

**BY ORDER OF THE COMMANDER
WRIGHT-PATTERSON AIR FORCE
BASE**

**WRIGHT-PATTERSON AIR FORCE
BASE INSTRUCTION 13-213**

26 FEBRUARY 2016

***Nuclear, Space, Missile, Command, and
Control***

AIRFIELD DRIVING



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This instruction implements Air Force Instruction (AFI) 13-213, *Airfield Driving*, and establishes policies, procedures, and responsibilities for control of vehicle operations on the Wright-Patterson Air Force Base (WPAFB) airfield. It applies to all personnel who must operate government owned/leased vehicles or privately owned vehicles on the airfield. This instruction augments AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*; Air Force Manual 24-306_IP, *Manual for the Wheeled Operator*, Chapter 20; AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, **Chapter 24**, AFI 91-202, *The USAF Mishap Prevention Program*, AFI 91-204 *Safety Investigations and Reports*, and AFI 31-101, *Integrated Defense (FOUO)*. This publication applies to Air Force Reserve Command (AFRC) units. 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 Form 847s 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). This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C., Section 8013, Secretary of the Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely revised. Major changes include revised airfield layout depicting reconfiguration of the West Ramp, removal of Taxiway B1 and aero club hangars adjacent to Taxiway B between the runways, revised designation of Taxiway B2 between Taxiway B and the East Ramp to Taxiway B1, and the South Entrance to the West Ramp to Taxiway A2, addition of painted runway hold position and foreign object damage (FOD) checkpoint markings, location of runway guard lights, clarification of select unit Airfield Driving Program responsibilities, and update to references and sample documents.

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Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

1.1.1. This Airfield Driving Instruction (ADI) provides guidance for Wright-Patterson's Airfield Driving Program (ADP) to provide safe ground vehicle operations and pedestrian control on the airfield. It outlines program responsibilities, AF IMT 483, *Certificate of Competency* issuance, and training requirements for all personnel (e.g. military, DoD, civilians, contractors, etc.) who, as part of their job, are required to drive unescorted on the airfield.

1.1.2. Vehicle operations on the airfield are necessary for normal operations and maintenance. However, they present a clear and definite danger to aircraft and ground personnel. Failure to follow procedures, inadequate training, poor communications, and loss of situational awareness are inexcusable and major factors in aircraft/vehicle collisions, incidents and personal injuries. Trained personnel must be knowledgeable of all airfield driving rules and comply with the provisions of AFI 13-213 and this instruction.

1.1.3. Unit Commanders and Airfield Driving Program Managers (ADPM) must ensure vehicle operators are properly trained and remain competent to drive on the airfield. Additionally, they must limit the number of assigned airfield drivers and vehicle movement on the airfield to the absolute minimum necessary to accomplish the mission.

Chapter 2

RESPONSIBILITIES

2.1. 88th Air Base Wing Commander (88 ABW/CC).

2.1.1. Designates personnel and agencies to support the ADP.

2.1.2. 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.

2.1.3. Approves publication of the ADI.

2.1.4. Requests an Air Force Runway Safety Action Team (AFRSAT) through the HQ AFMC/A3O if there are recurring problems with runway incursions IAW AFI 13-204V2, *Airfield Operations Standardization and Evaluations*.

2.1.5. Reviews runway incursion and controlled movement area violation (CMAV) incidents and corrective actions taken.

2.2. 88th Air Base Wing Vice Commander (88 ABW/CV).

2.2.1. Reviews CMAVs and corrective actions taken.

2.2.2. Convenes a Runway Incursion Prevention Working Group (RIPWG) no later than 30 days following the occurrence of a third runway incursion within a 6 month period IAW AFI 13-213, 2.4.2.

2.3. Unit Commander or equivalent.

2.3.1. 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 (88 OSS/OSAM Assistant Airfield Manager). See [Attachment 9](#) for format.

2.3.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use the most qualified SSgt/5-level or civilian equivalent. Unit ADPMs must possess an AF Form 483 with the same level of access as the personnel he/she is training (i.e. Unit ADPMs with members who require CMA access, must also have CMA access).

2.3.1.2. 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.

2.3.2. 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 AFI 13-213 and this instruction. 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 9](#)).

2.3.3. Certifies personnel are qualified to drive on the airfield. Authority may be delegated in writing to unit ADPMs. If authority to certify airfield drivers is delegated to unit ADPMs, the delegation should be indicated on the ADPM appointment letter.

2.3.4. Ensures unit personnel complete the required training and testing requirements outlined in this instruction and AFI 13-213 prior to obtaining an AF IMT 483, *Certificate of Competency* to operate a vehicle on the airfield.

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

2.3.6. Upon suspension or revocation of a unit member's civilian driver's license and/or base driving privileges, suspends the member's airfield driving authorization (AF IMT 483) and notifies the Unit and Wing ADPMs in writing. **Note:** Process request for reinstatement of airfield driving authorization according to **paragraph 6.2**

2.3.7. Ensures unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations (e.g. consists of two or more flights) 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 another unit.

2.3.8. Ensures review of individual's Driving Record via Security Forces Management Information System (SFMS) or AF Form 1313, *Driver Record* (located at Security Forces), to determine their qualifications before they are allowed to operate a vehicle on the airfield.

2.3.9. Ensures unit ADPMs and designated trainers give 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.

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

2.3.11. Participates in the RIPWG.

2.3.12. Requests Privately Owned Vehicle (POV) passes for assigned unit personnel and contractor personnel performing services for their unit through the Wing ADPM using a justification memorandum for record (MFR). The MFR must state the need for the passes and the route(s) to be taken by the driver. See **Attachment 13** for example. **Note:** Per AFI 13-213, **paragraph 3.2.10.1**, POVs on the airfield are discouraged and must be restricted to an absolute minimum.

2.3.13. Provides airfield drivers and escorts for all visitors. **Note:** Approval from the responsible agency must be obtained prior to unofficial visitors entering a controlled or restricted area.

2.3.14. Informs TDY support personnel to bring their AF IMT 483 from home station. See **Chapter 7** of this instruction.

2.3.15. Unit Commanders requiring contractor access to airfield areas for performance of work will ensure airfield driving training requirements in **Chapter 7** are included in the statement of work.

2.4. Assistant Airfield Manager (AAFM).

- 2.4.1. Serves as the Wing ADPM to provide overall ADP management and oversight.
- 2.4.2. Develops an ADI to establish the Wing ADP.
- 2.4.3. Conducts and documents training of unit ADPMs.
- 2.4.4. Provides unit ADPMs a copy of the ADI, training curriculum, and testing materials to manage unit ADP.
- 2.4.5. 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.
- 2.4.6. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs. At a minimum, the AAFM (or designated representative) will:
 - 2.4.6.1. Routinely monitors ramp net radio for proper terminology/phraseology and discipline.
 - 2.4.6.2. Conducts 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, *USAF Airports Signs and Markings*, AFVA 13-221, *Control Tower Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area [CMA] Procedures*), and the availability/currency of the local airfield diagram.
 - 2.4.6.2.1. Reports violations detected during spot checks to the Airfield Manager (AFM), Airfield Operations Flight Commander (AOF/CC), individual's Unit Commander and ADPM.
 - 2.4.6.2.2. Reports and documents results of spot checks in the "status of airfield driving" section of the Airfield Operations Board (AOB) minutes.
 - 2.4.6.3. Inspects each unit ADP at least annually (every 12 months) for program integrity and compliance with this instruction. The AAFM provides inspection results to the unit's commander and briefs results at the next quarterly Airfield Operations Board (AOB).
- 2.4.7. Develops 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, and inclement weather driving conditions.
- 2.4.8. Maintains a Wing ADPM Continuity Binder or electronic equivalent in the TAB format below.
 - 2.4.8.1. TAB A: Unit ADPM appointment letter(s).
 - 2.4.8.2. TAB B: Airfield Driving Instruction (ADI).
 - 2.4.8.3. TAB C: Annual Program Inspection Results.
 - 2.4.8.4. TAB D: Unit ADPM Training Documentation.
 - 2.4.8.5. TAB E: Current list of unit assigned airfield drivers.

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

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

2.4.8.8. TAB H: Airfield Violations/Corrective actions.

2.4.8.9. Tab I: References (e.g., AFMAN 24-306, *Manual for the Wheeled Vehicle Operator*, **Chapter 20**, AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, **Chapter 24**, AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.

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

2.4.9. Conducts semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc. **Note:** This meeting may be done in-conjunction with the base Vehicle Control Officer/Vehicle Control Non-Commissioned Officer meeting.

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

2.4.11. Ensures unit ADPMs provide appropriate training to TDY personnel and non-base assigned contractors based on type, location, time and duration of work. See **Chapter 7** for additional information.

2.4.12. Participates in the RIPWG.

2.4.13. Grants ADPMs access to the Wright-Patterson Airfield Driving Share Point (WPADS):

<https://org.eis.afmc.af.mil/sites/88OSS/Airfield%20Driving/Forms/AllItems.aspx>.

2.4.14. Provides unit ADPMs a standardized spreadsheet IAW AFI 13-213, 2.6.13., to monitor and track unit personnel authorized to drive on the airfield.

2.5. Unit Airfield Driving Program Manager (ADPM).

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

2.5.2. Must attend Unit ADPM classroom training instructed by the Wing ADPM.

2.5.3. Administers the unit airfield driver's training program IAW AFI 13-213 and this ADI.

2.5.4. Utilizes the WPADS site. Notifies Wing ADPM when experiencing difficulty accessing or using the site.

2.5.5. Ensures unit personnel complete all airfield driver training and certification requirements prior to issuance of an AF IMT 483.

2.5.6. Identifies, documents, and tracks personnel requiring access to the Controlled Movement Area (CMA), non-CMA, or restricted airfield driving, as applicable (e.g. E/W Ramp Only, etc.).

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

2.5.8. 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.

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

2.5.10. Ensures unit personnel have a valid state or country driver's license to operate privately owned, government (may also require a Government driver license), or contractor owned/leased vehicles on the airfield.

2.5.11. 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., Mission Oriented Protective Posture (MOPP) gear, etc.).

2.5.12. Maintains a current and accurate listing of all unit personnel authorized to drive on the airfield and associated training documentation for each individual.

2.5.12.1. Retains **Attachment 10** and **Attachment 11**, USAF ADLS Airfield Driving CBT certificates, test score sheets, and all other associated records for assigned personnel to verify airfield driving qualifications.

2.5.13. Reviews and updates the listing of all unit personnel authorized to drive on the airfield at least monthly. Ensures the current listing is uploaded on the WPADS.

2.5.14. Ensures deploying unit personnel requiring airfield driver's certification down range are trained prior to deployment and possess a valid AF IMT 483 for airfield driving.

2.5.15. Screens individuals that have a requirement to drive on the CMA for color vision testing using the Pseudo-Isochromatic Color Vision Test located on the WPADS. Document results on **Attachment 10**.

2.5.15.1. ADPMs may refer individuals who fail the unit administered color vision test to the 88th Medical Group or Occupational Medicine Flight for additional testing. **Note:** Individuals that fail the color vision test can only be issued a limited access AF IMT 483. Access to the CMA must not be granted.

2.5.16. 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. ADPMs may apply a sticker to the back of laminated AF IMT 483s to document completion. Maintain a copy of the most current refresher training completion date on file in the unit.

2.5.17. Maintains an ADP Continuity Binder in the TAB format outlined in [paragraph 2.4.8](#), and/or utilizes the WPADS as the electronic equivalent.

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

2.5.19. Attends Wing ADPM semi-annual meetings and other pertinent airfield driving related briefings.

- 2.5.20. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this ADI.
- 2.5.21. Uses **Attachment 12** to conduct and document a self-inspection of unit's ADP at least annually. Forward a copy of the inspection results to the AAFM.
- 2.5.22. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit airfield drivers.
- 2.5.23. Conducts random spot checks for enforcement and compliance with this instruction. Correct all discrepancies noted.
- 2.5.24. Provides classroom training, utilizing the WPAFB Airfield Driving Classroom Training power point presentation available for download at WPADS, as well as, any additional unit specific training, as applicable.
- 2.5.25. Maintains current and accurate ADP materials. **Note:** Refer to WPADS for current products.
- 2.5.26. Notifies Unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges.
- 2.5.27. Participates in the RIPWG.
- 2.5.28. 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 in writing to the AAFM (See **Attachment 20**).

2.6. Airfield Management (AM).

- 2.6.1. Serves as the Office of Primary Responsibility (OPR) for the ADP.
- 2.6.2. Tracks and monitors all airfield activities.
- 2.6.3. Conducts random spot checks for enforcement and compliance with this ADI in conjunction with periodic airfield checks.
- 2.6.4. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately responds to and corrects improper radio usage when notified by the Air Traffic Control Tower (ATCT) or through the monitoring of radio frequencies. Documents corrective actions on AF IMT 3616, *Daily Record of Facility Operation*.
- 2.6.5. Imposes and publishes restricted driving routes as required.
- 2.6.6. The AAFM or designated AM representative provides required airfield drivers training to non-base assigned contractors and TDY personnel (not otherwise sponsored by another unit). See **Chapter 7**.
- 2.6.7. Approves requests for and issues privately owned vehicle (POV) passes.
- 2.6.8. The AAFM or designated AM representative validates all initial airfield drivers training and certification paperwork, endorses checklists and signs the front of all AF IMT 483s. **Note:** Authority will not be delegated outside of AM.
- 2.6.9. The AAFM or designated AM representative signs off the airfield driving requirement on applicable pre-deployment checklists to ensure deploying personnel requiring airfield

driver certification down range are fully trained prior to deployment and possess a valid AF IMT 483 for airfield driving.

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

2.6.10.1. Escort individuals off of the airfield.

2.6.10.2. Confiscate individual's AF IMT 483.

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

2.6.10.4. Document and report the incident to the AAFM, AFM and AOF/CC.

2.6.11. Participates in the RIPWG.

2.7. Air Traffic Control Tower (ATCT).

2.7.1. 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.

2.7.2. Reports known airfield/CMA violations and problems with vehicle operator radio communications to AM. Assists AM in identifying and locating violators or any unauthorized personnel and vehicles.

2.7.2.1. Files AF IMT 651, *Hazardous Air Traffic Report (HATR)*, for any runway incursions that had an adverse impact on flight operations.

2.7.2.2. Files AF Form 457, *USAF Hazard Report* for runway incursions and other CMAVs that did not impact aircraft operations.

2.7.3. Assists ADPMs by conducting light gun signal tests.

2.7.4. Participates in the RIPWG.

2.8. 88th Air Base Wing Safety.

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

2.8.2. Coordinates on lesson plans and tests for vehicle operations on the airfield (Reference AFI 91-203, Chapter 24).

2.8.3. Reviews all received AF Form 457, *USAF Hazard Report* and AF IMT 651, *Hazardous Air Traffic Report (HATR)*, and takes appropriate actions IAW AFI 91-204 and AFMAN 91-223.

2.8.4. 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*.

2.8.5. Participates in the RIPWG.

2.8.6. Reviews CMAVs for trends.

2.9. 88th Security Forces Squadron (SFS).

- 2.9.1. Monitors airfield vehicle operations for ADI compliance.
- 2.9.2. Enforces all traffic rules and directives on the airfield.
- 2.9.3. May temporarily suspend an individual's AF IMT 483 when an airfield driving violation is committed.
- 2.9.4. Ensures unauthorized vehicles are prohibited from operating on the airfield and informs AM of violations.
- 2.9.5. Detains unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM.
- 2.9.6. Assists in escorting violators (as needed) to AM and issues appropriate citations for violations.
- 2.9.7. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators and remove unauthorized persons from the airfield.
- 2.9.8. Complies with all procedures outlined for entry into the CMA.
- 2.9.9. Participates in the RIPWG.
- 2.9.10. Coordinates with the AAFM and/or incident commander (IC) to establish a designated response location in support of in-flight/ground emergencies and/or other emergency situations.

2.10. 88th Medical Group.

- 2.10.1. Provides assistance in determining the best process for administering the color vision test to drivers that operate a vehicle on the CMA.
- 2.10.2. Reviews medical records for an individual's color vision screening, as applicable, and documents results on **Attachment 10**.
- 2.10.3. Administers color vision screening when requested by the AAFM or individual's unit ADPM should individuals initially fail the Pseudo-Isochromatic Color Vision Test administered by the ADPM. Document results on **Attachment 10**.
- 2.10.4. Coordinates with the AAFM and/or IC to establish a designated response location in support of in-flight/ground emergencies and/or other emergency situations.

2.11. Contracting Office.

- 2.11.1. Invites the AFM and AAFM to meetings related to construction or other projects that may affect the airfield environment.
- 2.11.2. Ensures contractors understand the requirement to receive an initial local orientation briefing/training from AM prior to driving on the airfield.
- 2.11.3. Ensures contractors understand the requirement to obtain an AF IMT 483 and POV pass from AM after completing initial training.
- 2.11.4. Ensures contractors understand the requirement to obtain and possess on person an approved and authenticated entry authorization letter (EAL) prior to unescorted entry within the airfield controlled area.

2.11.5. Ensures contractors understand the requirement to contact AMOPS prior to starting work for the day and when work is completed for the day.

2.11.6. Ensures contractors understand that they will normally operate within a designated area (isolated from the operational airfield environment) leading to the work site as determined/coordinated by AM.

2.11.7. Ensures contractors understand that vehicle operators may be banned from operating motor vehicles on the airfield for failing to comply with this instruction. Replacement driver(s) airfield driving training will be the contractor's responsibility.

2.11.8. Provides and identifies a construction manager who will be responsible for monitoring contractor operations to ensure contractor personnel and equipment remain within the barricaded or designated work area on the airfield and comply with the provisions of this instruction.

2.11.9. Ensures the following requirements are included in the contract specifications for airfield construction projects:

2.11.9.1. Access to airfield construction sites or work areas will be in writing and/or depicted on contract drawings.

2.11.9.2. Contractors are responsible for providing a positive means of traffic control. This includes all vehicles transiting to, from, and in the construction zone, and alternate routes.

