

**BY ORDER OF THE COMMANDER
354TH FIGHTER WING (PACAF)**

**354TH FIGHTER WING INSTRUCTION
13-213**



21 FEBRUARY 2020

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

***AIRFIELD DRIVING INSTRUCTION
(ADI)***

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This instruction provides guidance to Airfield Management, Unit Commanders, Airfield Driving Program Managers, Safety and Security Forces responsible for enforcement of Airfield Driving standards in support of the Eielson Air Force Base (EAFB) Airfield Driving program. It applies to all personnel operating a motor vehicle on Eielson's airfield, and pedestrians, to include the Air National Guard (ANG). This instruction also applies to non-assigned/attached personnel whose duties require them to operate a motor vehicle on the airfield. This instruction establishes guidance, procedures and responsibility for control of government-owned or leased vehicle operations on the EAFB airfield, and pedestrian control. This instruction augments Air Force Instruction (AFI) 13-213, *Airfield Driving*; AFI 13-204 v2 PACAFSUP, *Airfield Operations Standardizations and Evaluations*; Air Force Manual (AFMAN) 24-306 Chapter 20, *Manual for the Wheeled Vehicle Driver*; AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*; AFI 91-203, Chapter 24, *Air Force Consolidated Occupational Safety Instruction*; Eielson Air Force Base Instruction 13-204, *Airfield Operations Instruction & Local Flying Procedures*; AFI 21-101, *Aircraft and Equipment Maintenance Management*; AFI 31-101, *Integrated Defense* (FOUO); and Federal Aviation Administration Order (FAAO) 7110.65, *Air Traffic Control*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF FORM

847, *Recommendation for Change of Publication*. See [Attachment 1](#) for a glossary of references and supporting information.

SUMMARY OF CHANGES

This instruction is a complete rewrite and should be read in its entirety. It conforms to the standards outlined in AFI 13-213, *Airfield Driving*; AFI 13-204V3 IC2, *Airfield Operations Procedures and Programs*; AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*; Eielson Air Force Base Instruction 13-204, *Airfield Operations Instruction & Local Flying Procedures* and 354 FWI 31-101, *Eielson Installation Security Plan*.

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Chapter 1

GENERAL RESPONSIBILITIES

1.1. Scope and Purpose

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

1.1.2. Standards set by this instruction are designed to control airfield vehicle operations and will be used in conjunction with Eielson Air Force Base Instruction 13-204, *Airfield Operations Instruction & Local Flying Procedures*.

1.1.3. Unit commanders, Airfield Driving Program Managers (ADPM), Airfield Management (AM) and Security Forces (SF) personnel have the authority to revoke airfield driving privileges. Personnel on the airfield are responsible for monitoring airfield vehicle safety, detecting unauthorized vehicles, and immediately reporting airfield driving violations to Airfield Management.

1.1.4. Airfield Management will investigate airfield driving violations and take appropriate action IAW this instruction and AFI 13-213, *Airfield Driving*. If necessary, Airfield Management will notify the Security Forces Control Center (SFCC) for assistance with detaining violators and/or issuing citations.

1.1.5. This instruction does not address every possible airfield driving scenario. Contact Airfield Management at 377-3622/1861 if you have any questions or require clarification.

1.2. The 354th Fighter Wing Commander (354 FW/CC)

1.2.1. Designates personnel and agencies to support the ADP.

1.2.2. 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 31-218 IP, *Motor Vehicle Traffic Supervision*, Chapter 2 for additional information. Authority must not be delegated. ADPMs will coordinate with the Deputy Airfield Manager (DAFM) to finalize the reinstatement and provide a copy of the 354 FW/CC approval letter for record.

1.2.3. Approves publication of the Airfield Driving Instruction (ADI).

1.2.4. May request an Air Force Runway Safety Action Team (AFRSAT) through PACAF Airfield Operations Branch (A3TO) if there are recurring problems with runway incursions.

1.2.5. Reviews runway incursion and Controlled Movement Area Violations (CMAV) incidents and corrective actions taken.

1.3. Operations Group Commander or equivalent

1.3.1. Reviews CMAVs and corrective actions taken.

1.3.2. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if three runway incursions occur within a six month period. Note: The RIPWG shall convene within 30 days after the third runway incursion.

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

1.3.2.1.1. Analyze each runway incursion and corrective actions taken.

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

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

1.3.2.1.3.1. Increase or improve local training or testing materials.

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

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

1.3.2.1.3.4. Increase penalty for CMAVs.

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

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

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

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

1.3.2.1.3.6.3. Painting runway hold position signs on pavement prior to the runway hold position markings. (See FAA AC 150/5340-1, *Standards for Airport Markings*).

1.3.2.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with CES and Wing Safety; a work order request to change must be implemented uniformly over the entire airfield.

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

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

1.3.2.1.3.6.7. Procuring vehicle-tracking devices to include Global Positioning System, ground radar, or video surveillance. Note: Coordinate with MAJCOM Airfield Operations OPR prior to the procurement and/or use of new systems/technology.

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

1.3.2.1.3.6.9. Installing Location Signs.

1.3.2.1.3.7. Coordinate with MAJCOM Airfield Operations OPR prior to implementing new procedures and/or purchasing airfield support systems such as signs, marking and lighting.

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

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

1.3.2.3. Publish minutes of the RIPWG and provide an informational copy to the MAJCOM Airfield Operations OPR within 30 calendar days.

1.4. Unit Commander or equivalent

1.4.1. 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.

1.4.1.1. 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 available. Unit ADPMs must possess an AF FORM 483, Certificate of Competency, 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). Note: The responsible Group Commander (or equivalent) is delegated authority to waive this requirement. Forward a copy of the waiver to the Wing ADPM.

1.4.1.2. 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.

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

1.4.1.4. Ensures unit personnel complete the required training and testing requirements outlined in this ADI prior to obtaining an AF FORM 483 to operate a vehicle on the airfield. Limits the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.

1.4.1.5. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license and/or base driving privileges. Notify the Wing ADPM and unit ADPM of the individual's suspension/revocation. **Note:** Process request for reinstatement of airfield driving authorization according to [paragraph 1.2.2](#).

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

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

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

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

1.4.6. Participates in the RIPWG.

1.5. Airfield Operations Flight Commander (AOF/CC)

1.5.1. Takes part in the RIPWG.

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

1.6. Airfield Management (AM)

1.6.1. Serves as the Office of Primary Responsibility (OPR) for the ADP.

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

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

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

1.6.5. Imposes and publishes restricted driving routes as required.

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

1.6.6.1. Escort individuals off of the airfield.

1.6.6.2. Confiscate individual's AF FORM 483.

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

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

1.6.7. Participates in the RIPWG.

1.7. Wing ADPM.

1.7.1. The Deputy Airfield Manager serves as the Wing ADPM to provide overall ADP management and oversight. The preferred grade of the Wing ADPM is E-7.

1.7.2. Develops the base ADI to establish the Wing ADP.

1.7.3. Uses [Attachment 3](#) to conduct and document ADPM training.

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

1.7.5. 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. Use a Memorandum for Record (MFR), log, or electronic equivalent to document ADI program reviews and maintain a file copy in accordance with Air Force RDS Table 13-06, Rule 4.00.

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

1.7.6.1. Coordinate unit airfield driving lesson plans and tests. The Wing ADPM reserves the right to waive portions of local training requirements on a case-by-case basis if deemed necessary.

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

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

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

1.7.6.5. Report and document results of spot checks in the "status of airfield driving" section of AOB.

1.7.6.6. Inspect each unit ADP at least annually (every 12 months) for program integrity and compliance with the ADI.

1.7.6.6.1. Use **Attachment 4** to conduct and document unit ADP inspections.

1.7.6.6.2. Provide inspection results to the unit's commander and brief at the next quarterly AOB.

1.7.7. Develops proactive approaches utilizing local resources, 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.

1.7.8. Maintains a Wing ADPM continuity binder or electronic equivalent in the TAB format listed in **paragraph 1.8.27**.

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

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

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

1.7.10. Ensures unit ADPMs obtain appropriate training through AM for TDY personnel and Non-base assigned contractors based on type, location, time and duration of work. See **paragraphs 2.6** and **2.7** for additional information.

1.7.11. Provides classroom training as determined locally.

1.7.12. Participates in the RIPWG.

1.7.13. Provides unit ADPMs a standardized spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, AF FORM 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date. Note: A sample spreadsheet is available for download at the HQ AFFSA Airfield Operations SharePoint website.

1.7.14. Takes immediate actions to correct any identified systematic problems and ensure interim control measures are applied until permanent corrections are made.

1.8. Unit Airfield Driving Program Manager (ADPM)

1.8.1. Appointed by the Unit Commander and trained by the Wing ADPM.

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

1.8.3. Administers the unit's airfield driver's training program in accordance with AFI 13-213 and this ADI.

1.8.4. Ensures unit personnel complete airfield driver training and certification prior to issuance of an AF FORM 483. (See **Attachment 5**)

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

1.8.6. Ensures AF FORM 483 indicates restricted access when personnel are not trained and certified to drive at night (e.g., "AUTHORIZED DAYLIGHT HOURS ONLY"). If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving test are conducted and documented prior to updating the AF FORM 483. Restriction to daylight hours only will not be issued solely on the basis of night time training unavailable due to increased hours of sunlight as this requirement is deferred from 1 April to 1 October.

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

1.8.8. Ensures unit personnel authorized to drive on the CMA have completed all the required training and AF FORM 483 is annotated "CMA Access" by AM. Unit personnel authorized to drive on the non-CMA areas have completed all required training and AF FORM 483 is annotated "Non-CMA Access" by AM.

1.8.9. Ensures unit personnel are qualified to drive the vehicle(s) they will be operating on the airfield. See AFI 24-301, Ground Transportation, for GOV license requirements. This includes any other additional training required to operate vehicles in various field conditions (e.g. Mission Oriented Protective Posture (MOPP) gear, etc.).

1.8.10. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. Note: This data may be maintained electronically. Airfield Driver Training Program (ADTP), (<https://webapp.amc.af.mil/ADTP/Pages/System/Login.aspx?ReturnUrl=%2fADTP%2fdefault.aspx>), will be utilized to maintain training records, associated forms and listing of unit personnel authorized to drive on the airfield. Agencies not incorporated into ADTP will utilize the standardized spreadsheet, associated forms and electronic equivalent found in this ADI.

1.8.11. Ensures unit personnel who are overdue for annual refresher training do not drive on the airfield. Individuals must be suspended in ADTP or on a standardized spreadsheet used to monitor and track personnel authorized to drive on the airfield. AF FORM 483 must be confiscated on the first day of the preceding month after refresher training is due.

1.8.12. Ensures deploying personnel are trained and possess a valid AF FORM 483 for airfield driving during the entire duration of deployment.

1.8.13. Schedules personnel who will drive on the CMA for color vision testing according to the ADI.

1.8.14. Conducts and documents annual refresher training on unit airfield drivers. Ensures personnel scheduled to deploy re-accomplish annual refresher training as part of out-processing to avoid becoming overdue. Training requirement is met by completing the USAF Airfield Driving CBT, runway incursion prevention test and review of the ADI. Note: Document completion of refresher training on the reverse side of the individual's AF Form 483. Maintain a copy of the most current refresher training completion date on file with the individual's airfield driving training records.

1.8.15. Annual refresher training for airfield driving will be documented in ADTP, (<https://private.amc.af.mil/adtp/>), and the reverse side of the AF Form 483 will be updated automatically. Agencies not incorporated into ADTP will document completion of refresher training through the Wing ADPM's tracker. It is the Unit ADPM's responsibility to ensure that all training is completed.

