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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.

(WHITEMAN) Air Force Instruction (AFI) 13-213, 1 June 2011, is supplemented as follows. This supplement defines, describes and implements airfield driving policies, responsibilities, and procedures for operating vehicles on the airfield. The contents of this instruction apply to all military and civilian personnel conducting ground operations, to include vehicular and pedestrian, operations on the airfield at Whiteman Air Force Base, Missouri. Failure by military members to obey (the mandatory provisions in this publication) is a violation of Article 92 of the Uniform Code Military Justice. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional’s chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

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.

(WHITEMAN) This document replaces the stand alone Whitman Air Force Base Instruction 13-213, *Airfield Driving* and is incorporated into AFI 13-213, *Airfield Driving*. Major changes include implementing Air Mobility Command Airfield Drivers Training Program (ADTP), updating airfield driving procedures, training standards and program management.

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Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

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

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

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

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

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

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

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

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

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

1.2.1. Waivers.

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

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

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

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

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

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

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

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

Chapter 2

RESPONSIBILITIES

2.1. HQ AFFSA.

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

2.2. MAJCOM OPR for AO.

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

2.3. Host Wing Commander or equivalent.

- 2.3.1. Designates personnel and agencies to support the ADP.
- 2.3.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. See AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, Chapter 2 for additional information. Authority must not be delegated.
- 2.3.3. 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

2.5.5.1. (Added-WHITEMAN) Use **Whiteman Attachment 11** for suspension or revocation of the civilian driver's license, and/or base driving privileges, and forward to the Wing ADPM and Unit ADPM of the individuals' suspension/revocation.

2.5.5.2. (Added-WHITEMAN) Use **Whiteman Attachment 12** for reinstatement of the civilian driver's license, and/or base driving privileges, and forward to the Wing ADPM and Unit ADPM.

2.5.5.3. (Added-WHITEMAN) Ensure Unit ADPM monitors and updates unit suspensions, revocations and reinstatements on Air Mobility Command Airfield Drivers Training Program (ADTP).

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.

2.6. 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.

2.6.7.9.1. (**Added-WHITEMAN**) AFOSHSTD 91-100 has been replaced by AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*.

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

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

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

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

2.6.9. 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.

2.6.13. (**WHITEMAN**) Unit ADPMs will report, monitor and track unit personnel authorized to drive on the airfield via the online Air Mobility Command Airfield Drivers Training Program (ADTP).

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](#))

2.7.3. (**WHITEMAN**) Certifies unit personnel complete airfield driver training via ADTP. The Unit ADPM will print and validate AF Form 483's. To validate, on initial issue, the Unit ADPM will hand-write in legible black ink on the back of AF Form 483 the issue date, their full name, and the refresher due date. On ALL AF Form 483's (initial, refresher, re-issue, etc.) the Unit ADPM will ensure the unit office symbol is written on top right corner of the back side and will sign next to their name IAW paragraph **2.7.13**.

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).

2.7.4. (**WHITEMAN**) Certifies in the ADTP that unit personnel requiring access to the CMA or non-CMA by selecting restrictions CMA AUTHORIZED for "C" on AF Form 483 or NON-CMA AUTHORIZED for "N" on AF Form 483.

2.7.4.1. (**Added-WHITEMAN**) Unit ADPM will add comment on ADTP under each licensee stating color vision test results and/or other restrictions limiting CMA Authorization.

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).

2.7.9.1. (**Added-WHITEMAN**) Unit personnel must have training for the specific equipment they operate, be thoroughly familiar with equipment operating directives, and demonstrate a need to operate a vehicle on the airfield.

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.

2.7.10. (**WHITEMAN**) The ADTP at <https://private.amc.af.mil/adtp/> will be utilized to maintain training records, associated forms and listing of unit personnel authorized to drive on the airfield. At a minimum, unit ADPM will maintain copies of **Whiteman Attachment 5**, **Whiteman Attachment 6**, and the USAF Airfield Driving CBT certificate for unit airfield drivers.

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.

2.7.13. (**WHITEMAN**) Certifies completion of annual refresher training in ADTP which automatically documents name and date on reverse side of AF Form 483. The Unit ADPM will print and validate issue of AF Form 483's by ensuring the unit office symbol is written on top right corner of the back side and signing next to their name.

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.
- 2.7.23.1. **(Added-WHITEMAN)** Monitor and update unit personnel suspension/revocation and reinstatement on the ADTP.
- 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-WHITEMAN)** Review ADTP monthly to validate status of training and verify personnel listed in the program still have a requirement to drive on the airfield. Personnel who do not complete all training within 90 days will be removed from the system and will re-accomplish training.
- 2.7.27. **(Added-WHITEMAN)** Administer tests for unit personnel by enabling Unit and Refresher Tests on ADTP. Contact Airfield Management Operations Section (AMOPS) (660) 687-3101 to enable Wing Test on ADTP after certifying completion of documentation of all required airfield driving training. Administer required airfield driving tests, provided by AM (hard copy or electronic equivalent on ADTP), to verify competency IAW AFI 13-213, paragraph **3.2.4.3**, and this supplement.
- 2.7.28. **(Added-WHITEMAN)** Secure all airfield driving tests provided by Wing ADPM to prevent test compromise. Once tests have been completed, ensure they are recovered and controlled until destroyed or filed in a secured location to prevent unauthorized access.

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).

2.8.6.3. (**WHITEMAN**) Document statement on **Whiteman Attachment 17**.

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-WHITEMAN**) Enables the ADTP Wing Test (in Step 4). After receiving a request for testing from a Unit ADPM, AM will identify the Unit ADPM using the listing provided by Deputy Airfield Manager (DAFM), confirm either CMA or Non-CMA Authorized restriction is assigned and re-testing time requirement is met IAW with paragraphs **3.2.4.4.1 – 3.2.4.4.3**.

2.8.8.1. (**Added-WHITEMAN**) Check the ADTP Wing Test results and Pending Restrictions daily. AM will review pending restrictions through ADTP and validate any restriction that would limit CMA authorization through the licensee comments before licensing passing individuals in Step 4.

2.8.9. (**Added-WHITEMAN**) Obtain, document, and annotate the following information on AF Form 3616: escort call-sign, contractor/personnel being escorted, intension of contractors/personnel (type of work), number/type of vehicles, work timeframe (how long), escort locations on airfield, and Control Tower and 509th Security Forces Squadron (509 SFS) notification. AMOPS will validate the Escort's AF Form 483 qualifications and currency and ensure escort has a printed color copy of the airfield diagram (**Whiteman Attachment 8**) prior to entering the airfield.

2.8.9.1. (**Added-WHITEMAN**) If escorts require CMA and/or runway access, issue a radio with Control Tower net if required, brief escorts on CMA radio procedures, and conduct a radio check with escorts ensuring they understand how to communicate with Air Traffic Control Tower (ATCT).

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.

2.9.1.1. **(Added-WHITEMAN)** When the airfield is closed/re-opened, ATCT will make a broadcast over the tower net that the airfield is closed/open and that security forces has control/relinquished control of the runway and controlled movement areas.

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.

2.9.4. **(Added-WHITEMAN)** Whenever the reported ceiling is less than 800 feet or there is less than 2 miles visibility, ATCT will make a broadcast over the Tower net informing all vehicles that the INST hold line is active.

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.

2.11.10. **(Added-WHITEMAN)** Central Security Control (CSC) assumes control of airfield including runway and control movement areas when ATCT is closed and will monitor tower net during closure.

2.11.11. **(Added-WHITEMAN)** Coordinate with AMOPS (687-1236) for approval prior to placement of any equipment, to include guard/sentry shack placement on the airfield.

2.12. Hospital/Medical Treatment Facility.

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

2.12.1. **(WHITEMAN)** Military members will schedule color vision test with 509th Medical Operations Squadron Optometry Clinic (509 MDOS/SGOIO) at (687-3937) through their Unit's ADPM when required to operate a vehicle in the CMA. Civilian employees, who are not eligible to use the military treatment facility, must provide written notice from a doctor concerning their color vision. Civilian positions requiring airfield driving privileges must have color vision identified as a requirement for employment. Annotate results of color vision testing on **Whiteman Attachment 5**, Section II, or provide suitable documentation (e.g. memorandum, note) annotating color vision testing results.

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-WHITEMAN) 509th Contracting Squadron (509 CONS).

2.13.1. **(Added-WHITEMAN)** Inform AFM/DAFM of all contracts that will involve the airfield environment.

2.13.2. **(Added-WHITEMAN)** Ensure Contractor compliance with AFM/DAFM guidance and this instruction.

2.13.3. **(Added-WHITEMAN)** Inform AFM/DAFM of all preconstruction meetings involving contracts within the airfield environment.

2.13.4. **(Added-WHITEMAN)** Require all contractors working on the airfield to coordinate with AMOPS prior to driving on the airfield each day of the contract.

2.13.5. **(Added-WHITEMAN)** Ensure Statement of Work (SOW) indicates a requirement for airfield driving licenses/training and POV passes prior to start of work. The SOW for permanent contractors shall mandate the requirement to maintain an airfield driving program IAW this instruction or receive training from the unit requiring contract work to be accomplished.

2.13.6. **(Added-WHITEMAN)** Ensure airfield construction or other projects that affect the airfield environment contain requirements for contractor personnel to comply with the provisions of AFI 13-213 and this supplement.

2.13.7. **(Added-WHITEMAN)** Inform 509 SFS and AM of contractors seeking authorization to operate vehicles on the airfield or that may impact airfield operations. During airfield closures, inform 509 SFS in lieu of AM.

2.14. (Added-WHITEMAN) 509th Civil Engineer Squadron Escort Manager/Office (509 CES/CEPT).

2.14.1. **(Added-WHITEMAN)** Require personnel providing airfield escort to have a valid AF Form 483 with CMA. Airfield escorts must be CMA authorized for runway and CMA projects and non-CMA for other airfield projects. Additionally, limit airfield escorts to those personnel that currently perform duties that require airfield driving before conducting escort duties on the airfield.

2.14.2. **(Added-WHITEMAN)** Conduct daily Escort Airfield Driving Briefings for any escort requiring airfield access. The Escort Airfield Driving Briefing is provided by the DAFM/Wing ADPM.

2.14.2.1. **(Added-WHITEMAN)** Brief escorts on escort call-sign, contractor/personnel being escorted, intention of contractors/personnel (type of work), number/type of vehicles, timeframe (how long) and escort locations on airfield.

2.14.3. **(Added-WHITEMAN)** Ensure all escort vehicles have airfield driving visual aids/decals (AFVA 11-240, *USAF Airport Signs and Markings* and AFVA 13-221, *Control Tower Light Signals*), color airfield diagram (**Whiteman Attachment 8**), and a copy of the Escort Airfield Driving Brief.

2.14.4. **(Added-WHITEMAN)** Prior to conducting escort duties on the airfield, ensure escorts check in/out daily with AMOPS (Bldg 35) and coordinate paragraph **2.14.2.1** with AMOPS.

Chapter 3

AIRFIELD DRIVING INSTRUCTION (ADI)

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

3.2. ADI. The ADI must contain the following:

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

3.2.1. **(WHITEMAN)** 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. **(WHITEMAN)** Airfield driver training and AF Form 483 issuance will be conducted using the ADTP website at <https://private.amc.af.mil/adtp/>; after all training items are completed and certified by Unit ADPM.

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

3.2.2.1. **(WHITEMAN)** ADTP training has four steps: (1) “Personal Information,” (2) “Get Trained,” (3) “Take Unit Test,” (4) “Visit Wing Airfield Driving Program Manager.” Training tutorials to use ADTP are provided through the website and on the AMOPS SharePoint page.

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-WHITEMAN)** Trainers and certifiers will ensure all training requirements have been completed IAW AFI 13-213 and this supplement, and annotated accordingly on the ADTP. The certifier and trainer will verify, validate, and annotate completion of each respective task on the ADTP website as the trainee progresses in training.

3.2.2.5. **(Added-WHITEMAN)** The Wing ADPM or AMOPS personnel (except Airfield Management Operations Coordinators or trainees) will electronically sign AF

Form 483's via the ADTP after all training and testing requirements have been successfully completed and certified.

3.2.2.6. **(Added-WHITEMAN)** The Unit ADPM will print and validate issue of AF Form 483's by ensuring the unit office symbol is written on top right corner of the back side and signing next to their name. On initial issue, the Unit ADPM will also hand-write in legible black ink, the issue date, their full name, and refresher due date.

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. **(WHITEMAN)** Training references, attachments, and publications are available on the ADTP and the AMOPS Airfield Driving SharePoint site at: <https://whiteman.eis.af.mil/int/509thBW/509thOG/oss/OSA/Airfield%20Driving/Forms/AllItems.aspx>. Referenced Air Force publications can also be downloaded from the e-Publishing website at www.e-publishing.af.mil. **Note:** Locally developed (AFI 13-213_WHITEMANAFBSUP) attachments will be used in place of AFI 13-213 documents. Updates of this publication and all training materials will be coordinated as soon as possible but not to exceed 30 days upon notification of new or rescinded items by Headquarters Air Force Flight Standards Agency (HQ AFFSA) or Headquarters Air Force Global Strike Command, Airfield Operations Section (HQ AFGSC/A3BA) via message, when directive changes or local changes occur. This publication will be reviewed annually by the DAFM or his designated representative with the date that the review/update occurred.

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.

3.2.3.1.1. **(Added-WHITEMAN)** Once **Whiteman Attachment 5** (use Table 24-03 Rule 10.00 for the Unit ADPM to add onto his/her office file plan), requirements have been completed, the Unit ADPM will certify the document completion on the ADTP website and maintain copy for records.