2.11.9.3. A plan for positive control of airfield traffic must be coordinated with and approved by the AFM prior to starting work. All change requests will be incorporated into plans before traffic enters the airfield. Traffic plans will include, but are not limited to, the following:

2.11.9.3.1. Use of lighted, low profile barricades, signs, etc. for diverting traffic.

2.11.9.3.2. Use of escort vehicles or personnel to direct traffic.

2.11.9.3.3. A vacuum sweeper will be on site to maintain work areas.

2.11.9.3.4. Contractor vehicles will be easily identifiable with the company logo to the maximum extent possible.

2.11.10. Notifies the AFM/AAFMM of personnel requiring an AF IMT 483 and POV pass at least seven duty days prior to start of work. This should provide enough time for training, completion of all required paperwork, issuance of AF IMT 483s, and POV passes.

2.12. Airfield Driving Trainee.

2.12.1. Provides feedback to unit ADPMs and trainers on the quality of training received.

2.12.2. Completes all initial, annual recurring and other applicable training requirements in this instruction. Trainees may be directed to complete additional unit specific and/or other training requirements, as applicable.

2.13. Airfield Driver.

2.13.1. Airfield drivers shall comply with all requirements, operating procedures and safety standards outlined in this instruction.

Chapter 3

TRAINING, TESTING AND LICENSING REQUIREMENTS

3.1. Procedures for Issuing AF IMT 483.

3.1.1. All base assigned personnel (e.g. military, DoD civilian, Contractor, etc.) required to operate a vehicle on the airfield must complete all airfield driver training and testing requirements outlined in AFI 13-213 and this instruction prior to issuance of an AF IMT 483.

3.1.2. Unit ADPMs will ensure the training requirements on **Attachment 11**, *Airfield Driving Qualification Training (Curriculum) Checklist* and **Attachment 10**, *Training Documentation and Certification Checklist* are completely signed off and certify completion of training by signing in the appropriate sections of each. The ADPM will also ensure that all airfield restrictions (e.g. "DAYTIME ONLY", "E/W RAMP ONLY") are annotated.

3.1.3. Individuals (or ADPM) will bring completed, unit ADPM endorsed checklists in **paragraph 3.1.2.** to the AAFM or designated AM representative along with a copy of their ADLS Airfield Driving CBT certificate, written score sheets, color vision score sheet, as applicable, and a pre-filled AF IMT 483 (See **Attachment 19**). The AF IMT 483 will not be endorsed without all required paperwork.

3.1.3.1. As a quality control measure, random individuals that come to AM for their AF IMT 483 may be administered an airfield driving familiarization spot test with minimum passing score of 80% (corrected to 100%). Failure of this test will be handled in the same manner as test failures identified in **paragraph 3.3.5**

3.1.4. The AAFM or designated AM representative will validate all paperwork, endorse checklists and sign the front of AF IMT 483. **Note:** Authority for signing the front of AF IMT 483 will not be delegated outside of AM.

3.1.5. Personnel who PCS, separate, or retire must turn in their AF IMT 483 to their unit ADPM. The ADPM will ensure they update the unit's listing of qualified drivers and will return **Attachment 10** and **Attachment 11** to the individual.

3.1.6. When personnel PCA between units on base, the losing ADPM ensures all airfield driving records are transferred to the gaining unit ADPM. The losing ADPM removes the individual from the unit's list of airfield drivers. The gaining ADPM will verify completion and currency of the individual's training against the unit's training/certification requirements.

3.1.6.1. If the individual is current and requires no additional training, he/she will report to AM with all training documentation and a pre-filled AF Form 483. Once the AF Form 483 is signed by AM, the individual will return their training records to the gaining ADPM. The ADPM will then add the individual to the list of qualified unit personnel.

3.1.6.2. If training documentation is missing or incomplete, or if additional training is required, the gaining ADPM will ensure completion of a new **Attachment 10**, **Attachment 11** and any additional required training/testing documentation per paragraph 3.1.3.

3.1.7. Personnel who lose their AF IMT 483 can be reissued a new one by hand carrying their original **Attachment 10** and **Attachment 11**, most current copy of their ADLS Airfield

Driving CBT certificate and runway incursion prevention test score sheet, and a new pre-filled AF IMT 483 to AM. The AAFM or designated AM representative will verify training/testing documentation and certify the AF IMT 483.

3.1.8. Personnel who lose their **Attachment 10** and **Attachment 11** and still have a valid AF IMT 483 for WPAFB may be recertified to drive on the airfield by the unit ADPM. The ADPM will complete new checklists and make a statement on each to indicate it is a replacement for a lost original or refresher and verify all training requirements are current.

3.1.9. CMA access will only be authorized when mission requirements dictate and will be documented on the front side of AF IMT 483 as “CMA Authorized” when issued. All other personnel will have restrictions depicted on front side of AF IMT 483 (e.g. E/W RAMP ONLY, E RAMP & TAXIWAYS ONLY, DAYLIGHT HRS ONLY, etc.).

3.1.9.1. Personnel with restrictions will coordinate with their unit ADPM and the AAFM or designated AM representative for a new AF IMT 483 when access to additional areas is required.

3.1.9.2. Restrictions annotated on an individual’s AF IMT 483 must match those documented on the individual’s **Attachment 10** and **Attachment 11**.

3.2. Training Criteria.

3.2.1. Unit ADPMs (and/or designated trainers) will conduct airfield drivers training and ensure completion of all pre-requisite airfield driving requirements for unit assigned personnel.

3.2.2. Use **Attachment 10** (available for download at WPADS) to document airfield drivers training and certification on all newly assigned or employed/hired personnel. Units may incorporate additional local requirements.

3.2.3. Use **Attachment 11** (available for download at WPADS) 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 additional local requirements.

3.2.4. Completion of the USAF Airfield Driving CBT (accessible on the ADLS Website, https://golearn.adls.af.mil/kc/rso/login/ADLS_login.asp) is required for all 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.

3.2.4.1. The USAF Airfield Driving CBT completion certificate must be turned in to the unit ADPM and the completion date documented on **Attachment 10**.

3.2.5. Unit ADPMs or designated trainers will conduct airfield driver’s classroom training utilizing the WPAFB Airfield Driving Classroom Training power point presentation available for download at WPADS.

3.2.6. Unit ADPMs or designated trainers will conduct practical day and night (as applicable) airfield familiarization training. At a minimum, practical airfield familiarization training involves taking the individual out on the airfield to show them how to get to and from their work areas. Use **Attachment 10** to document completion of training.

3.2.6.1. Daytime Familiarization Training. The goal is to familiarize the trainee with the airfield layout (e.g. markings, lighting, signage, restricted areas, entry control points, CMA, etc.) and to give practical training on operating the vehicle on the airfield (e.g. access points, foreign object and debris [FOD] checks, speed limits, driving in vicinity of aircraft, aircraft taxi/vehicle traffic flow, radio communications, etc.). The duration of the orientation must ensure trainee proficiency on the airfield.

3.2.6.2. Nighttime Familiarization Training. The goal is to familiarize the trainee with the airfield layout with emphasis on how things look different at night or during reduced visibility. Emphasis should focus on understanding airfield markings, lighting and signage to determine exact location on the airfield. Visual references, such as the control tower, hangars, etc., should also be used. The duration of the orientation must ensure trainee proficiency in the airfield environment.

3.3. Testing Requirements.

3.3.1. Trainees must complete all airfield driving training requirements before taking the wing airfield driving tests.

3.3.2. The AAFM will provide wing testing and scoring material to unit ADPMs (available for download at WPADS), who will administer the tests for all unit personnel. **Note:** All testing materials are controlled documents. Unit ADPMs, trainers, and trainees will protect the integrity of testing materials and safeguard them against compromise.

3.3.3. The following tests will be administered by the unit ADPM:

3.3.3.1. General Knowledge Test. This test will be no less than 10 questions and focus on information contained within this instruction. A minimum passing score of 80% (corrected to 100%) is required.

3.3.3.2. Runway Incursion Prevention Test. This test will be no less than 5 questions and focus on eliminating and preventing runway incursions and CMAVs. A minimum passing score of 100% is required.

3.3.3.3. Airfield Diagram/Layout Test. This test will ensure individuals know the location of runways, taxiways, parking ramps, service roads and airfield access points, as well as the location and description of runway visual flight rule (VFR) and instrument (INST) hold signs and markings. A minimum passing score of 100% is required.

3.3.3.4. Communications Test. (*only for personnel requiring CMA access*). This test will consist of at least 5 questions with a minimum passing score of 100%.

3.3.3.5. Practical Driving Test. This test includes evaluating the individual's ability to: drive the vehicle during the check-ride; operate a vehicle in all areas required for the duty position/work areas without assistance; identify the location of runways and the CMA; demonstrate the ability to contact ATCT prior to entry on the runways/CMAs (*for CMA drivers only*). **Note:** Unit ADPM or designated trainer must conduct this test.

3.3.4. Documentation of test completion and scores will be annotated on **Attachment 10**.

3.3.5. Test Failures.

3.3.5.1. First-time failures must receive additional training from the unit ADPM or appointed trainer. Trainees can be rescheduled for testing upon completion of additional training but no earlier than 24 hours from the failure.

3.3.5.2. Second-time failures must receive additional training from the unit ADPM. The ADPM will write a memorandum for record (MFR) outlining the retraining actions taken. A retest can be rescheduled no earlier than 10 days from the second failure.

3.3.5.3. Third-time failures will normally not be granted a retest or airfield driving privileges without approval by the Unit Commander or equivalent and the AAFM.

3.4. Color Vision Requirements.

3.4.1. Individuals who have a requirement to drive a vehicle on the CMA will be administered a color vision test by the unit ADPM using the Pseudo-Isochromatic Color Vision Test located on the WPADS. Results will be documented on **Attachment 10**.

3.4.1.1. Trainees who fail to pass the color vision test requirements can be issued a limited access AF IMT 483. **Note:** Access to the CMA must not be granted.

3.4.1.2. If further testing is required, military personnel may schedule testing through the 88 ABW Medical Group. Civilians may schedule testing at the Occupational Medicine Flight or off-base Optometrist. Results will be documented on **Attachment 10**.

3.4.2. Individuals who are required to have normal color vision as part of their Air Force Specialty Code (AFSC) only require verification that they successfully completed a color vision test by a Hospital/Medical Treatment Facility Optometrist or off-base equivalent.

3.4.2.1. Refer to the Officer and Enlisted Classification Directory for AFSCs that have a mandatory requirement for normal color vision. **Note:** The unit ADPM must still complete Section III of **Attachment 10** to validate the member's AFSC and that the individual has normal color vision and/or no waiver to the classification directory.

3.5. Annual Refresher Training Requirements.

3.5.1. Airfield drivers must complete the following refresher training requirements annually:

3.5.1.1. A review of this instruction.

3.5.1.2. Completion of the USAF ADLS Airfield Driving CBT.

3.5.1.3. Runway incursion prevention test (administered by unit ADPM).

3.5.2. Unit ADPMs will ensure all personnel that have been issued an AF IMT 483 complete annual refresher training. ADPMS will annotate refresher training completion on the back of the member's AF IMT 483 and update the unit's airfield drivers listing. **Note:** ADPMS may apply a sticker to the back of laminated AF IMT 483s to document completion.

3.5.3. Airfield driving privileges are automatically suspended for individuals who do not complete annual refresher training by the last day of the month refresher training is due.

3.5.3.1. Suspension of airfield driving privileges requires the completion of initial training requirements on a new **Attachment 10** and **Attachment 11**. **Note:** An exception to this policy may be requested, in writing, from the individual's unit ADPM,

for those who experienced circumstances beyond their control. Requests will be forwarded to the AAFM for consideration.

3.5.3.2. Deploying personnel should re-accomplish annual refresher training during out-processing to avoid becoming overdue.

Chapter 4

OPERATING PROCEDURES AND STANDARDS

4.1. Vehicle Operations on the Airfield.

4.1.1. Personnel driving on the airfield must have completed airfield drivers training IAW Chapter 3 of this instruction and possess a current AF IMT 483 or be escorted by a vehicle driver possessing a valid AF IMT 483 prior to entry to the airfield.

4.1.2. Units sponsoring TDY personnel or non-base assigned contractors are responsible for providing training or an escort that possesses a valid AF IMT 483 IAW **Chapter 7**.

4.1.3. Individuals providing escort will ensure that the vehicle(s) they are escorting remain in close proximity of the escort vehicle and that no more than six vehicles are escorted at the same time. At no time will personnel/vehicles become separated while being escorted on the airfield. (See **paragraph 5.1.4** and **paragraph 5.2.8** for escort procedures in the CMA).

4.1.4. Airfield Authorized Vehicles:

4.1.4.1. Government Owned Vehicles (GOV) performing official duties.

4.1.4.2. Personally Owned Vehicles (POV), Government Leased Vehicles (GLV), and contractor vehicles with a valid airfield pass issued by AM and in the performance of official duties.

4.1.4.3. Unit owned all-terrain vehicles (ATV)/utility terrain vehicles (UTV) and golf carts are authorized on taxiways and aprons only. Drivers will be airfield driving certified and qualified to operate the vehicle.

4.1.5. Bicycles, motorcycles, mopeds and scooters are not authorized on the airfield.

4.1.6. Airfield support vehicles must coordinate with AMOPS when entering/exiting the airfield. For the purpose of this paragraph, airfield support vehicles are defined as vehicles engaged in airfield sweeping, mowing, snow removal, pavement repair, arresting gear maintenance/barrier checks, airfield electrical work, navigational/meteorological equipment repair, surveying, contractor operations, or any other vehicle supporting airfield maintenance, installation or repair. Multiple vehicles operating for the same purpose (i.e. snow removal, airfield maintenance, etc.) may make one report to AMOPS when entering/exiting the airfield provided all vehicles are accounted for. **Note:** This is not in lieu of contacting ATCT for access into the CMA.

4.1.7. At a minimum, all vehicles that operate on the airfield will contain an AFVA 11-240 (**Figure 4.1**) and a current local airfield diagram. Vehicles that operate in the CMA must also contain an AFVA 13-222 (**Figure 4.2**). Visual aids 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 easy reference.

4.1.7.1. AFVAs are available for download and printing on <http://www.e-publishing.af.mil> and the WPADS.

4.1.7.2. Current airfield diagrams are available from AM and posted on the WPADS.

Figure 4.1. AFVA 11 240 USAF Airport Signs and Markings.

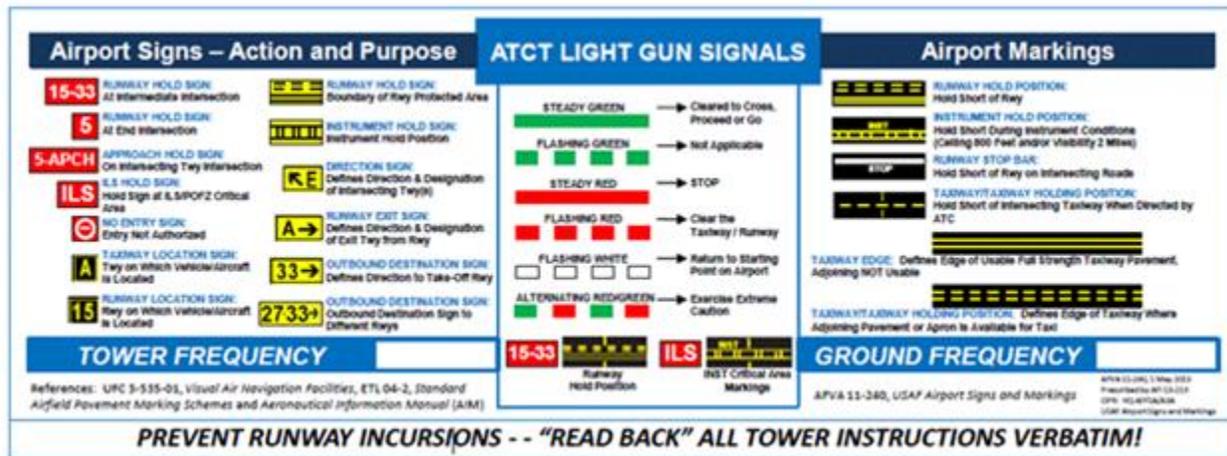


Figure 4.2. AFVA 13 222 Runway/Controlled Movement Area Procedures.



4.2. Airfield Signs, Markings and Lighting. All vehicle operators must be knowledgeable of the meaning and location of airfield signage, markings and lighting.

4.2.1. Airfield Signs. Signs provide important guidance and control for the safe and efficient surface movement of aircraft and vehicles on the airfield. Signs provide information on location, direction, destination, mandatory holding positions, important boundaries, and other information.

4.2.1.1. Mandatory Signs: Red sign with white legend, indicating mandatory holding positions for runways and ILS critical area boundaries.

4.2.1.1.1. Mandatory signs provide instruction and must be followed. They denote an entrance to a runway or critical area. Vehicles are required to hold short unless approved by ATCT. Examples of mandatory signs are shown in [Figure 4.3](#)

Figure 4.3. Typical Mandatory Signs.



4.2.1.1.2. Runway hold signs are located at runway/taxiway intersections and define the beginning of the CMA, reminding drivers to hold short and obtain approval from ATCT prior to proceeding.

4.2.1.1.3. “INST” Hold Signs are located at the outer boundaries of instrument critical areas. Vehicles will hold short of these signs and obtain permission from Tower prior to proceeding whenever the sign is lit, ceiling is below 800 feet and/or visibility is less than 2 miles, and/or ATCT or AMOPS has announced “ILS critical areas are protected”. (See [paragraph 4.2.2.2](#) and [paragraph 4.10.3](#))

4.2.1.2. Location Signs: Black sign with yellow legend, identifying the taxiway on which the aircraft/vehicle is located. **Note:** Often taxiway location signs are part of a sign array, hence may be together with a mandatory hold sign or a guidance direction sign.

Figure 4.4. Typical Location Signs.



4.2.1.3. Informational Signs: Yellow sign with black legend providing direction, destination, and other information.

4.2.1.3.1. Direction signs indicate the direction of taxiways leading out of an intersection, and are installed at runway exits, taxiway intersections, and other locations.

4.2.1.3.2. Destination signs indicate the general direction to a remote location.

Figure 4.5. Typical Informational Signs.



4.2.2. **Airfield Markings.** To move about safely on the airfield, vehicle operators must also be knowledgeable of airfield markings. Like signage, airfield markings provide guidance to aircraft/vehicles for safe and effective operations. **Note:** During periods of snow/ice cover when markings cannot be seen, operators will use posted signs to identify the CMA, etc.