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

1.8.17. Attends Wing ADPM semi-annual meeting and briefings regarding airfield driving. Ensure meeting minutes are on file within the Continuity Binder in Tab J.

1.8.18. Ensures TDY personnel that are hosted by the unit receive local airfield driving training as outlined in this ADI.

1.8.19. Use **Attachment 4** or electronic equivalent to conduct and document a self-inspection of unit's ADP at least annually. Forward a copy of the inspection results to the Wing ADPM.

1.8.20. Develops procedures to disseminate airfield driving related information (e.g., articles, training, etc.) to unit airfield drivers.

1.8.21. Conducts random spot checks for enforcement and compliance with the ADI. Correct all discrepancies noted.

1.8.22. Provides classroom training as determined by the Wing ADPM.

1.8.23. Maintains current and accurate training and testing materials.

1.8.24. Notifies Unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges.

1.8.25. Participates in the RIPWG.

1.8.26. Quarterly validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter the CMA. Forward results to the Wing ADPM.

1.8.27. Maintains an Airfield Driving Program Continuity Binder (electronic equivalent) in the following TAB format. Note: When approved by the Deputy Airfield Manager, contents from a TAB may be maintained in another location or electronically. Utilize the DD Form 2861, Cross-Reference, to identify location.

1.8.27.1. TAB A: Unit ADPM appointment letter(s).

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

1.8.27.3. TAB C: Annual program inspection results.

- 1.8.27.4. TAB D: Unit ADPM Training Documentation.
- 1.8.27.5. TAB E: Current list of unit assigned airfield drivers.
- 1.8.27.6. TAB F: Airfield driving CBT, training curriculum, test/answer key.
- 1.8.27.7. TAB G: Unit airfield driving requirements as applicable (e.g., Fire Trucks, Fuel Trucks, K-loaders, etc.).
- 1.8.27.8. TAB H: Airfield violations/corrective actions.
- 1.8.27.9. TAB I: References (e.g., AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, Chapter 25; AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, Chapter 24; AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be paper or electronic copy.
- 1.8.27.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Digest Articles, RIPWG, etc.).

1.9. Air Traffic Control Tower (ATCT)

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

1.9.1.1. Reports known CMA violations and problems with vehicle operator radio communications to AM. Assists AM in identifying and locating unauthorized personnel and vehicles on or near the CMA. Provides information to AMOPS for processing AF Form 457, *USAF Hazard Report* and AF FORM 651, *Hazardous Air Traffic Report* as Class E safety events for CMA violations IAW AFI 91-202, *The US Air Force Mishap Prevention Program*; AFI 91-204, *Safety Investigations and Reports*, and AFMAN 91-223, *Aviation Safety Investigations and Reports*.

1.9.1.2. Participates in the RIPWG.

1.10. The 354th Medical Group (354 MDG)

- 1.10.1. Administers color vision screening and documents results as determined in this ADI.
- 1.10.2. Coordinates with Airfield Management and on-scene commander to establish a designated response location in support of in-flight/ground emergencies and or other emergency situations. **Note:** Exact response locations will vary depending on emergency situations as dictated by the On-scene commander.

1.11. The 354th Fighter Wing Safety (354 FW/SE)

- 1.11.1. Coordinates local directives and operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield.
- 1.11.2. Coordinates lesson plans and tests for vehicle operations on the airfield. (Reference AFI 91-203).

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

1.11.4. Participates in the RIPWG.

1.11.5. Reviews CMA violations for trends.

1.12. The 354th Security Forces Squadron (354 SFS)

1.12.1. Monitors airfield vehicle operations for ADI compliance.

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

1.12.3. Provides the Wing ADPM information on citations issued or incidents reported on the airfield as soon as possible, but no later than the next duty day.

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

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

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

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

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

1.12.9. Participates in the RIPWG.

1.12.10. Coordinates with the Wing ADPM to establish a designated response location in support of in-flight/ground emergencies and or other emergency situations.

1.13. The 354th Civil Engineer Squadron (354 CES)

1.13.1. Ensures contracts for activities within the airfield environment contain requirements for airfield safety and airfield driving training before starting work. Driving routes to/from construction sites must be approved by Airfield Manager or Deputy Airfield Manager during pre-construction meetings.

1.13.2. Fully trains base-assigned contractors within 354th CES to drive on the airfield before proceeding with official contracted duties. Contractors operating non-GOVs on the airfield will obtain an airfield POV pass, as outlined in [paragraph 2.8](#) of this instruction.

1.13.3. Ensures all temporary contractors working on the airfield are escorted by a qualified airfield driving escort or trained/briefed on local airfield driving procedures by Airfield Management before operating vehicles or equipment on the airfield. Temporary contractor vehicles must obtain an airfield POV pass, as outlined in [paragraph 2.8](#) of this instruction.

1.13.4. Ensures temporary contractors required to drive across active taxiways, taxilanes or the runway receive local airfield drivers training/briefing and a temporary AF FORM 483.

1.14. Air Force Runway Safety Action Team (AFRSAT)

1.14.1. PACAF/A3TO staff will provide an objective perspective on runway safety issues such as runway incursions/excursions to reduce imminent negative trends or unsafe conditions identified through trend analysis, mishap reports, HATR, or hazard reports. AFRSAT visits may be directed by HAF or MAJCOM, or may be requested by individual units.

1.14.2. MAJCOM AO staff will schedule AFRSAT visits based on results of data analysis identifying negative trends or unsafe conditions at locations under their oversight. Notify units a minimum of 45 days prior to AFRSAT visits.

1.14.3. Bases may request AFRSATs to visit their installations at any time; however, a minimum of 45 days is needed to schedule the AFRSAT.

1.14.4. The team will use the applicable checklist developed by HQ AFFSA, which is located on the Air Force Flight Standards Agency Airfield Operations SharePoint site: <https://cs.eis.af.mil/sites/10539/A3A/default.aspx>

1.14.5. The team will help the unit develop a plan to correct the negative trend or unsafe condition within 15 days of the visit.

Chapter 2

QUALIFICATIONS FOR AIRFIELD DRIVING

2.1. General. Personnel driving/working on the airfield will complete airfield driver's qualification training prior to operating any motorized vehicle or be supervised by an airfield driving qualified escort while in the EAFB airfield environment. The agency sponsoring the work will provide an escort for personnel working on the airfield. When required, escorts will maintain positive control of contractors working on or near the airfield.

2.2. Airfield Driver's Training

2.2.1. Requirements for obtaining Airfield Drivers licenses are listed in [Attachment 5](#), *Airfield Driving Training Documentation and Certification Checklist*.

2.2.1.1. The unit ADPM is responsible for initiating training, certifying that all training criteria have been met, and all checklist items are completed before scheduling a testing appointment with Airfield Management.

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

2.2.2.1. All applicable items listed on [Attachment 6](#), *Airfield Driving Qualification Training Checklist Curriculum*.

2.2.2.2. Color Vision. See [paragraph 2.3](#).

2.2.2.3. Light Gun Signal Recognition Test. Accomplish practical training for light signals and required actions using Air Force Visual Aid (AFVA) 11-240, *USAF Airport Signs and Markings*. During the trainee's airfield orientation, the trainer shall request a light gun signal test with control tower.

2.2.2.4. Air Force Airfield Driving Computer Based Training (CBT). The link to this CBT is on ADLS and is listed under Miscellaneous. Once a passing score is obtained, a copy of the certificate will be attached to the Documentation of Airfield Driver Training and Certification training package.

2.2.2.5. ADPMs/trainers will review instructions associated with airfield driving with every trainee, and will provide classroom-type training. Training slides will be provided by the Wing ADPM.

2.2.2.6. Day Airfield Orientation Training (Practical). Training will include practical airfield driving. Place emphasis on vehicle operating procedures in the vicinity of aircraft, airfield layout, defining CMA boundaries (markings and signs), and proper tower communication phraseology. Use [Attachments 5](#) and [6](#) when completing this portion of training.

2.2.2.7. Night Airfield Orientation Training (Practical). Due to Eielson's unique location, night orientations are waived from 1 April to 1 October. Training will include practical driving on the airfield during hours of darkness. Emphasis should be placed on airfield lighting and signs used to augment daytime airfield markings as well as boundaries of the CMA and proper radio phraseology. Use [Attachments 5](#) and [6](#) when completing this portion of training. Document this training immediately upon completion.

2.2.2.8. Airfield Drivers Exam (Practical). Trainees will operate the vehicle with the trainer or ADPM evaluating from a passenger seat. Trainees must be able to demonstrate proper driving techniques and answer verbal questions regarding general airfield driving procedures in this instruction. It is recommended that trainers use [Attachment 7](#) when completing this portion of training.

2.2.2.9. Airfield Drivers Exam (Written). Written final exams are administered by Airfield Management, unless delegated to the ADPMs by the Deputy Airfield Manager. Unit ADPMs will call Airfield Management at 377-1861 or 377-2215 to set appointments for final certification. Exams will be administered on Tuesdays and Thursdays at 1000L and 1300L. Alternate times may be coordinated with the Wing ADPM. Individuals are required to bring completed copies of [Attachments 5](#) and [6](#) as well as a current ADLS Airfield Driving CBT certificate to testing.

2.2.2.10. The written exam consists of four parts: General Knowledge (minimum passing score 80%), Communications (required for access onto the CMA, minimum passing score 100%), Runway Incursion Prevention (minimum passing score 100%), and Airfield Diagram (minimum passing score 100%) which specifies that the trainee must demonstrate the ability to locate and name the runway, taxiways, aprons, perimeter road, and runway hold lines.

2.2.2.11. Unit ADPMs may request a retest for first-time failures after 48 hours.

2.2.2.12. Unit ADPMs may request a retest for second-time failures after 72 hours, and must include an MFR signed by the Unit Commander outlining the retraining actions taken.

2.2.2.13. Third-time failures may not retake the exam.

2.2.3. Unit ADPMs will ensure annual refresher training is conducted for all personnel who have been issued an AF FORM 483. ADPMs will annotate refresher training completion on the back of the member's AF FORM 483 and update the unit master drivers list.

2.2.4. Annual Refresher Training

2.2.4.1. Accomplish at a minimum:

2.2.4.1.1. A review of this ADI.

2.2.4.1.2. Completion of the USAF Airfield Driving CBT on ADLS (located under miscellaneous).

2.2.4.1.3. Runway incursion prevention test (provided by Wing ADPM to each unit, minimum passing score 100%).

2.2.4.2. Individuals who do not complete annual refresher training on the first day of the preceding month after the refresher training is due will have their airfield driving privileges terminated and require complete retraining prior to driving on the airfield. Note: Personnel scheduled to deploy should re-accomplish annual refresher during out-processing to avoid becoming overdue.

2.3. Color Vision Requirements

2.3.1. Individuals who have a requirement to drive a vehicle on the CMA will be administered a color vision test by the 354th FW base hospital/Medical Treatment Facility Optometrist or off-base equivalent. Results are documented on the Airfield Driving Training Documentation and Certification Checklist. Trainees who do not meet normal color vision requirements, or have not met with base medical facility for color vision validation will not be granted access to any portion of the CMA, and “NO CMA ACCESS” will be annotated on the driver’s AF Form 483. **Note:** Individuals whose AFSC requires normal color vision must only verify successful completion of a color vision test by a Hospital/Medical Treatment Facility Optometrist or off-base equivalent. See AFI 48-123, *Medical Examinations and Standards*, for additional information.

2.4. AF FORM 483 Processing Procedures

2.4.1. Before an AF Form 483 is issued, trainees must pass a written exam proctored by Airfield Management, as indicated in [paragraph 2.2.2.10](#).