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.

3.2.3.2.1. **(Added-WHITEMAN)** Once **Whiteman Attachment 6** (use Table 24-03 Rule 10.00 for the Unit ADPM to add onto his/her office file plan) requirements have been completed, the Unit ADPM will certify the document completion on the ADTP website and maintain copy for records.

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. **(WHITEMAN)** Once the USAF Airfield Driving computer based training (CBT) is completed; provide a copy of the certificate to the Unit ADPM to certify completion on the ADTP website and inclusion in records (use Table 24-03 Rule 10.00 for the Unit ADPM to add onto his/her office file plan).

3.2.3.4. Classroom training as determined locally.

3.2.3.4.1. **(Added-WHITEMAN)** The Unit ADPM or unit appointed airfield driving trainer will provide classroom training as required for newly assigned personnel requiring authorization to operate 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](#))

3.2.3.6. **(Added-WHITEMAN)** Use the Wing ADPM developed Airfield Driver Training presentation, provided on the ADTP, to conduct training on **Whiteman Attachment 6** training items.

3.2.3.7. **(Added-WHITEMAN)** Review of AFI 13-213, AFMAN 24-306, *Manual for the Wheeled Vehicle Operator*, Chapter 20, and AFI 91-203, *Aircraft Flightline – Ground Operations and Activities*, Chapter 24, and this supplement are required.

3.2.3.8. **(Added-WHITEMAN)** ATCT light gun signal training will consist of review of AFI 13-213, paragraph [3.2.7.10](#), AFI 91-203, paragraph [24.13.10](#), a presentation located on ADTP, and completion of the USAF Airfield Driving CBT through ADLS.

3.2.3.8.1. **(Added-WHITEMAN)** If CMA access is required, the trainee, accompanied by the trainer, will conduct a practical light gun test on the airfield with the ATCT. Trainee will request ATCT to give the light gun signals and respond to ATCT with the observed signal. Trainees will explain the description of each signal to the trainer after each transmission.

3.2.3.9. **(Added-WHITEMAN)** Review the HQ AFFSA Runway Incursion Prevention briefing on the ADTP website.

3.2.3.10. **(Added-WHITEMAN)** Once unit personnel complete airfield driving training requirements on ADTP, the Unit ADPM will certify items on ADTP and enable/unlock Unit test (Step 3).

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. (**WHITEMAN**) Tests will be administered via the ADTP website. The Unit ADPM is responsible for enabling Unit and Refresher tests. The Unit ADPM is responsible for requesting AM to enable the ADTP Wing Test by contacting AMOPS (660) 687-3101. AM will enable Wing Tests after ensuring requirements are met IAW paragraph 2.8.8 and paragraphs 3.2.4.4.1 – 3.2.4.4.3. If the ADTP website is not available, the Unit ADPM will issue hardcopy tests provided by the Wing ADPM.

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-WHITEMAN)** First-time test failures must receive additional training from Unit ADPM documented on an MFR before a re-test is permitted. Trainees may be rescheduled for testing upon completion of additional training, but no earlier than 7 days from the failure date.

3.2.4.4.2. **(Added-WHITEMAN)** Second-time and subsequent test failures must receive additional training documented on an MFR from Unit ADPM. Trainees may be rescheduled for testing upon completion of additional training no earlier than 21 days from the failure date.

3.2.4.4.3. **(Added-WHITEMAN)** Third-time failures: Member will be granted driving privileges on a case-by-case basis. If the respective squadron commander deems driving privileges are mission essential, the member must have an endorsement letter signed by the unit's group commander and will be permitted to re-test no earlier than 30 days from the third failure date.

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. **(WHITEMAN)** Personnel requiring CMA access must complete color vision screening and/or provide verification of previous color vision screening results to the Unit ADPM for validation. Personnel who do not have a requirement to drive on the CMA will have NON-CMA AUTHORIZED selected in ADTP and the restriction "N" printed on their AF Form 483.

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

3.2.5.1. **(WHITEMAN)** Military members will be scheduled for color vision testing through the Unit ADPM. Testing will be accomplished by 509 MDOS/SGOIO (Building 2032).

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

3.2.5.2. (**WHITEMAN**) Personnel who do not pass the color vision test and require "Limited Access" will have NON-CMA AUTHORIZED selected in ADTP and the restriction "N" printed on their AF Form 483.

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-WHITEMAN**) Once all requirements in **Whiteman Attachment 5** have been completed, the Unit ADPM will validate color vision screening results and will certify training completion through ADTP. Color Vision Testing is available Monday through Friday from 0730-1600. **Note:** Testing is not available after 1200 on the second Wednesday of each month.

3.2.5.5. (**Added-WHITEMAN**) Civilian employees, who are not eligible to use the military treatment facility, must provide written notice from a doctor concerning their color vision. Civilian positions requiring airfield driving privileges must have color vision identified as a requirement for employment.

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. (**WHITEMAN**) The Whiteman airfield diagram is depicted in **Whiteman Attachment 8**. Airfield diagrams depicted in this supplement are available on the 509 OSS/OSA Airfield Driving SharePoint site.

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.

3.2.6.8. 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. (WHITEMAN) 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. (WHITEMAN) Vehicles will be operated on the airfield only when required in direct support of the mission.

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-WHITEMAN) Vehicles will yield right of way IAW the following priorities:

3.2.7.1.3.1. (Added-WHITEMAN) To all aircraft, to include aircraft being towed or led via “Follow Me” assistance.

3.2.7.1.3.1.1. (Added-WHITEMAN) When giving way to aircraft, vehicles will exit taxiways by the shortest route. As a last resort vehicles should be driven off of paved surfaces to ensure adequate clearance for the aircraft. Vehicles that leave paved surfaces must complete a FOD check when reentering the pavement.

3.2.7.1.3.2. (Added-WHITEMAN) “Follow Me” escorts are the only vehicles authorized to operate in the path of a taxiing aircraft. Vehicles will not drive between a taxiing aircraft and its “Follow Me” guide.

3.2.7.1.3.3. (Added-WHITEMAN) Emergency response vehicles responding to an emergency.

3.2.7.1.3.4. (Added-WHITEMAN) Snow removal equipment engaged in snow removal operations.

3.2.7.1.3.5. (Added-WHITEMAN) Vehicles operating within authorized drive lanes have right-of-way over vehicles operating outside of drive lanes.

3.2.7.1.3.6. **(Added-WHITEMAN)** Vehicles traveling north-south will have right-of-way over vehicles traveling east-west.

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

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

3.2.7.2.1. **(WHITEMAN)** Vehicles will be escorted IAW paragraph [3.2.7.23](#) of this regulation.

3.2.7.2.1.1. **(Added-WHITEMAN)** The CMA encompasses the Runway and Overruns, to include an area 229 feet either side of, and the ILS Critical Areas, portions of Taxiway Charlie including all of the taxiway on the west side of the runway, between the runway and compass rose on the east side of the runway to include 100 feet either of side of taxiway, as depicted in **Whiteman Attachment 8**.

3.2.7.2.1.2. **(Added-WHITEMAN)** 509th Security Forces Squadron CSC will assume control of airfield including runway and control movement areas when ATCT is closed and will monitor tower net during closure.

3.2.7.2.1.2.1. **(Added-WHITEMAN)** When the airfield is closed, ATCT will make a broadcast over the tower net that the airfield is closed and that 509 SFS has control of the runway and controlled movement areas.

3.2.7.2.1.2.2. **(Added-WHITEMAN)** If unable to contact CSC on tower net, contact via (660) 687-3206/3888.

3.2.7.2.1.2.3. **(Added-WHITEMAN)** During airfield closures, all vehicles will obtain approval to cross/access the runway from CSC.

3.2.7.2.1.2.4. **(Added-WHITEMAN)** ATCT will rebroadcast over the tower net when they have resumed control of all airfield areas.

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

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

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

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

3.2.7.2.6. Vehicle drivers and/or pedestrians operating on the CMA must use a distinct call sign (e.g., Airfield 1, Chief 1, Sweeper 1, TA 1, etc.) coordinated by the Wing ADPM to avoid duplicating, confusing, or different agencies using similar

names (e.g. Airfield 1, Airfield Lighting, Airfield Sweeper, etc.). **Note:** Do not use a call sign that is also a part of ATC phraseology such as “Taxi”.

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

3.2.7.2.6.1. (**WHITEMAN**) Vehicle and/or pedestrian call signs are provided in **Whiteman Attachment 15**.

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.

3.2.7.2.7. (**WHITEMAN**) Unconditional instructions (blanket approval) will not be granted by ATCT.

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-WHITEMAN**) The runway will not be used for convenience as a transit route to get from one side of the airfield to the other. See paragraph **3.2.7.17** for procedures to use perimeter, in-field and other airfield roads.

3.2.7.2.8.2. (**Added-WHITEMAN**) When crossing the runway, proceed across using the most direct route possible (i.e. via Taxiway Charlie or midfield road).

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. (**WHITEMAN**) In the event of radio failure, vehicle operators and/or pedestrians will follow procedures in AFI 13-213, paragraphs **3.2.7.2.9.1** – **3.2.7.2.9.2**.

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

3.2.7.2.9.2. All vehicle operators/pedestrians must exit the runway immediately.

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

3.2.7.2.9.2. **(WHITEMAN)** If radio problems occur, exit the runway and/or CMA and contact ATCT (660)-687-4877 or AMOPS (660) 687-3101. **DO NOT ENTER OR CROSS ANY RUNWAY OR CMA IF RADIO FAILURE IS SUSPECTED.**

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. **(WHITEMAN)** 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. **(WHITEMAN)** Airfield driving visual aids/decals and a color copy of the airfield diagram (**Attachment 8**) identified in AFI 13-213, paragraphs **3.2.7.4.1 – 3.2.7.4.4**, will be maintained in all vehicles that operate on the airfield. Decals may be ordered from <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).

3.2.7.5.1.1. **(Added-WHITEMAN)** Mandatory signs are red with white lettering/markings and indicate when an instruction must be followed (depicted in **Whiteman Attachment 11**).

3.2.7.5.1.1.1. **(Added-WHITEMAN)** Runway Hold Position Signs (**Whiteman Attachment 10**, Figure **A10.1**). Runway holding position signs

are located 229 feet from runway edge on Taxiways A, B, C West, C East and D and correspond with Runway Hold Position Markings, as shown in **Whiteman Attachment 8**. The runway numbers on the sign are arranged to correspond to the respective runway threshold. For example, “01-19” indicates that the threshold for Runway 01 is to the left and the threshold for Runway 19 is to the right. On taxiways that intersect the beginning of the takeoff runway, only the designation of the takeoff runway may appear on the sign. For example, “01” indicates the beginning of Runway 01. Vehicle operators or pedestrians will not proceed beyond these signs without approval from ATCT. All vehicles and/or pedestrians will stop before the sign and contact ATCT to request permission to proceed onto the runway, beyond the hold sign and marking location.

3.2.7.5.1.1.2. (Added-WHITEMAN) CMA Hold Position Signs (**Whiteman Attachment 10**, Figure **A10.2**): Red signs with white letters, located on Taxiway C East, Taxiway C West, ILS critical areas and midfield road to denote the boundary of the CMA. CMA Hold Position Signs correspond with CMA Hold Position Markings, as shown in **Whiteman Attachment 8**.

3.2.7.5.1.1.3. (Added-WHITEMAN) Instrument Landing System (ILS) Critical Area Holding Position Sign (**Whiteman Attachment 10**, Figure **A10.3**). Used for protection of the ILS critical areas and POFZ preventing interference with the ILS signal transmitted to an aircraft on final approach. Signs are located on Taxiways Alpha and Delta and correspond with INST Hold Position Markings, as shown in **Attachment 8**. When the instrument landing system is being used, no vehicles or aircraft are allowed in the area and will hold short of the “INST” holding positions. When the reported ceiling is less than 800 feet or there is less than 2 miles visibility, ATCT will make a broadcast over the Tower net informing all vehicles that the INST hold line is active. At this time all vehicles will stop and hold at the Instrument Hold Line.

3.2.7.5.1.2. (Added-WHITEMAN) Non-mandatory signs (**Whiteman Attachment 10**, Figure **A10.5 – A10.8**). Non-mandatory signs are classified as informational and guidance signs. These signs are used as necessary to indicate a specific location, direction, or other useful information. Non-mandatory signs include taxiway location signs, boundary signs, taxiway direction signs, and runway exit signs.

3.2.7.5.1.2.1. (Added-WHITEMAN) Taxiway Location Sign. This sign identifies the taxiway on which an aircraft or vehicle operator is located. This sign has yellow lettering on a black background with a yellow border and does not contain arrows, as depicted in **Whiteman Attachment 10**, Figure **A10.1**

3.2.7.5.1.2.2. (Added-WHITEMAN) Boundary Sign. These signs are used to identify the exit boundary of a runway protected area and instrument holding position protected area. Runway protected area boundary signs depict the Hold Position marking in black on a yellow background, as depicted in

Whiteman Attachment 10, Figure 10.7. The instrument holding position protected area boundary sign depicts the INST Holding Position Marking in black on a yellow background, as depicted in **Whiteman Attachment 10**, Figure A10.8. Vehicle operators can use these signs as a guide when to report back to ATCT when they have exited a runway or ILS/POFZ critical area.

