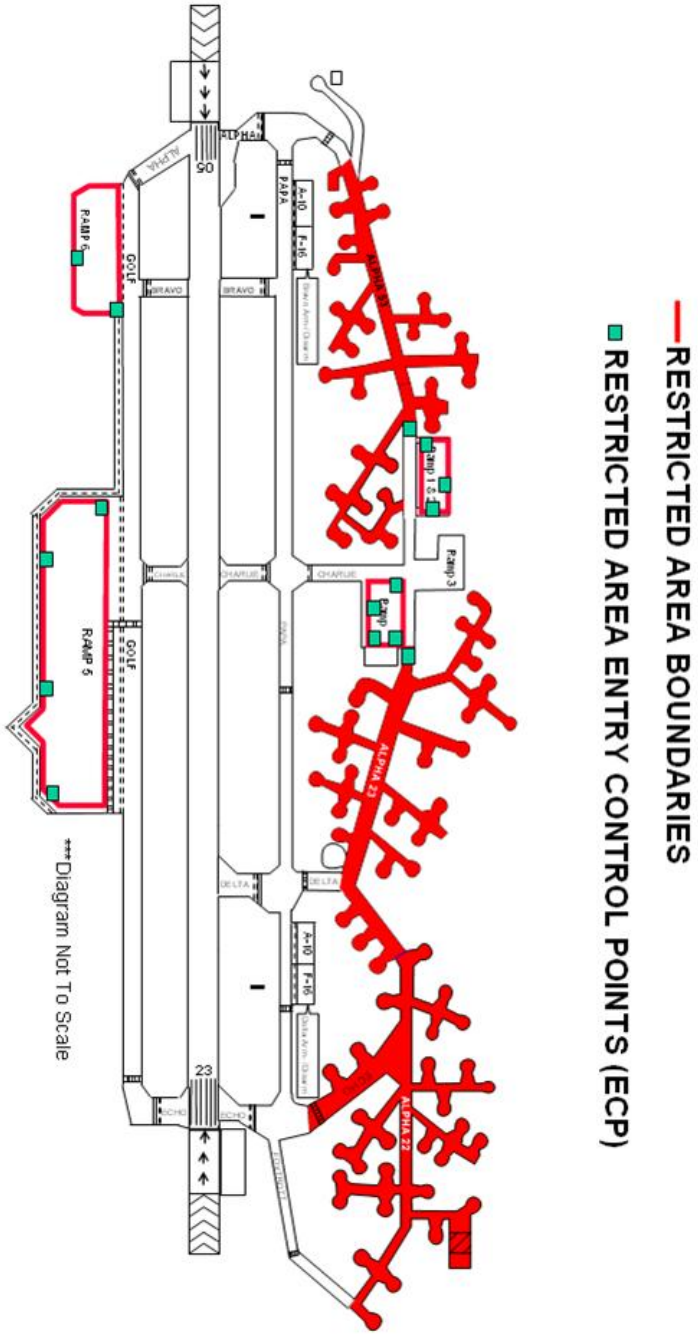
Figure A14.1. Flightline Entry Control Points, Vehicle Traffic Lanes and Traffic Flow



Attachment 15

RESTRICTED AREAS

Figure A15.1. Restricted Areas and Restricted Areas Control Points



Attachment 16

AIRFIELD DRIVER TRAINING AND CERTIFICATION

Figure A16.1. Airfield Driver Training and Certification Memo.

DEPARTMENT OF THE AIR FORCE

52D FIGHTER WING (USAFE)

MEMORANDUM FOR 52 OSS/OSAM

FROM: (Unit)

SUBJECT: Documentation of Airfield Driver Training and Certification

1. The following individual is granted airfield driving privileges: Name/Rank, Civilian Driver License State/Number and Expiration Date, Unit/Company Name, Restrictions (e.g., Ramp only, Daylight Hours only, etc.) and Duty Phone.

2. The above individual has been certified on the following items:

TRAINING ITEM	DATE	TRAINER	TRAINEE
Color Vision Test	_____	_____	_____
Light Gun Signal Recognition Test	_____	_____	_____
Airfield Driving CBT	_____	_____	_____
Airfield Driver Training (as directed locally) Classroom	_____	_____	_____
Day Airfield Orientation/Training (Practical)	_____	_____	_____
Night Airfield Orientation/Training (Practical)	_____	_____	_____
Airfield Driver Test (Practical)	_____	_____	_____
Airfield Driver Test (Written)	_____	_____	_____
Phraseology Test (CMA Drivers Only)	_____	_____	_____
Local Airfield Diagram/Layout Test	_____	_____	_____

3. This letter will be retained by the unit Airfield Driving Program Manager until individual is reassigned.

Unit Commander or Unit Airfield Driving Program Manager

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Airfield Management Representative/DATE AF Form 483 #