2.4.2. Before an exam will be administered to the trainee, unit ADPMs will ensure completion of the following:

2.4.2.1. Airfield Driving Training Documentation and Certification Checklist, [Attachment 5](#).

2.4.2.2. Airfield Driving Qualification Training Checklist (Curriculum), [Attachment 6](#).

2.4.2.3. Practical Airfield Driving Exam Checklist, [Attachment 7](#).

2.4.2.4. AF Airfield Driving CBTs (ADLS) with certificate hard copy.

2.4.3. Unit ADPM signatures on [Attachments 5-7](#) will be crosschecked against appointment letters for currency. AF FORM 483s will not be issued without a current unit ADPM appointment letter on file with the Wing ADPM.

2.4.4. Only Airfield Management will assign certificate numbers, annotate restrictions as applicable, and sign/issue the AF Form 483.

2.4.5. Drivers who permanently change station (PCS), separate, or retire will turn in their AF FORM 483 to their unit ADPM for destruction & to ensure the unit master list is current and be PCS’d out of the ADTP system.

2.4.6. Drivers who lose or inadvertently destroy their AF FORM 483 can get a new one issued by hand carrying the original Airfield Driving Training Documentation and Certification Checklist package to Airfield Management, who will verify training and testing documentation and endorse a new AF Form 483.

2.5. Base Assigned Personnel

2.5.1. All military, Department of Defense (DoD), United States (US) civilian, and annual contractor personnel who operate vehicles on the airfield will possess a valid Eielson AFB AF FORM 483 and civilian license. These documents will be in the driver's possession at all times while operating vehicles on the airfield.

2.5.2. Drivers will be licensed or certified to operate all privately/government/contractor-owned or leased vehicle that they will operate on the airfield.

2.6. Temporary Duty (TDY) Personnel and Inspection/Survey Teams.

2.6.1. TDY personnel (to include Inspection/Survey Teams) must possess an AF FORM 483 from their home station and be trained on local Eielson AFB airfield driving procedures to operate a vehicle on the airfield without an escort. Exception: The Wing ADPM may provide a local briefing/training when personnel are driving route(s) that do not permit access on or across the CMA. In this case, the Wing ADPM or designated representative will issue a temporary AF FORM 483 with the restriction "Ramp Access Only" or "Non CMA Only" and expiration date.

2.6.2. 353rd Combat Training Squadron ADPMs or Airfield Management will brief/train TDY personnel participating in major force exercises prior to STARTEX. More than one briefing may be required to train all TDY drivers. Deployed unit commanders will limit the number of airfield drivers to the minimum required to perform the mission.

2.6.3. TDY personnel will not be granted access to the CMA unless they have completed all training and testing requirements outlined in AFI 13-213 and the ADI.

2.6.4. Deployed units authorized to use non-GOVs will obtain a privately-owned vehicle (POV) or government leased vehicle (GLV) pass from Airfield Management before operating on the airfield.

2.7. Temporary Contractors

2.7.1. All contractors conducting temporary work on the airfield will be locally trained by Airfield Management on airfield driving, and will possess a temporary AF FORM 483 while operating vehicles on the airfield.

2.7.2. Contractors will possess a valid civilian driver's license and temporary AF FORM 483 issued by Airfield Management at all times when operating on the airfield.

2.7.3. Contractor vehicles operating within the CMA will use rotating beacon lights or emergency flashers and maintain two-way radio contact with control tower.

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

2.7.5. The primary contract foreman will share responsibility for ensuring subcontractors receive airfield driver's training from Airfield Management, AF FORM 483s, and airfield POV Passes.

2.7.6. Airfield driver qualified contractors will meet delivery vehicles at a location off the airfield and escort them to and from the construction site using approved haul routes.

2.7.7. Contractor drivers will comply with provisions of this instruction and driving conditions negotiated through the 354 CES or as stipulated in a Temporary Construction Waiver safety plan. Contractor vehicle operators who violate established provisions may be restricted from operating motor vehicles or equipment on the airfield.

2.7.8. Airfield Management will notify 354 FW Contracting office when airfield driving privileges for contractors have been revoked. Notification will also include justification for revocation as well as any conditions or stipulations for reinstatement.

2.7.9. On a daily basis, before proceeding to the work site, contractors conducting work on the airfield are required to check in with AM to be briefed on the flying window and relevant restrictions.

2.8. Airfield POV Pass

2.8.1. Privately Owned Vehicles (POV), Government Leased Vehicles (GLV), Rental Vehicles under Government Contract (GRV), or contractor vehicles are not authorized on the airfield without an approved EAFB airfield POV Pass issued by Airfield Management. Passes will not be the same color for two consecutive years.

2.8.1.1. Annual airfield POV passes are issued to wing leadership and used when immediate or emergency access to the airfield is required and a government-owned vehicle (GOV) is not readily available. Annual GLV passes are issued to units that have annually leased vehicles designated for airfield use. Annual airfield POV passes are revalidated annually by the Wing ADPM or designated representative (not delegated outside of AM).

2.8.1.2. Temporary airfield POV passes are issued for specified time periods and limit areas of the airfield that may be accessed. For example, temporary passes are issued to contractors in performance of contracted duties or TDY aircrew driving GLVs, and expire at completion of the construction project or end of the TDY.

2.8.2. Privately owned vehicles (POV) will not be driven into or parked within any restricted or controlled area.

2.8.3. If POVs are required within a restricted area, the 354 MSG/CC and 354 MSG/CD have been delegated authority to establish “free zones” for Eielson AFB. Contact 354 SFS/Physical Security office to receive guidance on routing process.

2.8.4. Passes are not transferable. Lost passes must be reported within 24 hours. Passes will be returned to Airfield Management upon expiration or when no longer required.

2.8.5. Passes will be prominently displayed on driver’s side dash while operating on the airfield. Passes will be treated as controlled items and secured when not in use.

2.8.6. Use of POVs on the airfield is discouraged and will only be approved for mission essential operations.

2.8.7. Airfield Management is not liable for damage to POVs or loss incurred by drivers or passengers operating on the airfield.

2.8.8. Request for a vehicle pass/decal must be endorsed by the individual’s Unit Commander or Company/Contractor representative. At a minimum, the MFR or local form/electronic equivalent will contain the following information (see [Attachment 15](#)):

2.8.8.1. Owner/User.

2.8.8.2. Organization.

2.8.8.3. Duty/Contact Phone #

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

2.8.8.5. Pass/Permit number.

2.8.8.6. Area of Operation(s)/location.

2.8.8.7. Justification.

2.8.8.8. Effective period/dates.

2.8.9. Airfield Management will ensure vehicles that require an airfield POV pass are equipped with a current airfield diagram; AFVA 11-240, *USAF Airport Signs and Markings*; and AFVA 13-222, *Runway/Controlled Movement Area Procedures*. Reference **Attachment 12** for visual aids.

2.8.10. Airfield Management may suspend or revoke an airfield POV pass for airfield driving violations and/or use of the pass not consistent with the conditions under which the pass was issued.

Chapter 3

AIRFIELD MARKINGS, LIGHTING AND SIGNS

3.1. General. All airfield vehicle operators must know and comply with all airfield signs, markings and control tower signals to prevent aircraft impediments and CMA violations.

3.2. Runway Markings. The runway edges are marked with continuous solid, retro-reflective white stripes running the length of the runway. The centerline is marked with a dashed white line running down the middle of the length of the runway. White numerals (14/32) at the ends of each runway mark the designation.

Figure 3.1. Edge Markings.



3.3. Runway Edge Lights. The runway edges are equipped with white high intensity lights. The lights have five intensity settings and run the length of the runway to identify the runway edge.

Figure 3.2. Runway Lights.



3.4. Runway Visual Flight Rules (VFR) Hold Position Markings. VFR Hold Position Markings consist of four parallel retro-reflective yellow stripes extending across the width of each taxiway/runway intersection, 150 feet from edge of the runway. The two lines closest to the runway are dashed and the other two are solid marks identifying the boundary of the CMA. No vehicle will cross over this marking without control tower permission via two way radio communication during normal airfield operating hours (0700L-2300L), or verification from the Command Post that the control tower is closed after normal airfield operating hours. See [Attachment 10](#), *Airfield Diagram*.

Figure 3.3. VFR Hold Position Marking.



3.5. Runway VFR Hold Position Signs. VFR hold position signs have white inscriptions on a red background and are located on either the left side or both sides of a taxiway, adjacent to the VFR runway hold position marking. These signs indicate the boundary of the CMA. During periods of snow cover when the VFR hold position markings cannot be seen, operators will use the VFR hold position signs to identify the CMA.

Figure 3.4. VFR Hold Position Sign.



3.6. Perimeter Road Traffic Lights. The perimeter/airfield access road on the south end of the airfield falls within instrument landing system (ILS) signal areas, which must be protected from vehicle traffic interruptions when aircraft are on final approach. When the red light is activated by tower, vehicles will stop until the light returns to green, or verbal permission is granted by tower via two way radio communication.

Figure 3.5. Perimeter Road Traffic Lights.



3.7. Taxiway, Taxilane, and Apron Markings

3.7.1. Taxiway/taxilane centerlines are marked with continuous retro-reflective, yellow stripes. These centerlines are used to indicate the taxi path of an aircraft.

Figure 3.6. Taxiway/Taxilane Centerline/Edge Line.



3.7.2. Taxiway/taxilane edges are marked with continuous retro-reflective, double yellow stripes that delineate the edge of the usable taxiway surface from other surfaces not intended for use by aircraft.

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

Figure 3.7. Taxiway and Apron Edges.



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

Figure 3.8. Taxiway Information Sign.



3.9. Closed Pavement Markings. Some airfield pavements may be closed to aircraft traffic, and will be marked with a yellow "X" in accordance with ETL 04-2, *Standard Airfield Pavement Marking Schemes*. Vehicles may be operated on these paved areas with permission from the AFM; however, FOD checks must be conducted prior to returning to operational airfield pavements.

3.10. Vehicle Lane Markings. The majority of taxiway Foxtrot has a vehicle lane marked with a dashed retro-reflective white line. Vehicles will utilize this vehicle lane at all times unless mission requirements dictate otherwise, driving on the right side of the vehicle lane marking. If operating a vehicle on Foxtrot between Taxiway Bravo and Charlie, Foxtrot is not wide enough for aircraft and vehicles to operate. Ensure vehicles have pulled over into access points to allow aircraft to pass safely.

Figure 3.9. Vehicle Lane Marking.



3.11. FOD Check Point Signs and Stop Bars. Access roads to the airfield have FOD check signs, stop bars, or both, to remind personnel of mandatory FOD check requirements before entering the airfield environment. Retro-reflective white FOD stop bars are painted on the ground. The FOD stop-bars on barrier access roads are in line with CMA runway hold line markings.

Figure 3.10. FOD Check Point Sign / Stop Bar.



Chapter 4

GENERAL AIRFIELD VEHICLE OPERATIONS

4.1. General

4.1.1. The airfield environment will be utilized for mission essential vehicle movements only.

4.1.2. Runway crossings are restricted to mission essential operations only (Airfield Systems, USDA, CE, and Airfield Management). No vehicle will cross the runway when the perimeter road can be used. Perimeter road is designated as the primary means for traffic to gain access to facilities on the west side of the runway.

4.1.3. No vehicle will enter the CMA without approval from control tower or Airfield Management (in the event the control tower is closed) via two way radio communication. Pedestrians are prohibited from entering the CMA unless in the performance of official duties and in direct two way radio contact with control tower. See [Chapter 5](#) for CMA procedures.

