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SECRETARY OF THE AIR FORCE**



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Space, Missile, Command, and Control

AIRFIELD DRIVING

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This instruction implements Air Force Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It applies to all Air Force, Air National Guard (ANG), and Air Force Reserve Command (AFRC) organizations (to include contracted locations) that administer an Airfield Driving Program. At joint, shared-use, and overseas airfields, this instruction applies to the facilities that are controlled and used exclusively by the Department of the Air Force, as outlined in real estate documents or letters of agreement. This AFI may be supplemented at the wing and MAJCOM levels, wing/base level supplements must be routed through the Major Command (MAJCOM) Office of Primary Responsibility (OPR) for Airfield Operations (AO) prior to certification and approval for implementation. MAJCOM supplements, and interim changes to previously approved supplements to this AFI, must be routed through Headquarters Air Force Flight Standards Agency, Director of Airfield and Air Traffic Control Standards (HQ AFFSA/A3A) prior to certification and approval for implementation. Refer recommended changes and questions about this publication to the OPR using the AF Information Management Tool (IMT) 847, Recommendation for Change of Publication; route AF IMT 847s

from the field through MAJCOM OPR for AO to HQ AFFSA/A3A for final disposition. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, Secretary of the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The reporting requirements in this AFI are exempt from licensing with a report control symbol (RCS) according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. See **Attachment 1** for a glossary of references and supporting information used in this instruction.

(TYNDALL) This instruction supplements AFMAN 24-306, Chapter 20, AFOSHSTD 91-100, Chapter 6, AFI 13-204 V3 A3.6 and AFI 13-213. It establishes procedures for governing all vehicular traffic on Tyndall Air Force Base (TAFB) airfield. The goal of the Airfield Driving Program is to provide safe ground vehicle operations and pedestrian control on USAF owned and/or operated airfields. It outlines training requirements for all personnel (e.g. military, DoD Civilians, Contractors, etc.) who, as a part of their job, are required to drive unescorted on an airfield. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) at Air Force (AF) Portal: <https://my.af.mil/afirms/afirms/afirms/rims.cfm>.

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SUMMARY OF CHANGES

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

(TYNDALL) This document has been substantially revised and must be completely reviewed. The standards and directives on the following pages have been established for the control of all motor vehicles on the Tyndall AFB (TAFB) airfield. Only trained personnel will be assigned duties which involve driving on the airfield. The use of vehicles on the airfield will be limited to the absolute minimum required to accomplish the mission. Motor vehicles present a clear and obvious danger to aircraft and ground personnel. Carelessness, haste, and disregard for established safety standards are the primary sources of aircraft/vehicle collisions, incidents, and personnel injury involving motor vehicles on the airfield. Persons assigned to the airfield or to

activities related to the airfield are required to be familiar with the provisions of this supplement, AFI 13-213, *Airfield Driving* and exercise good judgment when encountering situations not addressed during training.

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LIGHTING**

Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

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

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

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

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

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

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

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

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

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

1.2.1. Waivers.

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

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

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

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

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

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

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

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

Chapter 2

RESPONSIBILITIES

2.1. HQ AFFSA.

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

2.2. MAJCOM OPR for AO.

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

2.3. Host Wing Commander or equivalent.

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

2.4. Operations Group Commander or equivalent.

2.4.1. Reviews CMAVs and corrective actions taken.

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

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

2.4.2.1.1. Analyze each runway incursion and corrective actions taken.

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

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

2.4.2.1.3.1. Increase or improve local training or testing materials.

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

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

2.4.2.1.3.4. Increase penalty for CMAVs.

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

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

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

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

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

2.4.2.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with

Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

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

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

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

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

2.4.2.1.3.6.9. Installing Location Signs.

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

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

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

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

2.5. Unit Commander or equivalent.

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

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

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

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

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

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

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

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

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

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

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

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

2.5.11. Participates in the RIPWG.

2.5.12. **(Added-TYNDALL)** Any unit responsible for more than 80 drivers must ensure that at least one of the assigned unit ADPMs works regular duty hours, not shift work.

2.5.13. **(Added-TYNDALL)** Any unit with more than 80 drivers that only has shift workers available for ADPM duty must assign an additional primary and an additional alternate ADPM (four total).

2.5.14. **(Added-TYNDALL)** Forwards a copy of the ADPM and Trainers appointment letter ([Attachment 2](#)) to the Wing ADPM located in Airfield Management Operations (AMOPS) 325 OSS/OSAA Attn: Deputy Airfield Manager (DAFM) or via e-mail electronically signed.

2.5.15. **(Added-TYNDALL)** Ensure unit airfield drivers limit their access to "TYNDALL AFB Ramp Only" 483 licenses unless mission dictates that individuals need a "TYNDALL AFB Runway Authorized" 483 license to enter or cross the runways.

2.5.15.1. **(Added-TYNDALL)** AOF/CC or equivalent appoint a primary and alternate Wing ADPM and trainer's in writing and forwards a copy of the letter to Airfield Management Operations (AMOPS) 325 OSS/OSAA. **Note:** Letter may be digitally signed and sent via email to the Deputy Airfield Manager (DAFM).

2.5.15.2. (Added-TYNDALL) Ensures the Wing ADPM or alternate is conducting proper training and issuing proper training material to Unit ADPMs IAW AFI 13-213, *Airfield Driving* and this supplement.

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

2.6.1. Develops an ADI to establish the Wing ADP.

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

2.6.1.1.1. For standardization, use the AFI 13-213, *Airfield Driving* publication series/title for ADI.

2.6.1.1.2. Refer to Chapter 3 for items that must be included in the ADI.

2.6.1.2. The wing may develop a supplement to this AFI. Supplements must be routed through the MAJCOM OPR for AO for technical/functional coordination prior to obtaining certification and approval to publish.

2.6.2. Uses **Attachment 3** or electronic equivalent to conduct and document training on a unit ADPM.

2.6.3. Provides unit ADPMs a copy of the ADI, training curriculum, and testing materials to manage unit ADP.

2.6.4. Conducts a review of the ADI to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. Use a Memorandum for Record (MFR), log, or electronic equivalent to document ADI program reviews and maintain a file copy in accordance with Air Force RDS, Table 13-06, Rule 4.00.

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

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

2.6.5.2. Conduct random spot checks for enforcement and compliance with the ADI. At a minimum, a spot check will include a check of the driver's AF IMT 483 for accuracy/currency, the availability/currency of AF Visual Aids (e.g., AFVA 11-240, *Airports Signs and Markings*, AFVA 13-221, *Control Tower Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*), and the availability/currency of the local airfield diagram.

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

- 2.6.5.2.2. Report and document results of spot checks (unit/office symbol) in the "status of airfield driving" section of AOB.
- 2.6.5.3. Inspect each unit ADP at least annually (every 12 months) for program integrity and compliance with the ADI.
- 2.6.5.3.1. Use **Attachment 4** (available for download at the AM Operations, Procedures and Training Community of Practice (CoP), <https://afkm.wpafb.af.mil/community/views/home.aspx?filter=oo-op-af-09>) or electronic equivalent to conduct and document the inspection of the unit ADP.
- 2.6.5.3.2. Provide inspection results to the unit's commander and brief at the next quarterly AOB.
- 2.6.6. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate, inform and update personnel on airfield changes, trends and special events. Examples include but are not limited to exercises, air shows, static displays, driving violations, runway/taxiway closures, inclement weather driving conditions.
- 2.6.7. Maintain a Wing ADPM Continuity Binder or electronic equivalent in the TAB format below.
- 2.6.7.1. TAB A: Unit ADPM appointment letter(s).
- 2.6.7.2. TAB B: Airfield Driving Instruction (ADI).
- 2.6.7.3. TAB C: Annual Program Inspection Results.
- 2.6.7.4. TAB D: Unit ADPM Training Documentation.
- 2.6.7.5. TAB E: Current list of unit assigned airfield drivers.
- 2.6.7.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Test/Answer Key.
- 2.6.7.7. TAB G: Unit airfield driving requirements as applicable (e.g. Fire Trucks, Fuel Trucks, K-loaders, etc.).
- 2.6.7.8. TAB H: Airfield Violations/Corrective actions.
- 2.6.7.9. TAB I: References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 20 and AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities* Chapter 6., AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.
- 2.6.7.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Digest Articles, RIPWG, etc.).
- 2.6.7.10. (TYNDALL) Keep all meeting minutes and airfield driving related emails for up to 1 calendar year in TAB J of your binders.
- 2.6.8. Conducts semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc.
- 2.6.8.1. This meeting may be done in-conjunction with the base Vehicle Control Officer/Vehicle Control Non-Commissioned Officer meeting.

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

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

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

2.6.11. Provides classroom training as determined locally.

2.6.12. Participates in the RIPWG.

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

2.6.14. **(Added-TYNDALL)** Issues privately owned vehicle (POV) pass requests on (TAFB 172, *Attachment 12*) to group commanders, base contractors or higher necessary to accomplish their job for responses to the airfield.

2.6.15. **(Added-TYNDALL)** Coordinate airfield driving requirements for all construction activities occurring on or near the airfield environment. Ensures haul routes, equipment/material staging/storage areas, etc. are planned before starting airfield projects.

2.7. Unit ADPM.

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

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

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

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

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

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

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

- 2.7.8. Ensures unit personnel have a valid state or country drivers license to operate privately owned, government (may also require a Government driver license), or contractor owned/leased vehicles on the airfield. At overseas locations, refer to MAJCOM directives for additional guidance.
- 2.7.9. Ensures unit personnel are qualified to drive the vehicle(s) they will be operating on the airfield. This includes any other additional training required to operate vehicles in various field conditions (e.g. blackout or Night Vision Devices (NVD), Mission Oriented Protective Posture (MOPP) gear, etc).
- 2.7.10. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **Note:** This data may be maintained electronically.
- 2.7.11. Ensures deploying personnel are trained and possess a valid AF IMT 483 for airfield driving.
- 2.7.12. Schedules personnel that will drive on the CMA for color vision testing according to the ADI.
- 2.7.13. Conducts and documents annual refresher training on unit airfield drivers. **Note:** Document completion of refresher training on the reverse side of the individual's AF IMT 483. Maintain a copy of the most current refresher training completion date on file in the unit.
- 2.7.14. Maintains an ADP Continuity Binder (or electronic equivalent) in the TAB format outlined in paragraph [2.6.7](#)
- 2.7.15. Trains unit airfield driver trainers how to conduct and document training on newly assigned unit airfield drivers.
- 2.7.16. Attends Wing ADPM semi-annual meeting and/or briefing regarding airfield driving.
- 2.7.17. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this AFI and ADI.
- 2.7.18. Use [Attachment 4](#) or electronic equivalent to conduct and document a self-inspection of unit's ADP at least annually. Forward a copy of the inspection results to the Wing ADPM.
- 2.7.19. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit airfield drivers.
- 2.7.20. Conducts random spot checks for enforcement and compliance with the ADI. Correct all discrepancies noted.
- 2.7.21. Provides classroom training as determine locally.
- 2.7.22. Maintains current and accurate training and testing materials.
- 2.7.23. Notifies Unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges.
- 2.7.24. Participates in the RIPWG.

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

2.7.26. **(Added-TYNDALL)** Creates & issues unit practice tests from AFI 13-213, *Airfield Driving* and this supplement on topics including runway incursion prevention, communication, and general knowledge. Trains assigned personnel concerning the overall airfield layout.

2.7.27. **(Added-TYNDALL)** Maintain a master list of assigned unit personnel authorized to drive on the airfield. Information will include the individual's full name, rank, unit, AF IMT 483 certificate number, restrictions (e.g. daytime or ramp only) and refresher training due date. Submit an updated master list to the Wing ADPM via email January, April, July and October (every 90 days).