3.2.7.5.1.2.3. **(Added-WHITEMAN)** Taxiway Direction Sign. These signs indicate directions of other taxiways leading out of an intersection. The signs have black inscriptions on a yellow background and always contain arrows oriented to the approximate direction of the turn, as depicted in **Whiteman Attachment 10**, Figures A10.5.

3.2.7.5.1.2.4. **(Added-WHITEMAN)** Runway Exit Sign. These signs are located prior to a runway/taxiway intersection on the side and in the direction of the exit taxiway. This sign has a black inscription on a yellow background with an arrow oriented to the direction of the exit taxiway, as depicted in **Whiteman Attachment 10**, Figure A10.6.

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

3.2.7.5.2.1. **(Added-WHITEMAN)** Runway markings. Runway markings are white in color and include runway threshold, designation (e.g. 01, 19), centerline, touchdown, and side stripe markings. Refer to AFI 11-218, *Aircraft Operations and Movement on the Ground*, paragraph 3.5, for additional information. **Note:** Runway Overruns are marked with yellow chevrons and are not intended for use by aircraft.

3.2.7.5.2.2. **(Added-WHITEMAN)** Taxiway and Apron Markings. Taxiway and apron markings are yellow in color and consist of centerline, edge, and shoulder markings. As depicted in **Whiteman Attachment 9**, Figure A9.5, taxiway and taxilane centerline markings consist of a single continuous yellow line to identify the designated path of travel on taxiways, through parking ramps and to aircraft parking locations. Taxiway and apron edge markings consist of a continuous double yellow line to define the taxiway and apron boundaries from the shoulder, as depicted in **Whiteman Attachment 9**, Figure A9.4. Taxiway shoulder markings identify pavements that are not intended for use by aircraft. Refer to AFI 11-218, paragraph 3.6, for additional information.

3.2.7.5.2.3. **(Added-WHITEMAN)** Runway Hold Position Markings. Runway hold position markings indicate where vehicles, pedestrians, and aircraft are required to stop. These markings consist of four yellow lines, two solid and two dashed, extending across the width of Taxiways A, B, C East/West and D prior to the runway, as depicted in **Whiteman Attachment 9**, Figure A9.1. The lines closest to the runway are dashed and the other lines are solid where vehicles, pedestrians, or aircraft are to hold. These markings are coincidental with Runway Holding Position Signs, and personnel must stop and contact ATCT to request permission to proceed beyond these markings.

3.2.7.5.2.4. **(Added-WHITEMAN)** CMA Hold Position Markings: Two parallel yellow stripes that extend across the entire width of a Taxiways C East, C

West, and A-10 Trim Pad, as depicted in **Whiteman Attachment 9**, Figure **A9.2**. The line closest to the runway is dashed and the other is solid where vehicles, pedestrians, or aircraft are to hold. This marking identifies the boundary of the CMA on Taxiway C West and Taxiway C East.

3.2.7.5.2.5. **(Added-WHITEMAN)** INST and POFZ Hold Position Markings. INST and POFZ hold position markings consist of two yellow solid lines spaced two feet apart connected by pairs of solid lines extending across the width of the taxiway, as depicted in **Whiteman Attachment 9**, Figure **A9.3**. These markings are adjacent to the mandatory signs described in paragraph 3.2.7.5.1.2. When the INST or POFZ critical is being protected, as outlined in paragraph 3.2.7.5.1.2.1, vehicles will stop so no part of the vehicle extends beyond the hold position marking. See **Whiteman Attachment 8** and **Whiteman Attachment 9** for locations of INST and POFZ markings.

3.2.7.5.2.6. **(Added-WHITEMAN)** Taxilane Boundary Markings. This marking is used to define the limits of the designated taxi route and ensure appropriate wingtip clearance for aircraft taxiing through the parking aprons. These markings consist of two yellow broken stripes, as depicted in **Whiteman Attachment 9**, Figure **A9.6**, and are located along the west side of Taxilane Foxtrot. Vehicle operators will park or drive vehicles outside of this marking when approached by an oncoming aircraft to ensure appropriate wingtip clearance is provided between aircraft taxiing through parking aprons.

3.2.7.5.2.7. **(Added-WHITEMAN)** Restricted Area Marking. Restricted areas are identified by a solid red line on the pavement surface as depicted in **Whiteman Attachment 8**. Entrance is limited to authorized personnel only and the Air Force Entry Control Card (line badge) must be properly marked, worn and visible. Restricted area entry/exit is made through the Entry Control Points.

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

3.2.7.5.3.1. **(Added-WHITEMAN)** Runway Lighting. Whiteman Air Force Base (AFB) runway lighting consists of runway edge lights, runway end lights, and runway threshold lights, which are used to outline the lateral and longitudinal limits of the usable surface of the runway. Runway edge lights, as depicted in **Whiteman Attachment 10**, Figure **A10.9**, are white in color and define the edge of the runway until the last 2,000 feet of the runway before the runway end, at which point they are white and yellow in color; the white lights always face the approach direction. Runway end lights are red in color define the end of the operational runway. Runway threshold lights are green in color to provide positive identification of the beginning of the operational runway surface. Refer to AFI 11-218, paragraphs 3.9.1 – 3.9.3, for additional information on these runway lighting systems.

3.2.7.5.3.2. **(Added-WHITEMAN)** Taxiway Edge Lights. Taxiway edge lights, as depicted in **Whiteman Attachment 10**, Figure **A10.10** are blue in color and are used to outline the edges of taxiways during periods of darkness or restricted visibility conditions.

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. **(WHITEMAN)** Airfield speed limits will be IAW AFI 91-203, paragraphs **24.13.3.1.1 – 24.13.3.1.7**. **Note:** Emergency response vehicles, AM, snow removal vehicles performing snow removal operations, vehicles directed to expedite by ATCT and alert vehicles meeting a regulatory requirement may exceed the speed limits with prudence, provided personnel and property are not endangered and only when responding to actual (not exercise, training or simulated) emergencies.

3.2.7.6.1. Vehicle parking areas.

3.2.7.6.1. **(WHITEMAN)** Speed limits will not exceed 5 mph when operating within 50 feet of dock or in vehicle parking areas.

3.2.7.6.2. Aircraft parking ramps.

3.2.7.6.2. **(WHITEMAN)** Speed limits will not exceed 15 mph on all aircraft parking ramps/aprons.

3.2.7.6.3. Airfield access or bypass road.

3.2.7.6.3. **(WHITEMAN)** Speed limits will not exceed 25 mph on access roads and perimeter/bypass roads.

3.2.7.6.4. Taxiways.

3.2.7.6.4. **(WHITEMAN)** Speed limits will not exceed 25 mph on Taxiways A, B, C, D and G along with Taxilanes H and J. Speed limits will not exceed 15 mph on Taxilanes E and F.

3.2.7.6.5. Runways.

3.2.7.6.5. **(WHITEMAN)** Speed limits will not exceed 45 mph on runways.

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

3.2.7.6.6. **(WHITEMAN)** Speed limits will not exceed 15 mph on designated traffic/vehicle 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. **(WHITEMAN)** Speed limits will not exceed 5 mph when towing an aircraft, two or more maintenance stands, or trailer. Towing one maintenance stand, speed limits will not exceed 10 mph.

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

3.2.7.7. **(WHITEMAN)** Procedures and standards for vehicles operating in the immediate vicinity of an aircraft will be IAW AFI 13-213, paragraphs **3.2.7.7.1 – 3.2.7.7.11** and this supplement.

3.2.7.7.1. **(Added-WHITEMAN)** Circle of Safety: A circular area extending 10 feet beyond the wingtips, nose and tail of an aircraft. Vehicles are prohibited within

this area except as authorized for operations such as loading or unloading, servicing or towing

3.2.7.7.2. **(Added-WHITEMAN)** Vehicles will not be driven under any part of an aircraft, except as authorized for operations such as loading or unloading, servicing or towing.

3.2.7.7.3. **(Added-WHITEMAN)** Vehicles in vicinity/close proximity (within 50 feet) will not exceed 5 mph.

3.2.7.7.4. **(Added-WHITEMAN)** Do not operate vehicles within 25 feet to the front or 200 feet to the rear of any aircraft with engines operating or being started.

3.2.7.7.5. **(Added-WHITEMAN)** Do not operate vehicles within 300 feet to the rear of B-2, B-52, C-5, C-17, B-747, KC-10, or KC-135 type aircraft when engines are running at low power settings and within 800 feet to the rear when the engines are running at high power settings.

3.2.7.7.6. **(Added-WHITEMAN)** Do not operate vehicles directly behind a B-2 dock with an aircraft running engines.

3.2.7.7.7. **(Added-WHITEMAN)** Vehicles will not cross in front of an aircraft unless signaled to do so by the pilot or instructed by ATCT. Vehicle operators will never proceed between an aircraft and a marshaller.

3.2.7.7.8. **(Added-WHITEMAN)** All vehicles must approach parked aircraft with the driver's side of the vehicle toward the aircraft.

3.2.7.7.9. **(Added-WHITEMAN)** Do not drive between parked aircraft unless there is a vacant aircraft parking space between them.

3.2.7.7.9.1. **(Added-WHITEMAN)** Vehicles will be driven on lead-in taxi lines when transiting the vacant parking spot.

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

3.2.7.8. **(WHITEMAN)** Vehicle parking and chocking requirements will be IAW AFI 13-213, paragraphs **3.2.7.8.1 – 3.2.7.8.10** and this supplement.

3.2.7.8.1. **(Added-WHITEMAN)** Parked vehicles will be left with the keys in the ignition and the gear lever placed in reverse, park, or neutral as applicable.

3.2.7.8.2. **(Added-WHITEMAN)** All parked vehicles will have brakes set or have chocks placed both in front of and behind one of the rear wheels. **Note:** Alert and emergency response vehicles are exempt from chocking requirements.

3.2.7.8.3. **(Added-WHITEMAN)** AGE-towing vehicles may be placed in neutral and left running with parking brake set while the driver completes hookup operations as long as vehicles are not on a slope or could roll away.

3.2.7.8.3.1. **(Added-WHITEMAN)** Drivers must shutoff the vehicle, set the parking brake and place the vehicle in park or reverse if they do not immediately drive off after AGE hookup. **Note:** Aircraft servicing support vehicles that require the vehicle engine to operate as the power source for auxiliary components may be left running while performing official duties. Vehicles must

have parking brakes set and have chocks placed in front and rear of one of the rear wheels.

3.2.7.8.4. **(Added-WHITEMAN)** Vehicles will not be parked within 25 feet of any aircraft, except as authorized for operations such as loading or unloading, servicing, or towing.

3.2.7.8.5. **(Added-WHITEMAN)** When a vehicle is backed towards an aircraft, use a spotter and pre-positioned wheel chocks to ensure separation from the aircraft.

3.2.7.8.6. **(Added-WHITEMAN)** All parked vehicles, not in direct support of aircraft, will be parked in the white boxes located throughout the airfield to ensure vehicles do not obstruct aircraft movement.

3.2.7.8.7. **(Added-WHITEMAN)** Vehicles will only be authorized to be temporarily parked on runways or taxiways while they are performing official duties and must not be left unattended. When they are temporarily parked on the runways or taxiways the vehicle's hazard lights and/or beacon will be turned on. Personnel must be able to maintain two-way radio contact with the tower at all times.

3.2.7.8.8. **(Added-WHITEMAN)** Park vehicles with the drivers' side toward the aircraft. Never park a vehicle pointed toward an aircraft.

3.2.7.8.9. **(Added-WHITEMAN)** Vehicles parked at the side of an aircraft will be located clear of the wingtips and clearly visible to personnel in the aircraft cockpit.

3.2.7.8.10. **(Added-WHITEMAN)** Vehicles should not be parked in front of aircraft with directional firing munitions when power is applied to the aircraft.

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. **(WHITEMAN)** All vehicles operating in/or around the airfield are considered mobile obstacles. Maintenance and emergency vehicles operating on ramps/aprons and in the CMA have special separation standards and are not addressed in this section. All other vehicles operating on an airfield must comply with the following:

3.2.7.9.1. **(Added-WHITEMAN)** The lateral clearance distance from taxiway centerline to parked or moving vehicles is 200 feet. When operating off the edges of a taxiway do not park or operate a vehicle within 200 feet of the taxiway center line. No vehicle will be parked and left unattended within 200 feet of the taxiway centerline.

3.2.7.9.2. **(Added-WHITEMAN)** Vehicles will only park in the designated white parking boxes or along the western boundary of flightline road along the main parking apron unless approved by the airfield manager. These restrictions protect the lateral clearance requirements.

3.2.7.9.3. **(Added-WHITEMAN)** The lateral clearance distance from the runway centerline is 1,000 feet. When operating within this area, do not park and leave a vehicle or equipment unattended.

3.2.7.9.4. **(Added-WHITEMAN)** Mobile ground support equipment will be placed on the airfield (taxiways, aprons, etc.) no sooner than one hour prior to aircraft arrival and must be moved no later than one hour after departure. When such equipment is not in use, it shall be removed and stored in areas designated by airfield management (white boxes).

3.2.7.9.5. **(Added-WHITEMAN)** When driving around the corners/blind spots of the docks, it is mandatory to honk vehicle horn 3 times to alert oncoming personnel and vehicles.

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. **(WHITEMAN)** Vehicle operators will be trained on 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.

3.2.7.11.1. 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.

3.2.7.11.1.1. **(WHITEMAN)** Mandatory roll-over FOD checks will be conducted prior to entering the airfield, anytime vehicles depart paved portions of the airfield returning to the pavement and when exiting a construction area on airfield. FOD prevention procedures will be IAW AFI 91-203, paragraph **24.13.6**, AFMAN 24-306, paragraph **20-6**, AFI 21-101, *Aircraft and Equipment Maintenance Management*, Chapter 14, local FOD procedures, and AFI 13-213,

and this supplement.