4.1.4. Vehicles operating on the airfield will have an airfield diagram, an AFVA 11-240, *USAF Airport Signs and Markings* and AFVA 13-222, *Runway/Controlled Movement Area Procedures* ([Attachment 12](#)). Units may order decals via the AF Portal e-publishing web site. The decals will be permanently affixed to the vehicle in plain view of the driver, or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

4.1.5. Prior to entering the airfield environment, all vehicles will visually determine that it is safe to do so. Aircraft always have the right-of-way. Vehicles will never overtake or pass a taxiing/towed aircraft.

4.1.6. The loop area (Taxiway Lima) is not visible from the control tower. Vehicle operators will maintain vigilance in these areas to ensure they remain clear of taxiing/towed aircraft.

4.1.7. No vehicle will 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 marshal and an aircraft or into the path of an emergency response vehicle and an emergency aircraft.

4.1.8. Vehicles traveling on taxiways and aprons will not drive on center/taxi lines unless performing official duties. Vehicles will drive along the right side of taxiway/taxilane centerlines, or apron edge and then turn 90 degrees to cross.

4.1.9. No vehicles will drive within 50 feet of fueling/defueling operations unless specifically authorized by official instruction/guidance. Vehicles and equipment will not be driven or towed over any fuel pit.

4.1.10. Smoking is not permitted on aircraft parking ramps/aprons, taxiways, or the runway. Smoking may be permitted in 354 FW/CC approved designated areas near buildings and hangars.

4.2. Airfield Authorized Vehicles

4.2.1. GOVs performing official duties that contribute to the wing's flying mission.

4.2.2. POVs, GLVs, and contractor vehicles with a valid airfield pass issued by Airfield Management and in the performance of official duties.

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

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

4.3. Airfield Right-of-Way Procedures

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

4.3.1.1. Emergency vehicles responding to an emergency.

4.3.1.2. Taxiing or towed aircraft.

4.3.1.3. Snow removal equipment engaged in snow removal operations.

4.3.1.4. Vehicles towing weapons/explosives.

4.3.1.5. Pedestrians.

4.3.2. Vehicles yielding to taxiing aircraft may exit a taxiway to a non-paved surface as a last resort (no other paved surfaces available to exit on to). Vehicles departing paved airfield surfaces will complete a FOD check when returning to the paved airfield surface.

4.4. Speed Limits

4.4.1. The following speed limits apply:

4.4.1.1. **Runway: 45 MPH**

4.4.1.2. General purpose and emergency vehicles while operating on any portion of the runway (Must be CMA certified with 2-way radio contact with the Air Traffic Control Tower or be escorted by a CMA certified driver with 2-way radio contact with the Air Traffic Control Tower). **NOTE: If towing equipment, normal towing speed limits apply.**

4.4.1.3. If pavement conditions deteriorate due to inclement weather (i.e. snow and/or ice), this speed limit will be reduced to **25 MPH**.

4.4.1.4. **Taxiways, Airfield Service & Access Roads: 25 MPH**

4.4.1.5. General purpose vehicles on taxiways, airfield service or access roads.

4.4.1.6. If pavement conditions deteriorate due to inclement weather (i.e. snow and/or ice), this speed limit will be reduced to **15 MPH**.

4.4.1.7. **Towing equipment, Special purpose Vehicles & Aircraft Parking Areas: 10 MPH**

4.4.1.8. General purpose vehicles towing **one item** (including trailers and/or AGE).

4.4.1.9. Special purpose vehicles (vehicle designed to perform a specific task, i.e., fuel trucks, jammers, forklifts, k-loaders, etc.).

4.4.1.10. When operating within aircraft parking areas when any aircraft are present (AGRS ramp, North Bays, Tanker Row, Oscar Row, Lima Row, South Ramp, South Loop, P/Q Rows, R/S Rows).

4.4.1.11. **5 MPH:**

- 4.4.1.12. Vehicles operating within 25 feet of an aircraft.
- 4.4.1.13. Vehicles operating within 25 feet of a facility (hangar, building, etc.).
- 4.4.1.14. Vehicles towing an aircraft.
- 4.4.1.15. Vehicles **towing two or more items** at a time.
- 4.4.1.16. Inside hangar 1227/1228 restricted area boundary.
- 4.4.1.17. Vehicles responding to aircraft maintenance problems (i.e., "Red Balls") are not authorized to exceed these limits IAW AFI 91-203.

4.4.2. **Speed limit exceptions:**

- 4.4.2.1. Emergency response vehicles responding to an emergency (excluding "Red Balls").
- 4.4.2.2. Barrier maintenance crews responding to an emergency aircraft arresting system engagement or runway change. Routine engagements do not constitute an emergency.
- 4.4.2.3. Transient Alert Follow-Me vehicles responding to no-notice aircraft arrival.
- 4.4.2.4. Airfield Management personnel in the performance of official duties (runway condition readings, in-flight/ground emergencies, runway changes, etc.).
- 4.4.2.5. Snow removal vehicles engaged in snow removal operations.
- 4.4.2.6. USDA bird hazard reduction teams during wildlife dispersal operations.

4.5. **Vehicle Lighting**

- 4.5.1. All vehicles will use headlights and taillights (visible to 200 feet minimum) at all times while operating on the airfield. However, when encountering taxiing aircraft, vehicles will stop, turn headlights off and emergency flashers on until aircraft have passed. Headlights should not be directed toward taxiing aircraft.
- 4.5.2. Vehicles not equipped with parking lights will leave all available lighting on and be positioned to prevent headlights from being directed towards a taxiing aircraft.
- 4.5.3. Drivers of vehicles equipped with automatic daytime running lights (DRL) must be aware of the system's operating procedures. If DRLs cannot be turned off, vehicles will be positioned to prevent headlights from being directed towards a taxiing aircraft.
- 4.5.4. Vehicle operators must use LED/rotating beacon lights and/or emergency flashers when driving in the CMA.

4.6. **Reduced Visibility**

- 4.6.1. Flashing lights or parking lights will be used at night when vehicles are temporarily parked on any part of the aircraft parking ramp. This does not apply if vehicles are parked in a designated area.
- 4.6.2. When visibility is 300 meters (900 feet) or less, airfield speed limit is **10 MPH**.
- 4.6.3. When visibility is 100 meters (300 feet) or less, airfield speed limit is **5 MPH**. **NOTE: Refueling and explosive laden vehicles will not operate unless directed by 354 FW/CC.**

4.6.4. When the ceiling is reported as less than 800 feet, and the visibility is reported as less than 2 miles, instrument hold line procedures will be in effect. All vehicles will be required to hold short of the hold line/sign at Taxiway Echo marked INST.

Figure 4.1. INST.



4.7. Operating in the Vicinity of Aircraft

4.7.1. No vehicle or equipment will be driven within 25 feet of an aircraft unless actively servicing the aircraft.

4.7.2. Vehicles will approach with driver's side of vehicle closest to aircraft. Exception: special purpose vehicles (SPV) (cargo loading equipment, etc.) and maintenance vehicles removing Aerospace Ground Equipment (AGE) from aircraft. Spotters will be used.

4.7.3. No vehicles will be driven within 25 feet of parked aircraft, except when required for mission execution as prescribed in an applicable directive. If required to operate within 25 feet of an aircraft, a safety observer will be used and pre-positioned wheel chocks placed between the aircraft and an approaching vehicle to prevent vehicles from striking aircraft.

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

4.7.5. Jet blast must be considered when operating around aircraft. Aircraft with anti-collision strobes operating indicates it is about to start engines, or has engines running and is about to taxi. Jet blast hazard areas include but are not limited to: the rear taxilane behind Tanker Row, Taxilane Hotel when aircraft are present, Taxiway Foxtrot abeam Thunder Dome when aircraft are present on P/Q and R/S rows, and the 18th AGRS ramps.

4.7.5.1. Do not operate any vehicle within 25 feet to the front, or 200 feet to the rear of aircraft with engines starting or operating.

4.7.5.2. Do not operate vehicles within 300 feet to the rear of large type aircraft (B-747, C-5, KC-10, C-17, KC-135, B-52, etc.) when engines are running at low power settings. When operating at above idle settings, increase distance to at least 800 feet.

4.8. Vehicle Parking

4.8.1. Do not park vehicles within the CMA or on a taxiway. Vehicles parked on an apron or adjacent to a taxiway are required to meet aircraft obstruction clearance criteria. Remove vehicles from airfield when not in use.

4.8.2. Do not park vehicles within the CMA or on a taxiway. Vehicles parked on an apron or adjacent to a taxiway are required to meet aircraft obstruction clearance criteria. Remove vehicles from airfield when not in use.

4.8.3. When the driver's seat is vacated, the ignition will be turned off and the key left in the ignition. The parking brake will be engaged and the gear lever placed in reverse (standard shift) or park (automatic).

4.8.4. Vehicles may be left running unattended (driver in immediate vicinity) for up to 30 minutes, when ambient temperatures reach zero degrees F or below.

4.8.5. Aircraft servicing support vehicles requiring the vehicle's engine to operate as the power source for auxiliary components will set the parking brake and chock rear wheels when the driver's seat is not occupied.

4.8.6. Vehicles and wheeled equipment that do not have an integral braking system will have one rear wheel chocked (both front and back of the tire) while parked on an apron. Rope chocks may be used year round. Wood chocks are only authorized 1 May to 1 October. Vehicles should be parked so as to avoid having to reverse.

4.8.7. Vehicles will be parked with the driver's side door facing the aircraft. Vehicles parked at the sides of an aircraft will be located 25 feet away from wingtips and visible from the aircraft cockpit.

4.8.8. Do not park vehicles within 25 feet of an aircraft, unless required for mission execution as prescribed in an applicable directive.

4.8.9. Do not park or operate vehicles closer than 25 feet in front of, or 200 feet behind aircraft whose engines are starting or operating except as prescribed in the applicable aircraft handbook.

4.8.10. Do not park vehicles within Instrument Landing System (ILS) critical areas.

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

4.9. Airfield Obstructions

4.9.1. Vehicles, AGE, fire bottles, etc., are categorized as mobile obstructions. Do not park vehicles or equipment in an area violating aircraft clearance requirements:

4.9.1.1. 200 feet from a taxiway or taxilane centerline

4.9.1.2. 125 feet from the edge of aircraft parking apron.

4.9.1.3. No fixed or mobile objects/facilities will be placed anywhere within 1000 feet of the runway edge and 3000 feet from the ends of the runway without the approval of the Airfield Manager.

4.9.2. AGE equipment may be staged on aircraft parking spots no earlier than three hours prior to arrival and may remain no more than three hours after departure. Equipment will be removed IMMEDIATELY upon the end of operations in those areas.

4.9.3. Wingtip clearance lines are marked by white, retro-reflective stripes. These markings delineate the fixed/mobile obstruction distance limits to taxiway/taxilane centerlines.

Figure 4.2. Wingtip Clearance Line.



4.10. Foreign Object Damage (FOD) Prevention and Control

4.10.1. Foreign object inspections must be completed before operating a vehicle on or returning to any paved airfield surface from an unpaved surface. Perform a visual check to ensure all external vehicle components are secured. Secure any/all items loaded on payload vehicle, including all tie down device loose ends such as chains, ropes, packaging or other items that may become dislodged during movement while on the airfield. The inspection will also include tires, wheel wells, fenders, and truck beds. Vehicles equipped with towable magnets will have debris removed from the magnets. Perform FOD checks during hours of darkness with a flashlight. Rollover tire checks are mandatory.

4.10.2. During winter conditions, snow and ice accumulation will be removed from vehicles before they are operated on the airfield.