2.8. Airfield Management (AM).

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

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

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

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

2.8.5. Imposes and publishes restricted driving routes as required.

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

2.8.6.1. Escort individuals off of the airfield.

2.8.6.2. Confiscate individuals AF IMT 483.

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

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

2.8.7. Participates in the RIPWG.

2.8.8. **(Added-TYNDALL)** Monitor civilian contractors working on the airfield. Be familiar with established contractor routes to and from all work areas on the airfield. Routes will be approved by the Airfield Manager (AFM).

2.8.9. **(Added-TYNDALL)** Request SFS (if necessary) assistance in apprehending and issuing citations for airfield driving violators.

2.8.10. **(Added-TYNDALL)** Administer all appropriate airfield driving testing for base personnel to receive their AF Form 483.

2.8.11. **(Added-TYNDALL)** Only the Airfield Manager, Deputy Airfield Manager, NCOIC, Airfield Management Operations and NCOIC, Airfield Management Training is authorized to sign AF IMT 483. **NOTE:** Authority cannot be delegated outside of AMOPS.

2.9. Air Traffic Control Tower (ATCT).

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

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

2.9.3. Participates in the RIPWG.

2.10. Wing Safety.

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

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

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

2.10.4. Participates in the RIPWG.

2.10.5. Reviews CMA violations for trends.

2.11. Security Forces Squadron (SFS).

2.11.1. Monitors airfield vehicle operations for ADI compliance.

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

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

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

2.11.5. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations.

2.11.6. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized persons from the airfield.

2.11.7. Complies with all procedures outlined for entry into the CMA.

2.11.8. Participates in the RIPWG.

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

2.12. Hospital/Medical Treatment Facility.

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

2.12.1. **(TYNDALL)** 325 MDG/SGOMF provides color vision testing on a walk-in basis for all personnel who need to drive on the airfield. Annotate results of color vision testing on Attachment 5, (TAFB Form 174), Section IV, block 13. **Note:** Optometry clinic hours are 0730-1630L Monday-Friday.

2.12.2. Documents color vision test results as determined in the ADI.

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

2.13. (Added-TYNDALL) Civil Engineering.

2.13.1. **(Added-TYNDALL)** Ensure all assigned CES personnel and contractors driving on the airfield understand and comply with AFI 13-213 and this supplement.

2.13.2. **(Added-TYNDALL)** Inform SFS and AMOPS of contractors who need to operate vehicles on the airfield or that may impact aircraft operations. **Note:** If after airfield hours, contact the 325th FW Command Post in lieu of Airfield Management.

2.13.3. **(Added-TYNDALL)** The 325 CES Unit ADPM is responsible for training and tracking permanent and temporary contractors assigned to Tyndall AFB, which need a AF Form 483 license to drive on the airfield. The ADPM will keep all permanent contractors TAFB IMT 174's (Attachment 5) and temporary contractors TDY/Non base assigned training checklists on file (AFI 13-213, *Attachment 7*). A copy of temporary contractors' training checklists will be given to the Wing ADPM located at Airfield Management.

Chapter 3

AIRFIELD DRIVING INSTRUCTION (ADI)

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

3.2. ADI. The ADI must contain the following:

3.2. (TYNDALL)7. 2.6.1. Vehicles operating within the CMA must use call signs approved by the Airfield manager and/or Wing ADPM. All units are required to provide Airfield Management with a list of radio call signs to be used within the CMA to avoid duplication. (See **Attachment 4 for list of call signs used at Tyndall AFB.**)

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

3.2.1. **(TYNDALL)** Responsibilities are outlined in AFI 13-213, Chapter 2 and this supplement.

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

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

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

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

3.2.2.4. **(Added-TYNDALL)** Personnel will bring completed TAFB IMT 174 (Airfield Driver Training and Certification, Attachment 5), the USAF Airfield Driving CBT and a completed Curriculum checklist (AFI 13-213, *Attachment 6*) to Airfield Management. Airfield Management personnel will review all paperwork for accuracy and completeness prior to issuing the AF IMT 483.

3.2.2.5. **(Added-TYNDALL)** All base assigned personnel (including military, DoD personnel and permanent contractors) operating a vehicle within the Tyndall airfield environment must receive Airfield Drivers training IAW AFI 13-213, *Airfield Driving* and this supplement.

3.2.2.6. **(Added-TYNDALL)** All base assigned personnel must complete all applicable training requirements to obtain AF IMT 483 stamped "*TYNDALL AFB Ramp Only*" or

“TYNDALL AFB Runway Authorized.” The AF IMT 483 and appropriate civil/military driver’s license must be maintained on his or her person to operate private/government/contractor owned or leased vehicles.

3.2.2.7. (Added-TYNDALL) TDY personnel must possess a valid AF IMT 483 from their home duty station. Once local training is complete by hosting Unit ADPM, report to Airfield Management with the completed TDY/Non base assigned training checklist (AFI 13-213, *Attachment 7*) and AF IMT 483. Their AF IMT 483 will be stamped “Tyndall AFB Ramp Only” or “Tyndall AFB Runway Authorized.” Ensure the hosting Unit ADPM keeps original TDY/Non base assigned training checklist and a copy is given to the Wing ADPM.

3.2.2.8. (Added-TYNDALL) TDY personnel who do not possess a valid AF IMT 483 from their home duty station will undergo the same training (conducted by hosting Unit ADPM) as base assigned personnel.

3.2.2.9. (Added-TYNDALL) Temporary contractor personnel will be trained in the same manner as TDY personnel; an AF IMT Form 483 will be issued once completion of all training and certification. A valid expiration date on the AF IMT 483 will be annotated for the amount of time the temporary contractor is on Tyndall AFB airfield.

3.2.2.10. (Added-TYNDALL) Temporary contractors must receive training based on the location they are working and routes to and from the work site. Driving within the CMA will require a qualified escort unless the contractor possesses a valid AF IMT 483. Contractor vehicles operating in the CMA must be equipped with a rotating yellow beacon and proper company placards. The routes and CMA access will be restricted and must be approved by the AFM. All training will be documented on a TDY/Non base assigned training checklist (AFI 13-213, *Attachment 7*). This form will be maintained by the host Unit ADPM and a copy will be given to the Wing ADPM.

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

3.2.3. (TYNDALL) Training references and publications are located and are available on the 325th Tyndall Share Point Airfield Management page at: <https://tyndall.eis.aetc.af.mil/325OG/OSS/OSAA/default.aspx>

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

3.2.3.1. (TYNDALL) All base assigned personnel will use the TAFB IMT 174 (Attachment 5) *Airfield Driver Training and Certification* and the curriculum checklist (AFI 13-213, *Attachment 6*).

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

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

3.2.3.3.1. **(Added-TYNDALL)** The trainee will complete the USAF Airfield Driving CBT and a copy will be given to the Unit ADPM.

3.2.3.4. Classroom training as determined locally.

3.2.3.4.1. **(Added-TYNDALL)** The Wing ADPM or designated Airfield Management representative will provide and brief the Airfield Driving briefing slide located at the above link in paragraph 3.2.3, as class room training for newly assigned personnel required to drive on the airfield.

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

3.2.3.5. **(TYNDALL)** For Practical Day and Night Airfield Training, ensure you take the trainee on the airfield in the day and night time to see the differences with Tyndall AFB airfield and so they know how to get to and from their work areas. Use the Airfield Driving Training and Certification (TAFB 174, Attachment 5) to document completion of training. **NOTE:** All Supervisors' of Flying (SOF) are exempt from the daytime and nighttime driver training.

3.2.3.6. **(Added-TYNDALL)** Review of AFI 13-213, AFMAN 24-306, *Manual for the Wheeled Vehicle Operator*, Chapter 20, AFOSHSTD 91-100, *Aircraft Flight Line-Ground Operations and Activities*, Chapter 6 and this supplement is required.

3.2.3.7. **(Added-TYNDALL)** Individuals requiring a "TYNDALL AFB Runway Authorized" 483 license, will have Air Traffic Control Tower (ATCT) light gun signal training on the airfield with their trainer also as a requirement for the Controlled Movement Area (CMA) license.

3.2.3.8. **(Added-TYNDALL)** Trainees will have to read back the light gun signal colors to the Air Traffic Control Tower (ATCT) correctly in order to be able to have a full access (CMA) license issued.

3.2.3.9. **(Added-TYNDALL)** All TDY personnel with a valid AF IMT 483 from their home duty station will utilize the TDY/Non base assigned training checklist (AFI 13-213, *Attachment 7*).

3.2.3.10. **(Added-TYNDALL)** All airfield drivers must complete annual refresher training. At a minimum refresher training will include a review of AFI 13-213, completion of the USAF Airfield Driving CBT, the HQ/AFFSA Runway Incursion Prevention briefing at the link in paragraph 3.2.3 and a review of this supplement.

3.2.3.11. **(Added-TYNDALL)** Unit ADPMs are responsible for ensuring their personnel complete annual refresher training. Unit ADPMs will track due dates for unit personnel refresher training and update their unit's tracker.

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

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

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

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

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

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

3.2.4.3.2.1. Basic communication principles.

3.2.4.3.2.2. Phonetic Alphabet.

3.2.4.3.2.3. Standard aviation phraseology.

3.2.4.3.2.4. Escort phraseology/rules.

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

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

- 3.2.4.3.4. Practical Driving Test. At a minimum, the individual must:
- 3.2.4.3.4.1. Drive the vehicle during the check-ride.
 - 3.2.4.3.4.2. Demonstrate the ability to operate a vehicle in all areas required for the duty position and/or work areas without assistance.
 - 3.2.4.3.4.3. Identify the location of runways and other CMAs.
 - 3.2.4.3.4.4. Demonstrate the ability to contact ATCT prior to entry on the runway and other CMAs (*for Runway/CMA drivers only*).
 - 3.2.4.3.4.5. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (See **Attachment 5**)
- 3.2.4.3.5. Runway Incursion Prevention Test. Runway Incursion Prevention Test must be at least 5 questions with a minimum passing score of 100%.
- 3.2.4.4. Test Failure. Include wing and/or base procedures for test failures. (e.g. First, Second or Third time) such as additional time before retest or remedial training endorsed by the Unit/CC.
- 3.2.4.4.1. **(Added-TYNDALL)** First time test failures must receive additional training before a retest can be taken. Trainees must wait 7 days before taking a retest at Airfield Management.
 - 3.2.4.4.2. **(Added-TYNDALL)** Second time test failures must receive additional training before a retest can be taken. Trainees must wait 14 days before taking a retest at Airfield Management.
 - 3.2.4.4.3. **(Added-TYNDALL)** Third time test failures will not be allowed to receive Airfield Driving privileges.
- 3.2.4.5. **(Added-TYNDALL)** Tyndall AFB Airfield driving tests will take place at Airfield Management. Before testing takes place, the Unit ADPMs will ensure the trainee has completed unit pre-testing and all local training requirements.
- 3.2.4.6. **(Added-TYNDALL)** When an individual arrives at Airfield Management to take the airfield driving test, they will have their completed TAFB IMT 174, *Airfield Driver Training and Certification* (Attachment 5). Attached to the TAFB IMT 174, *Airfield Driver Training and Certification* will be the USAF Airfield Driving CBT certificate and a completed curriculum checklist from (AFI 13-213, *Attachment 6*).
- 3.2.4.7. **(Added-TYNDALL)** The Tyndall AFB driving test will consist of 30 questions regarding general knowledge, runway incursion prevention, and communication. Specifically, the general knowledge test will consist of 20 questions (allowed to miss up to 4 questions). The runway incursion prevention and communication tests will each consist of 5 questions (cannot miss any on these portions of the test). Lastly, an Airfield diagram test will be given to the trainee. The trainee will have to identify 20 locations on the test with zero errors. Document test results on the TAFB IMT 174, *Airfield Driver Training and Certification* (Attachment 5).
- 3.2.4.8. **(Added-TYNDALL)** For annual refresher testing trainees will bring their completed annual USAF Airfield Driving CBT and AF IMT 483 to take the 5 question

Runway Incursion Prevention test. When the trainee passes the annual test, the AFM, DAFM, NAMO or NAMT at Airfield Management will sign the back of the AF IMT 483 with a new currency date. Paperwork will be returned to the Unit ADPM by the trainee when all complete.