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

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

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

3.2.7.11.3. **(Added-WHITEMAN)** If significant FOD is found on the airfield notify AMOPS via radio or commercial at (660) 687-3101 or DSN 975-3101. AMOPS will inspect the area and contact a sweeper as necessary.

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.

3.2.7.12.1. **(Added-WHITEMAN)** Vehicle operators will not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening device is prohibited. Cellular phones or other devices with built in cameras, video recording or GPS capability are **PROHIBITED** on the airfield. **Note:** Cameras are permitted with a signed photography authorization letter through Public Affairs.

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. **(WHITEMAN)** Procedures for driving on the airfield during restricted visibility or night operations will be accomplished IAW AFI 91-203, paragraph **24.13.9**. If weather conditions, outlined in paragraphs **3.2.7.5.1.2.1** are in effect, personnel will follow ATCT guidance to stop and hold short of INST marking/sign locations, as shown in **Whiteman Attachment 8** and **Whiteman Attachment 9**.

3.2.7.13.1. **(Added-WHITEMAN)** Restricted Visibility or Night Operations. Flashing or parking lights shall be used at night when vehicles are temporarily parked on any part of the aircraft ramp. This does not apply to vehicles parked in a designated parking area. Refueling and explosive loaded (laden) vehicles shall not be operated when visibility is less than 300 feet unless directed by 509 BW or 509 BW/CC. POV and flight line vehicles, except emergency and alert vehicles, shall not be operated on the flight line with visibility less than 100 feet. A walking guide with a flashing or luminescent wand shall be used during emergency movement of alert vehicles when visibility is under 50 feet.

3.2.7.13.1.1. **(Added-WHITEMAN)** Headlights will be used during hours of darkness and restricted visibility (i.e. snow, fog, rain, etc.) Headlights will not be shined towards a moving aircraft. If a vehicle cannot be positioned to preclude the headlights shining toward an aircraft, parking lights will be left on so the vehicles position will be known. Aircrew night vision is paramount; turning headlights off will assist in preserving aircrew vision and allow vehicle position recognition. Headlights will be turned on prior to putting the vehicle in motion.

3.2.7.13.2. **(Added-WHITEMAN)** During poor weather conditions (e.g. snow, fog, rain, etc.) which might obscure visual cues, roadway markings and airfield signs, vehicle operators must remain vigilant of their surroundings and operating boundaries.

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

3.2.7.14. **(WHITEMAN)** Vehicles with daytime running lights will park in a safe location with ignition off, parking brake set, and emergency flashers on. Daytime running lights will not be shined towards a moving aircraft. If a vehicle cannot be positioned to preclude the headlights shining toward an aircraft, parking lights will be left on so the vehicles position will be known.

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.

3.2.7.15.1. **(Added-WHITEMAN)** Unit owned bicycles and tricycles may be used only on the non-controlled movement area in the performance of assigned duties provided the operator has an AF Form 483. Tricycles will have a suitable braking device engaged when parked on the airfield. Night operation requires an operational headlamp and reflectors or reflector tape. All bicycles and tricycles must be marked with unit designation.

3.2.7.15.2. **(Added-WHITEMAN)** Personnel are authorized to bring privately owned bicycles through the entry control points and walk them to their unit offices for parking. Under no circumstances are personnel authorized to ride their personnel bicycles and tricycles on the airfield.

3.2.7.15.3. **(Added-WHITEMAN)** All Terrain Vehicles (ATV)/golf-type carts may be used by units performing official duties. ATV/golf-type cart driving procedures (speed limits, etc.) will be in compliance with this instruction. An AF Form 483 endorsed for Whiteman AFB is required to operate on the airfield.

3.2.7.15.4. **(Added-WHITEMAN)** When operating on the infield, ATVs/golf-type carts will avoid all wet and muddy areas to prevent rutting of the infield and reduce the potential for FOD. Any ATV/golf-type cart that leaves a paved portion must complete a FOD check when returning to a paved area. Contact Airfield Management for sweeper requests as needed.

3.2.7.15.5. **(Added-WHITEMAN)** ATVs/golf-type carts will not be driven within the CMA without establishing and maintaining two-way radio communication with

the control tower and obtaining permission. Operator must have an AF Form 483 that authorizes access to the CMA.

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.

3.2.7.17.1. **(Added-WHITEMAN)** Vehicle use of the airfield for convenience is prohibited. Vehicles will utilize perimeter road, midfield road and vehicle lanes as depicted on the Airfield Diagram (**Whiteman Attachment 8**).

3.2.7.17.2. **(Added-WHITEMAN)** Vehicle traffic on the main ramp will utilize a designated vehicle lane, flight line road, Taxilane E or Taxilane F. **Note:** To the maximum extent possible, vehicles will utilize the paved area behind the docks in lieu of Taxilane E.

3.2.7.17.3. **(Added-WHITEMAN)** When driving on taxiways/taxilanes, drive on the extreme right hand side of the taxiway/taxilane by the double yellow lines. Vehicles will only operate on the shoulders when yielding to an aircraft or emergency vehicle. **Note:** Taxilanes Foxtrot and Echo in front of the B-2 docks and LO maintenance docks are the only exception; drive along the centerline when operating in these areas.

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. **(WHITEMAN)** Annual refresher training requirement listed in AFI 13-213 and this supplement will be conducted and documented via the ADTP and certified by the Unit ADPM IAW paragraph **2.7.13**. Once a new AF Form 483 is certified by Unit ADPM, the driver can dispose of the previous AF Form 483.

3.2.7.18.1. A review of the ADI.

3.2.7.18.1. **(WHITEMAN)** A review of AFI 13-213, AFI 91-203, AFMAN 24-306, and this supplement is required.

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

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

3.2.7.18.3. **(WHITEMAN)** The runway incursion prevention test will be included in the multiple choice test questions through the ADTP. If the ADTP test is unavailable the Unit ADPM will administer a hard-copy of the runway incursion prevention test, provided by the Wing ADPM.

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. **(WHITEMAN)** Every vehicle operator or pedestrian operating on the airfield is personally responsible to check for approaching aircraft, visually observe the ATCT, and recognize the location of all runways, taxiway, and aprons. ATCT visual blind spots are identified on **Whiteman Attachment 8**. Vehicles operating on Taxiway B and C West are not always visible by the ATCT due to the docks. Vehicle operators will maintain situational awareness when operating on Taxiway B, C West and behind the docks.

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. **(WHITEMAN)** Aircraft crash/recovery, fire department, medical, security forces, safety, and AM vehicles responding to an aircraft emergency are considered primary (initial) emergency responders. Secondary support agencies (e.g. transportation, maintenance, etc.), as determined by the Fire Chief or incident commander, are those required to support on-going operations. Primary and secondary response agencies will follow procedures in AFI 13-213, paragraphs **3.2.7.20.1 – 3.2.7.20.2**.

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

3.2.7.20.1. **(WHITEMAN)** During an aircraft accident or incident, all vehicles not directly involved with the situation will immediately leave the affected area as soon as possible.

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. **(WHITEMAN)** There are no vehicle control devices/lights on the airfield. Vehicle operators will adhere to all signs and markings identifying the CMA boundary.

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. **(WHITEMAN)** Use of Night Vision Devices (NVD) for airfield driving during blackout conditions/operations is not authorized at Whiteman AFB.

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. (**WHITEMAN**) Personnel acting as an escort must be authorized, certified and have valid AF Form 483, with CMA Authorized, to drive on the airfield and be fully aware of associated responsibilities.

3.2.7.23.1. (**Added-WHITEMAN**) One individual may act as an escort for two or more vehicles on the CMA. Escorted vehicles will remain within 250 feet of escort. The escort vehicle is responsible for the group and will relay ATCT control instructions/communication for the group.

3.2.7.23.2. (**Added-WHITEMAN**) Personnel escorting individuals into the restricted areas must be visible at all times by the escort official, and the escort must have escort privileges.

3.2.7.23.3. (**Added-WHITEMAN**) Prior to any convoy operations, drivers must be briefed on route, speed, procedures, etc.

3.2.7.23.4. (**Added-WHITEMAN**) The number of vehicles in a convoy will be at the discretion on the convoy commander but must be limited to no more than they can maintain positive control of at all times.

3.2.7.23.5. (**Added-WHITEMAN**) The convoy commander is required to maintain the convoy in a close formation and gain CMA/runway entry approval for all vehicles in their convoy.

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

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

3.2.7.24.1.1. (**Added-WHITEMAN**) Chains will only be used when required to accomplish the mission.

3.2.7.24.1.2. (**Added-WHITEMAN**) Chains must be checked before and after each operation to ensure serviceability.

3.2.7.24.1.3. (**Added-WHITEMAN**) If a broken chain is discovered and links are missing, the unit will notify AMOPS (660) 687-3101 to request a magnetic sweeper and initiate an immediate search for the missing links.

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.

3.2.7.24.2. **(WHITEMAN)** Studded tires are not authorized on airfield.

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

3.2.7.25. **(WHITEMAN)** Do not drive or park vehicles over in-ground fuel pit covers.

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

3.2.7.26. **(WHITEMAN)** Smoking on the airfield is permitted in designated smoking areas.

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

3.2.7.27. **(WHITEMAN)** When aircraft landing/taxi lights are utilized, use caution for engine start, radar radiation, or taxi.

3.2.7.27.1. **(Added-WHITEMAN)** Vehicle operations in proximity to aircraft will be IAW paragraph [3.2.7.7](#) of this supplement.

3.2.7.27.2. **(Added-WHITEMAN)** Due to radar radiation safety requirements, no vehicle will be driven within 200 feet of a B-2 dock when an aircraft inside of a dock has its lights on and/or orange traffic cones are placed in front of the hangar. Maintenance launch crews are exempt from this requirement.

3.2.7.27.3. **(Added-WHITEMAN)** Do not drive vehicles between B-2 and radar test equipment. Ground testing is accomplished on the apron east of the 509 CES/CEF.

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. **(WHITEMAN)** Unit Commanders, Unit ADPMs, AM, 509th Bomb Wing Safety (509 BW/SE), and 509 SFS personnel are authorized to revoke or suspend airfield driving privileges.

3.2.8.1.1. **(Added-WHITEMAN)** When a revocation or suspension occurs the Wing ADPM, Unit ADPM and Unit Commander will be notified within 24 hours or next duty day. See **Whiteman Attachment 11** for example memorandum.

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. **(WHITEMAN)** Before reissuance of the AF Form 483, Unit Commanders and Unit ADPM will ensure personnel with suspended driving privileges are retrained and recertified IAW AFI 13-213 and this supplement.

3.2.8.2.1. **(Added-WHITEMAN)** Upon completion of training requirements, the Unit Commander will request reinstatement of airfield driving privileges. See **Whiteman Attachment 12** for example.

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. **(WHITEMAN)** Procedures for reporting and documenting 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.

3.2.8.3.1. **(WHITEMAN)** The AOF/CC, AFM or Wing ADPM will notify the applicable Unit ADPM, Unit Commander, 509th Bomb Wing Flight Safety (509 BW/SEF) and HQ AFGSC/A3BA of all violations within 24 hours. All runway incursions will be reported to the 509th Operations Support Squadron Commander (509 OSS/CC) and 509th Operations Group Commander (509 OG/CC). Unit ADPM will notify their unit commander within 24 hours of the incident.

3.2.8.3.1.1. **(Added-WHITEMAN)** The agency reporting the CMAV will turn in AF Form 457 and AF Form 651 to AMOPS to be submitted to 509 BW/SEF.

3.2.8.3.1.2. **(Added-WHITEMAN)** AM will ensure the AF Form 457 and AF Form 651 includes: individual's information (e.g., rank, job title, organization, TDY, or base assigned); individual's experience working on or near the airfield and date trained; if the individual was authorized on the airfield and/or CMA; if the individual completed all training required to operate a vehicle on the airfield; and approximate location where the CMAV occurred (e.g., runway/taxiway intersection, distance from threshold or overrun etc.).

3.2.8.3.1.3. **(Added-WHITEMAN)** The individual's driving privileges will be suspended on the spot by confiscating his/her AF Form 483 and remain suspended until an investigation is complete IAW paragraph 3.2.8.3.1.9. **Note:** Normally the responding personnel from AMOPS will suspend driving privileges and confiscate the AF Form 483.

3.2.8.3.1.4. **(Added-WHITEMAN)** Drivers will submit a written statement to AMOPS using **Whiteman Attachment 17** at the time of the incident addressing the circumstances from their perspective.

3.2.8.3.1.5. **(Added-WHITEMAN)** Drivers will immediately notify their supervisor and Unit ADPM so that the duty section can realign duties to

compensate for the lost driving privileges. This notification is in addition to paragraph **3.2.8.3.1**.

3.2.8.3.1.6. **(Added-WHITEMAN)** AMOPS will notify the AOF, AFM, and Wing ADPM (DAFM).

3.2.8.3.1.7. **(Added-WHITEMAN)** The Wing ADPM and 509 BW/SE will conduct an investigation by gathering data from involved agencies. Upon completion of the investigation, the Wing ADPM will forward findings to the AOF, AFM and the 509 OSS/CC for enforcement actions in regards to driving privileges. The violator's unit commander and 509 BW/SE will be notified in writing from the 509 OSS/CC of findings and required corrective actions.