4.10.3. Vehicles will be operated on hard surfaces to the maximum extent possible. If a transition from an unpaved to a paved surface results in a FOD hazard (mud, gravel, ice, etc.), the vehicle operator will ensure a sweeper is requested through Airfield Management to remove the debris.

4.10.4. Vehicle operators encountering foreign debris will stop and secure the debris. Large amounts of debris will immediately be reported to Airfield Management, who will coordinate for a sweeper.

4.11. Snow Chains / Studded Tires / Personnel Traction Devices

4.11.1. Tire chains may only be used on airfield pavements after obtaining coordination/approval from the Airfield Manager, Wing Safety, and CES. The requesting agency will conduct a risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD. **Note:** To reduce spark producing potential, only non-sparking material can be used.

4.11.2. Studded tires will NOT be authorized on the airfield at any time.

4.12. Night Vision Devices (NVD)

4.12.1. Night Vision Devices are NOT authorized for use while operating vehicles on the EAFB airfield.

4.13. Cell Phone Use

4.13.1. Cell phone use (government or personal) while driving vehicles on the airfield (airfield and base proper) is prohibited and will result in automatic termination of EAFB airfield driving privileges. Violations to this guidance will be immediately reported to SFS. Vehicles must be completely stopped in an area that will not impede aircraft traffic or emergency response vehicles prior to cell phone use by the driver. Hands-free devices are considered a distraction and are not authorized for use while operating vehicles on the airfield.

4.14. Disabled Vehicles

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

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

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

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

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

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

4.14.4.1. The vehicle operator will ensure the disabled vehicle is not left unattended on the airfield.

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

4.15. Pedestrian Movement

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

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

4.15.1.2. Walk facing oncoming traffic.

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

4.15.1.4. Do not enter the CMA without two-way radio contact and approval from the control tower.

4.16. Emergency Vehicle Operations

4.16.1. Initial runway IFE/GE responders will be limited to Fire Department, Ambulance, and Airfield Management personnel. Security Forces and Crash Recovery will be considered secondary responders and will hold short of the CMA unless otherwise requested by the responding Fire Chief.

4.16.2. When responding to an IFE/GE, emergency response vehicles will proceed cautiously and expeditiously. Drivers will not exceed speeds that are prudent for current visibility and/or pavement conditions.

Chapter 5

CONTROLLED MOVEMENT AREA AND RADIO PROCEDURES

5.1. Controlled Movement Area (CMA)

5.1.1. The CMA includes the runway and 150 feet of areas adjacent to the runway edges. Access to the CMA shall be limited to mission essential operations only.

5.1.2. Vehicles or personnel will establish two-way radio contact with control tower and receive approval before entering any portion of the CMA. Note: Callsigns are required for CMA access.

5.1.2.1. When the control tower is closed, the CMA is considered uncontrolled. Vehicles requiring access will verify uncontrolled status with the Command Post prior to proceeding onto the CMA. Two-way radio capabilities must still be monitored and maintained while on the CMA in case of the airfield opening.

5.1.2.2. During an airfield closure Airfield Management will contact 354 FW/CP for airfield status and will conduct a runway check prior to reopening the airfield. Airfield Management will pass the status of the runway to the control tower once the check is complete. Any vehicles remaining on the CMA at this time will request permission to remain from the control tower.

5.1.3. The VFR/Runway Hold Lines indicate the CMA boundary. Barrier access roads have white stop bars by the shelters to indicate the CMA boundary. Personnel working on the infield areas of the airfield will use the barrier shacks as a visual reference to determine the edge of the CMA boundary.

5.1.4. Tower may limit the areas of the CMA that may be accessed. For example, grass mowing equipment may receive approval within the CMA, but be told *“approved up to but not on the runway.”* Note: This does not allow personnel access to any paved portion of the runway (including shoulders). Barrier maintenance personnel may be approved up to the barrier shacks but told to hold short of the runway.

5.1.5. Any time tower directs vehicles or personnel to exit the CMA, they will depart the CMA immediately by the most direct (paved) route possible and position themselves outside the CMA.

5.1.6. When crossing a runway is required during flying operations, the preferred crossing point is the departure end.

5.1.7. Taxiways (except for areas on the runway side of VFR/Runway Hold Lines) and parking aprons are not part of the CMA. Radio contact with control tower is not required in these areas unless towing aircraft.

5.2. Convoy / Escort Procedures (snow removal team, pavement repair team, etc.)

5.2.1. Personnel acting as escorts for units requiring onto the runway must be CMA qualified and fully aware of their associated responsibilities. Escorts will brief drivers on the route, speed limitations, and airfield driving procedures.

5.2.2. Convoys will maintain close intervals when crossing the CMA. The convoy escort is the lead vehicle and responsible for communications with tower as well as each vehicle in the convoy.

5.2.3. The lead vehicle will contact control tower and advise how many vehicles are in the convoy; i.e., “*Snow 3, plus three*” indicates a total of four vehicles. The lead vehicle will not enter the CMA without control tower approval and will not call off of the CMA until last vehicle exits the CMA boundary.

5.3. Radio Procedures

5.3.1. Vehicles and personnel will contact tower via the Ramp Net for all Controlled Movement Area (CMA) requests. (When requesting on/off runway, aircraft towing/movements, engine runs).

5.3.1.1. All other non-Controlled Movement Area (CMA) communications will be relayed via Base Ops Net. (When relaying aircraft fuel, cargo, support requests).

5.3.2. If radio contact is lost between a vehicle within the CMA and tower, tower will flash the runway lights on and off, then use light-gun signals to direct vehicles to exit the CMA. If a vehicle operator or pedestrian experiences radio failure, the driver must immediately depart the CMA and reattempt to contact tower to report off of the CMA. If contact with tower cannot be made, drivers will report to Airfield Management for assistance.

5.3.3. Vehicles will use approved call signs described in [Attachment 11](#), Vehicle Call Sign Listing. Airfield Management may approve other temporary call signs in coordination with tower.

5.4. Radio Phraseology

5.4.1. It is imperative that proper phraseology be used to eliminate potential miscommunication. Radio transmissions are monitored (and recorded) by Airfield Management. Use of other than proper phraseology may result in loss of driving privileges.

5.4.2. Radio communications will be kept to the minimum required to accomplish the objective. Use the phonetic alphabet ([Attachment 9](#)) for individual letters and/or numbers included in radio transmissions.

5.4.2.1. Vehicles or personnel will not use the words CLEAR, CLEARED, or CLEARANCE on the Ramp Net. These words are reserved for communications between control tower and aircraft. Exception: Vehicle operators may reply with loud and clear in response to a request for radio transmission quality or clarity.

5.4.2.2. PROCEED: The only word that authorizes access to CMA.

5.4.2.3. ON: The proper term for entering the CMA.

5.4.2.4. OFF: The proper term for exiting the CMA.

5.4.2.5. HOLD-SHORT: Is disapproval of a request to enter CMA. Vehicles will hold short of the runway/VFR hold line.

5.4.2.6. CROSS or ACROSS: Authorizes a vehicle to cross the CMA. If approved to cross, vehicles will not stop within the CMA without further tower permission.

5.4.3. All instructions issued by tower must be acknowledged and read back VERBATIM. If tower's instructions are not completely understood, drivers will ask tower to "say again".

5.4.4. The normal communication sequence uses the call sign of the station being called (who is being called), followed by the driver's call sign (who is calling), followed by the vehicle's location (where the caller is) and the request (what the driver wants to do).

5.4.4.1. Sample communication sequence:

5.4.4.2. Vehicle attempting to cross the runway: *"Eielson Tower, Airfield One"; "Airfield One, Eielson Tower"; "Eielson Tower, Airfield One on Taxiway Echo. Request on to the runway"; "Airfield One, Eielson Tower, proceed on the runway at Taxiway Echo. Report when off"; "Eielson Tower, Airfield One proceeding on the runway at Taxiway Echo. Will report when off."*

5.4.4.3. Vehicle has crossed the runway and is out of the CMA: *"Eielson Tower, Airfield One is off the runway at three-quarter barrier access road"; "Airfield One, Eielson Tower, copies. Remain off runway"; "Eielson Tower, Airfield One will remain off runway."*

5.5. Control Tower Light Gun Signals

5.5.1. Air traffic controllers use a light gun as a backup system for communicating with aircraft or ground vehicles if their radios stop working. When a vehicle operator experiences a radio failure on a runway or taxiway, they must vacate the runway as quickly and safely as possible and contact the control tower or Airfield Management by other means (i.e. a cellular telephone) to advise them of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun. All vehicle operators are required to know and comply with the following signals, see [Figure 5.1](#):

5.5.1.1. Steady Green Light: Cleared to cross, Proceed, Go.

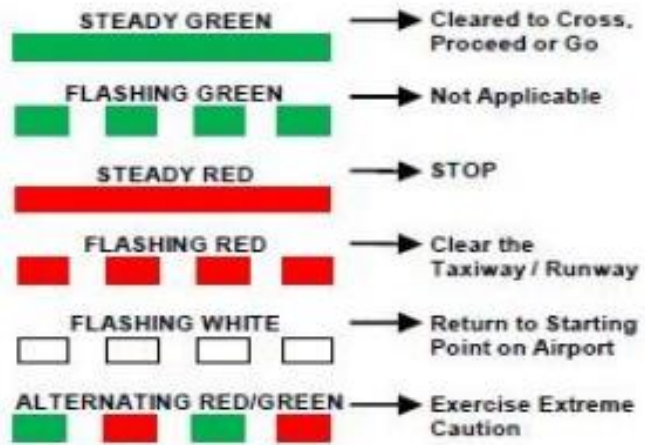
5.5.1.2. Steady Red Light: STOP! Vehicle will not be moved.

5.5.1.3. Flashing Red Light: Clear active taxiway/runway.

5.5.1.4. Flashing White Light: Return to starting point.

5.5.1.5. Red and Green Light: General warning. Exercise extreme caution. During alerts and emergency conditions, all non-essential personnel will withdraw to Airfield Management or their work centers until the emergency is terminated. The withdrawal of contractors will be at the discretion of Airfield Management.

Figure 5.1. Light Gun Signals.



Chapter 6

VIOLATION PROCEDURES

6.1. General

6.1.1. All personnel operating on the airfield are responsible for identifying and reporting airfield driving violations to Airfield Management immediately. Driving violations which violate 354 FWI 31-201 traffic rules can result in a citation issued by the SFS.

6.1.2. Commanders and ADPMs may only revoke privileges for personnel assigned to their unit, and will notify the Wing ADPM when doing so. If Airfield Management revokes privileges, the Wing ADPM will notify the unit commander and ADPM.

6.2. CMA/Airfield Driving Violations (CMAV)

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

6.2.2. The Wing ADPM will immediately notify the 354 FW/SE and the applicable Unit Commander and Unit ADPM of CMA violations. Airfield Management will take immediate action to correct a problem or apply interim control measures to prevent further CMA violations.

6.2.3. CMAVs that impact flight operations safety will be reported to 354 FW/SE via AF FORM 651, Hazardous Air Traffic Report, within 24 hours of violation.

6.2.4. CMAVs that do not impact aircraft operations will be reported to 354 FW/SE via AF Form 457, USAF Hazard Report, within 24 hours of violation. The AOF/CC, 354 FW/SE, and Wing ADPM will work as a team to assign all runway incursions an operational category (i.e., Operational Error, Pilot Deviation and Vehicle/Pedestrian) for trend analysis. All CMAVs will be briefed at the next Airfield Operations Board (AOB). Note: 354 FW/SE will process all CMAVs as Class E safety events IAW AFMAN 91-223, *Aviation Safety Investigation and Reports*.