4.2.2.1. Runway Holding Position: Two solid yellow lines adjacent to two dashed yellow lines and bordered in black. Hold lines mark the boundary of the runway area and are painted across taxiways, at least 100 feet from the runway edge. These markings are co-located with Runway Hold Signs. Vehicle operators must always contact ATCT and obtain approval prior to proceeding beyond the hold line onto the runway.

Figure 4.6. Typical Runway Holding Position Marking.



Figure 4.7. Typical Runway Hold Position Marking Co-located With Runway Hold Sign.



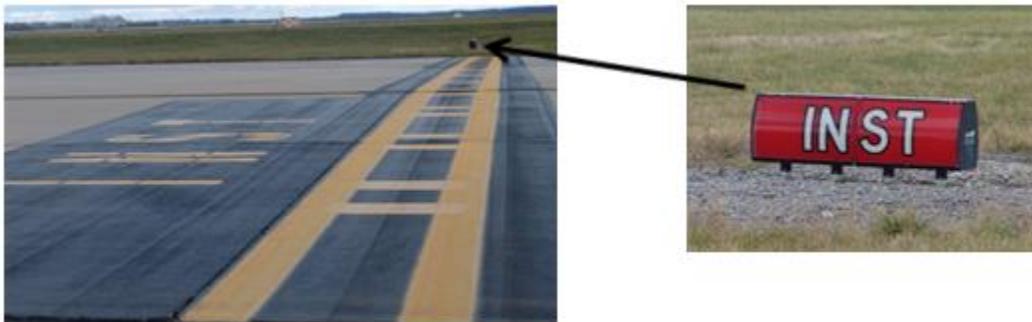
4.2.2.1.1. Runway Hold Position Sign Markings: These markings have the same color scheme, legend and meaning of mandatory runway hold signs and are located at the intersection of Taxiway B and approach end of RWY 23R.

Figure 4.8. Runway Hold Position Sign Marking



4.2.2.2. Instrument Holding Position: Two parallel solid yellow lines with vertical stripes and the letters “INST” painted closest to the runway, bordered in black. These markings are always co-located with “INST” Hold Signs and are painted across Taxiway B near the departure end of Runway 23R and Taxiway A near the approach end of Runway 23R. Vehicle operators must have approval from ATCT to proceed past these markings when ILS critical areas are protected (See [paragraph 4.2.1.1.3](#) and [paragraph 4.10.3](#)).

Figure 4.9. Typical Instrument Hold Position Marking Co-located With “INST” Hold Sign.



4.2.2.3. Runway Markings: Runway markings are white with exception of taxiway centerline guidelines and overrun chevrons.

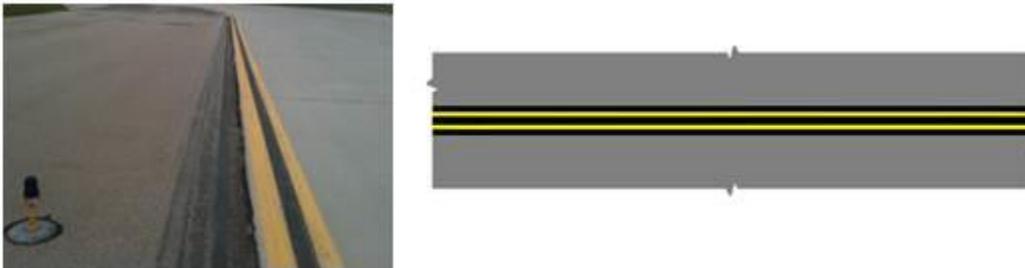
Figure 4.10. Typical Runway Markings.



4.2.2.4. Taxiway Centerline/Taxilane Centerline Markings. These yellow lines are usually bordered in black and mark the center of all taxiways, guidelines on runways, and taxilanes on aprons and pads.

Figure 4.11. Typical Taxiway Centerline/Taxilane Centerline Markings

4.2.2.5. Taxiway Edge Stripes and Apron Boundary Markings: Double yellow line often bordered in black. These stripes are used to mark the edge of operational pavement stressed to support aircraft and to define the boundary of aircraft parking aprons.

Figure 4.12. Typical Taxiway Edge Stripes and Apron/Ramp Boundary Markings.

4.2.2.6. Stop Bar: A solid white line painted across access roads leading to aircraft movement areas. Stop bar locations include:

4.2.2.6.1. Barrier access roads leading to the CMA boundary. These markings are located at the normal positions for runway hold lines (at least 100' from edge of runway). Operators must receive approval from ATCT prior to proceeding past these markings.

4.2.2.6.2. Approach lighting access roads prior to the intersection of Runway 23R and 05L overruns. Operators must receive approval from ATCT prior to proceeding past these markings towards the overrun.

4.2.2.6.3. Airfield access and service roads leading to aircraft movement areas (see [Figure 4.14](#)). Vehicle operators will stop at these markings and give way to any passing aircraft, vehicle or pedestrian traffic. Drivers must also conduct a FOD check at all times prior to entering a taxiway, runway or apron from any service road.

4.2.2.6.4. West Ramp area between airfield perimeter fence and aircraft movement area. Due to FOD producing pavement deficiencies between the airfield perimeter fence and aircraft movement area in vicinity of the West Ramp, vehicle operators will conduct FOD checks at the painted white stop bar markings depicted in [Figure 4.15](#). These markings also serve as wingtip clearance line during aircraft taxi operations.

4.2.2.6.5. West side of Bldg. 206, in front of AMOPS. Vehicle operators will stop at painted "STOP" markings and give way to any pedestrian traffic. **Note:** This area is regularly frequented by distinguished visitors and support personnel.

Figure 4.13. Typical Stop Bar



Figure 4.14. Airfield Access/Service Roads.

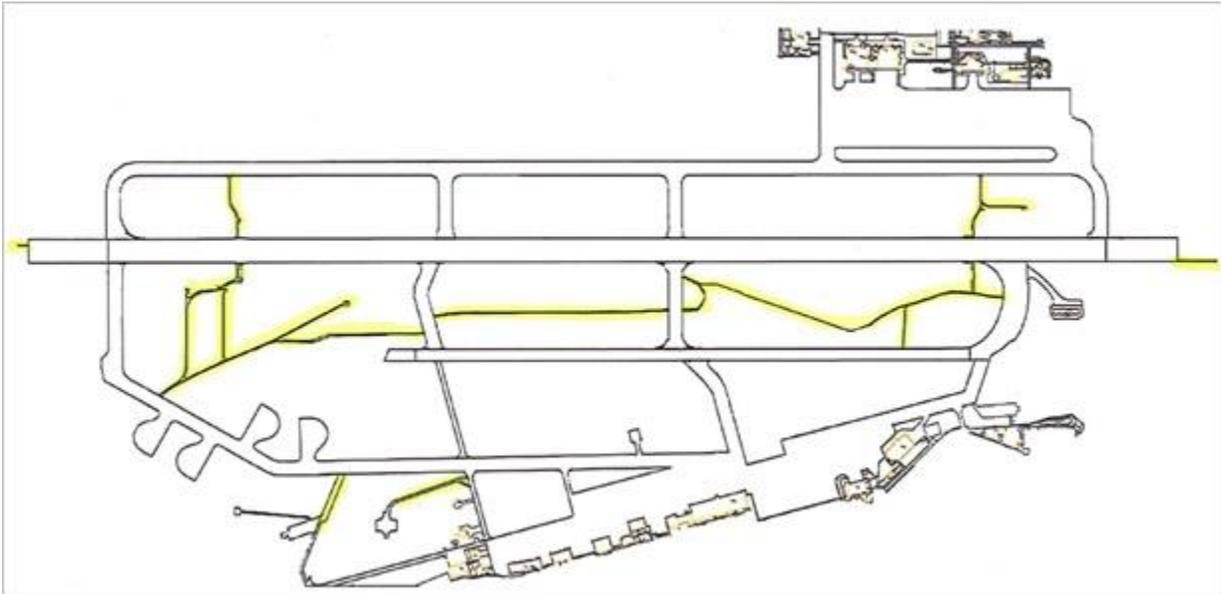


Figure 4.15. West Ramp Stop Bar/FOD Checkpoint Markings.



4.2.2.7. Restricted Area Boundary Marking: A solid red line used to designate restricted areas. Personnel/vehicles are not authorized to cross restricted area boundary markings.

4.2.2.8. Restricted Area Entry Control Point (ECP): A white rectangular box often with the inscription of “Entry Control Point”. Personnel must enter and exit restricted areas only via an ECP. Additionally, all personnel entering a restricted area must have a valid AF Form 1199, *Air Force Entry Control Card* authorizing access into the area or be escorted. See [Attachment 6](#) and [Attachment 7](#) for restricted area and ECP locations.

4.2.3. **Airfield Lighting.** Airfield lighting provides a visual reference and guidance during night or adverse weather conditions. Vehicle operators must exercise extreme caution while driving on the airfield during hours of darkness or reduced visibility and be knowledgeable of the following airfield lighting types and locations.

4.2.3.1. Runway Lighting.

4.2.3.1.1. Runway Edge Lights define the lateral limits of the runway and are white with exception of the last 2,000 feet which are amber.

4.2.3.1.2. Runway Threshold Lights are green and define the beginning of the usable surface for landing aircraft.

4.2.3.1.3. Runway End Lights are red and define the end of the usable runway surface for landing/departing aircraft.

Figure 4.16. Typical Runway Lighting.



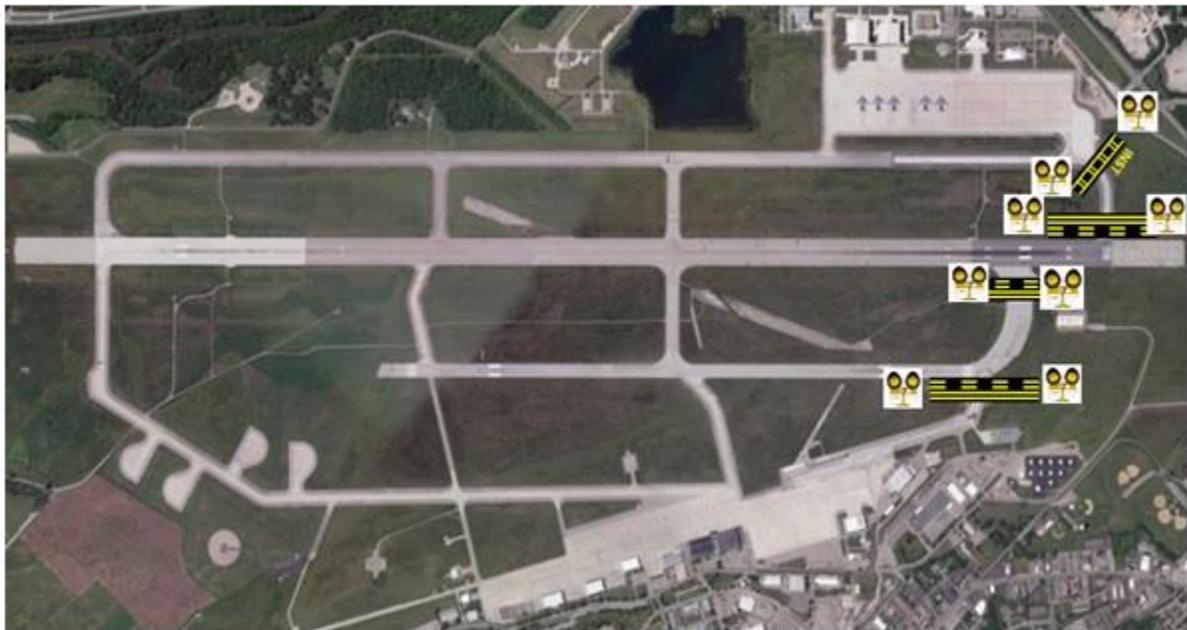
4.2.3.1.4. Approach Lighting. Runway 05L/23R is equipped with approach lighting to provide visual guidance to pilots for alignment with the runway and for final corrections before landing. These lights are white with exception of red pre-threshold and terminating bars located in the underrun. They begin just prior to the runway threshold and extend 3,000 feet into the approach zone.

4.2.3.1.5. Runway Guard Lights consist of two alternating yellow lights that provide a distinctive warning to anyone approaching runway or instrument holding positions. These lights are located only at select runway and instrument hold positions (See [Figure 4.18](#)).

Figure 4.17. Typical Runway Guard Lights.



Figure 4.18. Location of Runway Guard Lights.



4.2.3.2. Taxiway Edge Lights are blue and define the lateral limits of taxiways.

Figure 4.19. Typical Taxiway Edge Lights



4.3. Vehicle Traffic Control Devices/Lights. There is no vehicle specific traffic control devices/lights located on active taxiways or runways. Operators will adhere to the standard airfield signs, markings and lighting prior described in this chapter.

4.4. Vehicle Speed Limits.

- 4.4.1. General purpose vehicles on aprons, taxiways and access roads – 15 MPH.
- 4.4.2. Special purpose vehicles (i.e. tractors, tugs, forklifts, k-loaders, fuel trucks, etc.) – 10 MPH.
- 4.4.3. Vehicles on runways – 35 MPH.
- 4.4.4. Vehicles in close proximity to aircraft (within 50 feet) – 5 MPH.
- 4.4.5. Vehicles towing an aircraft – 5 MPH.
- 4.4.6. Vehicles towing one piece of equipment – 10 MPH.
- 4.4.7. Vehicle towing two or more maintenance stands at a time – 5 MPH.
- 4.4.8. During reduced visibility or when snow and ice are present on paved surfaces, reduce speed to 10 MPH. Defer vehicle operations when possible.
- 4.4.9. Snow and ice removal vehicles will operate at a speed commensurate with safety during snow and ice control operations.
- 4.4.10. “Follow Me” vehicles are permitted to exceed the normal 15 MPH speed limit on aprons and taxiways to accommodate aircraft taxiing speed.
- 4.4.11. During emergencies, all emergency response vehicles (i.e. fire, crash equipment, ambulances, Airfield Management, and Security Forces), may exceed speed limits with due regard for the safety of persons and property. Emergency vehicles will not automatically assume the right of way.
- 4.4.12. To expedite mammal and bird dispersal efforts, Airfield Management, Flight Safety, Security Forces and Wildlife Services vehicles are authorized to operate on runways, taxiways and infield/out-field areas commensurate with safety but not to exceed 50 MPH.
- 4.4.13. Anytime ATCT directs a driver to “expedite”, “proceed without delay”, or directs a vehicle action with the term “immediately”, the driver may temporarily exceed the speed limit commensurate with safety to avoid endangerment. Once the vehicle is clear of the CMA, the driver will resume normal/approved speed limits.

4.5. Vehicles Operating in the Immediate Vicinity of Aircraft.

- 4.5.1. Vehicles operated near an aircraft will remain well clear of the aircraft, and be visible from the aircraft cockpit.
- 4.5.2. All vehicles will approach parked aircraft with the driver side nearest the aircraft.
- 4.5.3. Vehicles will not be driven within 25 feet of any aircraft except when servicing, loading or off-loading the aircraft.
- 4.5.4. Vehicles will not be backed in the direction of an aircraft without a spotter behind the vehicle. Position wheel chocks prior to backing to prevent accidental contact with the aircraft. **Exception:** Fire/Crash vehicles responding to an emergency.
- 4.5.5. For maximum safety, no vehicle will be parked or driven closer than 25 feet in front of, 25 feet lateral, or 200 feet behind any aircraft with engines running or about to be put into

operation. **Note:** When operating near large aircraft, such as C-5, C-17, B-747, KC-10, etc., use extreme caution due to jet engine blast.

4.5.6. Vehicles will not drive within 50 feet of any fueling or de-fueling operations unless specifically authorized by a directive.

4.5.7. Vehicles will not drive over in-ground fuel pit covers or drainage gates.

4.5.8. Vehicles will not drive beneath any part of an aircraft unless prescribed in an applicable directive.

4.5.9. Vehicles will never pass an aircraft during arming/de-arming of weapons systems unless required for the arm/de-arming operation.

4.5.10. Vehicles will not be driven into the path of a taxiing aircraft with the exception of a Transient Alert "Follow Me" vehicle. Never drive a vehicle between a "Follow Me" vehicle or marshal and an aircraft or into the path of an emergency response vehicle and an emergency aircraft.

4.5.11. Vehicles will give way to all taxiing and towed aircraft.

4.5.11.1. Vehicles must be at least 200 feet from the taxiway/taxilane centerline to avoid taxiing/towed aircraft.

4.5.11.2. Vehicle operators must maintain situational awareness at all times and be prepared to take appropriate actions to avoid interference with aircraft operations.

4.5.11.3. If it is necessary to drive off the paved surface to avoid an aircraft, re-entry to the paved surface will only be accomplished after inspecting tire treads and removing any debris found. Ensure the paved surface is FOD-free after entry.

4.5.11.4. Operators of heavy and/or wide vehicles that are unable to easily give way on airfield service roads or unpaved areas (e.g. K-loaders, tugs) must exercise extreme caution, anticipate aircraft movement, and establish a plan of action in advance to prevent aircraft impediment.

4.6. Airfield Right-of-Way Priorities.

4.6.1. Right-of-way will be given to the following:

4.6.1.1. Emergency vehicles responding to an emergency. **Note:** Emergency vehicles will not automatically assume the right of way.

4.6.1.2. Taxiing or towed aircraft.

4.6.1.3. Snow removal equipment engaged in snow removal operations. **Note:** Snow removal equipment operators travel at higher speeds and under limited visibility conditions thus other vehicle operators must maintain a safe distance to avoid collision.

4.6.1.4. All other vehicles.

4.7. Vehicle Parking and Chocking.

4.7.1. With the exception of support vehicles, there will be no parking of vehicles or equipment within any portion of the CMA or within 200 feet of a taxiway centerline unless prior coordinated with and approved by the AFM/AAF. At no time will such vehicles and/or equipment be left unattended.

4.7.2. No vehicles or equipment will be parked on infield/outfield areas unless approved by the AFM/AAFM.

4.7.3. Authorized vehicles and equipment may be parked on ramp areas to conduct official business, but will be removed from the ramp area when no longer required.

4.7.4. All vehicles parked and left unattended (driver's seat vacated) on the airfield will be unlocked and have the ignition turned off with key left in the ignition. The parking brake will be engaged and the gear lever placed in park (automatic transmission) or reverse (manual).