3.2.8.3.1.8. **(Added-WHITEMAN)** Members committing CMAVs will have their AF Form 483 revoked and will lose airfield driving privileges according to the following:

3.2.8.3.1.8.1. **(Added-WHITEMAN)** First Offense: Airfield driving privileges are suspended for a minimum of 60 days and all training completed prior to return.

3.2.8.3.1.8.2. **(Added-WHITEMAN)** Second Offense: Airfield driving privileges are suspended for a minimum of 90 days and all training completed prior to return.

3.2.8.3.1.8.3. **(Added-WHITEMAN)** Third Offense: Airfield driving privileges permanently revoked unless expressly authorized in writing by the 509th Bomb Wing Commander (509 BW/CC) and immediate decertification of Unit ADPM.

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. **(WHITEMAN)** All runway incursions will be reported as outlined IAW AFI 13-213, paragraphs **3.2.8.3.1.1** – **3.2.8.3.1.9** and paragraphs **3.2.8.3.2** – **3.2.8.3.2.6.5**.

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.

3.2.8.3.2.1.1. **(Added-WHITEMAN)** First Offense: Airfield driving privileges are suspended for a minimum of 90 days.

3.2.8.3.2.1.1.1. **(Added-WHITEMAN)** Re-training will be conducted by Unit ADPM and a review of the unit's program by the Wing ADPM and 509 BW/SE will be completed within 30 days of the offense.

3.2.8.3.2.1.2. **(Added-WHITEMAN)** Second Offense: Airfield driving privileges are suspended for a minimum of 180 days and immediate

decertification of Unit ADPM.

3.2.8.3.2.1.3. **(Added-WHITEMAN)** Third Offense: Airfield driving privileges permanently revoked unless expressly authorized in writing by the 509 BW/CC.

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.

3.2.8.3.2.2. **(WHITEMAN)** In accordance with AFI 13-204 Volume 2, the AOF will submit an AF Form 651 for all runway incursions that require an aircraft operation to be altered and an AF Form 457 will be filed for all other offenses with official records.

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. (**WHITEMAN**) Personnel will have their airfield driving privileges suspended if refresher training is not accomplished by the first week following the month of the due date (Example: if the due date is in February, refresher training must be completed by the first week of March).

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. (**WHITEMAN**) Individuals who witness an airfield driving incident/violation will provide the information outlined in AFI 13-213, paragraphs **3.2.8.5.1** – **3.2.8.5.2**, to the Wing ADPM during normal duty hours (0730L – 1630L) at (660) 687-1236, and after duty hours to AMOPS at (660) 687-3101.

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.).

3.2.8.5.3. (**Added-WHITEMAN**) First violation will incur a warning (minimum) or up to a 30-day suspension of airfield driving privileges based on severity. Unit ADPM will be notified.

3.2.8.5.4. (**Added-WHITEMAN**) Second violation may result in up to a 60-day suspension of airfield driving privileges. Unit ADPM and Wing ADPM will be notified.

3.2.8.5.5. (**Added-WHITEMAN**) Third violation will result Airfield driving privileges permanently revoked unless expressly authorized in writing by the 509 BW/CC.

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

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

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

3.2.9.1. **(WHITEMAN)** All TDY personnel and non-base assigned contractors will either obtain/possess an AF Form 483 or be escorted at all times. Local training will be provided for personnel who possess a current AF Form 483 from their home station.

3.2.9.1.1. **(Added-WHITEMAN)** Training for TDY and contractor personnel to obtain an AF Form 483 will be provided by the sponsoring Unit ADPM.

3.2.9.1.2. **(Added-WHITEMAN)** TDY and contractor personnel will check-in and out with AMOPS prior to entering the airfield and on completion of daily work.

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.

3.2.9.3. **(WHITEMAN)** Individuals who receive local training will sign the briefing on completion in lieu of **Attachment 7** documentation.

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.

3.2.9.4. **(WHITEMAN)** Temporary AF Form 483s will only be issued to personnel who possess an AF Form 483 from their home station and will expire on TDY/contract completion.

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.

3.2.9.7. **(Added-WHITEMAN)** All contractors required to operate a vehicle on the airfield will adhere to the provisions of AFI 13-213 and this supplement. This requirement will be levied via position description guide, levied employment requirements, statements of work, and contracts administered for hiring of non-military personnel to perform services for the government.

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. **(WHITEMAN)** Drivers must be trained and certified to drive on the airfield or have an escort that is trained and certified to drive on the airfield that will remain with them at all times prior to requesting a pass of any type. Vehicle passes will only be issued to those individuals whose duty requires immediate and direct access to the work area on the airfield. Vehicle passes are required for contractor vehicles operating on the airfield within designated work areas.

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. (**WHITEMAN**) Vehicle pass request procedures and standards will be IAW AFI 13-213, paragraphs **3.2.10.1** – **3.2.10.10**, this supplement, and IAW AFI 31-101, *Integrated Defense (FOUO)*, paragraph **7.7.7**, *Privately Owned Vehicles (POVs)*. POVs are prohibited from driving or parking in Restricted Areas containing PL 1, 2, and 3 resources to include external clear zones. Exception: Rental vehicles used for official military duties in lieu of government vehicles, and contractor/delivery company vehicles, whom the 509 BW/CC has authorized entry through established procedures, may drive or park in Restricted Areas. Owner/Users, in conjunction with the Airfield Manager, will monitor and enforce local Airfield Driving pass/decal procedures (e.g. expiration, color, number, etc.).

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.

3.2.10.1.2. (**WHITEMAN**) Vehicle pass colors will change annually at the beginning of each new fiscal year (1 October) and coordinated with 509 SFS and Unit ADPMs.

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-WHITEMAN)** POV passes will be kept to the absolute minimum and only authorized for mission essential duties. All passes will be returned when no longer required.

3.2.10.4. **(Added-WHITEMAN)** POV passes and magnets/cones are required for all privately owned, rented, contractor vehicles that will operate within the airfield environment. **Note:** Government leased vehicles are required to get a POV pass but are not required a magnet/cone.

3.2.10.5. **(Added-WHITEMAN)** Types of Passes.

3.2.10.5.1. **(Added-WHITEMAN)** Annual Passes. Valid for 1 year. Unit ADPM will coordinate annual pass requests through group commanders to the NCOIC Airfield Management Operations (NAMO), DAFM, or AFM for approval using **Whiteman Attachment 13**.

3.2.10.5.2. **(Added-WHITEMAN)** Temporary Passes. Valid for no more than 4 months. Unit ADPM will coordinate temporary pass requests through squadron commander to the NAMO, DAFM, or AFM for approval using **Attachment 13**.

3.2.10.5.2.1. **(Added-WHITEMAN)** Requests for Temporary Passes for Contractor/Vender's (**Whiteman Attachment 13**) must be submitted at least 48 hours prior to operating on the airfield and must be signed by sponsoring unit's commander. This authority cannot be delegated.

3.2.10.5.3. **(Added-WHITEMAN)** Allow 48 hours minimum for processing all Annual and Temporary Passes.

3.2.10.5.4. **(Added-WHITEMAN)** Day Passes. Valid for 1 day unless authorized by NAMO, DAFM or AFM and will not exceed 3 days. Pass requests are processed at AMOPS on an as-needed basis and must be returned when departing the airfield. Requester must hold a valid AF Form 483 or be escorted. Utilize **Whiteman Attachment 14** for all requests.

3.2.10.6. **(Added-WHITEMAN)** Annual POV Passes. The following personnel are authorized one Annual POV pass requested through AFM or DAFM:

3.2.10.6.1. **(Added-WHITEMAN)** 509 BW/CC.

3.2.10.6.2. **(Added-WHITEMAN)** 509th Bomb Wing Vice Commander (509 BW/CV).

3.2.10.6.3. **(Added-WHITEMAN)** Group Commanders.

3.2.10.6.3.1. **(Added-WHITEMAN)** Group Commanders may request additional passes for designated Commanders within their group.

3.2.10.7. **(Added-WHITEMAN)** Passes and Magnets must be placed on or in the vehicle and visible.

3.2.10.8. **(Added-WHITEMAN)** Lost or stolen passes and magnets/cones must be reported to AMOPS immediately.

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

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

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

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

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

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

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

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

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

3.2.11.5. **(Added-WHITEMAN)** Drivers will contact vehicle management at (660) 687-5696 during normal duty hours and vehicle operations at (660) 687-6039 after normal duty hours to request assistance.

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:

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

3.2.12.2. Walk facing oncoming traffic.

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

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

Chapter 4

RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

4.1. General.

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

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

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

4.2. Radio Techniques.

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

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

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

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

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

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

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

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

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

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

Table 4.1. Sample Runway Crossing Phraseology.

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

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

Table 4.2. Sample Read back Instructions

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

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

Table 4.3. Sample Hold Short Instructions.

ATCT:	<i>“AIRFIELD THREE PROCEED</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

Table 4.6. (Added-WHITEMAN) Sample Radio Communication.

<i><u>DO NOT MOVE</u></i> the vehicle until instructions have been read back to the Tower.	
SCENARIO: Vehicle Requesting to Enter Taxiway Charlie and Cross Runway:	
<u>INITIAL CALL:</u>	
Vehicle Operator will State:	“Tower, (Vehicle call sign).”
Control Tower Response:	“(Vehicle call sign), Tower.”
<u>STATE LOCATION, THEN REQUEST:</u>	
Vehicle Operator will State:	“Tower, (Vehicle call sign), holding short of Taxiway Charlie east/west, request approval on Taxiway Charlie to cross the runway.”
<u>TOWER INSTRUCTIONS (If unable to approve onto Taxiway Charlie):</u>	
Control Tower response:	“(Vehicle call sign), Tower, hold short of Taxiway Charlie”
Vehicle operator will state:	“Tower, (Vehicle call sign), will hold short of Taxiway Charlie.” <i>(hold position)</i>
<u>TOWER INSTRUCTIONS (If able to approve onto Taxiway Charlie and Hold Short of Runway):</u>	

Control Tower will state:

“(Vehicle call sign), Tower, proceed on Taxiway Charlie, hold short of the runway.”

Vehicle operator response:

“Tower, (Vehicle call sign), proceeding on Taxiway Charlie, will hold short of the runway.”
(proceed up to hold short line and wait, DO NOT ENTER RUNWAY do not drive past hold line)

TOWER INSTRUCTIONS *(If able to approve onto Taxiway Charlie and Cross the Runway):***Control Tower will state:**

“(Vehicle call sign), Tower, proceed across the runway at taxiway Charlie, report when off.”

Vehicle operator will state:

“Tower, (Vehicle call sign), proceeding across the runway at Taxiway Charlie, will report when off.”
(Proceed directly across the runway--You must immediately notify tower if you incur a delay in crossing)

REPORT OFF THE RUNWAY AND YOUR LOCATION:

You must be beyond the hold short line on the other side of the runway

Vehicle operator will state:

“Tower, (Vehicle call sign), is off the runway at Taxiway Charlie east/west.”
Vehicle must continue to exit taxiway Charlie without delay

Control tower will state:

“(Vehicle call sign), Tower, understand off the runway at Taxiway Charlie.”

REPORT OFF TAXIWAY CHARLIE CMA:**Vehicle operator will state:**

“Tower, (Vehicle call sign), is off Taxiway Charlie east/west.”

Control tower will state:

“(Vehicle call sign), Tower, understand off Taxiway Charlie.”

SCENARIO: Vehicle Requiring Access on the Runway (Enter at Delta, exit at Alpha)

<u>INITIAL CALL:</u>	
Vehicle operator will state:	“Tower, (Vehicle call sign).”
Control Tower will state:	“(Vehicle call sign), Tower.”
<u>STATE LOCATION, THEN REQUEST:</u>	
Vehicle operator will state:	“Tower, (Vehicle call sign), at Taxiway Delta, request approval on the runway.”
<u>TOWER INSTRUCTIONS,</u>	
Control Tower will state:	“(Vehicle call sign), Tower, proceed on the runway at Taxiway Delta, report when off.”
Vehicle operator will state:	“Tower, (Vehicle call sign), proceeding on the runway at Taxiway Delta, will report when off.”
<u>WHEN EXITING, REPORT OFF THE RUNWAY AND YOUR LOCATION:</u>	
Vehicle operator will state:	“Tower, (Vehicle call sign), is off the runway at Taxiway Alpha.”
Control tower will state:	“(Vehicle call sign), Tower, understand off the runway at Taxiway Alpha.”
<u>IF YOU MUST EXIT BEFORE YOUR OPERATION IS COMPLETE:</u>	
<i>You must exit the runway by the most direct route unless tower gives you instructions on where to exit</i>	
Control Tower will state:	“(Vehicle call sign), Tower, exit the runway, advise when off.”
Vehicle operator will state:	“Tower, (Vehicle call sign), is exiting the runway at (insert exit location), will advise when off.”

Vehicle operator will State:

“Tower, (Vehicle call sign), is off the runway at midfield road.”

Control tower will state:

“(Vehicle call sign), Tower, understand off the runway at midfield road.”