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

3.2.5. (TYNDALL) Color Vision Requirements. Personnel that require driving in the CMA must complete color vision testing or provide verification of previous color vision screening results to the Unit ADPM for validation. Personnel who do not have a requirement to drive in the CMA or fail the color vision test do not require a color vision test and will have ramp only access stamped "TYNDALL AFB Ramp Only" annotated on the AF IMT 483.

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

3.2.5.1. (TYNDALL) 325th MDG/SGOPF optometry clinic personnel will sign and stamp Section IV of the TAFB IMT 174 (Attachment 5), under Medical Treatment Facility Certification. Tyndall Optometry clinic accepts walk-ins and is open Monday-Friday 0730-1630L. Personnel that have a mandatory requirement for color vision (entry or retention) in the Air Force Specialty Code (AFSC) are exempt from color vision testing.

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

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

3.2.5.4. (Added-TYNDALL) For civilian employees driving on the airfield, color vision requirements must be verified prior to endorsement by the Unit ADPM.

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

3.2.6. (TYNDALL) Airfield Diagram. The Tyndall AFB airfield diagram is depicted in Attachment 8.

3.2.6.1. CMA for vehicles/pedestrians as defined in the Airfield Operations Instruction (AOI). CMAs located outside of the runway hold lines on taxiways and aprons will be marked using the FAA Non-Movement Area markings and signs. See FAA Advisory

Circular 150/5340-1, *Standards for Airport Markings* for an example of a Non Movement Area marking.

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

3.2.6.3. Airfield access points.

3.2.6.4. Restricted area boundaries/entry control points.

3.2.6.5. Control area boundary.

3.2.6.6. Vehicle traffic lanes and traffic flow.

3.2.6.7. Critical area boundaries for precision navigational aids (e.g., ILS, PAR, Localizer, Precision Obstacle Free Zone, etc.) if applicable.

3.2.6.7. (TYNDALL) To protect the integrity of the ILS signal, all vehicles must stop at the ILS critical area boundary. Two-way radio communication with the control tower is required before entering the critical areas. Tyndall AFB has three areas that penetrate these boundaries. Two are located along a perimeter road that penetrates the Runway 13L glide slope critical area and the other is located on Taxiway Kilo (See [Attachment 9](#)). Vehicles will penetrate these areas when transitioning on Perimeter Road north of 13L and when operating on Taxiway Kilo in the vicinity of the non-destructive inspection (NDI) facility. The Kilo ILS critical area is protected with an instrument hold line. The perimeter road critical area north of 13L does not have an instrument hold line, but has signs denoting where the area begins. No vehicles are allowed in the critical area when an aircraft is on an instrument approach and the ceiling is below 800 feet and visibility is less than 2 miles.

3.2.6.8. Location of Airfield Management (normally inside the Base Operations Bldg) and the ATCT.

3.2.6.9. Hot Spots (as determined locally). **Note:** A different diagram may be used to depict hot spots.

3.2.6.10. Limited or no visibility with the ATCT blind spots (as applicable).

3.2.6.11. Communication “dead spots”.

3.2.6.12. Complex runway/taxiway intersections. (High potential or history of CMAVs)

3.2.6.13. Other confusing or ambiguous areas identified on airfield.

3.2.6.14. Include a legend on the airfield diagram to illustrate symbols used.

3.2.6.15. Jet Blast Hazard areas.

3.2.6.16. Other areas that pose a hazard to vehicle operators (as determined locally).

3.2.7. **Operating Procedures and Standards.** At a minimum, include the following:

3.2.7. (TYNDALL) **Operating Procedures and Standards.** Operating procedures and standards for operating a vehicle on the airfield are prescribed IAW AFI 13-213, paragraphs 3.2.7.1-3.2.7.27, and this supplement.

3.2.7.1. Procedures and standards for operating a vehicle on the airfield.

3.2.7.1.1. Personnel driving on the airfield must complete airfield driver's training or be escorted by a vehicle driver possessing a valid AF IMT 483 prior to entry to the airfield.

3.2.7.1.2. Units sponsoring TDY personnel or Non-base assigned contractors are responsible for providing training or an escort that possesses a valid AF IMT 483.

3.2.7.1.3. **(Added-TYNDALL)** Vehicles will be operated on the airfield only when required in direct support of the mission.

3.2.7.1.4. **(Added-TYNDALL)** All airfield vehicle traffic will drive within designated road markings whenever possible. Vehicles are prohibited from random/direct travel. Vehicles will not drive/park on the red carpet area located in front of Bldg 149.

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

3.2.7.2. **(TYNDALL)** The drone runway is a controlled movement area that is controlled by Drone Maintenance Operations. Contact Drone Operations at 283-2091 to confirm status of the runway. To contact via radio use the FS Maintenance channel. The Drone runway call sign is 9310 (said "ninety three ten"). Operators will use the same phraseology as talking with the control tower.

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

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

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

3.2.7.2.3. **(TYNDALL)** The control tower has authority over all traffic entering the CMA and will issue specific instructions to control the movement of aircraft, vehicles, equipment, or personnel in the movement area during published airfield operating hours. Published airfield operating hours are as follows: M-F, 0600-2200L, Sat/Sun, 0900-1700L, and closed federal holidays and weekends associated with federal holidays.

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

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

3.2.7.2.5.1. **(Added-TYNDALL)** All vehicles will stop and ensure aircraft right-of-way is not hindered before entering a taxi lane. Before proceeding, the operator will determine visually that the way is clear. All vehicles entering the CMA must have approval from the control tower and maintain two-way radio

contact.

3.2.7.2.5.2. **(Added-TYNDALL)** Radio contact with the control tower must be established before gaining access to, crossing, or working next to the CMA. Once the control tower approves access, radio contact will be maintained at all times while in the CMA.

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

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

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

3.2.7.2.6.2.1. Airfield Manager (Airfield – 1).

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

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

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

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

3.2.7.2.8.1. **(Added-TYNDALL)** Using the airfield for convenience is prohibited. Do not use the airfield as a thoroughfare when there are accessible roads on the perimeter area. The perimeter road is designated as the primary means for all traffic to gain access to areas north of the runways.

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

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

3.2.7.2.9.2. All vehicle operators/pedestrians must exit the runway immediately. Contact ATCT or AM immediately and advise off the runway and include any pertinent information that might affect safe runway operations. If not able to

communicate with ATCT or AM via radio, use other means of communication such as a cellular phone (when available). Report incident to AM immediately.

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

3.2.7.3. (TYNDALL) See AFI 13-213, Chapter 4, for procedures and standards for proper radio communications phraseology, discipline and techniques.

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

3.2.7.4. (TYNDALL) All vehicles operating on the airfield will have AFVA 11-240 Airport Signs and Markings signal decal. The decal may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference. ADPM's may order these on <https://wmsweb.afncr.af.mil/wms/>.

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

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

3.2.7.4.3. AFVA 13-222.

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

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

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

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

3.2.7.5.1. (TYNDALL) Mandatory signs: Red background with white legend, indicating mandatory runway hold positions, ILS critical area boundaries, or certain other mandatory instructions to pilots. Mandatory signs located adjacent to the runway hold position markings indicate the boundary of the CMA. Informational Signs: Yellow background with black legend, denoting direction, destination, runway exit, clearance of a boundary, or taxiway designation. **See Attachment 13 for Airfield Signs, Markings and airfield lighting.**

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

3.2.7.5.2. (TYNDALL) Runway Markings: Solid white lines running the length of the runway denote the runway edge. Dashed white lines running down the middle of

the runway denote the runway centerline. White numbers at the ends of each runway mark the designation.

3.2.7.5.2.1. **(Added-TYNDALL)** Taxiway and Apron Markings: Solid double yellow lines denote the edge of a taxiway or apron. Single solid yellow line denotes the taxiway/taxi lane centerline.

3.2.7.5.2.2. **(Added-TYNDALL)** Instrument (INST) Hold Position: Lines are normally placed farther from the runway than the VFR hold position. These markings consist of two solid yellow lines, two feet apart, extending across width of taxiway, connected by pairs of solid yellow lines ten feet apart, on black background. Hold positions will be used during IFR conditions or instrument approach procedures. IFR hold positions protect ILS critical area to ensure an aircraft's instrument reception is not disrupted during flight. These hold positions will be used any time the weather falls below a ceiling of 1,000 feet above ground level (AGL) and/or visibility decreases to three statute miles or less.

3.2.7.5.2.3. **(Added-TYNDALL)** VFR Hold Position: VFR hold positions are located at least 100 feet from the edge of the runway on all taxiways leading to the runway and consist of four parallel yellow stripes perpendicular to the axis of taxiway centerline, extending across taxiway. The two stripes closest to the runway are dashed lines and the other two are solid lines. These lines mark the boundary of the CMA. Vehicles will not cross the runway hold position or proceed onto the runway without first obtaining permission from the Control Tower.

3.2.7.5.2.4. **(Added-TYNDALL)** The Precision Obstacle Free Zone (POFZ) is a volume of airspace above an area beginning at the runway threshold, at the threshold elevation, and centered on the extended runway centerline. The standard POFZ is 200 feet (60 meters) long and 800 feet (240 meters) wide. The POFZ must be kept clear when an aircraft on a vertically guided final approach is within 2 NM of the runway threshold and the reported ceiling is below 250 feet and/or visibility less than 3/4 SM (or runway visual range below 4,000 feet). **See Attachment 6 and 7 for Tyndall AFB POFZ.**

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

3.2.7.5.3. **(TYNDALL)** Runway Lights: High intensity white and amber lights located on the edges of the runway, which run the length of runway and identify the runway edge. Taxiway Lights: Blue lights are used to outline the taxiway edges.

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

3.2.7.6. **(TYNDALL)** Speed limit restrictions apply to the entire airfield. **Exception:** Anytime the control tower uses the word "expedite," a vehicle may exceed these speeds using sound judgment.

3.2.7.6.1. Vehicle parking areas.

3.2.7.6.1.1. **(Added-TYNDALL)** Vehicles in aircraft parking ramp/apron areas 10 MPH/16 kph.

3.2.7.6.2. Aircraft parking ramps.

3.2.7.6.3. Airfield access or bypass road.

3.2.7.6.3.1. **(Added-TYNDALL)** General purpose vehicle (*Flight line Road*) - 15 MPH/24 kph.

3.2.7.6.4. Taxiways.

3.2.7.6.4.1. **(Added-TYNDALL)** Vehicles operating on the taxiways - 15 MPH/24 kph.

3.2.7.6.5. Runways.

3.2.7.6.5.1. **(Added-TYNDALL)** Vehicles on the runway or responding to an emergency will operate at a safe and prudent speed based on conditions (rain, fog, etc.).

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

3.2.7.6.7. Aircraft, equipment, and trailer towing.

3.2.7.6.7. **(TYNDALL)** 2 **(Added)** Vehicles towing aircraft - 5 MPH/8 kph.

3.2.7.6.7.1. **(Added-TYNDALL)** Vehicles within 25 feet of an aircraft - 5 MPH/8 kph.