4.7.4.1. Vehicles and wheeled equipment that do not have an integral braking system will have one rear wheel chocked (both front and back of the tire) while parked.

4.7.5. Vehicles parked alongside of aircraft will have the driver's side toward the aircraft, be located clear of aircraft wingtips and clearly visible to personnel in the cockpit.

4.7.6. Vehicles will be parked so that the direction of travel, either forward or backward, will not be toward any aircraft.

4.7.7. Passenger carrying vehicles will only stop at the side of an aircraft when actually loading or unloading personnel.

4.7.8. All motor vehicles will use emergency warning flashers (direction lights, front and rear) when parked on the ramp area during hours of darkness or inclement weather.

4.7.9. Emergency vehicles that must remain in operation at the scene of an emergency, and aircraft servicing support vehicles, which require the vehicle's engine to operate as a power source for auxiliary components, may be left unattended while the engine is running. However, the parking brake will be set, the transmission placed in neutral or park, and the rear wheels chocked fore and aft.

4.7.10. Aerospace Ground Equipment (AGE) towing vehicles may be placed in neutral while the driver completes hookup operations to facilitate movement. Drivers must shut off their vehicle, place the vehicle in park (automatic) or reverse (manual) and set the parking brake if they do not depart with the AGE equipment following hookup.

4.7.11. Snow removal operators may leave vehicle engines running for servicing and removing accumulated snow and ice from their equipment under the following conditions:

4.7.11.1. The surrounding area (a minimum of 500 feet in any direction) is void of aircraft. A remote location is preferred.

4.7.11.2. The transmission lever is placed in park (automatic) or neutral (manual).

4.7.11.3. Parking brake is set.

4.7.11.4. Chocks are placed fore and aft of at least one rear wheel if vehicle does not have an integral braking system.

4.7.11.5. Removed snow and ice does not pose a FOD hazard to aircraft or vehicles.

4.7.12. Vehicles will not be parked within Instrument Landing System (ILS) critical areas when ILS critical areas are protected.

4.7.13. Vehicles will not be parked unattended in front of hangar doors.

4.8. Lateral Distance Requirements for Fixed and Mobile Obstacles.

4.8.1. Vehicles and equipment are considered mobile obstacles. Do not leave vehicles or equipment parked unattended within the following areas unless prior coordinated with and approved by the AFM/AAFM:

- 4.8.1.1. 1,000 feet either side of a runway centerline.
- 4.8.1.2. 200 feet from a taxiway or taxilane centerline.
- 4.8.1.3. 125 feet from the edge of an aircraft parking apron.

4.8.2. AGE equipment may be staged on aircraft parking spots no earlier than three hours prior to arrival and will remain no later than three hours after departure.

4.9. Foreign Object Debris/Damage (FOD) Control and Prevention.

4.9.1. Prior to entering the airfield or as otherwise directed by Airfield Management (see **paragraph 4.2.2.6**), vehicle operators must conduct a thorough FOD check which shall, at minimum, consist of the following:

4.9.1.1. A “rolling” inspection of vehicle tires. Stop the vehicle, check and remove debris (e.g., rocks, gravel, etc.) from all tires, pull the vehicle forward 18 to 24 inches, then once again check for and remove any debris, as applicable.

4.9.1.2. A visual check to ensure all external vehicle components and equipment carried on the vehicle is properly stowed and secured, including all tie-down device loose ends such as chains, ropes, packaging or other items that may become dislodged during movement while on the airfield.

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

4.9.2. Emergency vehicles responding to actual emergencies and alert vehicles responding to an alert are exempt from conducting a FOD check prior to entering the airfield; however, must complete a FOD check IAW **paragraph 4.9.1**, once the actual emergency or alert is over.

4.9.3. 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, drivers must conduct a thorough FOD check upon exit of these areas or returning to paved surfaces and remove any debris from tires prior to re-entry onto paved areas.

4.9.3.1. Inspect vehicle undercarriages, tires, and wheel wells for mud, snow and ice. Remove accumulated mud, snow or ice to the maximum extent possible. Drive slowly at the edge of the paved shoulder and depart the airfield from the closest, most direct and approved route. Monitor the pavement as you exit and immediately notify AMOPS if sweeping is required. Wash and clean the undercarriage of the vehicle before re-entry onto the airfield.

4.9.4. Everyone is responsible for keeping the airfield safe and FOD-free. Vehicle operators encountering any debris on the airfield must stop, pick it up and properly dispose of it. Immediately report large amounts of debris to AMOPS.

4.9.5. Per WPAFBI 21-101, *Foreign Object Damage and Dropped Object Prevention Program*, hats/berets will not be worn on the airfield. **Exception:** When conducting official protocol duties on the airfield, the senior officer present, or his/her representative, will consider factors including weather and proximity to operating aircraft engines and dictate if hats are to be worn for a particular occasion (this does not include baggage and aircraft support personnel). No individual wearing a hat, regardless of rank, will pass within 25 feet of an operating engine.

4.9.6. Authorized headgear for extreme cold weather protection may be worn; however, every effort must be made to prevent such headgear from coming loose during duty performance. Special attention to the FOD potential and safety of personnel will be prime considerations when determining extreme cold weather clothing authorizations.

4.9.7. All personnel are prohibited from wearing loose fitting items that could be ingested by operating jet engines. The wearing of wigs, hairpieces, metal hair fasteners, earrings or other jewelry in high FOD potential areas is prohibited. Badges such as AF Form 1199 will be secured with a nylon/cotton cord or plastic armband.

4.10. Restricted Visibility and Night Operations.

4.10.1. Vehicle operations during night or adverse conditions can produce significant challenges due to diminished depth perception, glare, and limited visibility. Poor weather conditions (e.g., fog, rain, etc.) might obscure visual cues, pavement markings, and airfield signs. This can degrade a driver's situational awareness and increase his/her chances of committing a runway incursion. Vehicle operators must remain vigilant of their surroundings and operating boundaries.

4.10.1.1. Taxiways can be distinguished from runways by blue lights along the edges and solid yellow taxi lines painted down the center of the taxiway. Runways have white/amber lights along the edges with broken white painted markings down the center of the runway.

4.10.2. Do not direct headlights toward the cockpit of an approaching aircraft. Give right-of-way to the aircraft; turn off your headlights and leave parking lights on so the pilot can see your vehicle. Leave the headlights off until the aircraft is out of range. Vehicle operators will also exercise caution to ensure headlights do not point toward aircraft towing operations, so tow vehicle operators are not blinded.

4.10.3. Vehicles must hold short of all "INST" markings/signs and obtain permission from ATCT prior to proceeding whenever the sign is lit, ceiling is below 800 feet and/or visibility is less than 2 miles, and/or ATCT or AMOPS has announced "ILS critical areas are protected"(See **paragraph 4.2.1.1.3.** and **paragraph 4.2.2.2.**). If in doubt, the vehicle operator shall contact ATCT to verify whether or not the ILS critical areas are currently protected.

4.10.4. All vehicles will operate with four-way warning flasher lights or overhead rotating lights on (day or night) during inclement weather anywhere on the airfield. **Exception:** Specialized aircraft service vehicles (i.e., passenger staircase trucks, latrine servicing trucks, etc.) after the vehicle is positioned at the aircraft being serviced, and AGE tow vehicles during the momentary, non-delayed, pick up and drop off of equipment. Vehicles exempted

under these circumstances must be reflected to indicate length, width, and height IAW T.O. 36-1-191.

4.10.5. Reduced Visibility Restrictions:

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

4.10.5.2. When visibility is less than 100 feet, private motor vehicles and airfield vehicles (except emergency and alert vehicles) will not be operated on the airfield. Flashing lights will be used on all vehicles temporarily parked on the aircraft parking ramps during the periods of lowered visibility.

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

4.11. Precision Obstacle Free Zone (POFZ).

4.11.1. The POFZ is an 800 ft. wide by 200 ft. long rectangular area centered on the runway centerline, beginning at and extending outward from the end of the runway, designed to protect aircraft flying precision approaches from ground vehicles and other aircraft when the ceiling is less than 300 ft., or the visibility is less than 3/4 statute mile (See **Attachment 8**).

4.11.2. Vehicles that are less than 10 ft. in height operating outside of the CMA and necessary for maintenance of airfield and/or navigation facilities are allowed to transverse the POFZ. These vehicles will maintain radio contact with ATCT when allowed to park in these areas. There are no normal vehicle operations in the POFZ except for mowers.

4.11.3. Vehicles over 10 ft. high must remain outside of the POFZ during inclement weather. Vehicle operators will contact ATCT to determine if ceiling and visibility will restrict operations.

4.12. Daytime Running Lights (DRL).

4.12.1. Vehicles equipped with daytime running lights will attempt to turn off/disable the headlights but leave parking lights and/or emergency flashers on.

4.12.2. If unable to disable the DRLs, vehicle operators will position the vehicle so that the headlights are facing away from aircraft, or turn the vehicle off. If the vehicle is turned off, the emergency flashers will remain on. Once the aircraft passes out of range, the vehicle may be restarted.

4.13. Vehicles Equipped With Supplemental Traction Devices.

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

4.13.2. Vehicles equipped with studded tires are not authorized to operate on the airfield.

4.14. Jet Blast.

4.14.1. Personnel on the airfield will exercise extreme caution when driving behind any aircraft with engines running.

4.14.2. When engines are running or about to be started, remain at least 25 feet to the front or 200 feet to the rear of any aircraft. **Note:** When operating near large aircraft, such as C-5, C-17, B-747, KC-10, etc., use extreme caution due to jet engine blast.

4.14.3. Full power engine runs will occur on the West ramp posing a hazard to vehicles/personnel traversing Taxiway Alpha behind the West ramp or in the grassy area between the West ramp and Taxiway Alpha. Vehicle operators may contact ATCT or AMOPS to verify engine runs taking place on the West ramp. In the event of an engine run, vehicles/personnel will exit the area until the engine run is complete.

4.15. Procedures for Emergency Response Vehicles.

4.15.1. Emergency Vehicles (i.e. Fire/Crash Recovery, Medical, Bio-Environmental, Explosive Ordinance Disposal, Airfield Management, Safety, and Security Forces) responding to an aircraft emergency (with rotating emergency lights in operation) have priority over normal vehicular traffic. However, emergency response vehicles shall not automatically assume right of way.

4.15.2. Emergency vehicles will not cross or enter any runway without approval from ATCT.

4.15.2.1. To facilitate the fastest possible response time of emergency response vehicles, ATCT shall anticipate emergency response vehicle movement on the airfield after activation of the Primary or Secondary Crash phones. Upon arrival of an in-flight emergency (IFE) aircraft, ATCT may announce over the radio, using the CFR-1 talk group, unsolicited emergency response vehicle authorizations to enter the runway; i.e. "ALL EMERGENCY RESPONSE VEHICLES PROCEED ON (*active runway*) AT (*location*)."

4.15.2.2. If ATCT does not automatically provide runway clearance for emergency response vehicles, operators must obtain ATCT approval prior to CMA entry.

4.15.3. The Incident Commander (IC) is responsible for advising ATCT when all emergency vehicles have exited the runway.

4.15.4. Emergency and Follow-on/Support Vehicle Pre-Positioning/Staging Procedures.

4.15.4.1. Upon arriving on the airfield, Medical personnel, Bioenvironmental Engineering and Security Forces will pre-position their vehicles on the north or south end of Bldg 206, unless otherwise instructed by the IC/Fire Chief.

4.15.4.2. Airfield Management will contact the IC to coordinate a pre-positioning location for AM response vehicle(s). Unless otherwise dictated by the IC or nature of emergency, AM will normally pre-position near the approach end of the active runway in use prior to the emergency aircraft's arrival.

4.15.4.3. Fire Department vehicles will pre-position their vehicles as directed by the Fire Chief.

4.15.5. All emergency response vehicles operating on the airfield during non-emergency operations will adhere to normal airfield driving procedures.

4.16. Restricted Areas.

4.16.1. Restricted areas are delineated by a red painted line on the surface of the pavement or with use of rope and stanchions. Restricted areas are accessible via an established entry control point (ECP) marked with a painted white rectangle, sign or a break in the rope. Vehicle operators must always enter and exit restricted areas via designated ECPs, unless prior coordinated with and approved by Security Forces to break red in the performance of official duties (i.e. snow and ice removal vehicles, airfield sweeper, etc.)

4.16.2. Operators entering restricted areas must possess an AF Form 1199 appropriately designated for authorization in the area or an approved and authenticated Entry Authorization List (EAL), or be escorted by an authorized person.

4.16.3. Airfield restricted areas include:

4.16.3.1. The West Ramp (**Attachment 7**).

4.16.3.2. E-4B parking area located on N-1, East Ramp. (See **Attachment 6**)

4.16.3.3. Transient aircraft that require establishment of a temporary restricted area will be defined by the use of rope and stanchions unless otherwise coordinated by the AFM for FOD and safety concerns.

4.17. Controlled Areas.

4.17.1. The entire airfield, defined as “all areas supporting aircraft operations to include: operations facilities, runways, taxiways, parking aprons, hangar access aprons and all grounds identified by controlled area signs” is a controlled area (**Attachment 5**).

4.17.2. The designation “Controlled Area” carries the same legal and moral restrictions as a physical barrier. Only personnel who possess a valid AF 1199 with appropriately designated authorization or an approved and authenticated EAL or are escorted by an authorized person may access the airfield.

4.18. ATCT and/or Vehicle Radio Problem Areas and Visual Blind Spots.

4.18.1. ATCT and/or vehicle radio problem areas (intermittent LMR use only) include H row, spot 1 and the East Ramp between Hangars 206N and 206S (See **Attachment 2**).

4.18.2. ATCT/vehicle blind spots include but are not limited to the south corner of the East Ramp, between/behind all hangars on the East Ramp, F – H rows, and the fuel cell area access Taxiway B north (see **Attachment 2**).

4.19. Aircraft Ground Equipment (AGE) Operations.

4.19.1. AGE equipment, electrical carts, forklifts, tow bars, fire extinguishers, maintenance stands, portable lighting and similar equipment (when not in use) will be removed from the aircraft parking area and stored in appropriate areas IAW Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design*.

4.19.2. Personnel will not leave aircraft support equipment (i.e., fire extinguishers, ladders, chocks, work stands, tugs, etc.) where it presents a potential hazard to taxiing or towed

aircraft. When personnel are not using equipment, they will remove it from the airfield and store it in a designated location. Personnel will secure all equipment left outdoors to prevent accidental movement by wind or engine blast.

4.19.3. Equipment will not be in place earlier than three hours prior to aircraft arrival and no longer than three hours after aircraft departure IAW UFC 3-260-01.

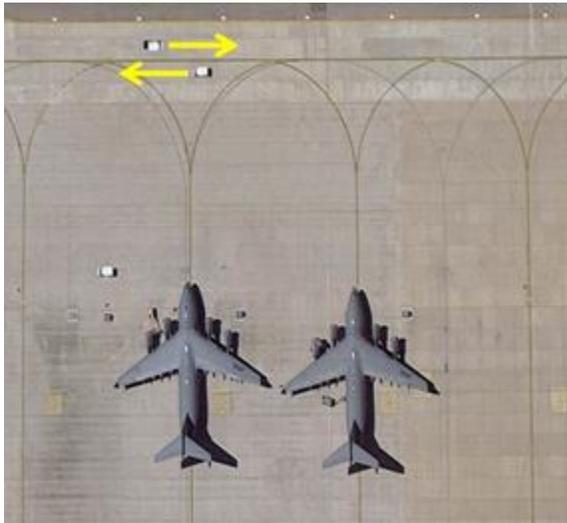
4.20. Traffic Lanes.

4.20.1. Vehicles will be driven to the extreme right side of taxiway/taxilane centerlines unless otherwise directed or required to maintain a safe distance from taxiing, towed or parked aircraft and emergency response vehicles. See **Figure 4.20**. **Note:** Under normal circumstances, the only vehicles authorized to operate on the centerline of any taxiway or runway include, but are not limited to, AM and Flight Safety, airfield maintenance vehicles (i.e., sweeper, snow and ice control equipment, etc.), and vehicles towing aircraft.

Figure 4.20. Standard Airfield Traffic Flow.



4.20.1.1. Vehicles will drive to the extreme left side of the west parallel taxilane centerline on the West Ramp to ensure the driver's side of the vehicle is closest to parked aircraft.

Figure 4.21. West Ramp Traffic Flow.

4.20.2. Vehicles will be operated single-file unless in direct support of an aircraft, responding to an emergency or otherwise required for official duties.

4.21. Arm/De-Arm Areas. HAZPAD 4 and the north end of Taxiway B between the approach ends of Runways 23R and 23L are designated aircraft weapons arm/de-arm areas. During arming/de-arming operations, vehicles not in direct support of operations shall not enter or pass these areas (See **Attachment 2**).

4.22. Hot Spots. The approach end of Runway 23L is considered a “Hot Spot” due to an increased potential for runway incursions. Both the extended pavement width of Taxiway B at the west intersection and the position of the threshold of Runway 23L (south of the Taxiway B intersection) could lead a vehicle operator to mistake the runway as a continuation of Taxiway B. All airfield drivers must be knowledgeable of this area and exercise extreme caution to avoid committing a runway incursion (See **Attachment 2**).

4.23. In-Ground Fuel Pit Covers. Vehicle operators will not drive over in-ground fuel pit covers. In-ground fuel pits cover locations include the West Ramp, spots A-1 through A-14 and the East Ramp, spots I-1 and I-2.

4.24. Airfield Construction Areas. Vehicle operators will not drive through closed airfield areas normally delineated by lighted low profile barricades (see **Figure 4.22**) without prior coordination and approval from the 88 CE program manager, lead contractor and AFM/AAFAM.

Figure 4.22. Typical Low Profile Barricades.

4.25. Distinguished Visitor (DV) Carpet. Personnel are not to drive over the DV red carpets (“T” shaped brick) located directly in front of AMOPS, Building 206 and in front Hangar 206S unless in direct support of DV aircraft.

Figure 4.23. Distinguished Visitor Carpet.



4.26. Vehicle Night Vision Device (NVD) Procedures. Operating a vehicle on the airfield with NVDs is prohibited.

4.27. Airfield Smoking Policy. The airfield, defined as “all areas supporting aircraft operations to include: operations facilities, runways, taxiways, parking aprons, hangar access aprons and all grounds identified by controlled area signs” is designated a “no smoking area”. Exception: Commanders and Directors may designate smoking areas that are located only on non-aircraft movement area sides of hangars or other airfield support facilities. Prior coordination with and approval by the Fire Emergency Services Flight and Airfield Manager is required.

4.28. Cell Phone Use on the Airfield.

4.28.1. Cell phones will not be used while driving on the airfield.

4.28.2. Cell phones should not be used during aircraft servicing unless specified in the appropriate technical order or guidance for the particular operation being conducted, or:

4.28.2.1. Within 50 feet of any pressurized aircraft fuel or oxygen servicing components.

4.28.2.2. Within 25 feet of any aircraft fuel vent outlet during fuel transfer.

4.28.2.3. Within 10 feet of any aircraft fuel vent outlet at any time.

Chapter 5

CONTROLLED MOVEMENT AREA (CMA) AND RADIO COMMUNICATIONS

5.1. Vehicle/Pedestrian Operations In The Controlled Movement Area (CMA).

5.1.1. The CMA is defined as runways, overruns/underruns and any area within 100 feet of these areas (**Attachment 3**). Access to the CMA shall be limited to mission essential operations.

5.1.2. The mandatory runway hold signs and markings indicate the CMA boundary. Barrier access roads have white stop bars near the shelters to indicate the CMA boundary. Stop bars are also painted across approach lighting access roads prior to Runway 05L and 23R overruns.

5.1.3. No vehicle operator or pedestrian may gain access to, cross, or work in the CMA without establishing two-way radio contact with and receiving specific approval from the ATCT (“Patterson Ground”). **Exception:** Vehicles and/or pedestrians may be escorted into the CMA by a valid AF IMT 483 licensed vehicle operator and/or pedestrian that has two-way radio contact with and permission from ATCT.

5.1.4. Only personnel with “CMA Authorized” annotated on their AF IMT 483 are permitted to escort other persons/vehicles into the CMA. The individual providing escort will ensure the person(s)/vehicle(s) remain in close proximity of the escort. At no time will personnel/vehicles become separated while being escorted in the CMA. See **paragraph 5.2.7** for proper escort phraseology.

5.1.5. Two-way radio communications with ATCT will be maintained at all times while in the CMA.

5.1.6. Any time the ATCT directs vehicles or personnel to exit the CMA, they shall acknowledge instructions and depart the CMA immediately by the most direct route.

5.1.7. Vehicle operators and/or pedestrians must notify ATCT after exiting the CMA. See **Table 5.6**

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

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

5.1.10. ATCT will not issue or use unconditional instructions (blanket approval) when authorizing vehicles to enter the runway, except as noted in **paragraph 4.15.2.1**.

5.1.11. Runway crossings are restricted to personnel performing mission essential duties and then only to an absolute minimum. The departure end of the runways is the preferred point during flying operations. Taxiway Charlie is the preferred crossing point during non-flying operations.

5.1.12. Hot Spot: The approach end of Runway 23L is considered a “Hot Spot” due to an increased potential for runway incursions. Both the extended pavement width of Taxiway B at the west intersection and the position of the threshold of Runway 23L (south of the Taxiway B intersection) could lead a vehicle operator to mistake the runway as a continuation of Taxiway B. All airfield drivers must be knowledgeable of this area and exercise extreme caution to avoid committing a runway incursion (See **Attachment 2**).

5.1.13. ATCT will never issue blanket approval to enter or cross more than one runway. Vehicle operators approved to enter or cross a runway must exit that runway before receiving approval for a subsequent runway entry or crossing. Airfield drivers shall exercise extreme caution when operating between runways, maintain their situational awareness at all times and ensure proper communication procedures are followed to prevent a runway incursion.

5.1.14. In the event of a vehicle or ATCT radio failure, the following procedures will be implemented:

5.1.14.1. ATCT will flash the runway edge lights on and off and/or use light-gun signals (**Figure 5.1**) to alert vehicle and/or pedestrians on the runway that there is a problem and/or emergency that requires them to immediately exit the runway.

5.1.14.2. All vehicle operators/pedestrians must exit the runway as quickly and safely as possible upon experiencing radio failure and/or noticing flashing runway edge lights. Contact ATCT or AMOPS 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 AMOPS via radio, use other means of communication such as a cellular phone (when available). If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the ATCT and start flashing the vehicle headlights and wait for the controller to signal the light gun.

5.1.14.3. All vehicle operators are required to know and comply with the following signals:

Figure 5.1. ATCT Light Gun Signals.

STEADY GREEN LIGHT 	CLEARED TO CROSS, PROCEED OR GO
STEADY RED LIGHT 	STOP
FLASHING RED LIGHT 	CLEAR THE RUNWAY/TAXIWAY
FLASHING WHITE LIGHT 	RETURN TO STARTING POINT ON AIRFIELD
ALTERNATING RED/GREEN 	EXERCISE EXTREME CAUTION

5.2. Radio Communications Phraseology, Discipline and Techniques.

5.2.1. Vehicle operators/pedestrians must contact ATCT each and every time they wish to proceed onto the CMA or upon exiting the CMA via the “TOWER” LMR net. **Exception:** Fire Department may use the “CFR-1” net.

5.2.2. Vehicle drivers and pedestrians operating on the CMA must use a distinct call sign. A listing of approved call signs that are commonly used on the airfield is identified in **Attachment 18**. A complete listing of approved call signs is maintained at 88 CS/SCOSLP. **Note:** 88 SFS call signs are posted in the WPAFB Integrated Defense Plan.

5.2.2.1. Temporary call signs for personnel such as TDY or non-base assigned contractors will be approved by the AAFM or designated AM representative to avoid duplication, confusion, or different agencies using similar names (e.g. Airfield 1, Airfield Lighting, Airfield Sweeper, etc.).

5.2.3. When contacting ATCT to request permission onto the CMA, vehicle operators must advise the controller of three things: WHO they are, WHERE they are, and WHAT their intentions are.

Table 5.1. Sample Runway Crossing Phraseology.

VEHICLE OPERATOR:	“PATTERSON GROUND, AIRFIELD ONE”
ATCT:	“AIRFIELD ONE, PATTERSON GROUND”
VEHICLE OPERATOR:	“PATTERSON GROUND, AIRFIELD ONE REQUEST TO CROSS RUNWAY TWO THREE LEFT AT TAXIWAY CHARLIE”
ATCT:	“AIRFIELD ONE, CROSS RUNWAY TWO THREE LEFT AT CHARLIE” or “AIRFIELD ONE, HOLD SHORT OF RUNWAY TWO THREE LEFT”

5.2.4. Vehicle operators must always acknowledge all ATCT communications with their call sign, repeat instructions verbatim before taking any action and allow time for correction, if misinterpreted.

Table 5.2. Sample Read Back Instructions.

VEHICLE OPERATOR:	
Note: Airfield 1 visually scans the runway prior to entry, and then proceeds across the runway	“AIRFIELD ONE UNDERSTANDS APPROVED TO CROSS RUNWAY TWO THREE LEFT AT TAXIWAY CHARLIE. WILL REPORT WHEN OFF.” or “AIRFIELD ONE HOLDING SHORT AT TAXIWAY CHARLIE”

5.2.5. If instructions are not completely understood and/or the transmission is garbled, stepped on or unreadable, vehicle operators will ask ATCT to “SAY AGAIN.”

Table 5.3. Sample ATCT Repeat Instructions.

VEHICLE OPERATOR:	“PATTERSON GROUND, AIRFIELD ONE, REQUEST TO ENTER RUNWAY TWO THREE RIGHT AT TAXIWAY ALPHA”
ATCT:	“...FIELD ONE, PATTERSON GR,...RUNWAY,...”
VEHICLE OPERATOR: Note: Airfield 1 holds short of the runway hold sign/ marking on Taxiway Alpha	“PATTERSON GROUND, AIRFIELD ONE, SAY AGAIN”

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

Table 5.4. Sample Hold Short Instructions.

ATCT:	“AIRFIELD ONE HOLD SHORT OF RUNWAY TWO THREE RIGHT ON TAXIWAY ALPHA”
VEHICLE OPERATOR:	“AIRFIELD ONE, ROGER”
ATCT:	“AIRFIELD ONE, READ BACK HOLD INSTRUCTIONS”
VEHICLE OPERATOR:	“AIRFIELD ONE WILL HOLD SHORT OF RUNWAY TWO THREE RIGHT ON TAXIWAY ALPHA”

5.2.7. The words “clear” or “clearance” must not be used in communication with ATCT. These words are reserved for communications between ATCT and aircraft. Instead, report “OFF” the runway.

Table 5.5. Sample Reporting Off Runway.

VEHICLE OPERATOR:	“PATTERSON GROUND, AIRFIELD ONE PLUS TWO OFF RUNWAY TWO THREE LEFT AT TAXIWAY CHARLIE”
ATCT:	“AIRFIELD ONE PLUS TWO, ROGER”

5.2.8. Personnel providing escort will add the number of vehicles they are escorting into the CMA with their call sign.

Table 5.6. Sample Escort Procedures.

VEHICLE OPERATOR:	“PATTERSON GROUND, AIRFIELD ONE PLUS TWO REQUEST PERMISSION TO CROSS RUNWAY TWO THREE LEFT AT TAXIWAY CHARLIE”
ATCT:	“AIRFIELD ONE PLUS TWO, APPROVED TO CROSS RUNWAY TWO THREE LEFT AT CHARLIE”
VEHICLE OPERATOR:	“AIRFIELD ONE PLUS TWO UNDERSTANDS APPROVED TO CROSS RUNWAY TWO THREE LEFT AT TAXIWAY CHARLIE. WILL REPORT WHEN OFF”

5.2.9. Proper phraseology must be used to eliminate the potential for miscommunication.

Table 5.7. 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 message 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 specific area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay, Expedite	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	“No” or “permission not granted” or “that is not correct”.
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait. 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.

5.2.10. Because some letters have similar sounds, like B and P, the international aviation industry uses the words in **Table 5.8** to reduce confusion. For example, Taxiway B is referred to as Taxiway Bravo. Vehicle operators must know and use the following Phonetic Aviation Alphabet:

Table 5.8. Phonetic Aviation Alphabet.

A	ALPHA	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

5.2.11. Radio Techniques.

5.2.11.1. Radio transmissions must be kept as brief as possible. However, controllers must know who you are, where you are and what you want to do. Conversely, vehicle operators/pedestrians must know exactly what the controller wants them to do.

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

5.2.11.3. Think before keying the transmitter. Know exactly what you need to say before you say it.

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

5.2.11.5. 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.

5.2.11.6. 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.

5.2.11.7. 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.

Chapter 6

REPORTING, ENFORCEMENT AND VIOLATION CONSEQUENCES

6.1. Revoking and Suspending AF IMT 483.

6.1.1. Anyone violating the provisions of this instruction may be removed from the airfield by AMOPS and/or detained by Security Forces, as appropriate.

6.1.2. Unit commanders, unit ADPMs, AM, and Security Forces personnel have the authority to temporarily suspend airfield driving privileges of any individual who fails or refuses to comply with procedures established in this instruction or other applicable guidance.

6.1.2.1. The AAFM will be notified in writing by the Unit Commander or ADPM when airfield driving privileges of unit assigned personnel are suspended.

6.1.2.2. The unit ADPM and/or AAFM will notify the Unit Commander of all unit assigned personnel who have their airfield driving privileges suspended or revoked.

6.1.3. Upon suspension or revocation of a unit member's civilian driver's license and/or base driving privileges, the Unit Commander will suspend/revoke the member's airfield driving authorization (AF IMT 483) and notify the Unit ADPM and AAFM in writing.

6.2. Reissuing Suspended AF IMT 483.

6.2.1. Individuals may only have their AF IMT 483 reinstated after completing remedial training and certification conducted by the unit ADPM. This training will consist of all initial training and testing requirements in Chapter 3 of this instruction and be documented on a new **Attachment 10** and **Attachment 11**. Upon completion of mandated suspension and retraining/certification, the Unit Commander must recommend in writing that the individual's airfield driving privileges are reinstated (See **Attachment 16**).

6.2.2. If an individual is mission essential and required to drive on the airfield prior to the indicated suspension expiration, the unit commander must provide a written request to the 88 ABW/CC IAW **paragraph 2.1.2**, for early reinstatement (See **Attachment 15**).

6.2.3. To receive a new AF IMT 483 the individual must bring paperwork identified in **paragraph 3.1.3**, as well as the Unit Commander's recommendation letter to AM for reissue. A new AF IMT 483 will not be issued without all required paperwork.

6.3. Reporting and Documenting CMAV Events.

6.3.1. 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.

6.3.1.1. Unit Commander, unit ADPM and AM must be notified immediately of any CMAV event. The AFM or AAFM will notify HQ AFMC/A300 within 24 hours of a CMAV/HATR incident.

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

6.3.1.2.1. 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.

6.3.1.2.2. Runway Incursions and CMAV events will be reported to 88ABW/SE and 445AW/SE, if involving 445 AW assigned personnel, as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*, Chapter 6. The AF Form 457, *USAF Hazard Report* will be filed for runway incursions and CMAVs that did not impact aircraft operations. The AF IMT 651, *Hazardous Air Traffic Report (HATR)*, will be filed for all runway incursions and CMAVs that endanger the safety of an aircraft.

6.3.1.2.3. The OSS/CC, AOF/CC, 88 ABW/SE, 445AW/SE, as applicable, and AAFM will work as a team to assign all runway incursions an operational category defined in AFI 13-213, Attachment 1 for trend analysis. The AOF/CC will ensure these classifications are annotated in the recommendation section of the AF Form 457, or narrative section of the AF IMT 651.

6.3.1.2.4. The AAFM and 88 AW/SE will inspect the unit ADP of the personnel who committed the runway incursion as a part of the investigation. Emphasis will be placed on how the unit trained the individual and their compliance with this instruction. The results will be reported to the Unit Commander.

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

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

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

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

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

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

6.3.1.3. CMAV events will be briefed at the AOB.

6.4. Expired AF IMT 483s.

6.4.1. Annual refresher training must be completed and documented NLT the last day of the month that training is due. Failure to complete annual refresher training will result in automatic suspension of airfield driving privileges (see **paragraph 3.5.3.1**).

6.4.1.1. Expired AF IMT 483s discovered during random airfield driving spot checks will be revoked until the individual provides documentation to AMOPS that refresher training has been completed.

6.4.1.2. Findings will be briefed at the AOB.

6.5. Violations and Consequences.

6.5.1. Major violations are those classified in paragraph **6.3.1** Additional major violations include but are not limited to: failure to obey ATCT instructions; failure to yield right-of-way to taxiing or towed aircraft; failure to yield right-of-way to emergency response vehicles; failure to immediately report a disabled vehicle or equipment in the CMA or other critical areas to either ATCT or AMOPS; obvious excessive speed over established speed limits; and operating a vehicle on the airfield without required training, certification, or under a suspended AF IMT 483/civilian driver license.

6.5.1.1. At a minimum, the following information will be obtained from the individual committing the airfield driving violation:

6.5.1.1.1. Name/Rank of individual, unit, duty phone, Unit Commander and unit ADPM.

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

6.5.1.2. The first major violation will result in automatic suspension of an individual's AF IMT 483 for a minimum of 30 days.

6.5.1.3. For a second major violation, an individual's airfield driving privileges will be suspended for a minimum of 6 months.

6.5.1.4. After the third major violation, the violator will be permanently barred from driving on the airfield.

6.5.2. Vehicle operators committing a major violation will be escorted to AM to determine identity, reason for the violation, and to surrender their AF IMT 483. Notification of the violation will be made IAW **paragraph 6.3**

6.5.3. Minor or less severe violations still warrant the attention of AM. The violator's name will be recorded, and in event of a second violation, airfield driving privileges will be suspended for a minimum of 30 days. Minor violations include, but are not limited to:

6.5.3.1. Failure to remove FOD from airfield.

6.5.3.2. Driving a POV on airfield without a pass.

6.5.3.3. Failure to report a disabled vehicle on the airfield to AM.

6.5.3.4. Any violation not mentioned above will be evaluated by the AAFM on a case-by-case basis to determine appropriate action.

6.5.3.5. Violations of airfield driving procedures will, at minimum, require the unit ADPM to brief the violator on correct procedures before being allowed to operate a vehicle on the airfield again.

6.5.4. 88th SFS personnel will issue citations for airfield driving violations, as required.

Chapter 7

TDY AND NON-BASE ASSIGNED CONTRACTORS

7.1. TDY Personnel.

7.1.1. TDY personnel possessing a valid AF IMT 483 from their home station will receive a local training brief from the sponsoring unit ADPM, AAFM or designated AM representative using **Attachment 17**. Unit ADPMs will forward a copy of completed checklist to the AAFM for certification and issue of a temporary AF IMT 483.

7.1.1.1. TDY aircrew requesting to drive to/from their aircraft must receive a local briefing from Airfield Management. CMA access will not be authorized.

7.1.2. TDY personnel who do not possess a valid AF IMT 483 must either be escorted by an individual with a valid AF IMT 483 or complete all training and testing requirements in Chapter 3 before driving on the airfield.

7.1.2.1. Upon completion of all initial training and certification requirements, the sponsoring unit ADPM will forward paperwork identified in paragraph 3.1.3. to the AAFM. A temporary AF IMT 483 will be issued by the AAFM or designated representative with applicable restrictions annotated (e.g., EAST RAMP, DAYLIGHT HRS ONLY).

7.1.2.2. TDY personnel will not normally be granted access to the CMA unless they are escorted by a driver with CMA authorized access. However, the AFM/AAFM may approve unescorted CMA access on a case by case basis after all training and testing requirements for CMA operations outlined in Chapter 3 are completed by the sponsoring unit ADPM, AAFM or designated AM representative.

7.2. Non-base Assigned Contractor Personnel.

7.2.1. Temporary contractors must receive a tailored briefing based on the location they are working and routes to and from work site. Driving within the CMA will require a qualified escort unless the contractor possesses a valid AF IMT 483.

7.2.1.1. Personnel acting as escorts must have a valid AF IMT 483 to drive on the airfield. The host unit's ADPM will ensure all escorts are aware of their responsibilities.

7.2.2. Contractor vehicles operating in the CMA must be equipped with a rotating beacon and/or emergency flashers and have two-way radio contact with the ATCT. Restricted routes and CMA access will be approved by the AFM.

7.2.3. Prior to beginning work on the airfield, contractors must report to AM with the host unit representative. The AAFM or designated representative will brief contractors and document training on **Attachment 17**. The AAFM will issue contractors temporary AF IMT 483s and POV passes, as applicable.

7.2.4. Contractors must obtain and possess on person an approved and authenticated entry authorization letter (EAL) prior to unescorted entry within the airfield controlled area.

7.2.5. It is the primary contractor's responsibility to ensure subcontractors are trained and receive an AF IMT 483, POV pass and copy of the authenticated EAL (as applicable), or are escorted by a qualified contractor.

7.2.6. Qualified contractors will meet delivery vehicles at a location off the airfield and escort individuals to and from the construction site using approved routes. Hauling routes and operations must be prior coordinated and approved by the AFM/AAFM.

7.2.7. Contractors will comply with the provisions of this instruction and driving conditions negotiated at pre-construction meetings, or stipulated in a Temporary Construction Waiver safety plan. Contractor vehicle operators who violate established provisions can be banned from operating motor vehicles or equipment on the airfield. Replacement driver(s) is the contractor's responsibility. See **paragraph 2.11**

Chapter 8

PRIVATELY OWNED VEHICLE PASSES

8.1. General.

8.1.1. Privately Owned Vehicles (POVs) on the airfield are highly discouraged and shall be restricted to an absolute minimum. POV operators must possess a valid AF IMT 483 and POV pass to drive on the airfield.

8.1.2. Government Owned Vehicles (GOV) and Government Leased Vehicles (GLV) are permitted on the airfield without a pass when marked with an organizational decal, government plate or some other type of government marking. Any vehicle not marked shall be considered a POV. **Note:** Official rental vehicles (i.e., Hertz, Enterprise, etc.) require a POV pass.

8.1.3. Permanent base assigned contractor vehicles (i.e., Fuels, AGE, Transient Alert, etc.) do not require a POV pass when marked with an organizational/company decal or other type of designation marking.

8.2. POV Pass Requests.

8.2.1. Unit Commanders will initiate written requests including specific justification for AM to issue POV passes for unit personnel required to drive a POV on the airfield (See **Attachment 13**). **Note:** Wing/Group commanders and their deputies are not required to provide justification for POV pass requests. AM is the approval and issuing authority for all POV passes.

8.2.1.1. The requests will be turned in to AM for action. If approved, AM will issue the POV pass for the period defined in the request, but not to exceed 31 Dec of the current calendar year.

8.2.1.2. Due to the volume of traffic on the airfield, commanders must request only the minimum number of POV permits necessary to accomplish the mission.

8.2.1.3. POV pass requests for contractor vehicles must be submitted by the responsible host Unit Commander or Company/Contractor Representative. **Note:** Base assigned contractor vehicles with permanently affixed markings (e.g., company logo) do not require a POV pass.

8.2.1.4. Personnel must be qualified to drive on the airfield (possess AF IMT 483) before a pass is requested. If the individual is not in possession of a valid AF IMT 483, a pass will not be issued.

8.3. Passes.

8.3.1. Passes must be hung from the rear view mirror or displayed on the left side of the dashboard so they are visible while the vehicle is on the airfield. Passes must be removed from the rear view mirror/dashboard and secured when leaving the airfield.

8.3.2. Passes are non-transferable and are only valid for the vehicle of issue.

8.3.3. The color of passes will change each year for security purposes.

8.3.4. Types of POV passes:

8.3.4.1. Permanent. Grants access to the airfield for permanently assigned personnel, however, each pass will expire on 31 Dec of the year issued and be re-validated/renewed annually.

8.3.4.2. Temporary. Grants access to the airfield for short periods of time for official rental vehicles, non-base assigned contractors, TDY and permanently assigned personnel on a case by case basis. Temporary passes will expire upon completion of work or at the expiration date, whichever is sooner.

8.3.4.2.1. Qualified personnel may be approved issue of a temporary POV pass by AMOPS for official use on the airfield. These passes will be returned same day of issue unless otherwise approved by the AFM/AAFMM.

8.3.5. Personnel must return permanent and temporary passes to AM for accountability, destruction upon expiration or when no longer required.

Chapter 9

DISABLED VEHICLES

9.1. Procedures.

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

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

9.1.1.2. If the vehicle has two-way radio capability, contact Patterson Ground (via "Tower" LMR net), Airfield Ops (via "Base Ops" LMR net) and Maintenance Operations Control Center (via "MOCC" net), as applicable. State the nature of the problem and report your position on the airfield. **Note:** In the event of a radio failure/lost communications in the CMA, refer to **paragraph 5.1.14**

9.1.2. Operators of other radio-equipped vehicles (e.g. Security Forces, Civil Engineer Group, 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 runways.

9.1.3. If a vehicle is not equipped with a two-way radio, the operator shall stay with the vehicle and continue attempts to alert any taxiing aircraft or other vehicles in the vicinity. If the vehicle operator or other occupants have a cell phone, they will contact AMOPS at 937-257-4492.

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

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

9.1.4.2. The disabled vehicle will be removed using the most efficient and safe method possible.

Chapter 10

PEDESTRIAN MOVEMENT

10.1. Procedures.

10.1.1. At a minimum, pedestrians on the airfield must adhere to the following procedures:

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

10.1.1.2. Walk facing oncoming traffic.

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

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

10.1.1.5. Aircrew and passengers on foot will remain on ramp areas only. Passengers will not walk freely on ramp areas without escort. **Exception:** Distinguished visitors and support personnel.

JOHN M. DEVILLIER, Colonel, USAF
Commander

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

AFI 13-204v2, *Airfield Operations Standardization and Evaluations*, 1 September 2010

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 21 May 2015

AFI 91-202, *The US Air Force Mishap Prevention Program*, 24 June 2015

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

AFI 91-204, *Safety Investigations and Reports*, 12 February 2014

AFMAN 24-306_IP, *Manual for the Wheeled Vehicle Operator*, 1 July 2009

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 18 December 2015

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

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

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

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Air Force Officer Classification Directory (AFOCD)

ETL 04-2, *Standard Airfield Pavement Marking Schemes*, 19 July 2004

FAA AC 150/5340-1L, *Standards for Airport Markings*, 27 September 2013

FAA AC 150/5340-18F, *Standards For Airport Sign Systems*, 16 August 2010

FAAO JO 7110.65V, *Air Traffic Control*, 19 February 2014

UFC 3-260-01, *Airfield and Heliport Planning and Design*, 17 November 2008

UFC 3-535-01, *Visual Air Navigation Facilities*, 17 November 2005

WPAFBI 21-101, *Foreign Object Damage and Dropped Object Prevention Program*, 27 June 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 457, *USAF Hazard Report*

AF IMT 483, *Certificate of Competency*

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

Abbreviations and Acronyms

AAFM—Assistant Airfield Manager

ADI—Airfield Driving Instruction

ADP—Airfield Driving Program
ADPM—Airfield Driving Program Manager
AFB—Air Force Base
AFI—Air Force Instruction
AFM—Airfield Manager
AFMAN—Air Force Manual
AFRSAT—AF Runway Safety Action Team
AGE—Aerospace Ground Equipment
AM—Airfield Management
AMOPS—Airfield Management Operations
AOB—Airfield Operations Board
ATCT—Air Traffic Control Tower
CBT—Computer Based Training
CC—Commander
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
DV—Distinguished Visitor
DRL—Daytime Running Lights
FOD—Foreign Object Damage
GLV—Government Leased Vehicle
GOV—Government Owned Vehicle
ILS—Instrument Landing System
OPR—Office of Primary Responsibility
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
POFZ—Precision Obstacle Free Zone
POV—Privately Owned Vehicle
SFMIS—Security Forces Management Information System
TDY—Temporary Duty
UFC—Unified Facility Criteria
WPADS—Wright-Patterson Airfield Driving SharePoint

Terms

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.

Airfield—A general term encompassing the runways, taxiways, aircraft parking ramps, access, service, and perimeter roads, hangars, and all open areas immediately adjacent to the runways, taxiways, and aircraft parking ramps.

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

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.

Assistant Airfield Manager (AAFMM)—Works directly for the AFM and serves as the Wing ADPM to provide overall ADP management and oversight.

Controlled Area—An area in which permission from the installation commander is required before access is granted. The airfield is considered a Controlled Area. Only personnel conducting official military business are allowed on the airfield. All personnel driving on the airfield must possess a valid AF IMT 483.

Controlled Movement Area—Any portion of the airfield requiring aircraft, vehicles, and pedestrians to maintain two-way radio contact with the ATCT. The CMA encompasses runways, overruns/underruns and any area within 100 feet of these areas.

Emergency Response Vehicles—Any vehicle responding to an airfield emergency (e.g. base operations, fire department, transient alert, medical, security forces, crash recovery, or any vehicle in direct support of saving life or limb).

Foreign Object Debris/Damage—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.

General Purpose Vehicles—Vehicles of commercial design and manufacture such as pickup trucks, sedans, vans, and electric cars/golf carts.

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

Hazardous Air Traffic Report (AF Form 651)—Form used for any runway incursion that endangers an airborne aircraft or an aircraft on the ground.

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.

Instrument Hold Lines—These markings consist of two solid yellow lines, two feet apart, extending across the width of the taxiway, connected by pairs of solid yellow lines ten feet apart and are used in conjunction with an instrument runway when the INST is active. This is to protect the INST critical area so that an aircraft's instrument reception is not disrupted while in flight. A vehicle may not cross these lines without clearance from the Control Tower any time the weather falls below a ceiling of 800 feet above ground level (AGL) and/or a visibility of two statute miles and at any other time ATC deems necessary.

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.

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.

Patterson Ground—Air Traffic Control agency controlling aircraft and vehicles on the ground.

Privately Owned Vehicle (POV)—Any vehicle not owned or leased by the U.S. Government. Contractor vehicles are treated as POVs.

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.

Runway Environment—The runway, overruns, any taxiway leading to the runway beyond the runway hold line, or within 100 feet of the runway, including grassy areas adjacent to the runway.

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

Runway Incursion/Controlled Movement Area Violation—Entry by an individual, on foot or in a vehicle, into the runway environment, as defined above, without approval from ATCT. All

runway incursions/CMAVs will be assigned an operational category (Operational Error, Pilot Deviation or vehicle/pedestrian IAW AFI 13-213).

Runway Hold Lines—Hold lines are lines painted at least 100 feet from the runway edge. A vehicle may not cross these lines onto a runway without clearance from ATCT. The marking consists of two solid yellow lines (on the side where the vehicle is to wait,) and two dashed yellow lines spaced six inches apart, spanning the width of the taxiway (including shoulders).

Service Roads—Service roads provide in-field/outfield connections to taxiways, parking aprons, servicing areas, and facilities.

Special Purpose Vehicles—Vehicles designed and used for a specific purpose in the course of aircraft servicing and maintenance. Forklifts, K-loaders, tugs, bobcats, multi-purpose servicing units, etc., are included.

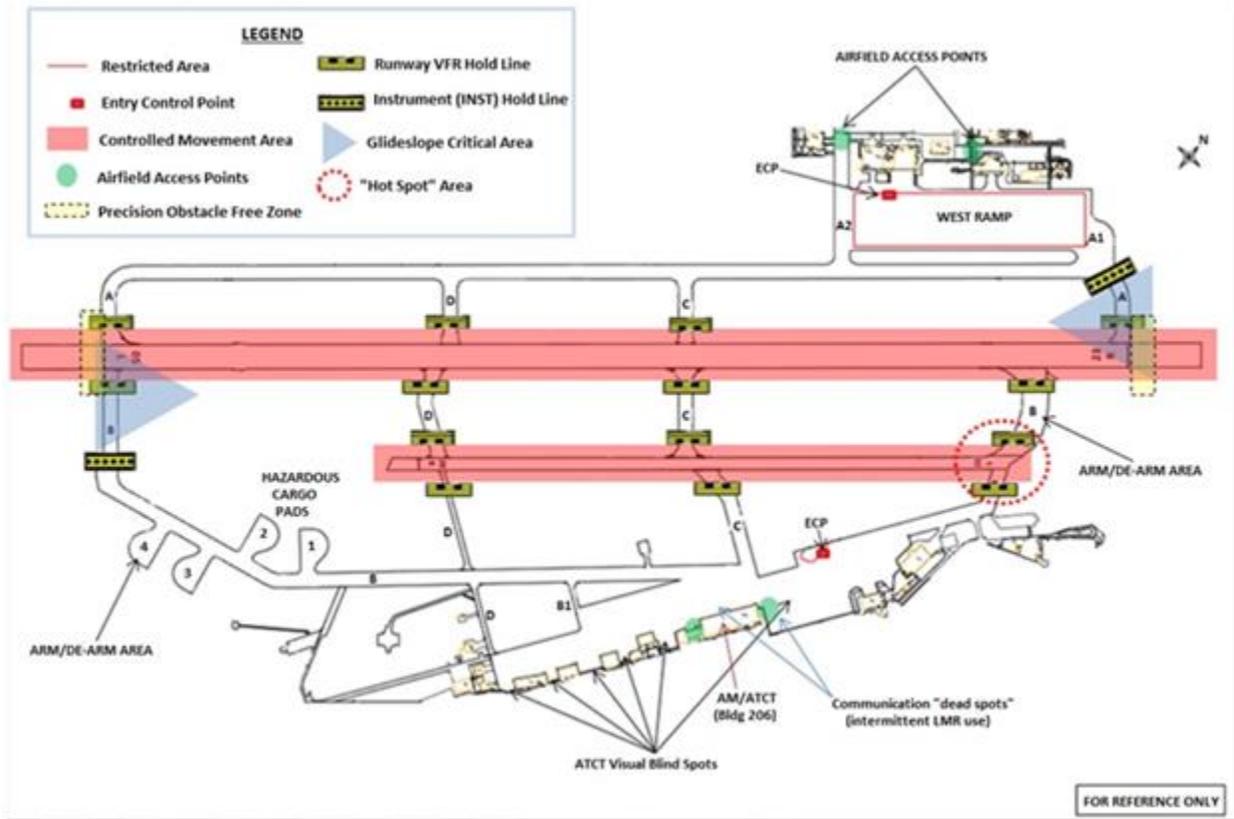
Taxilane—An aircraft taxi route through or along the edge of an apron is referred to as a taxilane.

Taxiway—Taxiways connect the runways of the airfield with the parking and maintenance areas and provide access to hangars, docks and various parking aprons and pads.

Attachment 2

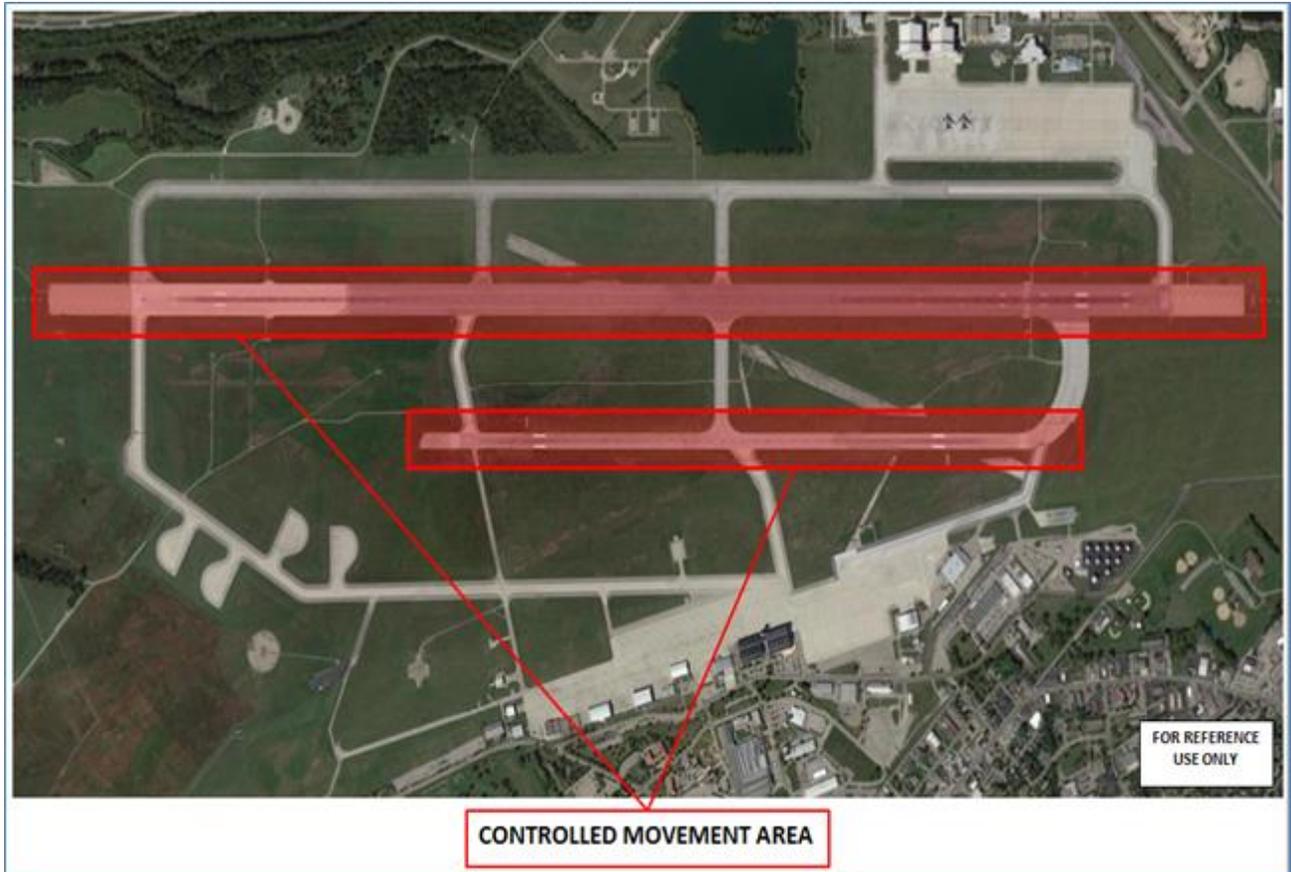
AIRFIELD DIAGRAM

Figure A2.1. Airfield Diagram.



Attachment 3
CONTROLLED MOVEMENT AREA

Figure A3.1. Controlled Movement Area.



Attachment 4

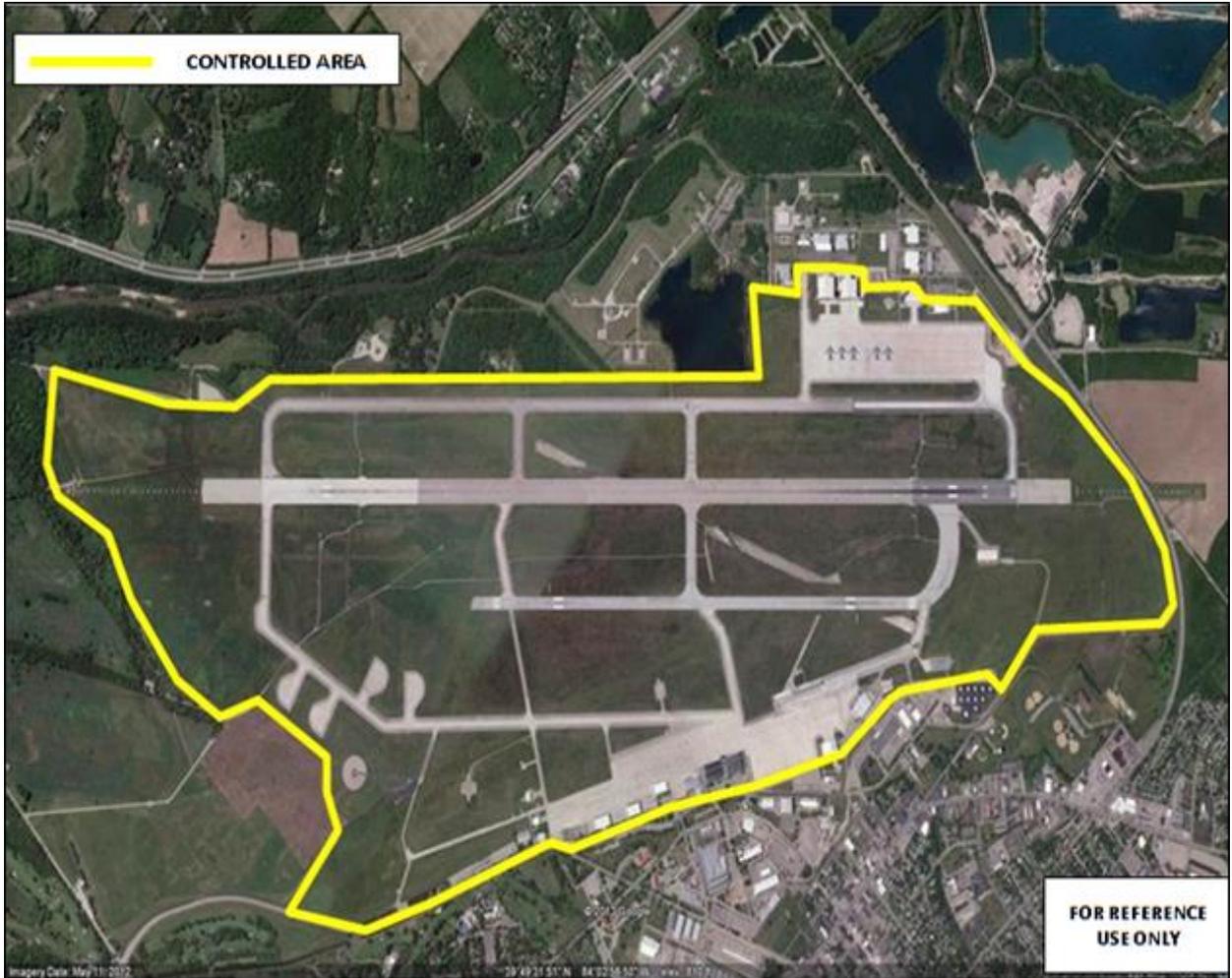
RUNWAY VFR HOLDLINES AND INSTRUMENT (INST) HOLD LINES

Figure A4.1. Runway VFR Holdlines and Instrument (Inst) Hold Lines.



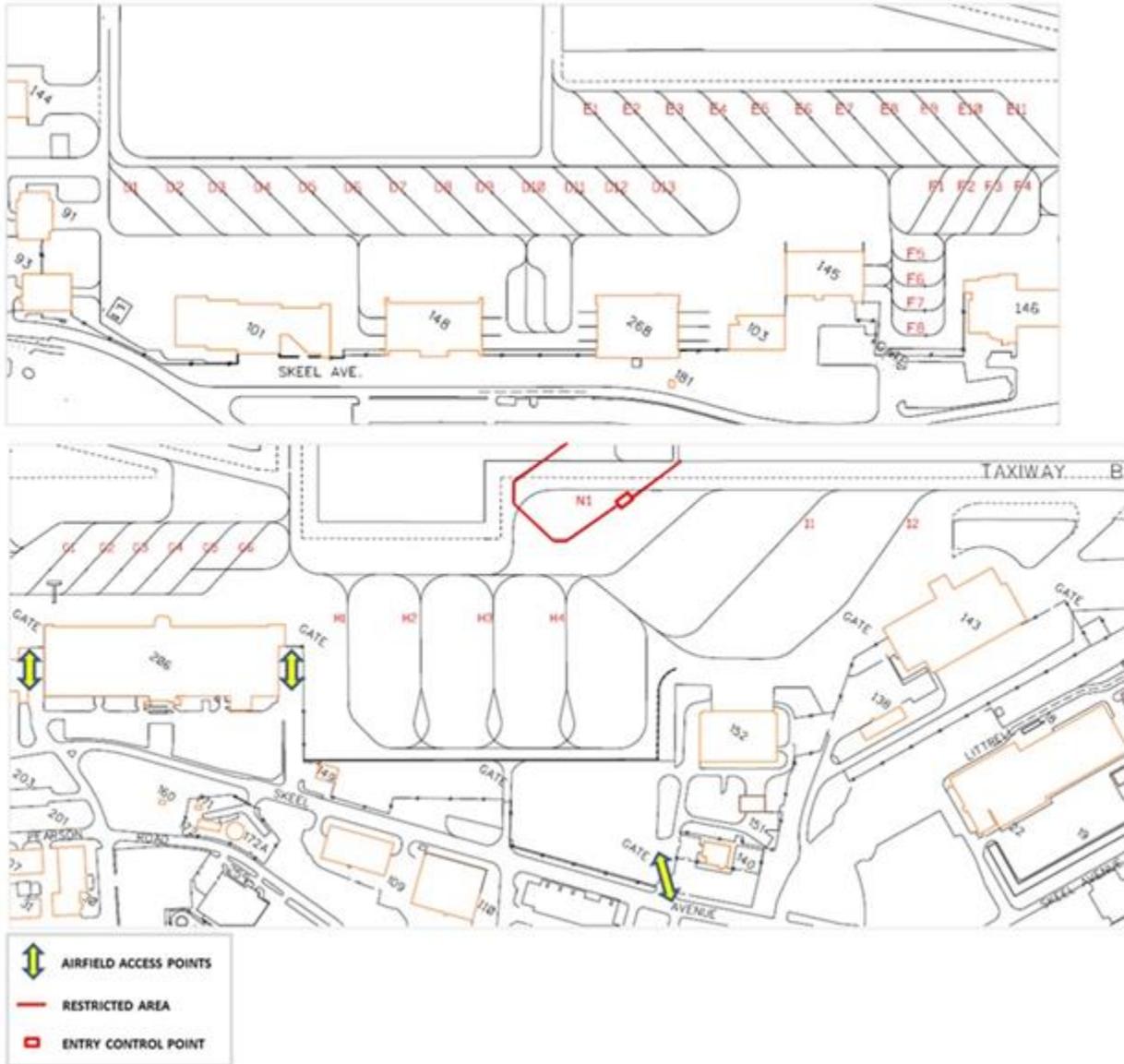
Attachment 5
AIRFIELD CONTROLLED AREA

Figure A5.1. Airfield Controlled Area.



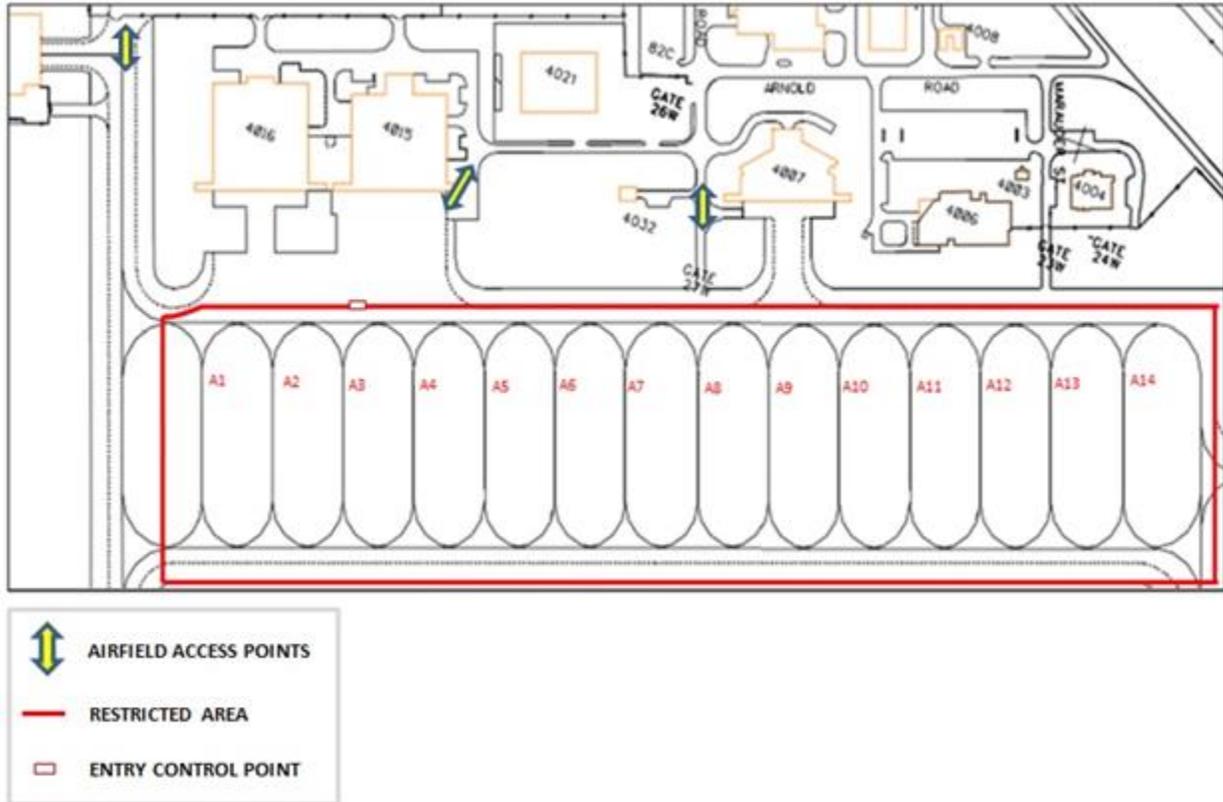
Attachment 6
EAST RAMP

Figure A6.1. East Ramp.



Attachment 7
WEST RAMP

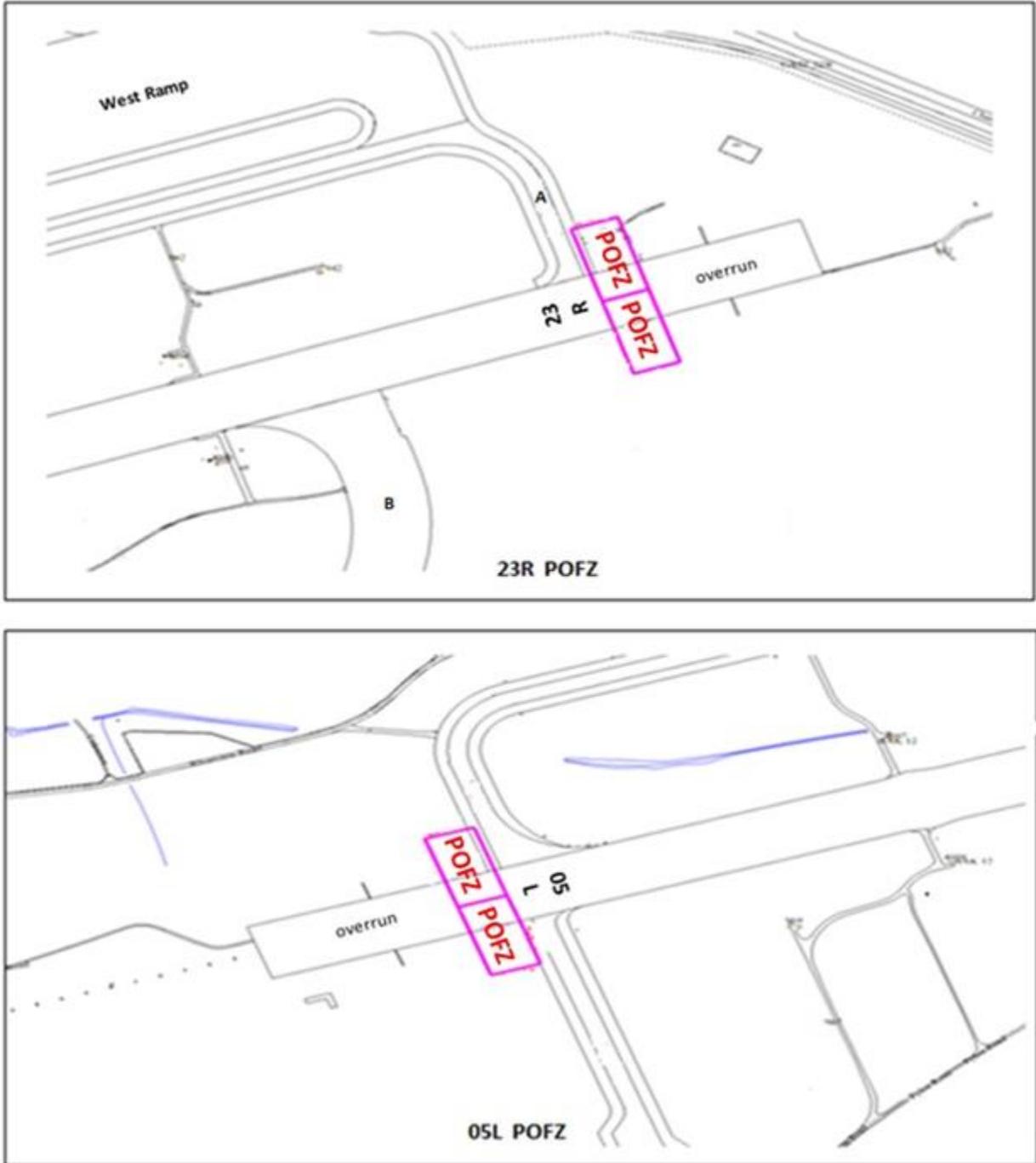
Figure A7.1. West Ramp.



Attachment 8

PRECISION OBSTACLE FREE ZONES (POFZ)

Figure A8.1. Precision Obstacle Free Zones (POFZ).



Attachment 9

EXAMPLE ADPM APPOINTMENT LETTER

Figure A9.1. Example ADPM Appointment Letter.



DEPARTMENT OF THE AIR FORCE
 SQUADRON LETTERHEAD (AFMC)
 WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR 88 OSS/OSAM

FROM: Unit/CC

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. 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 Symbol	Duty Phone	AF IMT 483 #
PRIMARY: MSgt Ann B. Smith Email: Ann.Smith@wpafb.af.mil	XYZ	XXX-XXXX	ABC123
ALTERNATE: TSgt John E. Doe Email: John.Doe@wpafb.af.mil	XYZ	XXX-XXXX	ABC123

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

Name/Email	Office Symbol	Duty Phone	483 Number
PRIMARY: MSgt Ann B. Smith Email: Ann.Smith@wpafb.af.mil	XYZ	XXX-XXXX	ABC123
ALTERNATE: TSgt John E. Doe Email: John.Doe@wpafb.af.mil	XYZ	XXX-XXXX	ABC123

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

XXXX X. XXXXX, Lt Col, USAF
 Commander

Attachment 10

TRAINING DOCUMENTATION & CERTIFICATION CHECKLIST

Figure A10.1. Training Documentation & Certification Checklist.

FOR REFERENCE ONLY; USE MOST CURRENT CHECKLIST LOCATED ON WPADS, TAB E			
WRIGHT-PATTERSON AFB AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I – TRAINEE INFORMATION			
Name (Last, First, MI)	Rank/Grade	Unit/Office or Company	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by trainee & ADPM or appointed 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. <i>(Write N/A if not required)</i>			
3. USAF Airfield Driving Computer Base Training			
4. Airfield Driver Classroom Training			
5. Airfield Driving Qualification Training Checklist			
6. Practical Day Airfield Driver Familiarization			
7. Practical Night Airfield Driver Familiarization (as applicable)			
8. Practical Driving Test-includes day and night (as applicable)			
9. Communications Test <i>(For CMA only)</i> Score:			
10. Airfield Diagram/Layout Test Score:			
11. General Knowledge Test Score:			
12. Runway Incursion Prevention Test Score:			
SECTION III – Color Vision Test for CMA drivers only. <i>(Completed by unit ADPM or Hospital/Medical Treatment Facility/Optomety)</i>			
Check applicable.			
<input type="checkbox"/> Normal Color Vision.			
<input type="checkbox"/> Color Blind/Deficient.			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION IV – TRAINER CERTIFICATION <i>(Completed by ADPM or appointed trainer)</i>			
I certify that the trainee has received all required qualification training 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 AFI 13-213 and WPAFBI 13-213. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement area without approval from ATCT.			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:

Figure A10.2. Page 2 Training Documentation & Certification Checklist.

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 on the WPAFB airfield. Check all applicable restrictions and or special access.			
<input type="checkbox"/> E Ramp Only <input type="checkbox"/> E Ramp & Taxiways Only <input type="checkbox"/> W Ramp Only <input type="checkbox"/> W Ramp & Taxiways Only <input type="checkbox"/> E/W Ramp Only <input type="checkbox"/> E/W Ramp & Taxiways Only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other (<i>Specify</i>):			
Name (Last, First, MI):		Grade:	Signature:
SECTION VII – AIRFIELD DRIVING AUTHORIZATION <i>(Completed by Wing ADPM or designated representative)</i>			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF IMT483 CERTIFICATE #	
Name (Last, First, MI):		Grade:	Signature:

FOR REFERENCE ONLY; USE MOST CURRENT CHECKLIST LOCATED ON WPADS, TAB E

Attachment 11

AIRFIELD DRIVING QUALIFICATION TRAINING (CURRICULUM) CHECKLIST

Figure A11.1. Airfield Driving Qualification Training (Curriculum) Checklist.

FOR REFERENCE ONLY; USE MOST CURRENT CHECKLIST LOCATED ON WPADS, TAB E

WRIGHT-PATTERSON AFB AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
SECTION I – TRAINEE INFORMATION				
Name (Last, First, Middle Init)	Rank, Civilian Grade or equivalent	Unit/Office or Company	Duty Phone	
			Date Completed	Trainee's Initials
			Trainer's Initials	Not Applicable
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 ("Hazpads")				
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 (safety zones surrounding aircraft)				
1.21. Restricted Area				
1.22. Entry Control Point				
1.23. Fixed/Mobile Obstacle				
1.24. Airfield Management				
1.25. Air Traffic Control Tower (ATCT)				
2. Vehicle operator requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.				
2.1. Use of vehicle lighting (e.g. daytime running, rotating/IR beacons, hazard/emergency flashers).				
2.2. Procedures for reporting an accident or vehicle maintenance problems.				
2.3. Vehicle parking and chocking requirements.				

Figure A11.2. Page 2 Airfield Driving Qualification Training Curriculum Checklist.

2.4. Use of perimeter and infield roadways.				
2.5. Lateral distance requirements for mobile obstacles on ramps and taxiways.				
2.6. Speed limits for vehicles operating on ramps and taxiways.				
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. Bicycles, mopeds, motorcycles, etc. (not authorized 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				
3. Aircraft Operations. Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.				
3.1. Right of Way.				
3.2. Taxiing.				
3.3. Jet Blast Safety Requirements.				
4. Practical Day and Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.				
5. Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following airfield lighting:				
5.1.1. Runway.				
5.1.1.1. Edge Lights.				
5.1.1.2. Approach Lights.				
5.1.2. Taxiway.				
5.1.2.1. Edge Lights.				
5.1.2.2. Guard Lights (also known as "wig wags")				
5.2. Familiarize trainee with the following airfield signage:				
5.2.1. Runway Hold Position Sign.				
5.2.2. Taxiway Location Sign.				
5.2.3. ILS Critical Area ("INST") Hold Position Sign.				
5.2.4. Information Sign (Direction, Destination).				
5.2.5. Runway Distance Markers.				
5.3. Familiarize trainee with the following airfield markings:				
5.3.1. Runway.				
5.3.1.1. Centerline.				

Figure A11.3. Page 3 Airfield Driving Qualification Training Curriculum Checklist.

5.3.1.2. Edge Stripe.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. Runway (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 ("INST") Hold Markings.				
5.3.5. Non-Standard Airfield Markings, as applicable.				
5.3.6. Aircraft Arresting Gear Markings				
5.4. Familiarize trainee with the locations of airfield Navigational and Visual Approach Aids, as applicable				
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 (i.e. painted stop bars, etc.).				
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 taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.13. Familiarize trainee with CMA boundaries.				
5.14. Familiarize trainee with Congested Areas, as applicable.				
5.15. Familiarize trainee with Hot Spots.				
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 visual and vehicle blind spots.				
7. Other.				
7.1. Review Airfield Driving Instruction (ADI)				
7.2. Runway Incursion Prevention Training.				

6. (CMA Only)

Figure A11.4. Page 4 Airfield Driving Qualification Training Curriculum Checklist.

7.3. (CMA Only)	7.3. Demonstrate the ability to contact ATCT for approval to enter/exit runway(s). Note: Required for all personnel that require access in the CMA.			
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 AFI 13-213 and local airfield driving instruction. 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/Civ Grade	Signature:	Date:
UNIT ADPM				
I certify that the above individual has completed all local training requirements outlined in AFI 13-213 and local airfield driving instruction. Check all applicable restrictions.				
<input type="checkbox"/> E Ramp Only <input type="checkbox"/> E Ramp & Taxiways Only <input type="checkbox"/> W Ramp Only <input type="checkbox"/> W Ramp & Taxiways Only <input type="checkbox"/> E/W Ramp Only <input type="checkbox"/> E/W Ramp & Taxiways Only <input type="checkbox"/> Daylight Hours Only <input type="checkbox"/> Other (Specify): <input type="checkbox"/> CMA Authorized				
Name (Last, First, MI):		Rank/Civ Grade	Signature:	Date:
WING ADPM or Designated Airfield Management Representative				
Name (Last, First, MI):		Civilian Grade	Signature:	Date:

FOR REFERENCE ONLY; USE MOST CURRENT CHECKLIST LOCATED ON WPADS, TAB E

Attachment 12

UNIT AIRFIELD DRIVING PROGRAM SELF-INSPECTION CHECKLIST

Figure A12.1. Unit Airfield Driving Program Self-Inspection Checklist.

UNIT AIRFIELD DRIVING PROGRAM SELF INSPECTION CHECKLIST			
SECTION I – GENERAL INFORMATION <i>(Completed by the Unit ADPM at least annually)</i>			
Unit or Company Name	Office Symbol (if more than one ADP within the unit)	Date:	
SECTION II – INSPECTION ITEMS			
	Yes	No	N/A
1. Unit Commander.			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager (ADPM) and alternate?			
1.2. Is a current copy of the ADPM 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 unit ADPM 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 Manager (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 requiring CMA access 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?			

Figure A12.2. Page 2 Unit Airfield Driving Program Self-Inspection Checklist.

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 WPAFBI 13-213, para. 7.1.?			
4. Training.			
4.1. Are potential airfield drivers receiving classroom training by the ADPM?			
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 required 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. Are AFVA 11-240 and a current local airfield diagram available in each vehicle operated on the airfield. Is AFVA 13-222 also available in each vehicle operated in the CMA?			
5.2. Is FOD prevention and identification part of the Unit's			

Figure A12.3. Page 3 Unit Airfield Driving Program Self-Inspection Checklist.

Airfield Driving Program?			
5.3. Are vehicles that are regularly driven on taxiways and runways equipped with roof-mounted rotating beacons? If not, are hazardous warning lights/flashers used?			
SECTION III – COMMENTS/NOTES			
SECTION IV – CERTIFICATION <i>(Completed by the Unit ADPM)</i>			
UNIT ADPM			
Name (Last, First, MI):	Rank/Civ. Grade:	Signature:	Date:

Note: Upon completion of this self-inspection checklist (required at least annually), the unit ADPM shall forward a copy to the Wing ADPM (Assistant Airfield Manager).

Attachment 13

SAMPLE POV PASS REQUEST LETTER

Figure A13.1. Sample POV Pass Request Letter.



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS 88TH AIR BASE WING (AFMC)
 WRIGHT-PATTERSON AIR FORCE BASE OHIO

(Date)

MEMORANDUM FOR 88 OSS/OSAM

FROM: (your organization)

SUBJECT: Request for Permanent/Temporary Personally Owned Vehicle (POV) Pass

1. A POV pass is requested for the following individual(s):

- | | |
|---|---------------------|
| a. Name: | SMSgt Deere, John Q |
| b. Unit: | 88 OSS |
| c. Duty Phone: | 257-5555 |
| d. Vehicle Make: | Honda |
| e. Vehicle Model: | Accord |
| f. Vehicle Year: | 2014 |
| g. Vehicle Color: | Silver |
| h. License # & State: | OH/ABC-123 |
| i. AF IMT 483# | OSS-020 |
| j. Airfield Driving Refresher Next Due: | 21 Oct 16 |
| k. AF Form 1199, Entry Control Card? | Yes |
| l. Area of Operation: | East Ramp |

2. Justification: Due to the shortage of government vehicles, a vehicle pass is requested to allow SMSgt Deere to access the airfield in performance of mission essential duties only.

3. This pass is requested today through 31 Dec 15. It is understood that a new request for a POV pass must be resubmitted at the expiration of the current pass.

4. If you have any questions please contact SMSgt Greene at 257-5555.

ADPM or Commander's Signature Block

Attachment 14

SAMPLE SUSPENSION/REVOCAION OF AIRFIELD DRIVING PRIVILEGES

Figure A14.1. Sample Suspension Revocation of Airfield Driving Privileges.



DEPARTMENT OF THE AIR FORCE
SQUADRON LETTERHEAD (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR UNIT COMMANDER

FROM: 88 OSS/OSAM

SUBJECT: Suspension/Revocation of Airfield Driving Privileges

1. The following individual has had their airfield driving privileges suspended/revoked for a minimum of 30 days IAW AFI 13-213, 3.2.8. and WPAFBI 13-213, 6.5.
2. The reason for suspension/revocation of airfield driving privileges is due to (explain in detail airfield driving violation).
3. After (mandated suspension period) the individual may have their airfield driving privileges reinstated provided that they have completed remedial airfield drivers training and certification is conducted by the unit ADPM. Upon completion of mandated suspension and retraining/certification, the Unit Commander must recommend in writing to 88 OSS/OSAM that the individual's airfield driving privileges are reinstated IAW WPAFBI 13-213, 6.2.
4. If SrA Doe is considered mission essential, a written request may be submitted to the 88 ABW/CC to request immediate reinstatement of airfield driving privileges IAW AFI 13-213, 2.3.2 and WPAFBI 13-213, 6.2.2.

XXXX X. XXXXX, GS-11, DAF
Assistant Airfield Manager

Attachment 15

SAMPLE REQUEST FOR EARLY REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES (FOR MISSION ESSENTIAL PERSONNEL)

Figure A15.1. Sample Request for Early Reinstatement of Airfield Driving Privileges (for Mission Essential Personnel).



DEPARTMENT OF THE AIR FORCE
SQUADRON LETTERHEAD (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR 88 ABW/CC

FROM: UNIT/CC

SUBJECT: Request for Reinstatement of Airfield Driving Privileges

1. On (date) SrA John Q. Doe had his/her airfield driving privileges suspended/revoked for 30 days (or other time period) due to committing a Controlled Movement Area Violation.
2. SrA Doe is considered mission essential as he/she is the only qualified (complete justification). IAW AFI 13-213, 2.3.2. and WPAFBI 13-213, 2.1.2. and 6.2.2., I am requesting that airfield driving privileges are reinstated for SrA Doe following remedial training and certification.
3. Identify procedures to ensure there will not be a reoccurrence of the violation.
4. If there are any questions please contact the unit ADPM.

UNIT COMMANDER, Lt Col, USAF
Commander

1st Ind, 88 ABW/CC

MEMORANDUM FOR UNIT/CC

Approved/Disapproved

88 ABW COMMANDER, Col, USAF
Commander

Attachment 16

SAMPLE REQUEST FOR REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES

Figure A16.1. Sample Request for Reinstatement of Airfield Driving Privileges.



DEPARTMENT OF THE AIR FORCE
SQUADRON LETTERHEAD (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR 88 OSS/OSAM

FROM: UNIT/CC

SUBJECT: Request for Reinstatement of Airfield Driving Privileges

1. On (date) SrA John Q. Doe had his/her airfield driving privileges suspended/revoked for 30 days (or other time period) due to committing a (state violation, i.e. Controlled Movement Area Violation).
2. Request immediate reinstatement of airfield driving privileges. SrA Doe has completed all mandatory remedial airfield drivers training and certification was conducted by the unit ADPM.
3. If there are any questions please free to contact the unit ADPM.

UNIT COMMANDER, Lt Col, USAF
Commander

1st Ind, 88 OSS/OSAM

MEMORANDUM FOR UNIT/CC

Approved/Disapproved

XXXX X. XXXXX, GS-11, DAF
Assistant Airfield Manager

Attachment 17

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

Figure A17.1. TDY Personnel/Non-Base Assigned Contractors Training Checklist.

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION			
Name (Last, First, MI)	Rank/Civilian Grade	Unit or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee and Unit ADPM or designated trainer)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Explain the difference between mandatory, location and informational airfield signs. Provide examples of local airfield signs.			
2. Explain the different types of airfield markings (e.g. runway, taxiway, ramps). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (e.g. runway, taxiway, ramps). Provide examples of local airfield lighting.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking ramps and taxiways.			
5. Identify the procedures for vehicles operating in the immediate vicinity of base assigned and transient 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 ramps.			
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, when applicable.			
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			

Figure A17.2. Page 2 TDY Personnel/Non-Base Assigned Contractors Training Checklist.

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>(Competed 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 AFI 13-213 and local airfield driving instruction. 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:	Signature:	Date:
UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in AFI 13-213 and local airfield driving instruction. Check all applicable restrictions.			
<input type="checkbox"/> E Ramp Only <input type="checkbox"/> E Ramp & Taxiways Only <input type="checkbox"/> W Ramp Only <input type="checkbox"/> W Ramp & Taxiways Only <input type="checkbox"/> E/W Ramp & Taxiways Only <input type="checkbox"/> Daylight Hours Only <input type="checkbox"/> Other (Specify):			
Name (Last, First, MI):	Rank/Civilian Grade:	Signature:	Date:
WING ADPM or designated representative <i>(as required)</i>			
Name (Last, First, MI):	Rank/Civilian Grade:	Signature:	Date:

Attachment 18
VEHICULAR CALL SIGNS

Figure A18.1. Vehicular Call Signs.

The most commonly used airfield call signs are listed below:

CALL SIGN	UNIT/DUTY POSITION
AEROMED-(number)	445 AES Personnel
AGE-(number)	Aircraft Ground Equipment Personnel
AIRFIELD-1, 2	Airfield Manager, Assistant Airfield Manager
AIRFIELD-3, 4, 5	Airfield Management Vehicles
AIRFIELD OPS	Airfield Management Operations, "Base Ops" net
ATCAL-(number)	ATCAL Maintenance Personnel
BARRIER-(number)	Barrier Maintenance Personnel
BLOWER-(number)	Snow Blower Operator
BROOM-(number)	Snow Broom Operator
CHIEF-(number)	Fire Chief
CRASH-(number)	Fire Response Vehicles
ENGINE-(number)	Fire Response Vehicles
EQUIPMENT-(number)	88 CES Heavy Equipment Vehicle(s)
FREIGHT-(number)	Air Freight Vehicles
HAVOC-(number)	445 AW Safety
KNIGHT-1, 2, 3	88 OSS/CC, OSS/DO, AOF/CC
LADDER-(number)	Fire Response Vehicles
LEX-(number)	Airfield Lighting
MEDIC-(number) or MEDIC BUS-1	Medical Emergency Response Vehicle(s)
MIKE-(number)	445 MXS Maintenance Personnel
NITRO-(number)	Explosive Ordinance Disposal Personnel
NVG-1	89 AS NVG Operations Support Personnel
NVG DRIVER	89 AS NVG Driver (lighting set-up/removal)
OPS-(number)	Motorpool Aircrew Driver
PATTERSON GROUND	Air Traffic Control Tower
PEG-(number)	88 CES Pavement and Grounds
PEST-(number)	Entomology
PLow-(number)	Snow Plow Operator
RAMP-(number)	87 APS Ramp Personnel
REDD-(number)	Fuels Personnel
RESCUE-(number)	Fire Response Vehicles
SAFETY-(number)	88 ABW Safety representative
SIERRA-(number)	88 SFS Patrols
SNOW-1	Snow & Ice Control Shift Supervisor
SWEEPER-(number)	Airfield Sweeper
TATTOO-1	88 OSS Director, Special Operations
TOW-(number)	445 AMXS Aircraft Tow Vehicles
TRACTOR-(number)	Airfield Mowers
TRAINING-1, 2	88 SFS Training
VICTOR-(number)	445 AMXS Maintenance Personnel
WILDLIFE-1, 2	USDA Wildlife Biologists

Attachment 19

EXAMPLE AF FORM 483S

Figure A19.1. Example AF Form 483.

CERTIFICATE OF COMPETENCY		CERTIFICATE NO. MXS-002	← CERTIFICATE # ASSIGNED BY UNIT ADPM FOR TRACKING
NAME (Last, First, Middle Initial) Driver, John A.		DATE 20150921	← COMPLETION DATE OF INITIAL TRAINING REQUIREMENTS
COMMAND AFMC	INSTALLATION WPAFB		← DO NOT CHANGE
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF Airfield Driver-E/W Ramp & Taxiways Only			← LIST APPLICABLE RESTRICTIONS (SAME AS DOCUMENTED ON TRAINING & CERTIFICATION CHECKLISTS)
TYPED NAME, TITLE AND ORGN Wing ADPM or designated rep. 88 OSS/OSAM		SIGNATURE	← WING ADPM or DESIGNATED REP. SIGNATURE ONLY

AF FORM 483, 19850201 (IMT-V1)

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER
20160920	<i>Unit ADPM or Trainer Signature</i>	20170920

ANNUAL REFRESHER TRAINING COMPLETED → ← REFRESHER TRAINING NEXT DUE

AF FORM 483, 19850201 (REVERSE) (IMT-V1)

Attachment 20

SAMPLE ANNUAL VALIDATION OF AUTHORIZED AIRFIELD DRIVERS

Figure A20.1. Sample Annual Validation of Authorized Airfield Drivers.



DEPARTMENT OF THE AIR FORCE
UNIT LETTERHEAD

DATE

MEMORANDUM FOR 88 OSS/OSAM

FROM: UNIT CC or ADPM

SUBJECT: Annual Validation Letter

If ALL unit airfield drivers are NON-CMA ONLY:

I validate that the number of unit personnel currently authorized to drive on the airfield is the absolute minimum necessary to accomplish the mission.

OR, If ANY unit airfield drivers have CMA Access:

I validate that the number of unit personnel currently authorized to drive on the airfield is the absolute minimum necessary to accomplish the mission to include individuals required to enter or cross the CMA due to (justification for CMA access). I also validate that individuals certified to operate in the CMA limit their access on or across the runway(s) to mission essential duties only.

Unit ADPM or Commander Signature