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

(WHITEMAN)

THOMAS A. BUSSIERE
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Abbreviations and Acronyms

- (Added-WHITEMAN) **131 BW**—131st Bomb Wing
- (Added-WHITEMAN) **131 BW/CC**—131st Bomb Wing Commander
- (Added-WHITEMAN) **131 BW/CV**—131st Bomb Wing Vice Commander
- (Added-WHITEMAN) **131 OG/CC**—131st Operations Group Commander
- (Added-WHITEMAN) **372 TRS**—372d Training Squadron
- (Added-WHITEMAN) **394 CTS**—394th Combat Training Squadron
- (Added-WHITEMAN) **442 AMXS**—442d Aircraft Maintenance Squadron
- (Added-WHITEMAN) **442 FW**—442d Fighter Wing
- (Added-WHITEMAN) **442 FW/CC**—442d Fighter Wing Commander
- (Added-WHITEMAN) **442 FW/CV**—442d Fighter Wing Vice Commander
- (Added-WHITEMAN) **442 FW/SEW**—442d Fighter Wing Weapons Safety
- (Added-WHITEMAN) **442 MSG/CC**—442d Mission Support Group Commander
- (Added-WHITEMAN) **442 MXG/CC**—442d Maintenance Group Commander
- (Added-WHITEMAN) **442 MXS**—442d Maintenance Squadron
- (Added-WHITEMAN) **442 OG/CC**—442d Operations Group Commander
- (Added-WHITEMAN) **509 AMXS**—509th Aircraft Maintenance Squadron
- (Added-WHITEMAN) **509 BW/CC**—509th Bomb Wing Commander
- (Added-WHITEMAN) **509 BW/CV**—509th Bomb Wing Vice Commander
- (Added-WHITEMAN) **509 BW/SE**—509th Bomb Wing Safety
- (Added-WHITEMAN) **509 BW/SEF**—509th Bomb Wing Flight Safety
- (Added-WHITEMAN) **509 CES**—509th Civil Engineering Squadron
- (Added-WHITEMAN) **509 CES/CEF**—509th Civil Engineering Squadron Fire Department
- (Added-WHITEMAN) **509 CES/CEPT**—509th Civil Engineer Squadron Escort Manager/Office
- (Added-WHITEMAN) **509 CONS**—509th Contracting Squadron
- (Added-WHITEMAN) **509 CS**—509th Communications Squadron
- (Added-WHITEMAN) **509 LRS**—509th Logistics Readiness Squadron
- (Added-WHITEMAN) **509 MDG**—509th Medical Group
- (Added-WHITEMAN) **509 MDOS/SGOIO**—509th Medical Operations Squadron Optometry Clinic

(Added-WHITEMAN) 509 MOS—509th Maintenance Operations Squadron
(Added-WHITEMAN) 509 MSG/CC—509th Mission Support Group Commander
(Added-WHITEMAN) 509 MSG/CD—509th Mission Support Group Deputy Commander
(Added-WHITEMAN) 509 MUNS—509th Munitions Squadron
(Added-WHITEMAN) 509 MXG/CC—509th Maintenance Group Commander
(Added-WHITEMAN) 509 MXG/CD—509th Maintenance Group Deputy Commander
(Added-WHITEMAN) 509 MXS—509th Maintenance Squadron
(Added-WHITEMAN) 509 MXS/MXMG—509th Maintenance Squadron Aerospace Ground Equipment Flight
(Added-WHITEMAN) 509 OG/CC—509th Operations Group Commander
(Added-WHITEMAN) 509 OG/CD—509th Operations Group Deputy Commander
(Added-WHITEMAN) 509 OSS/CC—509th Operations Support Squadron Commander
(Added-WHITEMAN) 509 OSS/OSA—509th Operations Support Squadron Airfield Operations Flight
(Added-WHITEMAN) 509 OSS/OSAT—509th Operations Support Squadron Tower
(Added-WHITEMAN) 509 SFS—509th Security Forces Squadron
(Added-WHITEMAN) 709 MUNS—709th Munitions Squadron
(Added-WHITEMAN) 72 TES—72d Test & Evaluation Squadron
ADI—Airfield Driving Instruction
ADP—Airfield Driving Program
ADPM—Airfield Driving Program Manager
(Added-WHITEMAN) ADTP—Airfield Drivers Training Program
AF—Air Force
(Added-WHITEMAN) AFB—Air Force Base
AFSA—Air Force Flight Standards Agency
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFM—Airfield Manager
(Added-WHITEMAN) AFRIMS—Air Force Records Information Management System
AFRSAT—AF Runway Safety Action Team
AFSC—Air Force Specialty Code
AM—Airfield Management
AO—Airfield Operations

AOB—Airfield Operations Board

AOF/CC—Airfield Operations Flight Commander

AOI—Airfield Operations Instruction

ATC—Air Traffic Control

ATCT—Air Traffic Control Tower

(WHITEMAN) ATCT—Air Traffic Control Tower

(Added-WHITEMAN) ATV—All Terrain Vehicles

CBT—Computer Based Training

CMA—Controlled Movement Area

CMAV—Controlled Movement Area Violation

COP—Community of Practice

(Added-WHITEMAN) CSC—Central Security Control

(Added-WHITEMAN) DAFM—Deputy Airfield Manager

DOD—Department of Defense

FAA—Federal Aviation Administration

FOD—Foreign Object Damage

GM—Guidance Memorandum

(Added-WHITEMAN) GPS—Global Positioning System

HATR—Hazardous Air Traffic Report

(Added-WHITEMAN) HQ AFFSA—Headquarters Air Force Flight Standards Agency

(Added-WHITEMAN) HQ AFGSC/A3BA—Headquarters Air Force Global Strike Command, Airfield Operations Section

(Added-WHITEMAN) IAW—In Accordance With

IC—Interim Change

ILS—Instrument Landing System

INST—Instrument

IR—Infrared Red

MAJCOM—Major Command

MFR—Memorandum for Record

MOPP—Mission Oriented Protective Posture

(Added-WHITEMAN) NAMO—NCOIC Airfield Management Operations

OG—Operations Group

OPR—Office of Primary Responsibility

(WHITEMAN) OPR—Office Primary Responsibility

NVD—Night Vision Device

(WHITEMAN) NVD—Night Vision Devices

POFZ—Precision Obstacle Free Zone

POV—Privately Owned Vehicle

(Added-WHITEMAN) RDS—Records Disposition Schedule

RIPWG—Runway Incursion Prevention Working Group

RGL—Runway Guard Light

RWY—Runway

SF—Security Forces

(Added-WHITEMAN) SOW—Statement Of Work

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.

(Added-WHITEMAN) Airfield Entry Points—: Areas that may be used to enter the airfield.

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.

(Added-WHITEMAN) Airfield Interior/Access Roads—: Roads within the airfield environment that are not designated as a runway, taxiway, or apron. These roads are painted with solid white boundaries and dashed white centerlines.

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

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

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

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

(Added-WHITEMAN) Aprons: Includes the entire Main Ramp, North (S—6) Ramp, Hot Cargo Pad, South ANG/AH-64 Ramp, and Compass Rose. Areas where aircraft are parked, loaded/unloaded and serviced between flights.

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 takeoff 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.

(WHITEMAN) Taxilane—: A taxi route through an apron is referred to as a “taxilane.” Two main Taxilanes are Echo (E) and Foxtrot (F), running north and south, the length of the main ramp.

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.

(Added-WHITEMAN) Vehicle Lanes—: Standard street markings consisting of two solid or two zipper white lines to identify the edges. The centerline is dashed. All lanes have white stop bars marking the stopping distance from the taxi lanes to ensure wing tip clearance.

(Added-WHITEMAN) Vicinity/Close Proximity of an Aircraft—: Within 50 feet of an aircraft.

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 (WHITEMAN)

WHITEMAN UNIT ADPM AND TRAINERS APPOINTMENT LETTER

(PLACE ON UNIT LETTER HEAD)

(DATE)

MEMORANDUM FOR 509 OSS/OSAA (Airfield Management)

FROM: (Your Unit)

SUBJECT: Appointment of Unit Airfield Driving Program Manager

1. The following personnel from (your unit) are appointed as the unit's primary and alternate Airfield Driving Program Managers. They will be responsible for managing training and testing requirements of unit personnel that are required to operate a vehicle on the airfield and for certifying all unit personnel required to drive on Whiteman Air Force Base's airfield IAW WAFBI 13-213, Airfield Driving.

Name/Rank Duty Phone AF Form 483 # UADPM Training Date/AF Training Course
Date

Primary:

Alternate:

2nd Alternate:

2. The following personnel are appointed as additional Airfield Driving Program trainers:

Name/Rank Duty Phone AF Form 483 # AF Training Course
Date

3. The Airfield is a dynamic, hazardous environment. Vehicle operations in the controlled movement area inherently increase the risk to resources and personnel. To lessen this hazard, access to controlled movement areas will be limited to only those personnel involved in mission critical activities. The number of personnel required to obtain an Airfield drivers license will be restricted to the absolute minimum necessary to accomplish the mission.

4. If you have any questions, please contact (name), (squadron/flight/office symbol), (phone).

UNIT/CC Signature Block

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 (WHITEMAN)

WHITEMAN UNIT ADPM TRAINING CHECKLIST

WHITEMAN UNIT ADPM TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Wing ADPM)</i>			
Name (Last, First, MI)/Rank or Civilian Grade	Unit/Office Symbol	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.			
1.1. Required to notify commander when violations occur			
1.2. Administer the unit ADP IAW the Governing Directives AFI 13-213, WAFBSUP, AFMAN 24-306, AFI 91-203 Chapter 24, AFI 21-101			
1.3. Verify trainees have a valid state's driver license, government driver license and are authorized to operate applicable vehicles			
1.4. Briefing TDY/Non-Base assigned personnel			
1.5. Ensure all trainers and certifiers are appointed IAW AFI 36-2201, AFI 13-213_WHITE MANSUP			
1.6. Conduct training for Unit airfield drivers IAW with AFI 13-213, WAFBSUP, AFMAN 24-306, AFI 91-203 Chapter 24, AFI 21-10, utilizing only training materials approved by DAFM/WADPM			
1.7. Track all Unit Airfield Drivers via online ADTP			

1.8. Track Recurring training for all Unit Airfield Drivers via online ADTP			
1.9. Required Training Documentation for Unit Airfield Drivers.			
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. AFI 91-203, <i>Aircraft Flightline – Ground Operations and Activities</i> , Chapter 24.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include test security/compromise via online ADTP.			
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).			
10.1. Annual Passes (Group/CC).			
10.2. Temporary Passes (Unit/CC).			

10.3. Daily Passes (Valid AF From 483 or Escorted)			
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 Form 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit ADPM on an actual training session and practical check ride.			
16. Online ADTP Training.			
17. AF Form 483 CERTIFICATE #	STAMP:		

SECTION III – TRAINING CERTIFICATION (*Completed by the Trainee and Wing ADPM or designated representative*)

TRAINEE

I have received and completed all of the above training requirements and will comply with AFI 13-213_WHITE MANAFBSUP.

Name (Last, First, MI) / Rank or Civilian grade	Signature	Date:

WING ADPM or designated representative

Name (Last, First, MI) / Rank or Civilian grade	Signature	Date:



Attachment 4

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

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

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

refresher training being documented on the back of the AF IMT 483?			
4.8. Are trainees administered a General Knowledge Test?			
4.9. Are trainees administered a Runway Incursion Prevention Test?			
4.10. Are trainees administered a Communication Test to individuals requiring CMA access?			
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio "read back" requirement? (A random interview of unit vehicle operators may be conducted.)			
5. Miscellaneous.			
5.1. Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit's Airfield Driving Program?			
5.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
SECTION III – COMMENTS/NOTES <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
SECTION IV – CERTIFICATION <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
UNIT ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

WING ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

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

Attachment 4 (WHITEMAN)

WHITEMAN AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

WHITEMAN UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST
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SECTION I – GENERAL INFORMATION *(Completed by the Wing ADPM or Unit ADPM)*

Unit:	Office Symbol or Company Name:	Date
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INSTRUCTIONS:

The following checklist is used as a management tool to determine the status of a unit's driving program. Assessments should focus on the program's integrity, compliance, and support. At a minimum, this checklist must be completed annually and within 30 days of changing the primary Unit ADPM. The annual review should be completed in the quarter prior to the scheduled annual unit inspection conducted by Airfield Management. Units are encouraged to add any additional items particular to their unit.

INSPECTION CRITERIA:

The overall program is considered **UNSAT** if any of the following items are **UNSAT: 1.1, 1.3, 1.4, 1.7, 2.1, 2.3, 2.5, 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.6, 2.7, 3.1, 3.2, 4.1, 4.2, 4.3, 4.5** and/or three or more individual items (other than the ones listed above) are **UNSAT**.