3.2.7.6.7.2. **(Added-TYNDALL)** Vehicles towing aircraft - 5 MPH/8 kph.

3.2.7.6.7.3. **(Added-TYNDALL)** Vehicles towing one or more maintenance stands - 5 MPH/8 kph.

3.2.7.6.7.4. **(Added-TYNDALL)** Vehicles towing one piece of aerospace ground equipment (AGE) - 10 MPH/16 kph.

3.2.7.6.7.5. **(Added-TYNDALL)** Vehicles operating on unpaved surfaces - 10 MPH/16 kph.

3.2.7.6.7.6. **(Added-TYNDALL)** Airfield Management personnel performing tasks that necessitate a higher speed may do so at a safe and prudent speed based on conditions (rain, fog, etc.).

3.2.7.6.7.7. **(Added-TYNDALL)** Individuals exceeding the 10 MPH speed limit between Hangars 3 and 4 will be restricted from driving their POV through the area for a minimum of 14 days. This area is an active ramp with active light aircraft taxi operations. POV's are required to drive in between these areas to get to vehicle parking areas outside places of business. No POV Pass is required for these areas.

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

3.2.7.7. **(TYNDALL)** The vehicle lanes provide minimum wingtip clearance based on the F-22 wingspan. All vehicles will transit these lanes to the maximum extent possible. Vehicles are prohibited from driving between sunshades and parked aircraft.

- 3.2.7.7.1. **(Added-TYNDALL)** Vehicles waiting to service aircraft will use the designated vehicle lanes painted in all restricted areas. Vehicle drivers must maintain situational awareness at all times when driving in these areas due to congestion. It is the driver's responsibility to maintain proper wingtip clearance from taxiing and towed aircraft.
- 3.2.7.7.2. **(Added-TYNDALL)** During inclement weather, vehicles will turn headlights and emergency warning flashers on to identify their position on the airfield to alert aircraft. Unit commanders may coordinate with airfield management to waive this requirement within their own ramp, if there is ample lighting.
- 3.2.7.7.3. **(Added-TYNDALL)** Operators will not drive a vehicle within 50 feet of any fueling or de-fueling operations unless specifically authorized by a directive.
- 3.2.7.7.4. **(Added-TYNDALL)** Vehicles are not allowed under the aircraft sunshades unless specifically required to conduct aircraft or airfield maintenance.
- 3.2.7.7.5. **(Added-TYNDALL)** Vehicle operators performing on-the-job training (OJT) for airfield duties will not operate a vehicle within 50 feet of aircraft. This restriction does not apply to fire fighting vehicles and equipment, OJT operators who are towing aircraft, loading/unloading materials-handling equipment, and aircraft-servicing vehicles.
- 3.2.7.8. Procedures and standards for parking and chocking vehicles on the airfield.
- 3.2.7.8. **(TYNDALL)** Vehicles will not be left unattended with engines running. Engines may remain running when performing aircraft servicing duties (i.e. fuel trucks). Vehicles will be chocked and the parking brake set. AGE tow tractors may be left running (with parking brakes set) when hooking/unhooking AGE equipment.
- 3.2.7.8.1. **(Added-TYNDALL)** Vehicles and wheeled equipment that do not have an integral braking system will have one rear wheel chocked, fore and aft, and the gear lever placed in reverse (standard) or park (automatic) on the aircraft parking ramp. Vehicles will be parked so that they can leave without having to back up. Vehicles will only be parked on aprons when directly supporting aircraft operations.
- 3.2.7.8.2. **(Added-TYNDALL)** Operators will not park vehicles: Pointed toward the aircraft, in the path of a taxiing or hovering aircraft, or aircraft in tow, on taxi lanes, taxiways, or runways. Vehicles will also not block painted roadways/driving lanes. Lastly vehicles will not park closer than 250 feet (300 feet for heavy aircraft) behind an aircraft whose engines are in operation or about to be started, or 25 feet in front of an aircraft while engines are running.
- 3.2.7.9. Procedures and standards to comply with fixed and mobile obstacle distance requirements. Identify and define the minimum clearance requirements for fixed and mobile obstacles in relation to the runway, taxiway, taxilane, and aircraft-parking apron based on the most demanding aircraft using the facilities.
- 3.2.7.9. **(TYNDALL)** The required distance from Mobile/Fixed obstacles on Tyndall AFB are as follows: Taxiway Clearance Distance Criteria: 200 feet from either side of the taxiway centerline. Apron Clearance Distance Criteria: 43 feet from taxi lane

centerline (MU-2 Ramp: 40 feet from taxi lane centerline). Taxi lane Clearance Distance Criteria: 20 feet wingtip clearance (Papa Taxiway: 30 feet wingtip clearance).

3.2.7.9.1. **(Added-TYNDALL)** Remove support equipment and vehicles not in use from aircraft parking area and store in areas not violating lateral clearance requirements. Equipment in use is defined as support equipment in place not more than three hours before/after aircraft arrival/departure. For example, light-alls and fire bottles used in End of Runway (EOR) will be removed after wing flying is complete. Additionally, AGE equipment will be removed from underneath sunshades when aircraft are not being actively serviced.

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

3.2.7.10. **(TYNDALL)** Vehicle operators will be trained and comply with control tower light gun signals IAW AFI 13-213, paragraph 3.2.7.10, and have AFVA 11-240 affixed in all vehicles that operate on the airfield.

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

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

3.2.7.10.3. Flashing Red Light: "Clear active taxiway/runway".

3.2.7.10.4. Flashing White Light: "Return to starting point".

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

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

3.2.7.11. **(TYNDALL)** Foreign Object Damage (FOD) checkpoints are located throughout the airfield. They are identified by the word FOD or words FOD CHECK POINT painted on the pavements in red on a white background or on signs. Prior to crossing one of these checkpoints and proceeding onto the airfield, including the access road between the runways, you must stop, get out of your vehicle and check your tires and the undercarriage of your vehicle for rocks or other objects. This includes conducting a roll over FOD check as well. Use a flashlight at night. **NOTE:** If moving from an unpaved to paved surface, enter the paved surface at a 45 degree angle, then

perform a rollover FOD check once the vehicle is on the paved surface. Debris found on the paved surface will be reported to Airfield Management via radio or phone.

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

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

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

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

3.2.7.11.1.4. **(Added-TYNDALL)** Trash on the airfield must be kept to a minimum. Vehicles must have trash cleaned out and all loose objects (i.e., nuts, bolts, straps, packing materials, cups, cans, paper, plastic bags etc.) secured prior to driving on the airfield.

3.2.7.11.1.5. **(Added-TYNDALL)** Operate vehicles on hard surfaces to the maximum extent possible. If operation on an unpaved surface is absolutely necessary, drivers will perform a FOD check immediately after returning to paved surface.

3.2.7.11.1.6. **(Added-TYNDALL)** Vehicle operators encountering FOD on the airfield will stop and secure the FOD. Large amounts of debris will be reported immediately to AM either directly or through the Maintenance Operations Center. If significant FOD is found on the airfield notify Airfield Management Operations (AMOPS) via radio or commercial at (850) 283-4244 or DSN 523-4244. Airfield Management will send a person out to inspect the area and contact a sweeper. If FOD is brought into (AMOPS), the dispatcher at the counter will contact the 325th FW (FOD) boss.

3.2.7.11.1.7. **(Added-TYNDALL)** Hats, except cold weather gear authorized by AFI 36-2903 *Dress and Personal Appearance of Air Force Personnel*, will not be worn on the airfield. If a hat is carried on the airfield, it will be properly secured. Individuals (i.e. contractors, CE, etc.) not working near aircraft operating areas may wear hats when approved by the AFM. **Exception:** This does not include safety hard hats required in certain areas (for example, construction areas).

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

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

3.2.7.12. **(TYNDALL)** Use of cellular/mobile phones is prohibited while driving on the airfield. Only phones authorized for use are those to make official business calls used by a government issued cell phone. While driving on the airfield cell phone use is prohibited at all times.

3.2.7.12.1. **(Added-TYNDALL)** The use of other portable devices on the airfield is prohibited, which includes headphones, earphones, etc. Hands free devices while driving on the airfield is prohibited.

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

3.2.7.13.1. **(Added-TYNDALL)** When visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the wing or installation commander.

3.2.7.13.2. **(Added-TYNDALL)** When visibility is less than 100 feet, POVs and airfield vehicles (except emergency and alert vehicles) will not be operated on the airfield. Flashing lights will be used on all vehicles temporarily parked on the aircraft parking ramps during the periods of low visibility.

3.2.7.13.3. **(Added-TYNDALL)** When visibility is less than 50 feet, it is recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of alert vehicles.

3.2.7.14. Procedures and standards for driving with daytime running lights.

3.2.7.14. **(TYNDALL)** Flashing lights or parking lights will be used at night when vehicles are temporarily parked on any part of the aircraft parking ramp. This does not apply if vehicles are parked in a designated area. When parked, vehicle operators will position their vehicles so as not to shine the headlights directly toward aircraft. Vehicles with daytime running lights will park in a safe location with ignition off, parking brake set & emergency flashers on.

3.2.7.15. Procedures and/or restrictions for operating motorcycles, mopeds/scooters, bicycles, tricycles, and other electrical, gas, or gasoline-powered golf-type carts or similar utility vehicles.

3.2.7.15. **(TYNDALL)** Motorcycles, mopeds and scooters are not authorized on the airfield.

3.2.7.15.1. **(Added-TYNDALL)** Bicycles and tricycles may be operated on the airfield in the performance of assigned duties on parking aprons only. Individuals requesting use of a bicycle must attend their unit's airfield drivers training class and be airfield driving certified before authorization.

3.2.7.15.2. **(Added-TYNDALL)** The operator's unit commander is the approving authority for the use of bicycles in the performance of assigned duties on the airfield.

3.2.7.15.3. **(Added-TYNDALL)** Golf carts are permitted on the airfield and do not require a POV pass. Golf carts must be affixed with markings identifying the

ownership of the cart (i.e. squadron or company logo.) Personnel driving the carts must be qualified as an airfield driver and possess a valid AF IMT 483.

3.2.7.16. Procedures and/or operational restrictions for local units, as required.

3.2.7.17. Procedures on use of perimeter, in-field or other airfield roads to reduce non-essential vehicle traffic on the airfield.

3.2.7.17. **(TYNDALL)** Use of the airfield for convenience is prohibited. The South perimeter road (Florida Ave) is designated as primary road of entry to get to areas South on the airfield for official business purposes. The North perimeter road (Ammo Road) is the primary road for entry to the North airfield areas, including access to the Drone runway road which leads to the Drone runway area & F-4 parking ramp. These locations are not located in the CMA area; however personnel will have a radio to contact ATCT or Airfield Management if necessary. The Centerline access road is the main area for hauling construction equipment to and from work areas on the airfield. This area is located in between Runway 13R/31L and Runway 13L/31R. Personnel driving in this area will be fully trained in having a stamped “*TYNDALL AFB RWY Authorized*” AF IMT 483 and a have a radio communicating with the ATCT at all times.

3.2.7.18. Procedures to conduct and document refresher training requirements on an annual basis. Wing ADPMs may require vehicle drivers to complete refresher training more frequently (e.g. twice a year) due to their limited or infrequent (e.g. once a week or month, emergency only, etc.) presence on the airfield. At a minimum, annual refresher training will include:

3.2.7.18. **(TYNDALL)** Refresher training will be followed in AFI 13-213 paragraphs 3.2.7.18.1- 3.2.7.18.3., and this supplement. An Annual review of this supplement will be required also.

3.2.7.18.1. A review of the ADI.

3.2.7.18.2. Completion of the USAF Airfield Driving CBT, *Airfield Driving*.

3.2.7.18.3. Runway incursion prevention test (at least 5 questions with a minimum passing score of 100%).

3.2.7.18.3. **(TYNDALL)** The 5 question Runway Incursion prevention test will be completed annually by individuals at Airfield Management Operations (AMOPS). The trainee will bring their completed USAF Airfield Driving CBT and AF IMT 483. Once it's determined they received 100%, the Airfield Management Operations (AMOPS) dispatcher will sign the back of the AF IMT 483 and put a new date on the back as well. The trainee will return to the Unit ADPM to show results. The Unit ADPM will update the unit's certification tracker & keep CBT on file.

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

3.2.7.19. **(TYNDALL)** Unit ADPMs will ensure airfield driving operators are aware of visual blind spots. There are no radio blind spots on the airfield. The tower has visual blind spots at the following locations: base ops parking apron, widget aircraft parking,

and directly beneath the tower. Vehicle operators must maintain situational awareness at all times while operating a vehicle on the airfield and will maintain a hand held radio at all times.

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

3.2.7.20. (TYNDALL) Crash recovery, fire department, medical, security forces, safety and Airfield Management vehicles responding to an aircraft emergency are the primary (initial) emergency responders. Secondary support agencies include transportation, maintenance vehicles, etc. The secondary responders will also be determined by the Fire Chief or incident/on-scene commander. Secondary responders will park on the ramp in between hangars 3 and 4 before the FOD check point entering flight line road. Please also follow guidelines in paragraphs 3.2.7.20.1.–3.2.7.20.2 from AFI 13-213.

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

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

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

3.2.7.21. (TYNDALL) There are no vehicle traffic control devices/lights on Tyndall AFB airfield.

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

3.2.7.22. (TYNDALL) There are no blackout conditions on Tyndall AFB airfield.

3.2.7.22.1. Vehicle speed limits.

3.2.7.22.2. Driver and assistant driver responsibilities.

3.2.7.22.3. NVD-related accident reporting procedures.

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

3.2.7.22.5. Qualification/Annual refresher training requirements.

3.2.7.22.6. NVD instructor qualification requirements.

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

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

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

3.2.7.23. (TYNDALL) One individual who has a valid AF IMT 483 may act as an escort for two or more vehicles in the CMA and Non-CMA areas of the airfield. The escort vehicle is responsible for the entire group and will relay ATCT control instructions and communications for the group via hand held radio operations.

3.2.7.23.1. (Added-TYNDALL) Personnel escorting individuals into restricted areas as well as non-restricted areas anywhere on the airfield, will stay with personnel at all times until they are off the airfield. **Note:** If an individual is escorting in a restricted area they must have escort marked on their line badges.

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

3.2.7.24. (TYNDALL) Vehicles equipped with supplemental traction devices (tire chains, studded tires, etc.) are not authorized to operate on Tyndall AFB airfield due to the potential for FOD and pavement damage.

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

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

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

3.2.7.25. (TYNDALL) Tyndall AFB has no in-ground fuel pit covers with access to vehicular traffic.

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

3.2.7.26. (TYNDALL) Smoking is prohibited everywhere in the airfield environment.

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

3.2.7.27. (TYNDALL) Personnel driving on the airfield use caution when driving behind taxiing aircraft, near parked aircraft and aircrafts with engines running. Remain 25 feet in front or 200 feet to the rear of any aircraft. Large frame aircraft such as C-17, C-5, KC-10, etc., use extreme caution due to jet engine blast. Aircraft will use the trim pad for running engines above idle.

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

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

3.2.8.1. (TYNDALL) Unit Commanders, Unit ADPMs, Airfield Management and Security Forces personnel are authorized to revoke or suspend airfield driving privileges.

3.2.8.1.1. (Added-TYNDALL) Notify the Wing ADPM, Unit ADPM and Unit Commander when a revocation or suspension occurs. See Attachment 3 for example memorandum.

3.2.8.1.2. (Added-TYNDALL) If the Wing ADPM revokes or suspends airfield driving rights, the Unit Commander, and Unit ADPM will receive written notification.

3.2.8.1.3. (Added-TYNDALL) The first violation that is a non-CMA violation will incur normally a warning or a minimum up to a 30-day suspension of airfield driving privileges. For a CMA violation, the individual's AF IMT 483 will be taken and an automatic 30-day suspension from airfield driving privileges will incur.

3.2.8.1.4. (Added-TYNDALL) The second violation will result in a 60-day suspension of airfield driving privileges for non-CMA violations. If the second violation was a CMA violation by the same individual in a 12-month time period, a permanent revocation of airfield driving privileges will incur.

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

3.2.8.2. (TYNDALL) Before and individual will be re-issued their AF IMT 483, Unit Commanders and Unit ADPMs will ensure the individual (s) with suspended airfield driving privileges are retrained and recertified IAW AFI 13-213 and this supplement.

3.2.8.2.1. (Added-TYNDALL) Upon completion of all training requirements, the Unit Commander will request reinstatement of airfield driving privileges. See Attachment 10 for example memorandum. **Note:** The Unit ADPM will keep the reinstatement letter on file for 12 months and will send a copy of the reinstatement letter to the Wing ADPM.

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

3.2.8.3. (TYNDALL) Procedures to report and document CMAV events will be IAW AFI 13-213, paragraphs 3.2.8.3.1. – 3.2.8.3.4.

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

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

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

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

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

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

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

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

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

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

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

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

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

3.2.8.3.3. CMAV events must be briefed at the AOB.

3.2.8.3.3.1. Provide a detailed description of each incident to include (What,

When, Where, How, type vehicle/aircraft involved and action taken to prevent a reoccurrence).

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

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

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

3.2.8.4. (TYNDALL) Personnel who do not complete annual refresher training on the first day of the preceding month, after refresher training is due, will have airfield driving privileges suspended by the Unit ADPM and notify the Wing ADPM until refresher training is completed.

3.2.8.4.1. (Added-TYNDALL) Personnel set to deploy must complete the annual refresher training before deploying to stay current on airfield driving.

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

3.2.8.5. (TYNDALL) Individuals who witness airfield driving incidents/violations will follow guidelines IAW AFI 13-213, paragraphs 3.2.8.5.1. – 3.2.8.5.2. Forward information to the Wing ADPM during normal business hours (0730-1630L) at (850) 283-0972 and after duty hours to Airfield Management (AMOPS) at (850) 283-4244.

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

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

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

3.2.9. (TYNDALL) Procedures and standards for temporary duty (TDY) personnel and non-base assigned contractor personnel will be IAW AFI 13-213, paragraphs 3.2.9.1. – 3.2.9.6.

3.2.9.1. TDY personnel and non-base assigned contractors must possess an AF IMT 483 and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort. **Exception:** The Wing ADPM or as delegated in the ADI to the unit

ADPM may provide a local briefing/training when TDY personnel and non-base assigned contractors driving route(s) do not permit access on or across the CMA.

3.2.9.1. **(TYNDALL)** The Wing ADPM will provide local training to temporary base contractor personnel who are required to drive on the airfield. Unit ADPMs will provide local training to (TDY) personnel they are sponsoring and document training on (*Attachment 7* of AFI 13-213). Also a 483 expiration date will be issued for only the amount of time they are at Tyndall AFB driving on the airfield. **Note:** Unit ADPMs will bring *Attachment 7* from AFI 13-213 and (TDY) personnel's home station AF IMT 483's to Airfield Management to get stamped "*TYNDALL AFB/Ramp Only*" or "*TYNDALL AFB/Runway Authorized*" pending on the areas they need access to accomplish their job.

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

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

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

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

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

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

3.2.10. **(TYNDALL)** Vehicle pass requests procedures and standards will be IAW AFI 13-213, paragraphs 3.2.10.1. – 3.2.10.2., and this supplement. **Note:** POVs are highly discouraged on Tyndall's airfield and must be restricted to an absolute minimum for mission essential operations. Rental vehicles are considered POV's and require a POV Pass.

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

3.2.10.1. **(TYNDALL)** Annual Vehicle passes will only be issued to those personnel whose job requires immediate and direct access to their work area on the airfield. The Unit ADPM of the individual (s) will process a TAFB 172 (**Attachment 12**). Once completed the Unit Commander will sign on the TAFB 172 and then will be forwarded up to the Wing ADPM for processing. The Wing ADPM will keep a copy of the TAFB 172. An individual who requests a POV/Government leased pass must already have a valid AF IMT 483 to drive on Tyndall's airfield. Pass colors change annually. Colors will

be as follows: Red and yellow vehicle passes will be used every other year, and will alternate with the blue and gray passes for POV's & GOV's.

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

3.2.10.1.1.1. Owner/User.

3.2.10.1.1.2. Organization.

3.2.10.1.1.3. Duty Phone.

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

3.2.10.1.1.5. Pass/Permit number.

3.2.10.1.1.6. Area of Operation(s)/location.

3.2.10.1.1.7. Justification.

3.2.10.1.1.8. Effective period/dates.

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

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

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

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

3.2.10.3. **(Added-TYNDALL)** POV passes will not be discarded. Individuals that PCS, PCA, retire, or separate or upon POV pass expiration will turn their pass in to the Airfield Manager or Wing ADPM located at Airfield Management.

3.2.10.4. **(Added-TYNDALL)** POVs are granted driving and parking access between hangars 3 and 4 without a POV pass. The speed limit in this area is 10 mph due to active aircraft (Cessna) taxi operations. The Non-destructive Inspection Facility (NDI) parking lot located outside the fenced area is exempt from obtaining a POV Pass.

3.2.10.5. **(Added-TYNDALL)** Lost or stolen vehicle passes must be reported to the Wing ADPM or Airfield Manager within 24 hours.

3.2.10.6. **(Added-TYNDALL)** Temporary vehicle passes will be returned to the Wing ADPM or Airfield Manager when no longer needed.

3.2.10.7. **(Added-TYNDALL)** Passes are valid for one calendar year and must be renewed annually. To avoid processing delays, requests should be submitted to the Wing ADPM by 15 December of the current calendar year.

3.2.10.8. **(Added-TYNDALL)** Contractor vehicle passes will be limited to the absolute minimum.

3.2.10.9. **(Added-TYNDALL)** The POV Pass is issued to the operator, not the vehicle. Only an operator with an assigned pass is authorized to drive on the airfield.

3.2.10.10. **(Added-TYNDALL)** Passes must be visible and displayed on the rear view mirror of the vehicle's windshield while operating on the airfield. Passes will be removed from the rear view mirror when exiting the airfield. See below:



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

3.2.11. **(TYNDALL)** Personnel will follow procedures outlined in AFI 13-213, paragraphs 3.2.11.1. – 3.2.11.4.2., in the event that a vehicle is disabled on the airfield.

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

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

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

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

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

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

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

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

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

3.2.12. (TYNDALL) Pedestrians will not jog on the airfield. This includes Flight line Road, ramps, taxiways and runways.

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

3.2.12.2. Walk facing oncoming traffic.

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

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

3.2.12.5. (Added-TYNDALL) Owing commander or designee of a restricted area (RA) is responsible for controlling pedestrians within their established RA per installation security procedures.

3.2.12.6. (Added-TYNDALL) Pedestrian movement through the Air 1st (MU-2) parking apron is not authorized while aircraft engines are running. Pedestrians must use either Florida Ave. or Flight line Road to circumnavigate this area while engines are running.

Chapter 4

RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

4.1. General.

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

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

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

4.2. Radio Techniques.

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

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

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

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

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

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

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

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

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

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

Table 4.1. Sample Runway Crossing Phraseology.

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

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

Table 4.2. Sample Read back Instructions

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

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

Table 4.3. Sample Hold Short Instructions.