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

6.2.5.1. Individual's information to include rank, job title, organization, TDY, or base assigned.

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

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

6.2.5.4. If individual completed all training required to operate a vehicle on the airfield and/or CMA.

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

6.2.6. The AFM must maintain AF FORM 651s, AF Form 457s, and reports according to records disposition schedule and perform trends analysis.

6.2.7. Drivers who commit CMA violations will report/be escorted to Airfield Management, immediately surrender their AF FORM 483, and provide a signed written statement providing specific details regarding the incident.

6.2.8. Airfield Management and 354 FW/SE will conduct an investigation as to the cause of CMA violations. If drivers are found to be at fault, their airfield driving privileges will be revoked for a minimum of 30 days. At the end of the 30 days revocation, the offending driver's ADPM will reinitiate the airfield driver's training process IAW this instruction.

6.2.8.1. The unit commander of the individual who committed a runway incursion will be notified that a member of their unit 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.

6.2.9. A second CMA violation will result in driving privilege revocation for a minimum of 6 months. The offender's unit commander must submit a written request to the 354 OG/CC for retraining to be accomplished.

6.2.10. A third CMA violation will result in revoked driving privileges for the remainder of the individual's assignment.

6.2.11. All other airfield driving violations will result in the same progressive penalties.

BENJAMIN W. BISHOP, Colonel, USAF
Commander

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

AFI 13-213, *Airfield Driving*

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

AFI 24-301, *Ground Transportation*

AFI 31-218 IP, *Motor Vehicle Traffic Supervision*

AFI 32-1002, *Snow and Ice Control*

AFI 48-123, *Medical Examinations and Standards*

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

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

AFI 91-204, *Safety Investigations and Reports*

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*

AFMAN 91-223, *Aviation Safety Investigations and Reports*

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*

AFVA 11-240, *USAF Airport Signs and Markings*

AFVA 13-222, *Runway/Controlled Movement Area Procedures*

Eielson Air Force Base Instruction 13-204, *Airfield Operations Instruction & Local Flying Procedures*

ETL 04-2, *Standard Airfield Pavement Marking Schemes*

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

354 FW Integrated Defense Antiterrorism Plan (*IDATP*)

354 FWI 31-1, *Eielson Installation Security Plan*

Adopted Forms

AF Form 457, *USAF Hazard Report* (utilized to report CMA violations-AFMAN 91-223)

AF Form 483, *Certificate of Competency* (documents airfield driving certification)

AF Form 651, *Hazardous Air Traffic Report (HATR)* (utilized to report HATR events- AFMAN 91-223)

AF F 847, *Recommendation for Change of Publication* (to refer recommended changes and questions regarding this publication)

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card* (Government Motor Vehicle License-AFI 24-301)

Abbreviations and Acronyms

ABS—Anti-Lock Braking System

ADPM—Airfield Driving Program Manager

ADTP—Airfield Driving Training Program:
<https://webapp.amc.af.mil/ADTP/Pages/System/Login.aspx?ReturnUrl=%2fADTP%2fdefault.aspx>

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRSAT—Air Force Runway Safety Action Team

AGE—Aircraft Ground Equipment

AFM—Airfield Manager

AM—Airfield Management

AOB—Airfield Operations Board

AOF—Airfield Operations Flight

ATC—Air Traffic Control

CBT—Computer-Based Training

CC—Commander

CEF—Fire Department (354 CES/CEF)

CES—Civil Engineer Squadron (354 CES)

CMA—Controlled Movement Area

CP—Command Post (354 FW/CP)

DAFM—Deputy Airfield Manager

DoD—Department of Defense

ECP—Entry Control Point

FOD—Foreign Object Damage

FW—Fighter Wing (354 FW)

GLV—Government Leased Vehicle

GOV—Government-Owned Vehicle

HATR—Hazardous Air Traffic Report

IAW—In Accordance With

IFR—Instrument Flight Rules

ILS—Instrument Landing System

INST—Instrument or Instrument Hold Line
LOP—Local Operating Procedure
MDG—Medical Group (354 MDG)
OE—Operational Error
OG—Operations Group (354 OG)
OSS—Operation Support Squadron (354 OSS)
OSAA—Airfield Management Operations (354 OSS/OSAA)
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PD—Pilot Deviation
POV—Privately Owned Vehicle
SAV—Staff Assistance Visit
SE—Safety (354 FW/SE)
SFS—Security Forces Squadron (354 SFS)
SOCC—Security Operations Control Center
TDY—Temporary Duty
TO—Technical Order
VCO—Vehicle Control Officer
VFR—Visual Flight Rules
V/PD—Vehicle/Pedestrian Deviation

Terms

Airfield—All areas, to include facilities, pavements, and grounds, prepared to support aircraft operations. i.e., runway, overruns, taxiways, taxilanes, tow-ways, aprons, and hardstands.

Airfield Authorized Drivers—Personnel who have been trained and certified and have an AF FORM 483 for Eielson AFB AK. Driving will be in the performance of official duties.

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

Apron—Pavement used to park and service aircraft.

Controlled Movement Area—CMA includes the runway, and 150 feet of all areas adjacent to the runway edges. Access to the CMA is limited to mission essential operations only. All vehicles or personnel will establish two-way radio contact with control tower and receive approval from control tower before entering any portion of the CMA.

Emergency Vehicles—Vehicles equipped with rotating beacons that respond to aircraft or airfield emergencies; 354 CES/CEF (Fire Department), Medic Ambulance, AM, Barrier Maintenance, Crash Recovery, SFS, mobile Emergency Operations Center, etc.

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

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

Mobile Obstacle—Vehicles, AGE, MHE, etc.

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

Runway—Designated Runway 14 and Runway 32. Used for the arrival and departure of aircraft.

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

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

Pilot Deviation (PD)—Action of a pilot resulting in the violation of ATC instructions, AFIs and/or Federal Aviation Regulations.

Vehicle/Pedestrian Deviation (V/PD)—An entry or movement on the CMA by a vehicle (including aircraft operated by non-pilots) or pedestrian not authorized by ATC.

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

Taxiways—Used for aircraft transit between parking aprons and the runway.

Attachment 2

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

Figure A2.1. Unit Airfield Driving Program Manager and Trainer(s) Appointment Letter.

MEMORANDUM FOR 354 OSS/OSA			
FROM: (Unit Commander Office Symbol)			
SUBJECT: Appointment of Unit ADPMs and Trainers			
<p>1. The following individuals are appointed as unit Airfield Driving Program Managers (primary/alternate) and trainers. Individuals have received training IAW AFI 13-213 and the EAFBI 13-213. Both ADPM and Alt ADPM are qualified to drive on the airfield, have the authority to certify personnel and will ensure completion and tracking of all airfield drivers training for unit assigned and TDY personnel.</p> <p>2. The following individuals are appointed as Airfield Driving Program Trainers</p> <p>3. This letter supersedes all previous letters, same subject</p>			
XXXX X. XXXXX, (Rank), USAF Commander			
NAME/Email	OFFICE SYM	DP	483 # _____
PRIMARY:			
MSgt Ann B. Smith Email: Ann.Smith@us.af.mil	OSAA	XXX-XXXX	BLK#####
ALTERNATE:			
TSgt John E. Doe Email: John.Doe@us.af.mil	OSAA	XXX-XXXX	BLK#####
NAME/Email	OFFICE SYM	DP	483 # _____
TSgt Jane C. Davis Email: Jane.Davis@us.af.mil	OSAA	XXX-XXXX	BLK#####
SSgt Michael Johnson Email: Michael.Johnson@us.af.mil	OSAA	XXX-XXXX	BLK#####

Attachment 3

UNIT ADPM TRAINING CHECKLIST

Figure A3.1. Unit ADPM Training Checklist.

UNIT ADPM TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by Trainee and Wing ADPM)</i>			
	Date Completed	Trainee Initials	Wing ADPM
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306 IP, <i>Manual for the Wheeled Vehicle Operator.</i>			
4.2. AFI 91-203, <i>Air Force Consolidated Occupational Safety Instruction</i> , Chapter 24.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management.</i>			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. (See AFI 48-123, <i>Medical Examinations and Standards for additional information</i>)			
7. Airfield Driver’s training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures.			
12. TDY personnel/non-based assigned contractors.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF Form 483.			

15. AF Form 483 CERTIFICATE #			
SECTION III – TRAINING CERTIFICATION (<i>Completed by the Trainee and Wing ADPM or designated representative</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with EAFBI 13-213, <i>Airfield Driving</i> .			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 4

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

Figure A4.1. Unit Airfield Driver Program Self-Inspection Checklist.

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

2.3. Does the Unit ADPM ensure drivers have their color vision tested by base optometry? 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 FORM 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 FORM 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
2.8. Does the Unit ADPM conduct a self-inspection of the unit program at least annually? Are the results of this self-inspection provided to the Wing ADPM?			
3. TDY personnel/non-base assigned Contractors.			
3.1. Are TDY personnel/non-base assigned contractors driving credentials verified (do TDY personnel/non-base assigned contractors have a valid state/GOV driver's license and AF FORM 483 from their home base)? ADPM should question the need to issue AF FORM 483 if TDY personnel do not have an AF FORM 483 from their home station.			
3.2. Are TDY personnel trained on driving requirements in accordance with the local driving instruction?			
4. Training.			
4.1. Are potential airfield drivers receiving classroom training by the ADPM?			
4.2. Are potential airfield drivers receiving practical day and night airfield familiarization training?			
4.3. Are potential airfield drivers receiving a practical day and night driving test?			

<p>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?</p>			
<p>4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?</p>			
<p>4.6. Are drivers receiving annual refresher training within the established time lines?</p>			
<p>4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF FORM 483?</p>			
<p>4.8. Are trainees administered a Practice General Knowledge Test?</p>			
<p>4.9. Are trainees administered Runway Incursion Prevention Test annually?</p>			
<p>4.10. Are trainees instructed on proper radio terminology when communicating with the ATCT?</p>			
<p>4.11. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description?</p>			
<p>4.12. Are trainees familiar with runway entry and exit procedures and radio read back requirements? (A random interview of unit vehicle operators may be conducted.)</p>			
<p>5. Miscellaneous.</p>			
<p>5.1. Is AFVA 11-240, <i>USAF Airport Signs and Markings</i>, and AFVA 13-222, <i>Runway/Controlled Movement Area (CMA) Procedures</i> available for each vehicle operated on the CMA?</p>			
<p>5.2. Is FOD prevention and identification part of the Unit's Airfield Driving Program?</p>			
<p>5.3. Are vehicles used within the CMA equipped with Infrared Red Lights/Roof mounted rotating beacons?</p>			
<p>5.4. Is a current airfield diagram in unit assigned vehicles?</p>			

SECTION III – COMMENTS/NOTES <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
SECTION IV – CERTIFICATION <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
UNIT ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 5

**AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION
CHECKLIST**

Figure A5.1. Airfield Driving Training Documentation and Certification Checklist.