SECTION II – INSPECTION ITEMS *(Completed by the Wing ADPM or Unit ADPM)*

	Yes	No	N/A
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 ADPM.			
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 accurately update/manage ADTP?			
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF Form 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.5.1. Is training being documented and certified on the Whiteman Airfield Driver Training/Certification Form?			
2.5.2. Is training being documented on the Airfield Driving Qualification Training Checklist?			
2.5.3. Are personnel completing the Airfield Driving			

CBT via ADLS and certificates maintained in the trainee's records?			
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2.5.4. Is additional training conducted and documented on personnel that fail a test or commit a violation?			
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2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
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2.7. Are the training and testing materials current and accurate?			
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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 Form 483 from their home base)? ADPM should question the need to issue AF Form 483 if TDY personnel do not have an AF Form 483 from their home station.			
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3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
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4. Training.			
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4.1. Are potential airfield drivers receiving classroom training by the ADPM (<i>as determined locally</i>)?			
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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?			
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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			
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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 Form 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/CMA Hold-Lines and can they readily provide a verbal description of Runway/CMA 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 or Civilian grade	Signature:	Date:	
WING ADPM			
Name (Last, First, MI) / Rank or Civilian grade	Signature:	Date:	

Attachment 5

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

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

WHITEMAN AIRFIELD DRIVER TRAINING AND CERTIFICATION

WHITEMAN AIRFIELD DRIVER TRAINING & CERTIFICATION (OPR: 509 OSS/OSAA XXX 2013)				
(Unit ADPM)		Duty Phone:		Date:
Section I. Trainee Information				
Name (Last, First, Middle Initial):		Grade/Rank:	AFSC/Job Series:	Duty Phone
Unit/Company Name:				
Area Required	CMA	Non/CMA	State of Issue:	Restrictions
Section II. Color Vision Test				
Grade/Name of person authorized to perform test		Results Pass Fail	Signature	
Section III. Qualification Training				
Training Requirement	Date Started	Date Completed	Trainee	Trainer
Light Gun Signal Recognition Test				
ADLS Airfield Driving CBT Score:				
Airfield Driver Classroom Training				
Day Airfield Driver Training (Practical)				

Night Airfield Driver Training (Practical)				
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Airfield Driving Test Day/Night (Practical)				
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Unit Airfield Driving Test (ADTP)				
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Wing Airfield Driving Test (ADTP)				
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Airfield Driving Restrictions:

Section IV. TDY/Contractor Airfield Driver Training Briefing

Host Unit	Duration of Visit	Date Started	Date Completed	Trainee	Trainer

Section V. Training Certification

I CERTIFY THE TRAINEE HAS RECEIVED ALL MANDATORY QUALIFICATION TRAINING LISTED ABOVE

Name of Trainer (Last, First, MI)

Grade/Rank:

Signature:

Section VI. Trainee Certification

I CERTIFY THAT I HAVE RECEIVED ALL MANDATORY QUALIFICATION TRAINING LISTED ABOVE AND WILL COMPLY WITH THE AFI 13-213_WAFBSUP. I AM FULLY AWARE THAT NO VEHICLE OR PEDESTRIAN SHALL ENTER A CONTROLLED MOVEMENT AREA (CMA) AND/OR RUNWAY WITHOUT APPROVAL FROM THE ATC TOWER. I UNDERSTAND THAT I AM REQUIRED TO MAINTAIN TWO-WAY RADIO COMMUNICATIONS WITH THE TOWER PRIOR TO ENTERING THE RUNWAY OR CMA AREAS.

Name of Trainee (Last, First, MI)

Grade/Rank:

Signature:

Section VII. Unit Certification

I CERTIFY THE TRAINEE HAS COMPLETED ALL AIRFIELD DRIVING TRAINING REQUIREMENTS AND IS CERTIFIED TO DRIVE OPERATE A VEHICLE ON THE AIRFIELD.		
Name of Unit Commander or Unit ADPM	Grade/Rank:	Signature

A5.1. The following AFSCs are exempt from the color vision-testing requirement.

Table A5.1. AFSCs Exempt from Color Vision-Testing

1C1XX Air Traffic Control	1N0XX Operations Intelligence
1C3XX Command Post	1N1XX Geospatial Intelligence
1C4XX Tactical Air Control Party	1P0XX Aircrew Flight Equipment
1C5XX Aerospace Control and Warning Systems	1S0XX Safety
1C6XX Space Systems Operations	1U0XX UAS Sensor Operator
1C7XX Airfield Management	1W0XX Special Operations Weather
2A0XX Avionics Test Station and Components	2A9X1 Bomber Integrated Communication/Navigation/Mission Systems
2A3X1 A-10, F-15, and U-2 Avionics System	2A9X2 Bomber Integrated Instrument and Flight Control Systems
2A3X2 Integrated Avionics Systems	2A9X3 Bomber Electronic Warfare and RADAR Surveillance Integrated Avionics
2A5X4 Tactical Aircraft Maintenance	2F0X1 Fuels
2A5X2 Helicopter/Tilt rotor Maintenance	2M0X1 Missile and Space Systems Electronic Maintenance
2A5X4 Bomber Aircraft Maintenance	2M0X2 Missile Space Systems Maintenance
2A9X3 Integrated Avionics System	2M0X3 Missile and Space Facilities
2A6X1 Aerospace Propulsion	2P0X1 Precision Measurement Equipment Laboratory

2A6X2 Aerospace Ground Equipment	2T1X1 Vehicle Operations
2A6X3 Aircrew Ground Systems	2T3X1 Vehicle and Vehicular Equipment Maintenance
2A6X4 Aircraft Fuel Systems	2T3X2 Special Vehicle Maintenance

2A6X5 Aircraft Hydraulics Systems	2W0X1 Munitions Systems
2A6X6 Aircraft Electrical and Environmental Systems	2W1X1 Aircraft Armament Systems
2A7X2 Nondestructive Inspection	2W2X1 Nuclear Weapons
3D1X2 Cyber Transport Systems	3E4X3 Pest Management
3D1X3 RF Transmissions Systems	3E5X1 Engineering
3D1X5 Ground Radar Systems	3E7X1 Fire Protection
3D1X6 Airfield Systems	3E8X1 EOD
3D1X7 Cable and Antenna Systems	3E9X1 Emergency Management
3E0X1 Electrical Systems	3NXXX Public Affairs
3E0X2 Electrical Power Production	3N0X2 Broadcast Journalist
3E1X1 HVAC	3N0X3 Graphic Arts
3E2X1 Pavements and Construction Equipment	3N0X4 Still Photography
3E3X1 Structural	3P0X1 Security Forces
3E4X1 Water and Fuels Systems Maintenance	
4A2X1 Biomedical Equipment	4T0X1 Medical Laboratory

4B0X1 Bioenvironmental Engineering	4T0X3 Histopathology
4E0X1 Public Health	4Y0X1 Dental Assistant
4N0X1 Aerospace Medical Service	4Y0X2 Dental Laboratory
4P0X1 Pharmacy	

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)				

<p>2. Vehicle operator requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.</p>				
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.				
<p>3. Aircraft Operations. Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.</p>				
3.1. Right of Way.				
3.2. Taxiing.				
3.3. Jet Blast safety requirements.				
<p>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.</p>				
<p>5. Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable</p>				

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 (WHITEMAN)

WHITEMAN AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST

WHITEMAN AIRFIELD DRIVER QUALIFICATION TRAINING CHECKLIST (OPR: 509 OSS/OSAA XXX 2013)

SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM)</i>				
Name (Last, First, MI)	Rank or Civilian Grade	Unit/Office Symbol or Company Name	Duty Phone	
	Date Completed	Trainee's Initials	Trainer's Initials	(N/A)
1. Definitions and terms.	Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.			
1.1. Runway/Overrun				
1.2. Controlled Movement Area (CMA)				
1.3. Controlled Movement Area Violation				
1.4. Taxiway (A, B, C East/West, D & G)				
1.5. Ramp/Apron (Main, DV/Transient, A10/T38, North & South Army)				
1.6. Foreign Object Damage (FOD) prevention				
1.7. Taxilanes (E, F, H & J)				
1.8. Light Gun				
1.9. Jet Blast				
1.10. Vehicle Service Road/Vehicle Lanes				
1.11. Hazardous Cargo Apron				

1.12. Arm/De-Arm Area (Taxiways A & D)				
1.13. ILS Critical Area				
1.14. Mandatory Sign (Runway, CMA, INST)				
1.15. Informational Sign (Taxiway)				
1.16. Emergency Response Vehicle				
1.17. Circle of Safety				
1.18. Restricted Area				
1.19. Entry Control Point				
1.20. Fixed/Mobile Obstacle				
1.21. Airfield Management				
1.22. 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 lights (Daytime running, rotating beacons, hazard/emergency flashers)				
2.2. Procedures for reporting an accident				
2.3. Vehicle parking and chocking				
2.4. Use of perimeter and midfield roads.				
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, taxiway/taxilanes and runway.				
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.			
4.1. Day.				
4.2. Night.				
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				
5.2. Familiarize trainee with the following airfield signage.				
5.2.1. Runway / CMA 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				
5.3.1. Runway/ CMA. (Taxiways A, B, C East/West & D).				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. ILS Critical Area Sign.				
5.3.1.4. Threshold Markings.				
5.3.1.5. Runway Hold Line.				
5.3.2. Vehicle Lanes/Stop Bars.				
5.3.3. Taxiways/Taxilanes.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas. (INST)				
5.3.5. CMA Boundary Marking (Taxiway C East & West).				
5.3.6. Non Standard Airfield Markings 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. location, designation)				
5.12. Familiarize trainee with the taxiway configuration (e.g. location, designation)				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with CMA 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 AFI 13-213_WHITE MANSUP.				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the Runway and CMA on Taxiways C East/West. Note: Required for all personnel that require Runway or CMA access.				

SECTION III – TRAINING CERTIFICATION *(Completed by the Trainee and Unit ADPM)*

TRAINEE

I have received and completed all of the above training requirements and will comply with AFI 13-213_WHITE MANSUP. I am also fully aware that no vehicle or pedestrian shall enter a runway or other CMA without approval from the Air Traffic Control Tower (ATCT).

Name (Last, First, MI)	Rank or Civilian Grade	Signature:	Date:
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UNIT ADPM

I certify that the above individual has completed all local training requirements outlined in AFI 13-213_WHITE MANSUP Airfield Driving. Check all applicable restrictions.

CMA Authorized NON-CMA Authorized ONLY Other (*Specify*)

Name (Last, First, MI)	Rank or Civilian Grade	Signature:	Date:
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MI)			
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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.			

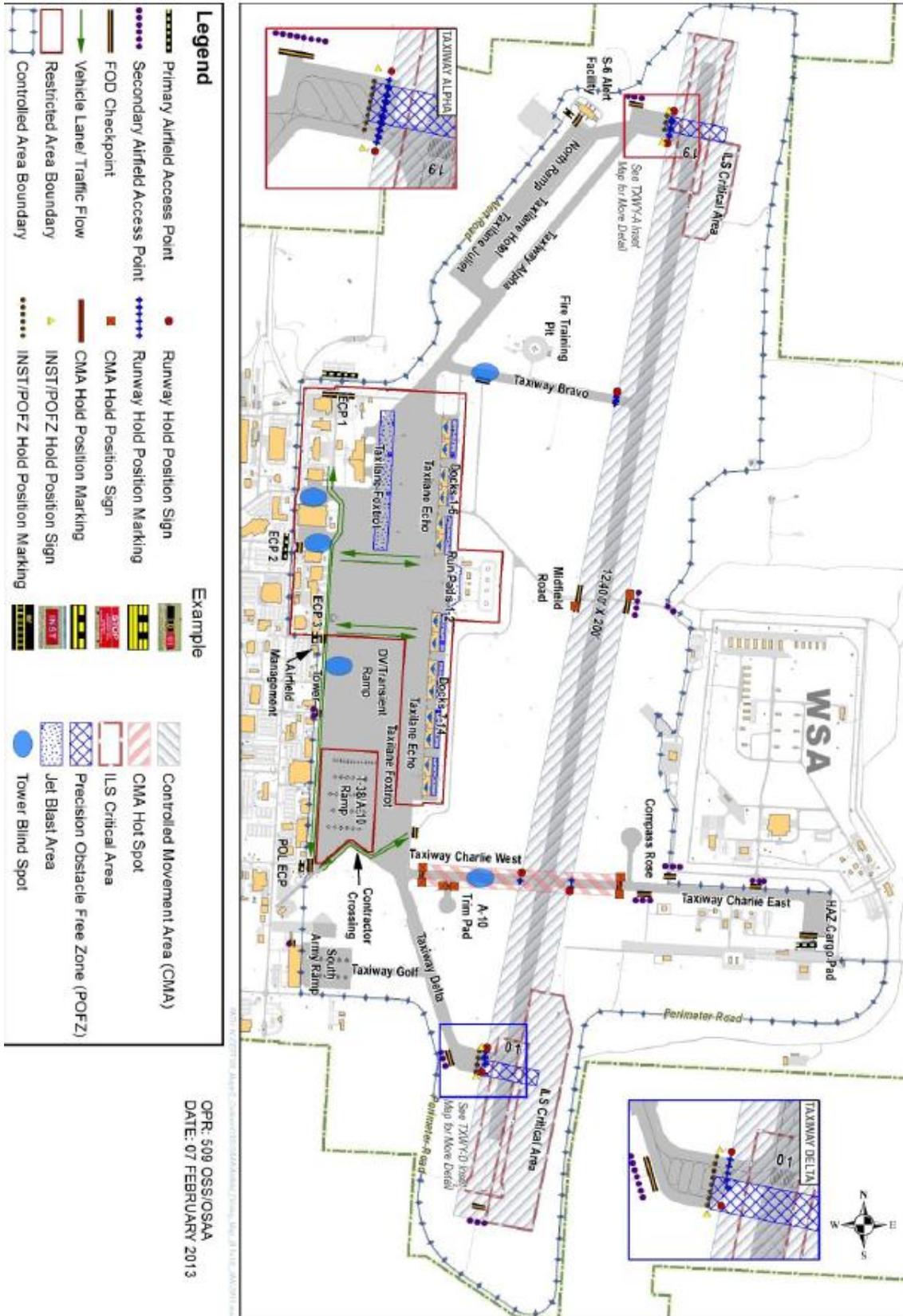
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
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 8 (Added-WHITEMAN)

AIRFIELD DIAGRAMS



Legend

	Primary Airfield Access Point		CMA Hold Position Sign
	Secondary Airfield Access Point		CMA Hold Position Marking
	FOD Checkpoint		Controlled Movement Area (CMA)
	Vehicle Lane/Traffic Flow		CMA Hot Spot
	Restricted Area Boundary		Jet Blast Area
	Controlled Area Boundary		Tower Blind Spot