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

4.4. Common Use Phrases.

Table 4.4. Common Use Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. Note: Use of this phrase does not authorize requestor to “Go Ahead” with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay,	Phrase used by ATC when such

Expedite	action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

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

Table 4.5. Phonetic Aviation Alphabet.

A	ALFA	N	NOVEMBER
B	BRAVO	O	OSCAR
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOX-TROT	S	SIERRA

G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDIA	V	VICTOR
J	JULIET	W	WHISKEY
K	KILO	X	X-RAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU

4.6. Adopted Forms:

AF IMT 457, *USAF Hazard Report*

AF IMT 483, *Certificate of Competency*

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

AF Form 1313, *Driving Record*

FAA Form 5280-7, *Airfield Visual Aid Safety Placard*

JOHNNY A. WEIDA, Maj Gen, USAF
Asst DCS, Operations, Plans, and Requirements

(TYNDALL)

JOHN K. MCMULLEN, Brig Gen, USAF
325 FW/CC

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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- Air Force Officer Classification Directory (AFOCD), 31 October 2009
- Federal Aviation Administration (FAA) Advisory Circulars (AC) and Joint Orders (JO).**
- FAA Advisory Circular 150/5340-1K, *Standards for Airport Markings*, 3 September 2010
- FAA Joint Order 7110.65, *Air Traffic Control*, 11 February 2010

Forms.

- AF IMT 457, *USAF Hazard Report*, 1 August 2002
- AF IMT 483, *Certificate of Competency*, 1 August 2002
- AF IMT 651, *Hazardous Air Traffic Report (HATR)*, 28 May 2002
- AF IMT 3616, *Daily Record of Facility Operation*, 31 March 2003
- Adopted Forms AF Form 847, Recommendation for Change of Publication
- TYNDALL AFB Form 172, Privately Owned and Government-Leased Vehicle Pass Request
- TYNDALL AFB Form 174, Airfield Driver and Training Certification

Abbreviations and Acronyms

AMOPS—Airfield Management Operations
DAFM—Deputy Airfield Manager
EOR—End of Runway
GOV—Government Owned Vehicle
ADI—Airfield Driving Instruction
ADP—Airfield Driving Program
ADPM—Airfield Driving Program Manager
AF—Air Force
AFFSA—Air Force Flight Standards Agency
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFM—Airfield Manager
AFRSAT—AF Runway Safety Action Team
AFSC—Air Force Specialty Code
AM—Airfield Management
(Added) TYNDALL)AMOPS—Airfield Management Operations
AO—Airfield Operations
AOB—Airfield Operations Board
AOF/CC—Airfield Operations Flight Commander
AOI—Airfield Operations Instruction
ATC—Air Traffic Control
ATCT—Air Traffic Control Tower
CBT—Computer Based Training
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
COP—Community of Practice
(Added) TYNDALL)DAFM—Deputy Airfield Manager
DOD—Department of Defense
(Added) TYNDALL)EOR—End of Runway
FAA—Federal Aviation Administration
FOD—Foreign Object Damage

GM—Guidance Memorandum
HATR—Hazardous Air Traffic Report
IC—Interim Change
ILS—Instrument Landing System
INST—Instrument
IR—Infared Red
MAJCOM—Major Command
MFR—Memorandum for Record
MOPP—Mission Oriented Protective Posture
OG—Operations Group
OPR—Office of Primary Responsibility
NVD—Night Vision Device
POFZ—Precision Obstacle Free Zone
POV—Privately Owned Vehicle
RIPWG—Runway Incursion Prevention Working Group
RGL—Runway Guard Light
RWY—Runway
SF—Security Forces
TDY—Temporary Duty
VCNCO—Vehicle Control Noncommissioned Officer
VCO—Vehicle Control Officer
VFR—Visual Flight Rule

Terms

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

Advise Intentions—Tell me what you plan to do.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Controlled Movement Area (CMA)—As defined in Airfield Operation Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control Tower (ATCT) approval for (normally via two-way radio contact with the ATCT). Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. **Note:** This definition is used in lieu of "movement area" as defined in the FAA Pilot Controller Glossary. Also called CMA.

Controlled Movement Area Violation (CMAV) Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific ATCT approval. This definition includes runway incursions and infractions caused by communication

errors. Refer to AFI 91-223 paragraphs 1.3.1.8. for reportable HATR reporting procedures and 1.3.1.9. for reportable CMAV events.

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

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

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

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

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

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

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

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

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

Light Gun—A handheld directional light signaling device which emits a brilliant narrow beam of white, green, or red light as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot actions where radio communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.

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

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

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

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

Parking Ramp/Apron—Areas where aircraft are parked, loaded and unloaded and serviced between flights. Vehicles and aircraft operate in close proximity in these areas, so it is vital to

maintain a safe distance between your vehicle and aircraft. Always yield to aircraft and never drive under an aircraft or its wings. Slow speed and extreme caution are required in these areas.

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

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

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

Proceed—Authorization to begin/continue on approved routes.

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

Read Back—Repeat my message back to me.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Attachment 2

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

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

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

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

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

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

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

XXXX X. XXXXX, Lt Col, USAF
Commander

Attachment 2 (TYNDALL)**APPOINTMENT OF UNIT ADPMS AND TRAINERS MEMO**

DATE

MEMORANDUM FOR 325TH OSS/OSAA

FROM: Unit/Office Symbol

SUBJECT: Appointment of Unit ADPMs and Trainers

1. The following individual(s) are appointed as Airfield Driving Program Managers (primary/alternate) and trainers. Individuals have received training IAW AFI 13-213, *Airfield Driving* and TAFB13-213_SUP1. Both ADPM and Alt ADPM have the authority to certify personnel are qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for unit assigned and TDY personnel. Lastly the individuals listed on this letter have authority to sign block 14-17 of the TAFB Form 174.

NAME/Email	OFFICE SYM	DP	483#
PRIMARY: (Rank/Name) Email: first.last@tyndall.af.mil	Your Office	283-XXXX	#####
ALTERNATE: (Rank/Name) Email: first.last@tyndall.af.mil	Your Office	283-XXXX	#####

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

NAME/Email	OFFICE SYM	DP	483#
TSgt (Name) Email: first.last@tyndall.af.mil	Your Office	283-XXXX	#####
SSgt (Name) Email: first.last@tyndall.af.mil	Your Office	283-XXXX	#####

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

XXXXX X. XXXXXX, Lt Col, USAF
Commander

Attachment 3

UNIT ADPM TRAINING CHECKLIST

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

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

Note: A local form or electronic equivalent may be used as long as it includes all information listed above.

Attachment 3 (TYNDALL)

SUSPENSION/REVOCATION MEMO

MEMORANDUM FOR (Unit/CC)
325 OSS/OSAA

FROM: (unit)

SUBJECT: Suspension/Revocation Airfield Driving Privileges

1. John Driver has been suspended (or airfield driving privileges have been revoked) from operating vehicles for (length of time) on Tyndall AFB airfield for (reason).
2. If you have any questions regarding this matter please contact the (UADPM) at XXX-XXXX

JOHN D. MANAGER, SSgt, USAF
Unit ADPM

Attachment 4

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST			
SECTION I – GENERAL INFORMATION <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
Unit	Office Symbol or Company Name	Date:	
SECTION II – INSPECTION ITEMS <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
	Yes	No	Not Applicable
1. Unit Commander.			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?			
1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?			
1.5. Is the unit commander notified when individuals commit a violation?			
1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?			
1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
2. Unit Airfield Driving Program (ADPM) Manager.			
2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			
2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?			
2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the			

minimum data (Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and date refresher training is due)?			
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
3. TDY personnel/Non base assigned Contractors.			
3.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.			
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
4. Training.			
4.1. Are potential airfield drivers receiving classroom training by the ADPM (<i>as determined locally</i>)?			
4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?			
4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?			
4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?			
4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			
4.6. Are drivers receiving annual refresher training within the established time lines?			
4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?			
4.8. Are trainees administered a General Knowledge Test?			

4.9. Are trainees administered a Runway Incursion Prevention Test?			
4.10. Are trainees administered a Communication Test to individuals requiring CMA access?			
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio “read back” requirement? (A random interview of unit vehicle operators may be conducted.)			
5. Miscellaneous.			
5.1. Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit’s Airfield Driving Program?			
5.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
SECTION III – COMMENTS/NOTES <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
SECTION IV – CERTIFICATION <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
UNIT ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Note: A local form or electronic equivalent may be used as long as it includes all information listed above.

Attachment 4 (TYNDALL)

AGENCY CALL SIGNS

CALL SIGN	AGENCY
Airfield 1,2,3	Airfield Management Operations
AOF 1,2,3	Airfield Operations Flight
Airfield Lighting	Airfield Lighting
Alert Control/Alert 1,2,3,4	Transient Alert
Barrier 1,2,3,4	Barrier Maintenance
Chief 1,2 Crash 3,4,5 Engine 7,8,9,10,19 Hazmat 12 Inspector 13 Rescue 15	Fire Department
Contracts 1,2,3	CE Quality Assurance Evaluators
ECHO	EOR Personnel
Grounds 1,2,3,4	CE Grounds Keeper Contractor
Homet 1,2,3,4,5,6,7,8,9,10	43rd FS/AMU
HV 1,4	Electric Shop
Knight 1,2	325 OSS/CC & DO
<u>Metnav</u> 1,2,3	<u>CS Metnav Maintenance</u>
MOC	Maintenance Operations Center
Pest Control 1,2,3	Entomology Shop
PH 1,2,3,4	Pavements
Power Pro 1,2,3	Generator Maintenance
Rock 1	CE Pavement Engineer
Sweeper 1	Airfield Sweeper
Wing FOD	Wing FOD Manager
Wing Safety	Wing Safety
WSEP Chief, Lead, Super, Age, 1,2,3,4,5	83 FWS Maintenance
Yankee 3,5,6	AGE Driver 3 – Base Support 5 – Rover 6 – 43rd AMU

Attachment 5

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by the Unit ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee and Unit Trainer)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Trainee possesses a valid <i>(List State of Issue)</i> Driver's License <i>(List restrictions)</i> .			
2. Trainee possesses a valid Government Driver's License.			
3. USAF Airfield Driving Computer Base Training. [Score:]			
4. Airfield Driver Training Classroom <i>(as determined locally)</i> .			
5. Airfield Driving Qualification Training Checklist/ Curriculum. (See Attachment 6)			
6. Practical Day Airfield Driver Familiarization Training (See Attachment 6, Item 4)			
7. Practical Night Airfield Driver Familiarization Training as applicable. (See Attachment 6, Item 4)			
8. Practical Driving Test. Includes day and night (as applicable)			
9. Communications Test. [Score:]			
10. Airfield Diagram/Layout Test. [Score:]			
11. General Knowledge Test (Written). [Score:]			
12. Runway Incursion Prevention Test. [Score:]			
SECTION III – Color Vision Test for CMA drivers only. <i>(Completed by Hospital/Medical Treatment Facility Optometry For)</i>			
Check applicable.			
<ul style="list-style-type: none"> • Normal Color Vision. • Color Blind/Deficient. 			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION IV – TRAINER CERTIFICATION <i>(Completed by Authorized Airfield Driving</i>			

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

Note: A local form or electronic equivalent may be used as long as it includes all information listed above.

**Attachment 5 (TYNDALL)
TYNDALL AFB FORM 174**

FOR OFFICIAL USE ONLY (FOUO) (When Filled In)
Exemption 6 of the Freedom of Information Act applies

AIRFIELD DRIVER TRAINING AND CERTIFICATION				DATE	
(TO BE COMPLETED BY UNIT AIRFIELD DRIVING PROGRAM MANAGER (ADPM) AND RETAINED UNTIL INDIVIDUAL IS PCA/PCS.)					
1. TO:		2. FROM: (Organization and Office Symbol)			
325 OSS/OSSA					
SECTION I: TRAINER DATA					
3. TRAINER'S NAME (Last, First, Middle Initial)		4. GRADE		5. DUTY PHONE NUMBER	
Signature: _____ (I certify that the trainee has received all required qualification training requirements annotated below.)					
SECTION II: TRAINEE DATA					
6. TRAINEE NAME (Last, First, Middle Initial)		7. GRADE	8. DUTY PHONE NUMBER	9. AFSC	10. VALID STATE LICENSE STATE OF ISSUE: RESTRICTIONS:
Signature: _____ (I have received and completed all of the below training requirements and will comply with TAFBI 13-213. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower.)					
11. TRAINING ITEMS COVERED		DATE COMPLETED (YYYY/MM/DD)	TRAINER'S INITIALS	TRAINEE'S INITIALS	
USAF AIRFIELD DRIVING CBT; ATTACH CBT CERTIFICATE TO TAGB FORM 174.					
(a) POSSESS A VALID GOVERNMENT DRIVER'S LICENSE					
(b) AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST/CIRRICULUM (COMPLETE AFI 13-213 ATTACHMENT 6 AND ATTACH TO TAFB FORM 174)					
(c) LIGHT GUN RECOGNITION TEST (Runway Access Only)					
(d) AIRFIELD DRIVER TRAINING CLASSROOM (AS DETERMINED)					
(e) PRACTICAL DRIVING TEST (DAY AND NIGHT AS APPLICABLE)					
(f) DAYTIME AIRFIELD DRIVER FAMILIARIZATION TRAINING (SEE AFI 13-213, ATTACHMENT 6)					
(g) NIGHTTIME AIRFIELD DRIVER FAMILIARIZATION TRAINING (SEE AFI 13-213, ATTACHMENT 6)					
12. TEST RESULTS		DATE COMPLETED (YYYY/MM/DD)	TRAINER'S INITIALS	TRAINEE'S INITIALS	
(a) AIRFIELD DIAGRAM/LAYOUT EXAM SCORE(_____) 100% MINIMUM SCORE					
(b) GENERAL KNOWLEDGE TEST SCORE(_____) 80% MINIMUM SCORE					
(c) COMMUNICATIONS TEST SCORE(_____) 100% MINIMUM SCORE					
(d) RUNWAY INCURSION PREVENTION TEST SCORE(_____) 100% MINIMUM SCORE					
SECTION III: COLOR VISION TEST FOR CMA DRIVERS ONLY (COMPLETED BY HOSPITAL/MEDICAL TREATMENT FACILITY OPTOMETRY)					
13. Check applicable box: <input type="checkbox"/> NORMAL COLOR VISION <input type="checkbox"/> COLOR BLIND/DEFICIENT		CLINIC STAMP AND AUTHORIZING SIGNATURE, RANK & DATE			
SECTION IV: UNIT CERTIFICATION (COMPLETED BY THE UNIT ADPM OR UNIT COMMANDER)					
I certify that the above trainee has successfully completed all training requirements to operate a vehicle at Tyndall AFB. Check all applicable restrictions and or special access.					
<input type="checkbox"/> RAMP ONLY <input type="checkbox"/> DAYLIGHT HOURS ONLY <input type="checkbox"/> OTHER SPECIFY					
14. NAME (LAST, FIRST MI)	15. GRADE:	16. DATE:	17. SIGNATURE:		
SECTION V: AIRFIELD DRIVING AUTHORIZATION (COMPLETED BY THE WING ADPM OR DESIGNATED REPRESENTATIVE)					
18. AIR FORCE IMT 483*, CERTIFICATE OF COMPETENCY, CARD#			19. AF FORM 483* ISSUE DATE (YYYYMMDD)		
20. AIRFIELD MANAGEMENT NAME AND GRADE (Printed or typed)			21. AIRFIELD MANAGEMENT SIGNATURE		
REMARKS (IF APPLICABLE)					

FOR OFFICIAL USE ONLY (FOUO) (When Filled In) Exemption 6 of the Freedom of Information Act applies

Attachment 6

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)

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

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

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

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

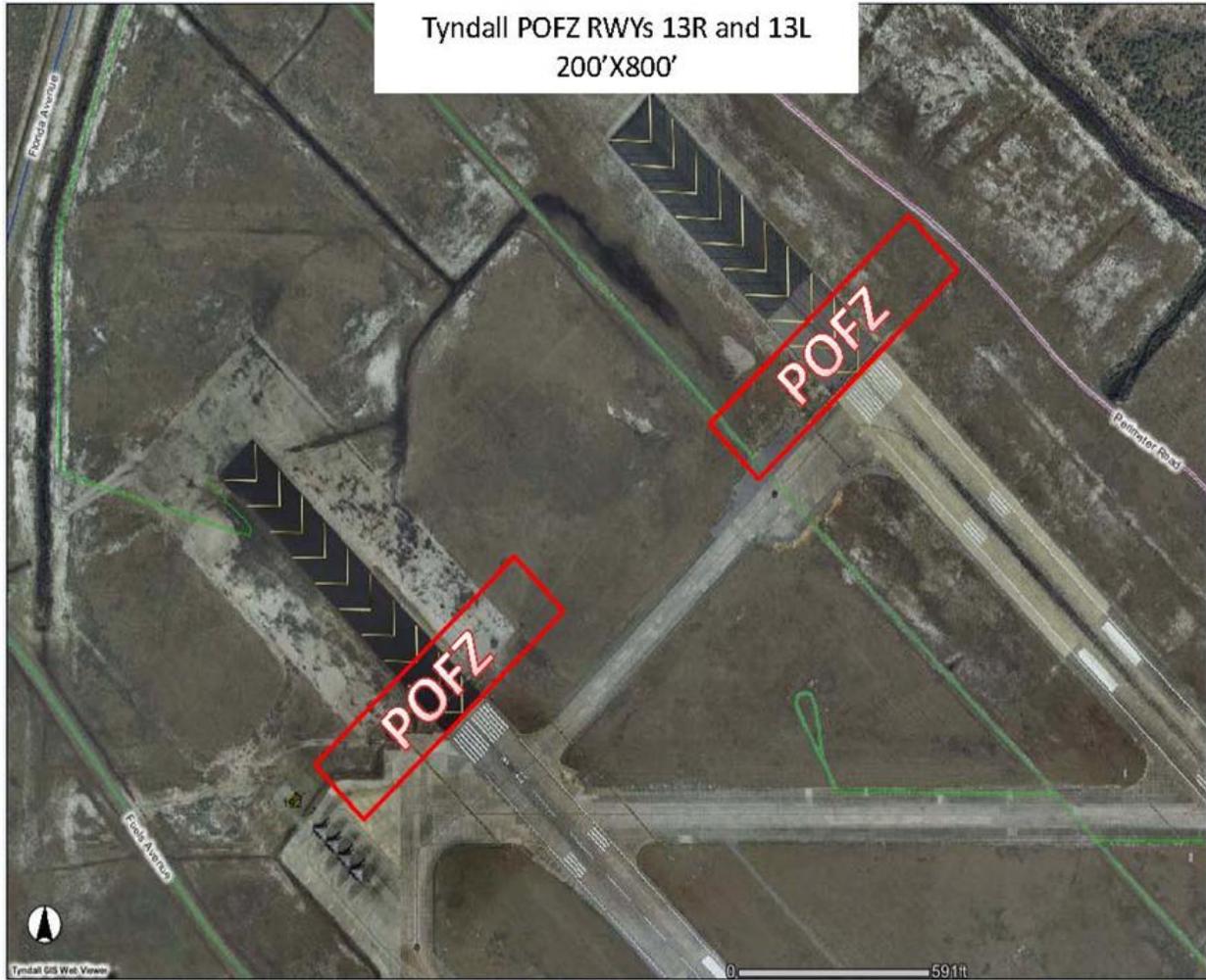
SECTION III – TRAINING CERTIFICATION (<i>Completed by the Trainee, Unit ADPM and Wing ADPM</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian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

Notes:

1. A local form or electronic equivalent may be used as long as it includes all information listed above.
2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for the practical training requirements in items 4 and 7 above.

Attachment 6 (TYNDALL)

PRECISION OBSTACLE FREE ZONES RUNWAYS 13R/13L



Attachment 7

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

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

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

Notes:

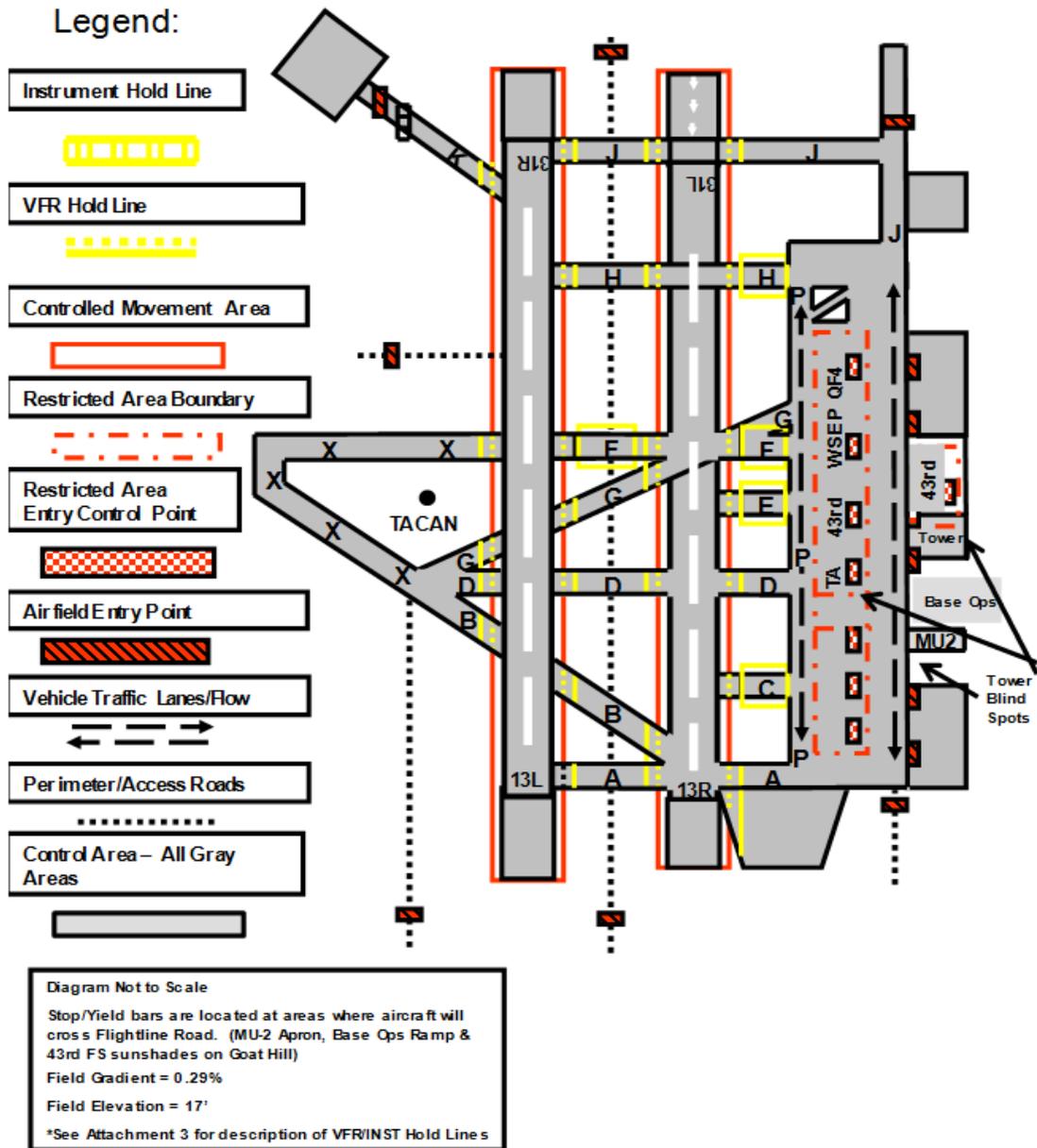
1. A local form or electronic equivalent may be used as long as it includes all information listed above.
2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for items 12 and 16 above.

Attachment 7 (TYNDALL)

PRECISION OBSTACLE FREE ZONES RUNWAYS 31R/31L



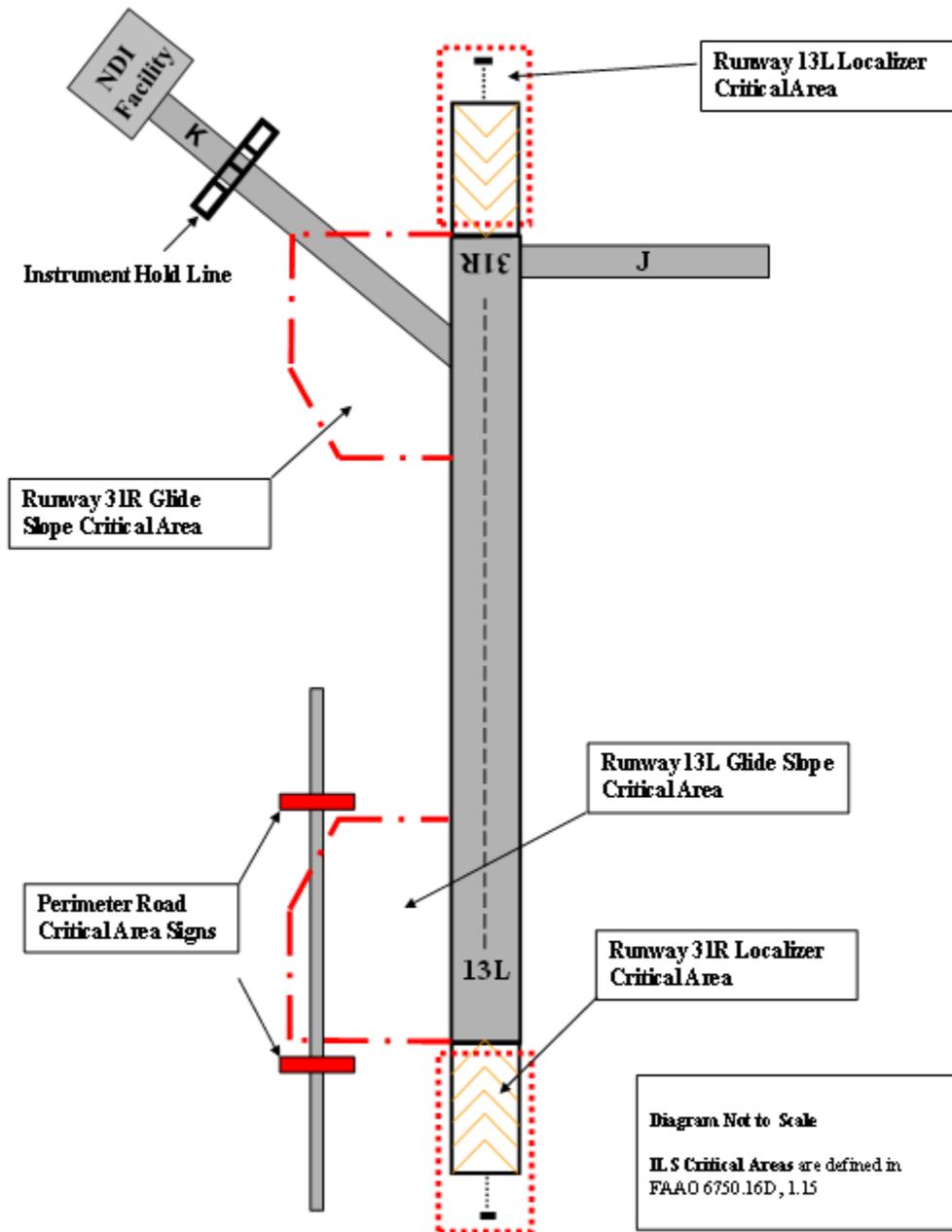
Attachment 8 (Added-TYNDALL)
 TYNDALL AIRFIELD DIAGRAM



Attachment 9 (Added-TYNDALL)

PRECISION APPROACH CRITICAL AREAS

Precision Approach Critical Areas



Attachment 10 (Added-TYNDALL)
APPROVAL REQUEST FOR REINSTATEMENT MEMO

DATE

MEMORANDUM FOR 325 OSS/CC
325 OSS/OSAA

FROM: (unit)

SUBJECT: Approval Request for Reinstatement of Airfield Driving privileges

1. John Driver has completed (length of time) required and all retraining items.
2. I certify the above individual is qualified to drive on the airfield and should have their privileges reinstated to operate vehicles on Tyndall AFB airfield.
3. If you have any questions regarding this matter please contact the (UADMP) at XXX-XXXX

JOHN D. COMMANDER, Lt Col, USAF
(Commander Signature Block/Civ equivalent)

Attachment 11 (Added-TYNDALL)

TYNDALL RUNWAY INCURSION/CMAV INCIDENT REPORT

Date_____

Name /Rank: _____

Organization / Squadron / Duty Section / Duty phone:

Supervisors Name / Squadron / Duty Section / Rank / Duty Phone:

Where were you seated in the vehicle? (Circle one)

Driver - Passenger Front Seat - Passenger Left Rear Seat - Passenger Right Rear Seat

Describe the vehicle involved in the CMV:

Brand & Make_____ Vehicle Tag Number_____

Statement:

Driver & passengers: Your supervisor will be contacted by Airfield Driving Program Manager. You must surrender your AF IMT 483. You are prohibited from driving on the airfield until an investigation into the circumstances/events is completed.

Signature & Date _____

Attachment 12 (Added-TYNDALL)

TYNDALL AFB FORM 172

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Exemption 6 of the Freedom of Information Act applies.

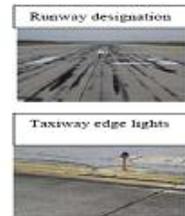
PRIVATELY-OWNED VEHICLE (POV) PASS REQUEST			
<i>(To be completed by unit airfield driving program manager (ADPM) and retained until individual is reassigned or until PCS.)</i>			DATE
1. TO	325 OSS/OSAA		2. FROM (Organization and Office Symbol)
3. The following individual requires a POV pass for the area indicated:			
<input type="checkbox"/> CMA <input type="checkbox"/> APRONS <input type="checkbox"/> OTHER AREAS			
SECTION I: APPLICANT DATA			
4. NAME (Last, First, Middle Initial)		5. GRADE	6. DUTY PHONE NUMBER
7. ORGANIZATION/OFFICE SYMBOL	8. EMAIL ADDRESS	9. PCA FROM (Org and Office Symbol)	10. PCA DATE (YYYYMMDD)
11. JUSTIFICATION <i>(List specifics i.e., Building Number, Job Title Requirement, etc.)</i>			
12. APPLICANT SIGNATURE		13. AF IMT 483, CERTIFICATE OF COMPETENCY, NUMBER	14. DATE (YYYYMMDD)
SECTION II: TYPE OF REQUEST (Please mark only one box. NOTE: Form cannot be used twice.)			
15. INITIAL ISSUE	16. RENEWAL	17. FOR RENEWAL, PLEASE INDICATE OLD PASS NUMBER	
<input type="checkbox"/> <input type="checkbox"/>			
18. REMARKS			
SECTION III: REQUESTING UNIT			
19. ADPM NAME AND GRADE <i>(Printed or typed)</i>		20. ADPM SIGNATURE	
21. UNIT COMMANDER NAME/GRADE <i>(Printed or typed)</i>		22. UNIT COMMANDER SIGNATURE	
SECTION IV: ISSUING UNIT			
23. POV PASS NO ISSUED		24. DATE ISSUED (YYYYMMDD)	
25. 325 OSS/OSAA NAME/GRADE <i>(Printed or typed)</i>		26. 325 OSS/OSAA SIGNATURE	

FOR OFFICIAL USE ONLY (FOUO) (when filled in) Exemption 6 of the Freedom of Information Act applies.

Attachment 13 (Added-TYNDALL)

SIGNS AND MARKINGS AND AIRFIELD LIGHTING

Airport Signs - Action and Purpose	ATCT LIGHT GUN SIGNALS	Airport Markings
<p>15-33 TWY/RYWAY HOLD POSITION: Hold Short of Runway on Taxiway</p> <p>ALSO... RYWAYWAY HOLD POSITION: Hold Short of Intersecting Runway</p> <p>15-ARCH RYWAY ARCH HOLD POSITION: Hold Short of Arch on Apron</p> <p>INST INST HOLD POSITION: Hold Short of INST Critical Area</p> <p>NO ENTRY: Identifies Fenced Areas Where Aircraft Entry is Prohibited</p> <p>A TAXIWAY LOCATION: Identifies Taxi on Which Instrumental Approach is Allowed</p> <p>15 RUNWAY LOCATION: Identifies Taxi on Which Instrumental Approach is Allowed</p> <p>VFR HOLD POSITION BOUNDARY: Exit boundary of VFR Protected Area</p> <p>INSTRUMENT AREA BOUNDARY: Instrument Hold Position</p> <p>TAXY DIRECTION: Defines Direction & Designation of Intersecting Taxiway</p> <p>RYWAY EXIT: Defines Direction & Designation of Exit Taxi from Runway</p> <p>15 T OUTBOUND DESTINATION: Defines Direction to Taxi-Off Runways</p> <p>MIL REBOUND DESTINATION: Defines Direction for Arriving Aircraft</p>	<p>STEADY GREEN → Cleared to cross, Proceed or Go</p> <p>FLASHING GREEN → Not Applicable</p> <p>STEADY RED → STOP</p> <p>FLASHING RED → Clear the Taxiway/Runway</p> <p>FLASHING WHITE → Return to Starting Point on Airport</p> <p>ALTERNATING RED/GREEN → Exercise Extreme Caution</p> <p>15-33 VFR Hold Position</p> <p>INST INST Critical Area Markings</p>	<p>VFR HOLD POSITION: Hold Short of Runway</p> <p>ALTERNATE RYWAYWAY HOLD POSITION: Hold Short of Runway</p> <p>INSTRUMENT HOLD POSITION: Hold Short During IMC Conditions</p> <p>TAXIWAY/TAXIWAY HOLDING POSITION: Hold Short of Intersecting Taxiway When Directed by ATIS</p> <p>TAXIWAY EDGE: Defines Edge of Usable Full Strength Taxiway Pavement, Adjoining Pavement NOT Usable</p> <p>DASHED TAXIWAY EDGE: Defines Edge of Taxiway Where Adjoining Pavement or Apron IS Available for Taxi</p>
TOWER FREQUENCY		GROUND FREQUENCY
Reference: AFI 11-216 Aircraft Operations and Movement on the Ground		AFVA 11-240 USAF Airport Signs and Markings



<p>Twy Edge & Apron</p>  <p>Marking</p>	<p>Informational</p>  <p>Signs</p>	<p>Runway Edge</p>  <p>markings</p>
<p>Taxiway Centerline</p>  <p>Marking</p>	<p>Instrument Hold Position</p> 	<p>Mandatory</p>  <p>Sign</p>
<p>VFR Hold Position</p> 	<p>Runway Edge</p>  <p>Light</p>	<p>Taxi Edge Light</p> 