SECTION I – TRAINEE INFORMATION <i>(Completed by the Unit ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee and Unit Trainer)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Trainee possesses a valid license <i>State of Issue</i> _____ <i>Restrictions</i> _____			
2. Trainee possesses a valid Government Driver's License (if required).			
3. USAF Airfield Driving Computer Base Training. (ADLS certificate must be attached)			
4. Airfield Driver Training Classroom.			
5. Airfield Driving Qualification Training Checklist/ Curriculum.			
6. Practical Day Airfield Driver Familiarization Training.			
7. Practical Night Airfield Driver Familiarization Training as applicable. (Deferred 1 Apr – 1 Oct. Must be accomplished NLT 31 Oct)			
8. Practical Driving Test. (Includes day and night driving)			
SECTION III – Color Vision Test for CMA drivers only. <i>(Completed by Eielson Optometry)</i>			
Check applicable. Normal Color Vision. Color Blind/Deficient.			
Name (Last, First, MI):	Grade:	Signature:	Date:

SECTION IV – TRAINER CERTIFICATION <i>(Completed by Airfield Driving Trainer, must be appointed by Unit/CC)</i>			
I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
SECTION V – TRAINEE ACKNOWLEDGEMENT <i>(Completed by Trainee)</i>			
I have received and completed all of the above training requirements and will comply with the Eielson Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
SECTION VI – UNIT CERTIFICATION <i>(Unit/CC or Unit ADPM)</i>			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle on Eielson’s Airfield (Check all applicable or special access). <input type="checkbox"/> CMA Access <input type="checkbox"/> Daylight Hours only			
Name of ADPM (Last, First, MI):	Grade:	Signature:	Date:
SECTION VII – AIRFIELD DRIVING TEST RESULTS & AUTHORIZATION <i>(Completed by Airfield Management)</i>			
	Date Completed	Trainee’s Initials	AM Testers Initials
1. Airfield Diagram/Layout Test. [Score:] *Minimum passing score 100%.			
2. Runway Incursion Prevention Test. [Score:] *Minimum passing score 100%.			
3. Communications Test. (CMA drivers) [Score:] *Minimum passing score 100%.			
4. General Knowledge Test (Written). [Score:] *Minimum passing score 80%, corrected to 100%.			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF FORM483 CERTIFICATE # _____	

Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION VIII – TEST FAILURE TRACKING <i>(Completed by Wing ADPM or designated representative)</i>			
Failure Date	Test(s) Failed	Test Version	
1.			
2.			

Attachment 6

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)

Figure A6.1. Airfield Driving Qualification Training Checklist (Curriculum).

SECTION I – TRAINEE INFORMATION				
Name (Last, First, Middle Initial)	Rank, Civilian Grade or Equivalent	Unit/Office Symbol or Company Name	Duty Phone	
1. Definitions and terms. Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.	Date Completed	Trainee's Initials	Trainer's Initials	Not Available (N/A)
Training on the airfield terms listed in section 1.1 may be acquired with completion of the Air Force Airfield Driving CBT (ADLS).				
1.1 Runway; Controlled Movement Area (CMA); Controlled Movement Area Violation (CMAV); Runway Incursion; Taxiway; Ramp/Apron; Foreign Object Damage (FOD) control/prevention; Taxilane; Light Gun; Jet Blast; Vehicle Service Road; ILS Critical Area; Mandatory Sign; Informational Sign; Restricted Area; Entry Control Point; Fixed/Mobile Obstacle; Airfield Management; Air Traffic Control Tower (ATCT).				
1.2. Overrun	N/A	N/A	N/A	N/A
1.3. Hot Cargo Area				
1.4. Arm/De-Arm Area				
1.5. Aircraft Arresting Gear				
1.6. Emergency Response Vehicle				
1.7. Circle of Safety				
2. Vehicle operator requirements. Training Outcome: Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.				
Training on the airfield procedures listed in section 2.1 may be acquired with completion of the Air Force Airfield Driving CBT (ADLS)				
2.1. Vehicle Escort/Convoy Driving procedures; Use of vehicle lighting (e.g. Daytime Running, Rotating/IR beacons, hazard/emergency flashers); Restricted visibility and/or night driving.				
2.2. Procedures for reporting an accident or vehicle maintenance problems.				
2.3. Vehicle parking and chocking requirements.				
2.4. Use of perimeter and infield roadways.				
2.5. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.				
2.6. Speed limits for vehicles operating on an apron/ramp and taxiway.				

2.7. Requirements for operating a vehicle within the immediate vicinity of aircraft.				
2.8. Procedures for reporting and removing FOD.				
2.9. Procedures for operating of bicycles, tricycles, etc. on the airfield.	N/A	N/A	N/A	N/A
2.10. Use of traction control devices as applicable.	N/A	N/A	N/A	N/A
2.11. Emergency Response Vehicle requirements.				
3. Aircraft Operations. Training Outcome: 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 Outcomes: 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 Outcomes: Trainee must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following: airfield lighting.				
5.1.1. Runway				
5.1.1.1. Edge Lights				
5.1.1.2. Approach Lights				
5.1.2. Taxiway				
5.1.2.1. Edge Lights				
5.1.2.2. Centerline Lights	N/A	N/A	N/A	N/A
5.1.2.3. Guard Lights (as applicable)	N/A	N/A	N/A	N/A
5.2. Familiarize trainee with the following airfield signage:				
5.2.1. Runway Hold Sign				
5.2.2. Taxiway Location Sign				
5.2.3. ILS Critical Area Sign				
5.2.4. Direction Sign				
5.2.5. Distance Remaining Sign				
5.3. Familiarize trainee with the following airfield markings:				

5.3.1. Runway				
5.3.1.1. Centerline				
5.3.1.2. Edge				
5.3.1.3. Runway ID Numbers				
5.3.1.4. Threshold Markings				
5.3.1.5. VFR Hold Line				
5.3.2. Vehicle Stop Bars				
5.3.3. Taxiways				
5.3.3.1. Centerline				
5.3.3.2. Edge Markings				
5.3.4. ILS Critical Areas				
5.3.5. Non-Movement Area Boundary Markings as applicable	N/A	N/A	N/A	N/A
5.3.6. Non Standard Airfield Markings as applicable	N/A	N/A	N/A	N/A
5.3.7. Aircraft Arresting Gear Markings as applicable				
5.4. Familiarize trainee with the locations of airfield Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.6. Familiarize trainee with the location of Free Zones as applicable. (When construction is present on the airfield anywhere, otherwise insert N/A)				
5.7. Familiarize trainee with 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. (South perimeter road)				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.				
5.11. Familiarize trainee with runway configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				

5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with airfield Hot Spots (areas with high aircraft and vehicle traffic).				
5.16. Identify Smoking Areas as applicable.		N/A	N/A	N/A
6. Communications.				
Training Outcome: Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications				
6.2. Procedural Words and Phrases				
6.3. Aviation Phonetic Alphabet				
6.4. Aviation Terminology				
6.5. Procedures for Contacting the ATCT				
6.6. Light Gun Signals (description of ATCT Light Gun signals)				
6.7. ATCT and or vehicle blind spots				
7. Other				
7.1. Review ADI				
7.2. Runway Incursion Prevention Training				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. Note: Required for all personnel who require CMA Access.				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. Note: Required for all personnel who require CMA Access.				
SECTION III – TRAINING CERTIFICATION <i>(Completed by the Trainee and Unit ADPM)</i>				
TRAINEE				
I have received and completed all of the above training requirements and will comply with the Eielson Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).				
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:	

UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in the Eielson Airfield Driving Instruction (ADI). Check all applicable restrictions.			
<input type="checkbox"/> CMA Access			
<input type="checkbox"/> Daylight Hours only			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 7

PRACTICAL AIRFIELD DRIVING EXAM CHECKLIST**Figure A7.1. Practical Airfield Driving Exam Checklist.**

1. Demonstrate proper vehicle FOD inspection and rollover check
2. Explain various airfield speed limits (general purpose, special purpose, towing AGE)
3. Explain airfield traffic flow on ramps and taxiways (identify vehicle traffic lane)
4. Explain right of way procedures (taxiing aircraft, emergency vehicles, pedestrians)
5. Identify location of Runway 32/14
6. Identify CMA and demonstrate entry procedures (include proper phraseology)
7. Identify runway hold lines
8. Identify runway hold signs
9. Explain tower light gun signals (flashing red, steady red, steady green, alternating red/green)
10. Explain runway intrusions and consequences
11. Identify taxiways (A, B, C, D, E, F, G, Loop)
12. Identify live ordnance loading area (back Loop)
13. Identify South ramp, Oscar row, Lima row, red carpet, P/Q & S/R ramp
14. Identify Tanker row, North Bays, 18th AGRS ramp, control tower
15. Identify ILS/runway clear zone traffic lights on south perimeter road
16. Explain vehicle breakdown procedures
17. Explain airfield parking/chocking procedures
18. Identify jet blast danger areas and safe distance requirements
19. Identify taxiway informational signs (yellow letters/black background)
20. Identify taxiway directional signs (black letters/yellow background)

Trainee Sign/Date: _____

ADPM/trainer Sign/Date: _____

Attachment 8

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST

Figure A8.1. TDY Personnel/Non-Base Assigned Contractors Training Checklist.

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

12. Provide a local Airfield Diagram.			
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for night driving, reduced visibility and inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicle maintenance problems.			

SECTION III – TRAINING CERTIFICATION (*Completed by Trainee, Unit ADPM and Wing ADPM as required*)

TRAINEE

I have received and completed all of the above training requirements and will comply with the EAFBI 13-213, *Airfield Driving*. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).

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

I certify that the above individual has completed all local training requirements outlined in EAFBI 13-213, *Airfield Driving*. Check all applicable restrictions.

Ramp only
 Daylight Hours only
 Other (*Specify*)

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

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
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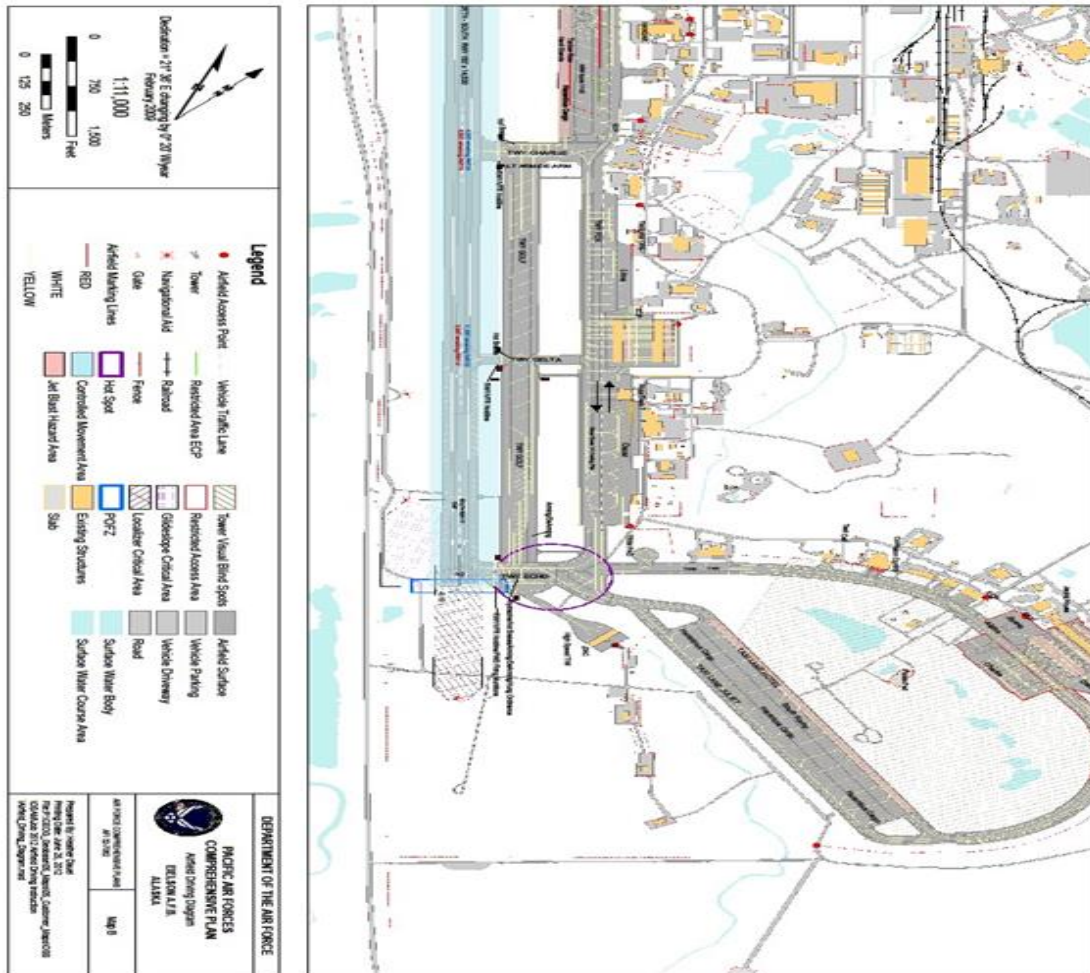
Attachment 9

PHOENETIC ALPHABET

Figure A9.1. Phonetic Alphabet.

A	Alpha	AL-FAH	N	November	NO-VEM-BER
B	Bravo	BRAH-VOH	O	Oscar	OSS-KAH
C	Charlie	CHAR-LEE	P	Papa	PAH-PAH
D	Delta	DELL-TAH	Q	Quebec	KEH-BECK
E	Echo	ECK-OH	R	Romeo	ROW-ME-OH
F	Foxtrot	FOKS-TROT	S	Sierra	SEE-AIR-RAH
G	Golf	GOLF	T	Tango	TANG-GO
H	Hotel	HOH-TEL	U	Uniform	YOU-NEE-FORM
I	India	IN-DEE-AH	V	Victor	VIK-THE
J	Juliett	JEW-LEE-ETT	W	Whiskey	WISS-KEY
K	Kilo	KEY-LOH	X	X-ray	ECKS-RAY
L	Lima	LEE-MAH	Y	Yankee	YANG-KEY
M	Mike	MIKE	Z	Zulu	ZOO-LOO
1	One	WUN	6	Six	SIX
2	Two	TOO	7	Seven	SEV-EN
3	Three	TREE	8	Eight	AIT
4	Four	FOW-ER	9	Nine	NIN-ER
5	Five	FIFE	0	Zero	ZEE-RO

Figure A10.2. Eielson AFB Airfield Diagram 2.



Attachment 11

VEHICLE CALLSIGN LISTING

Figure A11.1. Vehicle Call sign listing.

ICEMAN 1	Fighter Wing Commander
ICEMAN 2	Fighter Wing Vice Commander
ICEMAN 3	Operations Group Commander
ICEMAN 3A	Operations Group Deputy Commander
ICEMAN 4	Maintenance Group Commander
ICEMAN 4A	Maintenance Group Deputy Commander
ICEMAN 5	Mission Support Group Commander
ICEMAN 5A	Mission Support Group Deputy Commander
ICEMAN 6	Medical Group Commander
ICEMAN 6A	Medical Group Deputy Commander
ICEMAN	Fighter Wing Command Chief
CHIEF IGLOO	Fighter Wing Command Post
1	Fighter Wing Command Post Deputy
IGLOO 2	Wing Executive Officer
RAVEN 1	18th Aggressor Squadron Commander
FOX 1	Fire Chief or Deputy Fire Chief
CHIEF 1	Assistant Fire Chief of Operations
CHIEF 2	Medical Group Ops Squadron Commander
ICEMAN 10	353d Combat Training Squadron Commander
PANTHER 1	354th Operations Support Squadron Commander
HUSKY 1	354th Operations Support Squadron Operations Officer
HUSKY 2	Wing Admin
RAVEN 2	Supervisor of Flying
SOURDOUG	Airfield Operations Flight Commander
H OPS 1	Airfield Manager
Airfield 1	Deputy Airfield Manager
Airfield 2	Airfield Management Operations Personnel
Airfield 3-5	Aircraft Arresting System Maintenance
BARRIER 1-4	Generator Crews
POWERPRO 1-4	Airfield Lighting
AIRFIELD LIGHTING	Snow Control Officer
1-4	Superintendent, Pavements and Grounds
SNOW 1	Runway Snow Control Vehicle
SNOW 2	Snow Control Shift Supervisor
SNOW 3	Reserved
SNOW 4	Chief of Safety
SNOW 5-7	Flight Safety Officer
SAFETY 1	Flight Safety NCO
SAFETY 2	Ground Safety
SAFETY 3	Weapons Safety
SAFETY 4	Safety Office
SAFETY 5	Munitions movement on the airfield
SAFETY	Transient Alert/—Follow Me Trucks
6	Passenger and Cargo movement vehicles
AMMO	Comm. Sq NAVAID maintenance
TA 1-5	USDA Wildlife response vehicles
CAV 1-4	
AIRFIELD SYSTEMS	
WILDLIFE 1-4	

Attachment 12 VEHICLE VISUAL AIDS

Figure A12.1. AFVA11-240 Airport Signs and Markings.

Airport Signs – Action and/or Purpose	ATCT LIGHT GUN SIGNALS	Airport Markings
<p>15-33 RUNWAY HOLD SIGN: Hold short of intersecting runway</p> <p>5 RUNWAY HOLD SIGN: Hold short of runway on taxiway</p> <p>5-APCH APPROACH HOLD SIGN: Hold short for aircraft on approach or departure</p> <p>ILS ILS HOLD SIGN: Hold short of ILS/POFZ Critical Area</p> <p>NO ENTRY NO ENTRY SIGN: Entry Not Authorized</p> <p>A TAXIWAY LOCATION SIGN: Taxiway on which vehicle/aircraft is located</p> <p>15 RUNWAY LOCATION SIGN: Runway on which vehicle/aircraft is located</p> <p>TOWER FREQUENCY</p>	<p>RUNWAY HOLD SIGN: Boundary of runway protected Area</p> <p>INSTRUMENT HOLD SIGN: Boundary of Instrument Critical Area</p> <p>DIRECTION SIGN: Defines direction & designation of intersecting taxiway(s)</p> <p>RUNWAY EXIT SIGN: Defines direction & designation of exit taxiway from runway</p> <p>33 OUTBOUND DESTINATION SIGN: Defines direction to take-off runway</p> <p>MIL INBOUND DESTINATION SIGN: Defines direction for arriving aircraft</p> <p>STEADY GREEN → Cleared to cross, proceed or go</p> <p>STEADY RED → STOP</p> <p>FLASHING RED → Clear the taxiway/runway</p> <p>FLASHING WHITE → Return to starting point on airport</p> <p>ALTERNATING RED/GREEN → Exercise extreme caution</p>	<p>RUNWAY HOLD POSITION: Hold short of double solid lines until approved to proceed by ATC</p> <p>INSTRUMENT HOLD POSITION: Hold short during Instrument Meteorological Conditions (Ceiling less than 800 Feet or Visibility less than 2 Miles)</p> <p>STOP RUNWAY STOP BAR: Hold short of runway on intersecting roads</p> <p>TAXIWAY/TAXIWAY HOLDING POSITION: Hold short of intersecting taxiway when directed by ATC</p> <p>TAXIWAY EDGE: Defines edge of usable full strength taxiway pavement - adjoining pavement NOT usable</p> <p>DASHED TAXIWAY EDGE: Defines edge of taxiway where adjoining pavement or apron is available for aircraft use</p> <p>GROUND FREQUENCY</p>
<p>References: UFC 3-535-01, Visual Air Navigation Facilities, ETL 04-2, Standard Airfield Pavement Marking Schemes, and Aeronautical Information Manual (AIM)</p>		<p>AFVA 11-240, USAF Airport Signs and Markings</p>
<p>PREVENT RUNWAY INCURSIONS - - "READ BACK" ALL TOWER INSTRUCTIONS VERBATIM!</p>		

Figure A12.2. AFVA 13-222, Runway Controlled Movement Area (CMA) Procedures.

DRIVERS ARE NOT AUTHORIZED ON THE AIRFIELD WITHOUT CURRENT DRIVER'S TRAINING AND AF IMT 483, CERTIFICATE OF COMPETENCY.

RUNWAY CONTROLLED MOVEMENT AREA (CMA) PROCEDURES:

1. ALWAYS CONTACT TOWER FOR RUNWAY/CMA ACCESS
2. READ BACK ALL TOWER INSTRUCTIONS VERBATIM
3. DO NOT USE "CLEAR" OR "CLEARED" IN RADIO CALLS
4. MAINTAIN RADIO CONTACT WITH TOWER AT ALL TIMES
5. STATE CALL SIGN, POSITION, AND INTENTIONS
6. COORDINATE ACCESS FOR ALL ESCORTED VEHICLES
7. MONITOR VEHICLES/PERSONNEL UNDER ESCORT
8. NOTIFY TOWER AFTER EXITING THE RUNWAY/CMA

AFVA 13-222, 20 July 09 Prescribed by AF 13-213 OPR AFPSA
Availability: There are no restrictions on this publication

Attachment 13

SAMPLE MFR FOR SUSPENSION/REVOICATION OF AIRFIELD DRIVING PRIVILEGES**Figure A13.1. Sample MFR for Suspension/Revocation of Airfield Driving Privileges.**

MEMORANDUM FOR 354 OSS/OSAA

FROM: (Driver's Unit)

SUBJECT: Suspension/Revocation of Airfield Driving Privileges for (driver's rank and name)

1. As of (date) airfield driving privileges for (driver's rank and name) have been suspended/revoked for a period of (state duration, if not indefinitely).
2. (State when, where, and conditions upon which the airfield driving privileges were revoked)
3. If airfield driving privileges are required in the future, (driver's rank and name) will be re- entered into airfield drivers training no earlier than (date of suspension/revocation).

NAME, rank, USAF
(Unit ADPM or Commander)

Attachment 14

SAMPLE MFR FOR REQUESTING REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES**Figure A14.1. Sample MFR for Requesting Reinstatement of Airfield Driving Privileges.**

MEMORANDUM FOR (Approving authority. **NOTE:** Reinstatement of airfield driving privileges after loss of base driving privileges requires Wing/CC approval IAW AFI 13-213)

FROM: (Driver's Unit)

SUBJECT: Request Reinstatement of Airfield Driving Privileges for (driver's rank and name)

1. (State when, where, and conditions upon which the airfield driving privileges were revoked)
2. I certify that (driver's rank and name) has met the mandated suspension/revocation period and complete re-training has been accomplished, and am requesting reinstatement of airfield driving privileges.
3. (State justification, if requesting a waiver to the suspension/revocation period.)

NAME, rank, USAF
Commander

Attachment 15

SAMPLE MFR FOR POV/GLV ANNUAL AIRFIELD PASS REQUEST

Figure A15.1. Sample MFR for POV/GLV Annual Airfield Pass Request.

MEMORANDUM FOR 354 OSS/OSAA	(Date)
FROM: (Unit or Company)	
SUBJECT: Request for personally owned vehicle (POV), or government leased vehicle (GLV) <u>pass</u> to operate on Eielson airfield. (Delete the non-applicable one)	
1. Request POV/GLV (Delete the non-applicable one) airfield pass for:	
Owner/User:	
Organization:	
Vehicle Make, Model, Year, Color, and License/State:	
Pass/Permit number: (issued by Airfield Management)	
Area of Operation(s)/location:	
Justification:	
Effective period/dates:	
2. I understand that any vehicle misconduct, abuse of airfield facilities, or deviation from the airfield driver's briefing received from Airfield Management will result in revocation of any POV/GLV passes issued.	
(NAME, rank or position, USAF or company) (Commander or company representative)	