Example



OPR: 509 OS/OSAA
 DATE: 07 FEBRUARY 2013

Attachment 9 (Added-WHITEMAN)
AIRFIELD MARKINGS

Figure A9.1. Runway Hold Position Marking



Figure A9.2. CMA Hold Position Marking





Figure A9.3. INST/POFZ Hold Position Marking

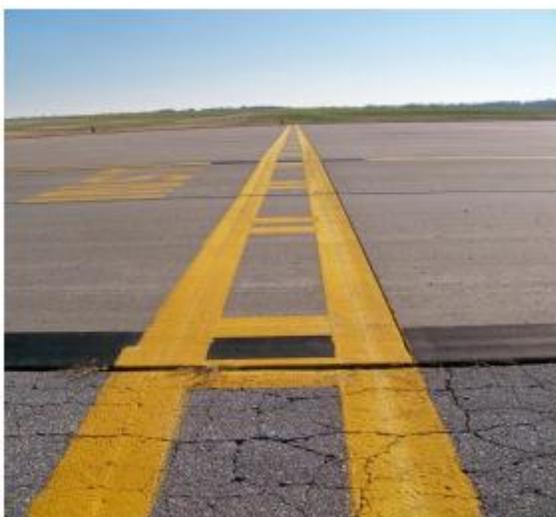


Figure A9.4. Taxiway and Apron Edge Marking



Figure A9.5. Taxiway Centerline Marking

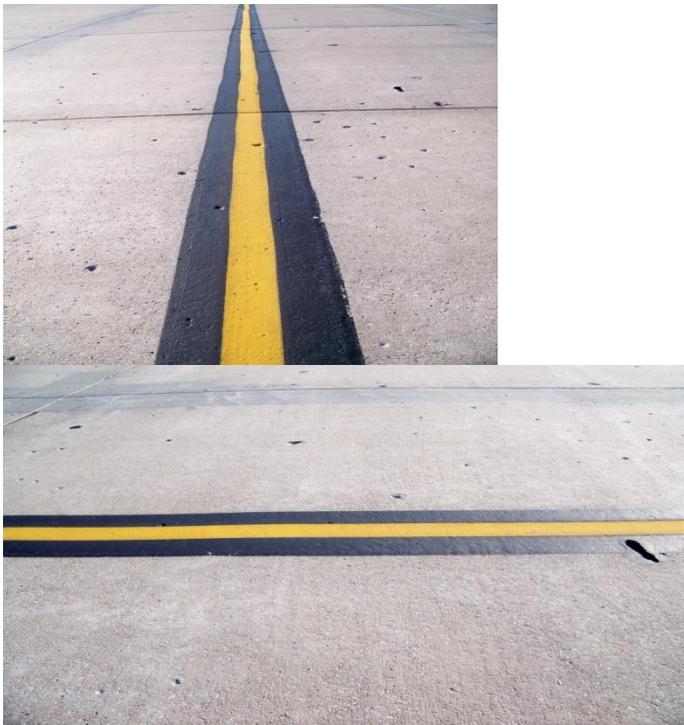


Figure A9.6. Taxilane Boundary Marking



Figure A9.7. Vehicle Lane



Figure A9.8. Vehicle Stop Bar



Figure A9.9. Vehicle Parking Box



Attachment 10 (Added-WHITEMAN)**AIRFIELD SIGNS AND LIGHTING****Figure A10.1. Runway Hold Position Sign (Taxiways A, B, C West, C East & D)****Figure A10.2. CMA Position Sign (Taxiways C West & C East)****Figure A10.3. INST/POFZ Hold Position Sign (Taxiways A & D)**

Figure A10.4. FOD Check Point Sign



Figure A10.5. Taxiway Direction Sign



Figure A10.6. Runway Exit Sign



Figure A10.7. Boundary Sign for Runway Protected Area with Taxiway Direction Sign



Figure A10.8. ILS Critical Area/POFZ Boundary Sign



Figure A10.9. Runway Edge Light



Figure A10.10. Taxiway Edge Light



Attachment 11 (Added-WHITEMAN)**EXAMPLE SUSPENSION / REVOCATION OF AIRFIELD DRIVER'S LICENSE**

Date

MEMORANDUM FOR 509 OSS/OSAA

FROM: (Requesting Unit)

SUBJECT: Suspension/Revocation of Airfield Driver's License on (Rank, Full Name)

1. This is to notify that (Rank, Full Name)'s airfield driving privileges have been (suspended/revoked due to (nature and/or reason)).
2. (Rank, Full Name) will be without airfield driving privileges for (exact amount of time/or "until date", DD MMM YY), as such, notification is being provided IAW AFI 13-213, *Airfield Driving*, and AFI 13-213_WHTIEMANAFBSUP.
3. Any reinstatement of airfield driving privileges will be provided in writing to your office. This will be accomplished, if needed to perform mission essential duties. The Unit ADPM will refer to AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, Chapter 2, AFI 13-213, and AFI 13-213_WHITEMANAFBSUP, for additional information as required.
4. If you have any questions on this subject, contact my Unit ADPM at (provide number and email).

Unit/CC Signature Block

Attachment 12 (Added-WHITEMAN)**EXAMPLE REQUEST FOR REINSTATEMENT OF AIRFIELD DRIVER'S LICENSE**

Date

MEMORANDUM FOR 509 OSS/OSAA

FROM: (Requesting Unit)

SUBJECT: Notification for Reinstatement of Airfield Driver's License on (Rank, Full Name)

1. This notification is for reinstatement of (Rank, Full Name)'s Airfield Driver's License. (Nature and/or reason for reinstatement).

2. (Rank & Last Name) will be placed back into initial training for reinstatement of license IAW AFI 13-213, Airfield Driving, and AFI 13-213_WHTIEMANAFBSUP. Once training has been completed, the Wing ADPM will be notified that all training requirements have been met and (Rank & Last Name, i.e., Amn Drive fast) fully understands his responsibilities and knowledge of driving on the airfield.

3. If you have any questions on this subject, contact my Unit ADPM at (provide number and email).

Unit/CC Signature Block

Attachment 13 (Added-WHITEMAN)
ANNUAL/TEMPORARY POV PASS REQUEST

Date

MEMORANDUM FOR 509 OSS/OSAA

FROM: (Your Unit or Group)/CC

SUBJECT: POV Pass Request

1. I request (##) POV passes for (squadron/company), Contract Number (##), (expiration date, if applicable).

2. Justification for Pass – (Must be a mission essential need and no available government vehicle).

3. Vehicle Information
 - a. Owners/Users (include owner's AF Form 483 # or state "Escort Required").
 - b. Organization:
 - c. Duty Phone:
 - d. Vehicle Make, Model, Year, Color, and License/State:
 - e. Pass/Permit Number. (Will be completed by Wing ADPM):
 - f. Area of Operations(s)/location:

4. POC is (name), (squadron/flight/office symbol), (phone).

Unit/CC or Group/CC Signature Block

Attachment 14 (Added-WHITEMAN)

DAILY POV PASS REQUEST

(Date)

MEMORANDUM FOR 509 OSS/OSAA

CONTRACTOR/COMPANYNAME: _____

ADDRESS: _____

PHONE NUMBER: _____

CONTRACT #: _____

EXPIRATION DATE OF CONTRACT: _____

SUBJECT: Request for Airfield POV Pass

1. Justification: Explain why POV is mission essential, areas requiring access, and dates required.

2. Driver(s) Information: (If more than 2 drivers require authorization, attach a copy of employee list)

NAME **AF Form 483 #s or Escorted/Civilian Drivers License State** **Phone**

3. Vehicle(s) Information: **YEAR/MAKE/MODEL/COLOR/LICENSE NUMBER & STATE**

4. Whiteman AFB Representative: (Escorts) **Rank/Name Unit/Organization Phone#**
AF Form 483 #s

5. By signing this request I am acknowledging that:

I was unable to obtain a government vehicle and use of the contractor vehicle is mission essential. I have been briefed on and understand Whiteman driving procedures. I will ensure all operators of approved vehicles are qualified and understand Whiteman procedures for driving and controlled area operations. I understand that violations to Air Force/Whiteman driving or controlled area procedures could result in the removal from the airfield.

Approved/Disapproved

(Unit Commander or Whiteman AFB Rep. Signature)

1st Ind, 509 OSS/OSAA

MEMORANDUM FOR CONTRACTOR/COMPANY NAME

Airfield Management Name/Signature

PASS NUMBER ISSUED:	ISSUED BY & EXPIRATION DATE	DATE RETURNED:
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****PASS EXPIRES ON EXPIRATION DATE****

Attachment 15 (Added-WHITEMAN)
VEHICLE/PEDESTRAIN CALL SIGNS

<u>CALL SIGN</u>	<u>AGENCY</u>
Niner 1/2	509 BW/CC and 509 BW/CV
Charlie 1/2	509 OG/CC and 509 OG/CD
Delta 1/2	509 MXG/CC and 509 MXG/CD
Mayor 1/2	509 MSG/CC and 509 MSG/CD
Mogar 1/2	131 BW/CC and 131 BW/CV
Thunder 1/2	442 FW/CC and 442 FW/CV
Thunder 3	442 OG/CC
Thunder 4	442 MXG/CC
Thunder 5	442 MSG/CC
Charlie Golf	131 OG/CC
Dragon XX	509 AMXS
Tiger XX	509 AMXS/393 AMU
Reaper XX	509 AMXS/13 AMU
Ops 1/2/3	AOF/CC, AOF/DO and AOF/SO
Airfield 1/2/3/4/5/6	AFM, DAFM, AMOPS
Wildlife 1/2	USDA Wildlife Services
ATCALs XX	ATCALs Maintenance
Tow XX	Aircraft Towing
Snowman X, Broom XX	CE Snow removal Team
Flight Safety	Flight Safety

Power XX	CE Power Production
Alpha XX, Bravo XX, Badger XX, Defender XX, Security XX	509 SFS
Chief 1/2 , Crash XX, Rescue XX	Fire Chief and Fire Department
Ambulance 2/3/4	Hospital Emergency Ambulance
Sweeper XX	Airfield Sweeper
Escort XX	CE Escort Office
Viper XX	Aircraft Maintenance
Foxtrot	Supervisor of Flying
Ammo XX, Bullet XX, Iron XX	509 MUNS
Fallout XX, Fang XX	709 MUNS
Mower XX	Airfield Mowers
Airfield Lighting XX	Airfield Lighting
Hammer	442 Production Supervisor
Hawg 2/3	442 AMXS Superintendent/MX Officer
Horizontal XX	CE Horizontal
Load 1	442 Load Expeditor
Maintenance 2/3	442 MXS Superintendent/MX Officer
Nighthawk	442 Night Shift Superintendent
Night Super	442 Night Shift Supervisor
QA	442 Quality Assurance
R&R	442 Repair & Reclamation/Crash
Weapons Safety	442 FW/SEW
Yellow 1	442 Flight Line Expeditor
Yellow 2/3/4	442 APG A/B/C Flight Chief

Yellow Streak	442 Specialist Expeditor
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Attachment 16 (Added-WHITEMAN)**AIRFIELD DRIVING PROGRAM INSPECTION SCHEDULE****A16.1. (WHITEMAN) First Quarter: 442 FW/131 BW/509th Operations Group.**

- A16.1.1. (WHITEMAN) 442 FW.
- A16.1.2. (WHITEMAN) 131 BW.
- A16.1.3. (WHITEMAN) 509/131 OG.
- A16.1.4. (WHITEMAN) 509 OSS/OSA.
- A16.1.5. (WHITEMAN) 394 CTS M-1.

A16.2. (WHITEMAN) Second Quarter: 509th Mission Support Group.

- A16.2.1. (WHITEMAN) 509 CES/CEF.
- A16.2.2. (WHITEMAN) 509 CS.
- A16.2.3. (WHITEMAN) 509 LRS.
- A16.2.4. (WHITEMAN) 509 SFS.
- A16.2.5. (WHITEMAN) 509 CES.

A16.3. (WHITEMAN) 509th Maintenance Group/Army.

- A16.3.1. (WHITEMAN) 509 AMXS.
- A16.3.2. (WHITEMAN) 509 MOS.
- A16.3.3. (WHITEMAN) 509 MXS.
- A16.3.4. (WHITEMAN) 509 MUNS.
- A16.3.5. (WHITEMAN) Army Aviation Support Facility (AASF #1).

A16.4. (WHITEMAN) Fourth Quarter: Tenant Unit/All Others.

- A16.4.1. (WHITEMAN) 72 TES.
- A16.4.2. (WHITEMAN) 372 TRS.
- A16.4.3. (WHITEMAN) 509 BW/SE.
- A16.4.4. (WHITEMAN) Northrop Grumman.
- A16.4.5. (WHITEMAN) 709 MUNS.
- A16.4.6. (WHITEMAN) 509 MDG.

**Attachment 17 (Added-WHITEMAN)
VIOLATION STATEMENT FORM**

Come		
NAME/RANK:	DUTY PHONE:	UNIT/OFFICE SYMBOL:
AF Form 483 #:	CMA/NON-CMA:	INITIAL & REFRESHER DATE:
VEHICLE INFORMATION:		
MAKE/MODEL/YEAR:	POV/GOV:	
INCIDENT INFORMATION:		
DATE/TIME:	LOCATION:	
DESCRIPTION OF EVENT (What, When, How):		
SIGNATURE:		DATE:

