BY ORDER OF THE COMMANDER
36TH WING

36th WING INSTRUCTION 13-213

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Nuclear, Space, Missile, Command, and Control

AIRFIELD DRIVING

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This publication establishes policies, procedures, and responsibility for control of vehicle operations on the Andersen Air Force Base (AAFB) airfield. Regardless of past airfield driving experience, the contents apply to all personnel who operate vehicles on the airfield including the Air National Guard, Air Force Reserve Command, and all tenant units. This instruction augments AFI 31-218, *Air Force Motor Vehicle Traffic Supervision*; DAFI 13-213 *Airfield Driving*; AFMAN 24-306(I), *Manual for the Wheeled Vehicle Driver*; DAFMAN 91-203, *Air Force Consolidated Occupational Safety Instruction* and DAFI 31-101, *Base Defense Operations (FOUO)*. The 36th Wing Commander (36 WG/CC) is the waiver authority for this Instruction unless otherwise specifically noted within this instruction. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through the chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force

SUMMARY OF CHANGES

This instruction has had significant changes made. It should be read in its entirety. Changes include revising AFI 13-213 by changing it to DAFI, speed limits on airfield, updated policies for test failure, testing procedures now on Airfield Driving Training and Certification System (ADTCS), updated policy for test failure, violation policies, and reinstating airfield drivers' license.

Chapter 1

GENERAL POLICY AND RESPONSIBILITIES

1.1. Policy. Motor vehicle operations on the airfield are necessary for mission accomplishment. Operating vehicles on the airfield, however, creates a clear and present danger to aircraft and personnel. Airfield driver carelessness and disregard of safety standards are the primary causes of aircraft vehicle collisions and Controlled Movement Area Violations (CMAVs).

1.1.1. The standards and directives on the following pages have been established for the control of all motor vehicles on Andersen airfield.

1.2. Authorization. Motor vehicle traffic on the airfield is restricted to government-owned vehicles (GOV) on official business. Privately Owned Vehicles (POVs), rental vehicles, and vendor contractor vehicles are not authorized on the airfield without the approval of Airfield Management Operations (AMOPS). Reference **Chapter 3** and **Attachment 11** for procedures on obtaining authorization for POVs, government leased vehicles, and contractor vehicles.

Chapter 2

RESPONSIBILITIES

2.1. 36th Wing Commander (WG/CC).

2.1.1. Ensures base or tenant agencies support the airfield driving program.

2.1.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and base driving privileges. Authority may be delegated in writing to a G-series ordered commander in the appropriate chain of command.

2.1.3. Approves publication of wing supplements.

2.1.4. Requests an Air Force Runway Safety Action Team through the major or field command OPR for AO when there are recurring problems with runway incursions. See AFMAN 13-204, Volume 1 for additional information.

2.1.5. Reviews runway incursion and Controlled Movement Area Violation incidents and corrective actions taken.

2.1.6. Delegates authority to appoint the Wing Airfield Driving Program Manager (WADPM) to the 36th Airfield Operations Flight Commander (AOF/CC).

2.2. Wing Airfield Driving Program Manager (WADPM).

2.2.1. Validates requests and issues all airfield POV permits.

2.2.2. Ensures Unit Airfield Driving Program Managers (UADPMs) provide appropriate training to TDY personnel and non-base assigned contractors based on type, location, time, and duration of work. See Chapters **2 and 6** of this Airfield Driving Instruction (ADI) for additional information.

2.2.3. Inspects each program, to include a copy of the UADPM MICT SAC at least annually (every 12 months) for program integrity and compliance with this ADI. Programs will be re-inspected within 30 calendar days if there are any write-ups that warrant follow up actions. Programs that fail a second inspection are subject to a suspension of their unit's airfield driving program (ADP).

2.2.4. Establishes a list of all AF FORM 483 driving restrictions in the ADTCS for use by the certifying official. Codes are: CMA Access Approved – "CMA", NON-CMA access – "Ramp Only" and "Hanger Access", Daylight Hours Only – "D". NOTE: NON-CMA can also be broken down for contractors from airfield access point to construction site. Example: "Shaker Gate – East Parameter Road".

2.2.5. For additional responsibilities see DAFI 13-213.

2.3. UADPM. The UADPM must:

2.3.1. Be at least staff sergeant/E-5 (or above) or civilian equivalent. **(T-3)**

2.3.2. Possess an AF Form 483. Note: UADPMs with members who require CMA access, must also have CMA access.

2.3.3. Will be trained by the WADPM using DAFI 13-213, Attachment 5 and trained on the ADTCS database before assuming role of program manager.

2.3.4. Reviews ADTCS database at a minimum monthly. Ensures all personnel are completing training in a reasonable time, out process members as applicable, and licensing members in ADTCS. Personnel who do not complete all training within 60 calendar days will be evaluated for removal and/or possible restarting of training.

2.3.5. Trainees are entered into and utilize ADTCS and complete training and certification prior to issuance of AF FORM 483. UADPMs will review all ADTCS test failures with the trainee and provide additional training as required.

2.3.6. Ensures designated airfield driving trainers conduct and document practical day and night airfield familiarization training and practical driving test on members prior to issuance of an AF FORM 483. Only persons certified on CMA procedures may train or certify others on CMA procedures. All newly appointed trainers will receive an initial training briefing regarding management of the airfield driving training program from their UADPM.

2.3.7. Ensures personnel undergoing training or orientation on the airfield and performing job-specific requirements such as firefighting, loading and unloading, refueling, etc. In all cases, the trainee must be qualified to operate the vehicle and be accompanied by a designated airfield driving trainer and/or UADPM.

2.3.8. Ensures vehicle operator is decertified, and remedial training is completed before recertification when notified by the WADPM of an airfield driving violation. The ADPM will notify the individual's unit commander and WADPM in writing after revoking airfield driving privileges. Note: Personnel who lose base driving privileges will automatically lose airfield driving privileges.

2.3.9. Ensures all TDY personnel required to drive on the airfield and are assigned or attached to the unit, possess a home station AF FORM 483. If they are not licensed complete the Andersen TDY Brief, **Attachment 8**, and keep a copy on file in your binder. Provide an informational copy of the brief and a list of personnel briefed to the WADPM.

2.3.10. Ensures all personnel authorized to operate vehicles on the airfield and have a direct role in parking, servicing, or conducting maintenance on aircraft are familiar with the aircraft marshaling signals found in AFMAN 11-218, Aircraft Operations and Movement on the Ground, Chapter 2.

2.3.11. Ensures trainees who will drive in the CMA schedule themselves for color-vision testing if the member's Air Force Specialty Code (AFSC) is not identified in AFI 36-2101, Enlisted Classification, as being an AFSC requiring normal color vision. See **para 2.1.7** for additional information on color-vision testing.

2.3.12. Annual refresher training will be completed utilizing the ADTCS. Note: Personnel who do not have access to ADTCS or will complete training via Status of Airfield Drivers (SAD) listing.

2.3.13. Coordinates to identify replacement UADPMs. A new appointment letter will be forwarded to the WADPM no-later-than (NLT) 30 calendar days prior to the UADPM's Permanent Change of Station (PCS), Permanent Change of Assignment (PCA), deployment, or TDY. Training for the new program manager will be completed prior to the current manager relinquishing duties.

2.3.14. Use the MICT SAC to conduct and document a self-assessment of the unit's airfield driving program at least annually. Provide a copy to the WADPM upon request for functional oversight to determine overall program effectiveness and compliance.

2.3.15. Ensure Department of the Air Force Visual Aid (DAFVA) 11-240, Federal Aviation Administration Ground Vehicle Guide to Airport Signs & Markings Dashboard sticker, DAFVA 13-222 Runway/Controlled Movement Area (CMA), and airfield diagram are available for each vehicle operated on the airfield.

2.3.16. For additional responsibilities see DAFI 13-213.

2.4. 36th Operations Support Squadron, Airfield Management (AMOPS).

2.4.1. Conducts applicable airfield driving briefings for higher-headquarters (HHQ) inspectors, special teams and TDY personnel as required. Reference DAFI 13-213.

2.4.2. Submits AF 651, Hazardous Air Traffic Report (HATR), to WADPM and AFM for processing to 36 WG Safety Office (36 WG/SE) within 24 hours for all CMAVs that have an adverse impact on flight operations (if not generated by Air Traffic Control Tower (ATCT).

2.4.3. Submits AF 457, USAF Hazard Report, to WADPM and AFM for processing to 36 WG/SE within 24 hours for specific incidents of runway incursions and other CMAVs that did not impact aircraft operations (if not generated by ATCT).

2.4.4. Does not provide CMA escorting not contractors, TDY units, or any other personnel needing access to the CMA.

2.4.5. For additional responsibilities see DAFI 13-213.2.13.

2.5. 36th Operations Support Squadron, Air Traffic Control Tower (ATCT).

2.5.1. Reports known runway incursions, CMAVs and problems with vehicle operators, pedestrians and radio communications to AMOPS. Assists AMOPS to identify and locate unauthorized personnel and vehicles on or near the CMA.

2.5.2. Submits AF 651 through the AOF/CC to 36 WG/SE within 24 hours for all runway incursions that have an adverse impact on flight operations. Provide a copy to the AFM and WADPM.

2.5.3. Submits AF 457 through the AOF/CC to 36 WG/SE within 24 hours for specific incidents of runway incursions and other CMAVs that did not impact aircraft operations. Provide a copy to the AFM and WADPM.

2.5.4. Provides light gun signals when requested for training purposes.

2.5.5. For additional responsibilities see DAFI 13-213.

2.6. 36th Civil Engineer Squadron (CES).

2.6.1. Ensures contractor personnel receive driver's training from the CES UADPM, AFM, WADPM, or designated AM representative prior to the start of construction activities, if personnel are not escorted by a CMA and/or Non-CMA licensed driver.

2.6.2. Ensure contractor personnel obtain Entry Authorization Lists (EAL) and coordinate with Airfield Management prior to conducting airfield operations. Submit all EAL requests to 36 OSS/Command Support Section (CSS) email: **36oss.eal.baseops@us.af.mil**.

2.6.3. Ensures training requirements and construction vehicle access roads, including access gates and haul routes are approved by the Airfield Manager (AFM), Deputy Airfield Manger (DAFM) or WADPM and are included in contract documents.

2.6.4. Ensures the location of Foreign Object Damage (FOD) checkpoints, when required, as well as personnel vehicle parking areas are included in contract documents.

2.7. 36th Logistics Readiness Squadron (LRS).

2.7.1. Support vehicle breakdowns on the airfield within 30 minutes of notification during duty hours and within 1 hour during non-duty hours.

2.8. 36th Security Forces Squadron (SFS).

2.8.1. Informs WADPM of any new guidance that affects airfield driving.

2.8.2. Detains all unauthorized POVs driving on the airfield and notifies AMOPS. (Authorized POVs have a permit displayed in the windshield).

2.8.3. Notifies WADPM of any vehicle mishaps and citations on the airfield.

2.8.4. Informs WADPM of members when members base driving privileges revoked.

2.8.5. For additional responsibilities see DAFI 13-213.

2.9. 36th Medical Group (MDG).

2.9.1. Verifies the color vision status of individuals for the purpose of airfield driving qualification. Reference DAFI 13-213.

2.9.2. For additional responsibilities see DAFI 13-213.

2.10. 36th Contracting Squadron (36 CONS).

2.10.1. Ensures contractors needing access to the airfield are directed to CES UADPM, AFM, DAFM or WADPM for airfield driving briefing and 36 OSS/CSS for EAL.

Chapter 3

TRAINING CRITERIA AND TESTING

3.1. Training Procedures.

3.1.1. All base-assigned personnel whose job requires them to drive on the airfield must complete airfield driver's training and possess a valid AF FORM 483 certified for airfield driving. UADPMs will provide trainees with the website link for ADTCS (aodms.af.mil/AirfieldDriving) to self-register. If a trainee is coming from another base or unit (PCA or PCS) that uses ADTCS and is already registered in ADTCS, will email the WADPM to have them PCS/PCA to their new Andersen Unit in ADTCS.

3.1.2. Trainee will login to the ADTCS website and self-register. Members will select "Andersen" then "36 WG" then their respective unit. Members that assign themselves to the wrong unit will need to notify their UADPM or the WAPDM to be transferred.

3.1.3. After member self-register in ADTCS, member will open their "Courses" tab and under "Assigned" enroll into the "myLearning Airfield Driving Training (CBT)". Note: This CBT is on ADTCS and not in myLearning. This course must be completed prior to enrolling into any other courses. Note: Members prior licenses that are PCS/PCA'd do not need to retake the CBT, it is a one-time CBT.

3.1.4. Upon completing the "myLearning Airfield Driving Training (CBT)" members will enroll in their unit test.

3.1.5. Unit Test

3.1.5.1. First, member will review the "Lessons" and check off all tasks by clicking on the "Next" button it the top right of the screen.

3.1.5.2. Upon completing the lesson plan(s) member will take the "Test" portion. Note: If either the lesson or the test is not loading and showing blank, member should ask their UADPM to review if they are CMA or NON-CMA and email the WAPDM to have it corrected.

3.1.6. Wing Test (36 WG)

3.1.6.1. First, member will review the "Lessons" and check off all tasks by clicking on the "Next" button it the top right of the screen. All required training IAW DAFI13-213, are preloaded. **Attachment 7**, section III will be maintained by the member's UAPDM for members with CMA access. Members must complete hands-on/practical day and night airfield driving before taking the wing test. All members will be shown how to get to and from their work areas/centers to include vehicle gates to enter/exit the airfield and entry control points (ECP) on the airfield; how to conduct a foreign object debris (FOD) check; and taken up to the CMA and Instrument Hold Line to show the control movement area boundary. If member has CMA access member must request access into the CMA with the Air Traffic Control (ATC) via the Airfield Net frequency. Note: UADPMs should let Airfield Management know, they are going to be conducting airfield driving with calling onto the runway with their callsign, so that they can let ATCT know in advance.

3.1.7. Color-Vision Requirements. Personnel who require access to the CMA must have the ability to distinguish between red, green, white, yellow, and blue. If the member is determined to be color vision deficient, they can be issued an AF FORM 483 with appropriate restrictions for apron and taxiway access only or ("NON-CMA") depicted on the front. Access to the CMA will not be granted at any time if the trainee does not pass the color vision test.

3.1.7.1. Members who require CMA access must see optometry and be signed off on ADTCS that the driver has normal color vision. Note: AFSCs that have a mandatory requirement for normal color vision do not require to have color vision checked by optometry. These AFSCs are listed in the Officer and Enlisted Classification Directory which can be found on the AF Portal. It is recommended that ADPMs retain a copy of this AFSC listing in their program binders. UADPMs must still certify that the individual has normal color vision and/or no waiver to the classification directory standards. Also see DAFMAN 48-123, Medical Examinations and Standards for additional information.

3.1.7.1.1. Civilian contractors or members that are not able to utilize ADTCS will still maintain **attachment 7**, section III signed by optometry stating driver has normal color vision for all CMA members in their Continuity Binders.

3.1.7.2. For civilian employees who require access to the CMA, proper color vision should be listed as a requirement for employment. The color vision exam will be accomplished during the pre-employment exam. If the member fails color vision screening, they must be referred to an optometrist to determine the level of deficiency.

3.2. Testing Procedures.

3.2.1. Practical driving test. While on the airfield for familiarization, trainer will conduct a practical driving test and annotate completion in ADTCS. At a minimum, the individual must:

3.2.1.1. Drive the vehicle during the check ride.

3.2.1.2. Demonstrate the ability to operate a vehicle in all areas required for the duty position and/or work areas without assistance.

3.2.1.3. Identify what entry gates member will use to perform duties.

3.2.1.4. Identify restricted areas and entry control points (ECP) on airfield.

3.2.1.5. Identify the location of runways, VFR/INST Hold Lines and other CMAs (All drivers).

3.2.1.6. Conduct a light gun check with ATC (CMA drivers only).

3.2.1.7. Demonstrate the ability to request access into the CMA with the Air Traffic Control (ATC) via the Airfield Net frequency (CMA drivers only). Note: Contract Airfield Management prior to conducting CMA training for ATC coordination.

3.2.2. ADTCS Test Question Requirements: All tests in the ADTCS must be comprised of at least 25 questions. Questions are classified as "General Knowledge", "Runway Incursion Prevention", "Airfield Diagram/Layout", and "Communications". Each test must meet the criteria listed DAFI 13-213. General Knowledge, Airfield Diagram/Layout, Runway Incursion Prevention and Communications will be combined into one test that meets each categories minimum requirements.

3.2.2.1. General Knowledge: These questions will ensure individuals are familiar with the ADI and local procedures at Andersen. Minimum passing score is 80 %. Of the 25 minimum test questions, 15 questions will cover "General Knowledge" (NON-CMA). Of the 25 minimum test questions, 10 questions will cover "General Knowledge" (CMA).

3.2.2.2. Airfield Diagram/Layout: These questions will ensure individuals know the location of runways, taxiways, aprons, perimeter road, VFR/INST Hold Lines, airfield access points, etc. Individuals must achieve a minimum passing score of 100%. Of the 25 minimum test questions, 5 questions will cover airfield diagram/layout.

3.2.2.3. Runway Incursion Prevention: These questions will ensure individuals know what the major causes are for runway incursions and CMAVs, hot spots for violations, two-way radio contact requirements, etc. Individuals must achieve a minimum passing score of 100%. Of the 25 minimum test questions, 5 questions will cover "Runway Incursion Prevention" questions.

3.2.2.4. Communications: These questions are required for access onto the CMA. Communication questions will ensure individuals know basic communication principles, phonetic alphabet, standard aviation phraseology, escort phraseology/rules and a simulation of radio communications between a vehicle operator and the ATCT. Individuals must achieve a minimum passing score of 100 %. Of the 25 minimum test questions, 5 questions will cover "Communications." (CMA tests only)

3.2.3. Test Failures

3.2.3.1. First failure: UADPMs will conduct additional training for those members who fail the wing test. UADPMs will contact WADPM once remedial training is accomplished, but no sooner than 24 hours from the date of failure to unlock the test.

3.2.3.2. Second failure: UADPM request WADPM to unlock member's training after conduct material review/remedial training. Once remedial training is accomplished, but no sooner than 72 hours from the date of failure to unlock the test.

3.2.3.3. Third failure: Member will need unit commander approval to retest training otherwise or determine if member is not eligible to drive on airfield. Unit commander's request MFR (**Attachment 15**) for retest will be sent to the WADPM. Once remedial training is accomplished, but no sooner than one calendar week (Failed on Tuesday, able to test the following Monday) from the date of failure to unlock the test.

3.2.3.4. Fourth failures: Will result in individual being withdrawn from airfield driving training and deleted from ADTCS for one month before being eligible to reenroll in training. Member will need wing commander approval to reenroll in ADTCS. Wing commander's request MFR (**Attachment 15**) for reenrollment will be sent to the 36 OSS/CC.

3.3. Issuance of AF FORM 483.

3.3.1. UADPMs will utilize the ADTCS website to issue the AF FORM 483s to their airfield drivers.

3.3.2. Once trainees pass the CBT, unit, and wing training/tests, they will print their AF FORM 483 via ADTCS. They are now certified to drive on the airfield.

3.3.3. The AF FORM 483 will be digitally signed via ADTCS website by 36 WG Airfield Management personnel. Certificate numbers, which are located in the top right corner of the AF FORM 483, are assigned electronically in ADTCS. Refresher training is annotated on the back side of the card electronically and new license must be printed off the ADTCS website.

3.4. PCA/Lost AF FORM 483.

3.4.1. Individuals who lose their AF FORM 483 can print a replacement via ADTCS or via the WADPM/Airfield Management representative if not using ADTCS. TDY/contractor drivers will be required to provide the certificate number from the originally issued AF FORM 483.

3.5. Obtaining AF FORM 483 for Airfield Driving (Training, Testing and Issuance) for TDY, Non-Base Assigned Contractor Personnel and Inspection/Survey Teams.

3.5.1. All TDY personnel, non-based assigned contractors and Inspection/Survey Teams will be briefed by WADPM on Andersen airfield driving procedures. Contact the WADPM **36oss.osaa.airfielddriving@us.af.mil** as early as possible before arriving to schedule appointment for training.

3.5.1.1. This briefing will cover, at a minimum, basic orientation of the airfield, speed limits, CMA procedures and radio procedures (if CMA access is required).

3.5.1.2. For CMA access. Members must receive CMA training in addition to the Ramp briefing. USAF members will need CMA-qualified licenses from their home station to receive a CMA license on Andersen.

3.5.1.3. TDY personnel, and inspection/survey teams, who have a valid home station AF FORM 483 will still be required to be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort. TDY personnel, Inspection/Survey teams and non-based assigned contractors will not be granted access to the CMA unless they have completed all training and testing requirements outlined in in this instruction.

3.6. Base-Assigned Contractors.

3.6.1. Civilian contractor hired on a seasonal basis (i.e., mowers, etc.) must receive airfield training and certification annually. This applies to the designated escorts of contracted personnel. The UADPM is responsible for training and certification of base assigned contractors.

3.6.2. Base-assigned contractors or their designated escorts must meet the same certification requirements as assigned military/DoD personnel as listed in DAFI 13-213 and this ADI.

3.7. Annual Refresher Training.

3.7.1. All personnel who are licensed to drive on the airfield at Andersen will conduct annual refresher training. Members will utilize the ADTCS database, and the following items must be completed for refresher training:

3.7.1.1. Review of this ADI.

3.7.1.2. A review of Andersen’s most recent Runway Incursion Prevention Working Group slides, located in the ADTCS refresher training items list.

3.7.1.3. Annual refresher test “36 WG” on ADTCS will follow same criteria as all ADTCS tests.

3.7.2. Annual refresher training is located within ADTCS in “Courses” then under “Completed”, “Andersen Wing Test” and click “Take Refresher Training.”. Note: The ADTCS site is accessible from any CAC enabled terminal. Therefore, refresher training may be completed while TDY or deployed instead of completing early/prior to departing. Failure to complete annual refresher training by the due date is cause for competency card suspension or deletion from ADTCS and member will need to complete all training again.

3.7.3. Once all refresher training is complete, drivers will print a new AF FORM 483 from ADTCS.

Chapter 4

OPERATING PROCEDURES AND STANDARDS

4.1. General. This chapter outlines the general operating procedures and standards to ensure maximum safety precautions are taken while operating in the airfield environment. Waivers to this section should be at an absolute minimum.

4.1.1. To operate a vehicle on the airfield (area inside the Shaker Gate, any other access point, and/or within the airfield perimeter fence), personnel must have a valid and current AF FORM 483 for Andersen AFB, certified according to this instruction.

4.1.2. The CMA includes all areas inboard of the Visual Flight Rules (VFR) Hold Lines (to include grassy areas, both runways (06L/24R and 06R/24L), all overruns, and any area within 100 feet from any overrun edge. Mandatory signs, arresting gear marker signs, and runway distance remaining signs are located within the CMA. See **Attachment 13** for a depiction of the CMAs.

4.1.3. The CMA also includes the Instrument Landing System (ILS) Glideslope and Localizer Critical Areas when ILS stoplights are double-flashing red. See **Attachment 13** for a depiction of all ILS stoplight locations.

4.1.4. The non-CMA includes all taxiways, aircraft parking locations, and infield areas not penetrating the CMA.

4.2. Operating a Vehicle in the CMA.

4.2.1. No vehicle operator or pedestrian shall enter the CMA without specific approval from the air traffic control tower. Note: Vehicles and pedestrians with a qualified escort meet this requirement. See **paragraph 3.20.4**.

4.2.2. Vehicle operators and/or pedestrians must read back all Air Traffic Control instructions verbatim.

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

4.2.4. Vehicle operators must use light emitting diode or rotating beacon lights and/or emergency or hazard warning flashers when driving in the CMA.

4.2.5. Vehicles operating in the CMA on a daily basis should have a permanent radio mounted in the vehicle to communicate with the air traffic control tower. A hand-held radio should only be used as a backup or when communication is required outside the vehicle. Note: Vehicle operators must conduct an operational test of the radio before entering the airfield.

4.2.6. Vehicle operators and/or pedestrians operating on the CMA must use a distinct approved call sign (e.g., Airfield 1, Chief 1, Sweeper 1, or Andy 1) coordinated by the WADPM to avoid duplicating, confusing, or different agencies using similar names. To avoid confusion that could lead to runway incursions or controlled movement area violations, do not use a call sign that is part of air traffic control phraseology such as "Taxi" and/or the phonetic aviation alphabet. Additionally, call signs that incorporate the names and/or numbers of aircraft movement areas associated with the airfield environment must not be used (e.g., taxiway, ramp, alpha, bravo, or one-eight). Call signs shall be annotated in the wing or base supplement to this instruction.

4.2.7. Unconditional instructions (blanket approval) to vehicles requesting entry on the runway shall not be authorized. See Federal Aviation Administration Order 7110.65, Air Traffic Control for additional information.

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

4.2.8.1. The CMA is restricted to only properly qualified vehicle operators to perform mission essential airfield duties. Use of the CMA for the purpose of convenience is prohibited. Vehicle operators will use West and East Perimeter Roads to the maximum extent possible to minimize non-essential vehicle movements traversing runways.

4.2.9. For access into the CMA, vehicle operators will hold short of all VFR Hold Lines and CMA stop bars (access roads). Then, vehicle operators will establish radio contact with Ground Control (Air Traffic Control Tower) via the Airfield Net or UHF Ground frequency prior to requesting access into the CMA. All CMA requests must be transmitted via Airfield Net. Phone calls are not authorized for CMA access requests.

4.2.10. Vehicle operators will not enter ILS Critical Areas (see **Attachment 13** for depiction of ILS Critical Areas) unless they have two-way communication and approval with/from Ground Control during Instrument Meteorological Conditions (IMC) or if the traffic light is double-flashing red.

4.2.11. Vehicle operators will always remain on the Airfield Net while in the CMA. Tow vehicles must remain on Airfield Net or UHF Ground frequency until frequency change is approved by Ground Control. This will allow ATC to relay pertinent airfield information.

4.2.12. Vehicle operators approved by ATCT "up to the edge, but not on the hardened surface/runway" are authorized to operate inside a 100-foot distance from the runway edge. This is not approval onto the runway or any hard surface of the runway to include shoulders and overruns.

4.2.13. Fire Department/Emergency Responders will utilize Crash Net only when responding to emergency.

4.2.14. In the event ATCT must relocate to the alternate facility (Runway Supervisory Unit on Northeast end of Taxiway Charlie), the only authorized access/crossing of the CMA will be from Taxiways H, J, or K.

4.2.15. ILS Critical Areas

4.2.15.1. The ILS critical areas consist of zones encompassing flight instruments that must not be obstructed by aircraft, vehicles, equipment, or personnel. The ILS critical areas are located on each Localizer and Glideslope.

4.2.15.2. The ILS Localizer critical areas are located at the east and west ends of both runways, which pass through West and East Perimeter Roads. See **Attachment 13**.

4.2.15.3. The ILS Glideslope critical areas are located to the north of each runway, approximately 1,000 feet from the runway threshold. See **Attachment 13**

4.2.15.4. The ILS critical areas are identified by vehicle traffic lights and/or instrument hold lines.

4.2.15.5. Vehicle traffic lights are positioned at four locations on East Perimeter Road, two locations on West Perimeter Road, east of parking spot N-7 on Taxilane D, and Taxilane C near Taxiway F and K. Lights will be flashing double-red when IMC is in effect, and ATC approval is required to transit. See **Attachment 13**.

Figure 4.1. ILS Critical Area Vehicle Traffic Light.

4.2.15.6. Vehicles that transit through the ILS Critical Area via the ILS stoplights can proceed through the area when the light is unlit.

4.2.15.7. When the light is flashing red, vehicles will not enter the ILS Critical Areas unless approved by Ground Control. Two-way radio contact must be maintained with Ground Control. If the traffic light is red for 10 minutes or more, contact Ground Control via the Airfield Net or Airfield Management at Comm: 671-366-1010.

4.2.15.8. Vehicles entering the ILS critical area from access points without an ILS stoplight or from non-CMAs must obtain approval from Ground Control prior to entering the critical area and maintain two-way radio contact with Ground Control. For example, vehicles on Runway 06L/24R exiting off onto Taxiway F must establish approval from Ground Control prior to entering the ILS critical area.

Figure 4.2. Instrument Hold Line.

4.2.15.9. Instrument Hold Lines (ILS). These markings consist of two solid yellow lines, two feet apart, extending across width of taxiway, connected by pairs of solid yellow lines ten feet apart, on black background. Hold positions are used during Instrument Flight Rules conditions or instrument approach procedures. Instrument Flight Rules hold positions protect Instrument Landing System critical areas to ensure an aircraft's instrument reception is not disrupted during flight. These hold positions are used any time the weather falls below a ceiling less than 800 feet and/or visibility less than 2 miles.

4.2.15.10. The instrument hold lines are located on both ends of Taxilane C near Taxiway F intersection and near Taxiway K intersection, on Taxilane D near Taxiway E/Taxiway F intersection, on Delta Loop near Taxiway E/Taxiway F intersection, and on Taxiway F between the runways.

4.2.15.11. Examples of airfield markings are included in **Attachment 3**.

4.3. Emergency removal or exit of vehicles and/or pedestrians in the event of vehicle or Air Traffic Control Tower radio failure.

4.3.1. Air traffic control tower will flash the runway edge lights on and off to alert vehicle operators and/or pedestrians on the runway that there is a problem and/or emergency that requires them to immediately exit the runway.

4.3.2. All vehicle operators and/or pedestrians must exit the runway immediately.

4.3.2.1. Contact ATCT and Airfield Management immediately and advise off the runway and include any pertinent information that might affect safe runway operations.

4.3.2.2. If not able to communicate with ATCT or Airfield Management via radio, use other means of communication such as a cellular phone (when available). Report incident to Airfield Management immediately.

4.4. Airfield Driving Visual Aids/Decals. All vehicles that operate on the airfield must contain the following Air Force Visual Aid/decals and diagrams:

4.4.1. DAFVA 11-240, USAF Airport Signs and Markings. Note: The ground vehicle guide to airport signs & markings dashboard or visor sticker is the Federal Aviation Administration (FAA) equivalent to DAFVA 11-240 and may be used by units located at shared-use airfields.

4.4.2. DAFVA 13-222, Runway/Controlled Movement Area (CMA) Procedures.

4.4.3. A current locally developed airfield diagram (provided by WADPM).

4.4.4. Decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver’s side of the vehicle so it can be flipped down for ready reference.

4.5. Airfield Signs.

4.5.1. Mandatory Sign. A mandatory sign has white legend on red background and provides an instruction that must be followed. They denote an entrance to a runway or critical area, or other situation such as a no-entry location. At controlled airfields (with active tower), aircraft and vehicles are required to hold at the holding position unless cleared by air traffic control. At uncontrolled airfields, the intent is that traffic may only proceed beyond the sign after appropriate precautions are taken by the pilot and vehicle operators.

Figure 4.3. Example of a Mandatory Sign.

4.5.2. Taxiway Guidance and Informational Signs. These include direction signs, destination signs, other informational signs, and boundary signs

Figure 4.4. Example of a Taxiway Direction Sign.

4.5.2.1. Taxiway Direction Sign. This sign has a black legend on a yellow background and always contain arrows oriented to the approximate direction of the turn. These signs indicate directions of other taxiways leading out of an intersection.

Figure 4.5. Example of a Taxiway Location Sign.

4.5.2.2. Taxiway Location Sign. This sign has a yellow legend on black background and identifies the taxiway on which an aircraft or vehicle operator is located.

4.5.2.3. Destination Sign. This sign indicates the general direction to a remote location.

4.5.2.4. Boundary Sign. This sign indicates important boundaries such as Instrument Landing System critical areas and runway approach areas.

4.5.2.5. Other signs are used to provide specific information such as noise abatement procedures, check points, and others.

Figure 4.6. Example of a Foreign Object Damage (FOD) Checkpoint Sign.

4.5.2.6. FOD Sign. This sign has a white legend on a brown background.

4.5.3. Runway Exit Sign. A runway exit sign is located prior to the runway/taxiway intersection on the side and in the direction from which the aircraft is expected to exit.

4.5.4. Examples of mandatory and informational signs are included in **Attachment 3**.

4.6. Airfield Markings. Airfield markings vary greatly depending on location. The following are common markings present at most DAF owned and/or operated airfields.

4.6.1. Runway Markings. Runway centerlines are marked with retro-reflective white paint at uniform intervals in the center of the runway. Runway designations are white numeric characters that indicate the lateral position of the runway. Where applicable, the runway side stripe is marked with a solid white line running the length of the runway.

4.6.2. Taxiway and Apron Markings. Unless otherwise indicated, most taxiway, apron, and taxilane markings for both fixed and rotary-wing facilities are marked in retro-reflective yellow. All markings of any color on light-colored pavement are optionally highlighted by marking a black, non-reflective border.

Figure 4.7. Example of an Enhanced Taxiway Centerline.

4.6.2.1. Enhanced Taxiway Centerline Markings. These markings appear as hashes on both sides of a taxiway centerline when the taxiway centerline is within 25 feet of the Visual Flight Rules (VFR) Hold Marking.

Figure 4.8. Example of a VFR Hold Marking.

4.6.3. Visual Flight Rules Hold Position. Visual flight rules hold position markings are located at least 100 feet from the edge of the runway on all taxiways leading to the runway and consist of four parallel yellow stripes (two solid and two dashed) perpendicular to the axis of taxiway centerline, extending across taxiway with the dashed lines on the runway side. These lines mark the boundary of the CMA. Vehicle operators and/or pedestrians shall not cross the runway hold position or proceed onto the runway without first obtaining permission from the air traffic control tower.

Figure 4.9. Example of a Stop Bar Leading to a Taxiway.

Figure 4.10. Example of a Restricted Area Boundary Marking.

Figure 4.11. Example of Entry Control Point (ECP) Marking.

4.6.4. Restricted Area Boundary Marking. A solid red line used to designate restricted areas. Vehicles requiring access to or from restricted areas will do so through designated Entry Control Points (ECP).

4.6.4.1. To enter through the ECP, vehicles/pedestrians must have a valid Restricted Area Badge (RAB) with Area #2 open, be escorted by an entity that does, or be listed on an approved EAL. The approved EAL must be signed by the 36 OSS/CC and authenticated by 36 SFS.

4.6.4.2. Restricted areas are outlines by a red painted border and will not be driven or stepped across without prior coordination with 36 SFS.

4.6.4.3. Restricted areas are active when an aircraft is present within the boundary of that restricted area.

4.6.4.4. Refer to the Wing Integrated Defense Plan or contact 36 SFS for more details on specific controlled/restricted area procedures.

Figure 4.12. Example of a Taxilane Boundary Line/Wingtip Clearance Marking.

4.6.5. Taxilane Edge Line/Wingtip Clearance Marking (Dashed Taxiway Edge). Two dashed yellow striped lines that run parallel to the taxiway centerline at the front of all aircraft parking spots and hangars to allow required wingtip clearance.

4.6.5.1. Approval must be obtained from Airfield Management prior to parking anything closer than the Taxilane Boundary Line/Wingtip Clearance Line to the centerline of a taxiway. This approval will normally close that portion of the taxiway/taxilane to taxiing aircraft or restrict the taxiway/taxilane to a reduced allowable aircraft wingspan.

4.6.5.2. When operating in an area adjacent to a taxiway without a taxilane edge marking, the appropriate required clearance is 143 ft from taxiway centerline.

4.7. Airfield Lighting.

4.7.1. Runway edge lights are white except for the last 2,000 feet (600 meters) on an instrument runway, which are yellow (caution zone indication to the pilot). The runway edge lights may be capable of providing small amounts of omnidirectional light.

4.7.1.1. Runway edge lights on the Displaced Thresholds are bi-directional red and yellow.

4.7.2. Taxiway edge lights are blue.

4.7.3. Taxiway centerline lights are a system of aviation green in-pavement lights installed along the taxiway centerlines to provide alignment for aircraft.

4.7.3.1. Taxiway centerline lights do not exist on Andersen AFB.

4.7.4. Examples of airfield lighting are included in **Attachment 3**.

4.8. Vehicle speed limits on the airfield. No vehicle (including motorcycles, mopeds, bicycles or tricycles) shall be operated at a speed in excess of that deemed reasonable and prudent for existing traffic, road and weathers. Emergency vehicles will not automatically assume the right of way. Note: Vehicles responding to red balls (emergency airfield scenarios), exercises and precautionary landings are not authorized to exceed posted airfield speed limits. Speed limits on the airfields are designated as follows:

4.8.1. Vehicle Parking Areas — 5 miles per hour.

4.8.2. Vehicles in close proximity to aircraft (within 50 feet) — 5 miles per hour.

4.8.2.1. Vehicles will give way to taxiing aircraft and aircraft being marshalled. Vehicle operators must park their vehicles beyond the nearest Wingtip Clearance Line/Taxilane Edge Line Marking or adjust their driving route in the opposite direction of the aircraft taxiing toward them.

4.8.3. Aircraft towing speed — 5 miles per hour.

4.8.4. Blackout and/or night vision operations — 10 miles per hour.

4.8.5. Hanger access road – 10 miles per hour.

4.8.6. Designated traffic lanes on the ramp or taxiway in congested areas or within 200 feet of aircraft parking areas — 15 miles per hour.

4.8.7. Aircraft Parking Ramp — 15 miles per hour.

4.8.8. Airfield or Perimeter Road — 15 miles per hour.

4.8.9. Aerospace Ground Equipment — 15 miles per hour.

4.8.10. During reduced visibility, reduce speed to 10 mph maximum. Defer vehicle operation when possible and limit to mission essential.

4.8.11. “Follow Me” vehicles may exceed the 15 mph flightline speed limit when necessary to accommodate the safe taxiing speed of aircraft.

4.8.12. During emergencies, all emergency response vehicles, e.g., aerospace rescue firefighting equipment, ambulances, airfield management and security forces, may exceed speed limits only with due regard for the safety of persons and property

4.8.13. Taxiways:

4.8.13.1. General purpose vehicles — 15 miles per hour.

4.8.13.2. Special purpose vehicles (e.g. tractors, tugs, forklifts, or sweepers).— 10 miles per hour.

4.8.14. Active Runways. Drivers should assume a prudent and reasonable speed depending on nature of business on the runway as well as weather conditions.

4.9. Vehicles operating in the immediate vicinity of an aircraft.

4.9.1. Do not park or drive any vehicle closer than 25 feet in front or 200 feet to the rear of any aircraft when engines are operating or are about to be started. Units should add additional safety distance based on assigned aircraft.

4.9.2. Do not operate vehicles within 25 feet of an aircraft unless providing an immediate service to that aircraft (e.g. fueling, servicing).

4.9.3. Vehicles will not operate within 50 feet of fueling/de-fueling operations unless allowed by applicable aircraft Technical Order (T.O.).

4.9.4. Do not operate a vehicle in front of a taxiing aircraft unless signaled to do so by the pilot or instructed by Air Traffic Control Tower. Do not operate a vehicle between an aircraft and its marshaller.

4.9.4.1. Vehicle operators must park their vehicles beyond the nearest Wingtip Clearance Line/Taxilane Edge Line Marking or adjust their driving route in the opposite direction of the aircraft taxiing toward them.

4.9.5. Vehicle operators must yield and give right of way to aircraft in motion.

4.9.5.1. Vehicle operators will yield right of way to all emergency response and alert vehicles with rotating lights in motion.

4.9.6. Ensure vehicles parked at the side of the aircraft are clear of the wing tips and clearly visible to personnel in the aircraft cockpit.

4.9.7. Helicopters may not be readily visible to vehicle operators. Additional care must be taken to scan for taxiing helicopters (especially on North Ramps during hours of darkness).

4.9.8. Helicopters are considered taxiing when hovering 100 feet or less above the ground or when traversing down a taxiway. Vehicles are not permitted to drive under, between, or around helicopters during taxi.

4.9.9. All drivers who operate on the parking ramp/apron and taxiways will give way to taxiing and towed aircraft. The responsibility to avoid aircraft rests with vehicle operators. Vehicle operators encountering an aircraft in front or behind will exit the taxiway by the shortest route and, if necessary, reverse course to quickly move out of the way. Only as a last resort should the vehicle be driven off prepared surfaces; ensure adequate wingtip clearance for the aircraft is always maintained. A FOD check is required prior to movement back onto a taxiway.

4.10. Parking and chocking vehicles on the airfield.

4.10.1. Never drive vehicles under any part of the aircraft.

4.10.2. Vehicles shall not be backed or parked within 25 feet of any aircraft, unless authorized for operations such as loading or unloading, servicing or towing. A spotter shall be posted when backing a vehicle towards an aircraft. Prepositioned wheel chocks shall be used to prevent vehicles backing into aircraft.

4.10.3. Unattended vehicles shall be parked with the driver‘s side facing the aircraft and so it will not interfere with aircraft being towed or taxied.

4.10.4. Ignition shall be turned off; keys left in the ignition; and the gear lever put in reverse gear for manual transmissions, and in ‘park’ for automatic transmissions.

4.10.5. All vehicles parked and left unattended will have brakes set or chocks placed in front of and behind a rear wheel, or one chock placed between the tandem wheels of dual (tandem) axle vehicles. Only alert and emergency vehicles responding to an alert or emergency are exempt from these requirements. Note: Aerospace ground equipment towing vehicles may be placed in neutral or park with parking brake set and engine left running during equipment hitching and unhitching operations. Turn off aerospace ground equipment towing vehicles when the driver seat is vacated for any other purpose.

4.10.6. No vehicle will park in front of a hangar apron, unless temporary in nature, a driver is present inside the vehicle, and the vehicle is on the hangar side of the Wingtip Clearance Lines.

4.10.7. Vehicles are not authorized to be parked inside any hangar. Entry is permitted only for the active loading or unloading of aircraft equipment, and a designated safety observer must be present to oversee operation. Once the task is complete, the vehicle must immediately exit the hangar to maintain a safe and obstruction-free environment. Vehicles are prohibited from using hangars as a thoroughfare to transit from one side of the facility to another.

4.11. Fixed and mobile obstacle distance requirements.

4.11.1. The lateral clearance distance from taxiway centerline to fixed or mobile objects is 200 feet. Do not leave vehicles parked or unattended within 200 feet of the taxiway centerline.

4.11.2. The lateral clearance distance from the apron boundary edge to fixed or mobile obstacle is based on the Air Force apron boundary criteria outlined in Unified Facilities Criteria 3-260-01, Airfield and Heliport Planning and Design, Table **6-1**. Rule 15.

4.11.3. The lateral clearance distance from the runway centerline is 1000 feet. When operating within this area, do not park and leave a vehicle or equipment unattended.

4.11.4. Do not park aerospace ground equipment or vehicles within any runway, taxiway, taxilane, or apron obstacle clearance distances.

4.11.5. Aircraft Ground Equipment (AGE) Operations.

4.11.5.1. All wheeled AGE and maintenance equipment will be chocked if not equipped with an integrated brake system.

4.11.5.2. AGE will not be in place more than three hours before aircraft arrival or greater than three hours after aircraft departure. Mobile ground support equipment is exempt from aircraft clearance distance criteria. When such equipment is not in use, it must be removed from taxiway and apron edges and stored in pre-approved locations that do not violate aircraft clearance requirements. Refer to 36WGI 13-204, Airfield Operations Instruction, for approved AGE parking locations.

4.11.5.3. Vehicle operators that drive onto a closed surface (depicted by a yellow ‘X”) must conduct a FOD check on their vehicle before operating returning to the operational surface.

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

4.12.1. Steady Green Light: “Cleared to cross,” “Proceed,” “Go”.

4.12.2. Steady Red Light: “STOP! Vehicle will not be moved.”

4.12.3. Flashing Red Light: “Clear taxiway/runway.”

4.12.4. Flashing White Light: “Return to starting point.”

4.12.5. Red and Green Light: “General warning. Exercise extreme caution.”

4.13. Foreign Object Damage Prevention (FOD). All vehicle operators will:

4.13.1. Check tires for FOD after returning to pavement if driving on unimproved surfaces (for example, to avoid taxiing aircraft or if performing runway repairs).

4.13.2. Make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (e.g. dirt or grass).

4.13.2.1. All vehicle operators shall perform a FOD check prior to entering any hangar. This FOD check ensures that no debris is carried into the facility, mitigating the risk of aircraft damage and maintaining a safe work environment. Vehicle operators are responsible for inspecting tires, wheel wells, and surrounding areas for potential FOD.

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

4.13.3.1. Inspect the vehicle tires (pull forward to check tire in contact with pavement).

4.13.3.2. Ensure all external vehicle components are secured. Secure all items loaded on payload vehicle, to include all tie-down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the airfield.

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

4.13.4. Refer to DAFI 21-101, Aircraft and Equipment Maintenance Management, Chapter 11 and DAFMAN 91-203, Air Force Occupational Safety, Fire, and Health Standards, **Chapter 24** for additional information.

4.14. Use of cellular or mobile phones on the airfield.

4.14.1. Only use the hands-free capabilities of cellular or mobile phones while driving on the airfield (e.g., texting and driving or holding the phone in your hand to talk while driving is not authorized.)

4.14.2. The wearing of other portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited. Use of these devices impairs driving and prevents recognition of emergency signals, alarms, or radio calls.

4.14.3. Cell phones will not be used to obtain CMA access or to maintain two-way communication with Ground Control.

4.15. Restricted Visibility or Night Driving Operations.

4.15.1. Do not point headlights toward taxiing aircraft or towing operations to prevent blinding pilot or tow vehicle operators.

4.15.2. Use flashing or parking lights at night when vehicles are temporarily parked on any part of the aircraft ramp. This does not apply to vehicles parked in a designated parking area.

4.15.3. Do not operate fueling and explosive loaded (laden) vehicles on the airfield when visibility is less than 300 feet unless approved by the host wing commander.

4.15.4. Do not operate vehicles on the airfield when visibility is less than 100 feet. Exception: Emergency and/or alert vehicles may be operated when necessary to accomplish the mission.

4.15.5. Use a walking guide with a flashing or luminescent wand during emergency movement of alert vehicles when visibility is under 50 feet.

4.15.6. Vehicle operator must stop and hold at instrument hold markings and/or signs when conditions are less than a reported ceiling of 800 feet or 2 miles visibility.

4.15.7. Vehicle headlights shining towards a moving aircraft at night shall be turned off immediately to prevent affecting the pilot’s night vision and will remain off until the aircraft is out of range. However, vehicle parking lights or emergency flashers are turned on so its position is known. Headlights shall be turned on prior to moving the vehicle.

4.16. Driving with Daytime Running Headlights. During restricted visibility, night time operations or in the vicinity of taxiing aircraft, must park vehicles with daytime running headlights in a safe location with headlights off, parking brake set, and emergency flashers on.

4.17. Operating Non-Vehicular Equipment. Examples of non-vehicular equipment include segway, bicycle, tricycle, golf cart, all-terrain vehicle, mower, or aerospace ground equipment).

4.17.1. Non-vehicular equipment operators are required to know requirements in this instruction and DAFI 13-213. Unless otherwise directed, personnel operating non-vehicular equipment are exempt from state and/or country driver’s licensing requirements. However, personnel operating non-vehicular equipment must complete airfield driver's qualification training in accordance to this instruction.

4.17.2. Tricycles parked on the airfield will have a braking device engaged to prevent inadvertent movement. For night use, equip bicycles and tricycles with an operating headlight and reflectors or reflective tape. Equip non-vehicular equipment with forward and rear lamps if operated at night.

4.17.2.1. Motorcycles, segways, bicycles, and tricycles are authorized only from Shaker Gate to Hangar Access Road and not past FOD checkpoint area(s).

4.17.3. Place all non-vehicular equipment parked on the airfield so as not to impede aircraft or traffic flow.

4.18. Use of Perimeter, In-Field or other Airfield Roads. Runway(s), taxiway(s), or CMAs shall not be used for convenience. To the max extent possible, utilize perimeter, in-field, or other airfield roads.

4.19. Runway Crossing Limitations. Limit runway crossing at locations known to have communication, signal problems, and/or air traffic control tower visual blind spots, as applicable.

4.20. Emergency Responses on or near the Runway(s).

4.20.1. All emergency response vehicles must have approval from the Air Traffic Control Tower to enter and/or cross CMA(s).

4.20.2. Primary (Fire Department, Airfield Management) will respond to runway and designated points for aircraft arrivals and request onto the runway. Secondary (SFS, Medical, MX) response agencies, support response agencies will standby in a designated area (e.g., ramp or taxiway) until called forward by the Fire Chief or on-scene (incident) commander.

4.20.3. During response to in-flight/ground emergencies, runway access/crossing will be limited for secondary agencies until specifically required to operate within the CMA as determined by the Incident Commander or Fire Chief. Response vehicles may use the most advantageous route to their required location and request permission from Ground Control via Crash Net prior to entering any CMA.

4.20.4. Regardless of circumstance, all vehicle operators accessing the CMA must obtain approval from Ground Control via Airfield Net or be escorted by a vehicle who has obtained approval for the escorted vehicle through Ground Control. Note: The lead vehicle escort will have positive acknowledgement with the vehicles being escorted prior to access.

4.21. Vehicle Traffic Control Devices or Lights Located on Taxiways and Runways. When the vehicle traffic control device and/or light is activated, vehicle operators must come to a complete stop until the device and/or light is turned off. Vehicle operators must visually check for crossing aircraft or vehicles before proceeding.

4.22. Airfield Driving During Blackout Conditions.

4.22.1. Units operating vehicles on the airfield using night vision devices must have local operating procedures coordinated through the WADPM and approved by the requesting unit's squadron commander. The local operating procedure must include the items below and require vehicle operators to follow the guidance outlined in AFMAN 24-306, Section 12D—Vehicle Operations Using Night Vision Devices and Operations Under Blackout (BO) Conditions.

4.22.1.1. Driver and assistant driver responsibilities.

4.22.1.2. NVD-related accident reporting procedures.

4.22.1.3. Airfield driving and night vision device (NVD) licensing procedures. Note: Annotate "NVD Qualified" on the AF FORM 483.

4.22.1.4. Qualification and annual refresher training requirements.

4.22.1.5. NVD instructor qualification requirements.

4.22.2. Use hazard warning flashers or infrared strobe mounted on the vehicle's roof during periods of reduced airfield lighting (or blackout conditions) so the air traffic control tower and aircrew can observe vehicles on the airfield. Note: Vehicles must maintain two-way radio communications with the air traffic control tower while operating within the CMA.

4.22.3. Designate vehicle routes. Do not mix nonparticipating vehicles with participating NVD vehicles on any CMA. Note: Vehicle operations should be kept to a minimum during periods of reduced airfield lighting configurations.

4.23. Vehicle escorts and convoys on the CMA and Non-CMA.

4.23.1. All escorted personnel must be visible at all times by, and in close proximity to, the escort official. The escort official is responsible for relaying air traffic control tower control instructions and/or communication for the escorted group.

4.23.2. Escort officials must be trained and certified to drive on the airfield. Escort officials may only provide escort into the CMA if they are CMA qualified. Note: Airfield management does not provide escorts for airfield construction projects and/or activities generated via submission of base civil engineer work request, or customer service calls.

4.23.3. CMA Access Procedures for Convoy/Escorted Vehicles: Vehicles without two-way radio communication capability with ATCT must be escorted into the CMA by a CMA-certified vehicle operator with proper radio equipment in addition to the following requirements:

4.23.3.1. The escort vehicle operator will obtain proper clearance for all vehicles from Ground Control prior to proceeding on or across the runway. Once given permission from Ground Control, the driver must communicate this approval to the escorted party.

4.23.3.2. The maximum number of vehicles being escorted is limited to 10.

4.23.3.3. While escorting other vehicles, the escort will adjust their callsign to "CALLSIGN, plus number of vehicles escorting."

4.23.3.4. The escort vehicle must remain in lead position with escorted vehicles always following in close formation. Escort and escorted vehicles must have a means to communicate between vehicles. The escort vehicle is responsible for the compliance of all escorted vehicles.

4.23.3.5. Work details consisting of two or more persons will assign one individual to communicate specifically with Ground Control using two-way radio communication for CMA access. This individual will not communicate with any other persons/units (over a radio) while the work detail is in or transitioning through a CMA. It is the responsibility of the work detail to provide additional radios as required.

4.24. Vehicles equipped with supplemental traction devices.

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

4.24.2. Vehicles equipped with studded tires are not permitted to operate on the airfield without prior coordination with the AFM, Wing Safety, Civil Engineer, Transportation, and host wing commander (or equivalent) approval.

4.25. Vehicular traffic over in-ground fuel pit covers. Do not stop, park or drive vehicles over any portion of in-ground fuel pit covers.

4.26. Jet blast hazard areas. Remain alert for jet blast hazard indicators such as operational aircraft anti-collision lighting and/or undercarriage (landing gear) lighting turned on or the presence of jet engine start observers, fire guards, or aircraft marshallers.

4.26.1. Remain at least 25 feet to the front and 200 feet to the rear of aircraft with engines running.

4.26.2. Remain clear of taxiing traffic and do not pass within 200 feet behind aircraft with engines running.

4.26.3. Do not operate vehicles within 100 feet of a helicopter with rotors in motion. Note: Vehicle operators must use extreme caution when driving in the vicinity of helicopters conducting hover checks.

4.26.4. West Perimeter Road has an increased potential for jet blast (see **Attachment 13**). Personnel will stop at appropriate hold sign until aircraft has departed the runway.

4.27. Disabled Vehicle.

4.27.1. When a vehicle has a malfunction that prevents operation under its own power, use every means to alert taxiing aircraft in the vicinity. At a minimum, the ground vehicle operator conduct the following:

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

4.27.1.2. 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.

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

4.27.3. 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.

4.27.4. In the event of a disabled vehicle on the CMA, immediately notify Air Traffic Control Tower and Airfield Management by any means possible to coordinate expeditious removal of the disabled vehicle from the CMA.

4.27.4.1. Do not leave vehicles unattended in the CMA.

4.27.4.2. Remove disabled vehicle using any method in the quickest and safest way possible.

4.27.4.3. If the vehicle is not equipped with a UHF/VHF radio or LMR is non-operational, stay with the vehicle and attempt to flag down other radio-equipped vehicles or contact Airfield Management at Comm: 671-366-1010 and advise of your situation, location, and any pertinent information that might affect safe aircraft operations.

4.28. Temporarily assigned personnel, Inspection and Survey Teams, and non-base assigned contractors.

4.28.1. Do not grant temporarily assigned personnel, inspection and survey teams and non-base assigned contractors access to the CMA unless they have completed all training and testing requirements outlined in this instruction and wing or base supplement.

4.28.2. Temporarily assigned personnel, inspection and survey teams and non-base assigned contractors must possess an AF Form 483 (or other Federal, DoD agency equivalent) and be trained on the wing or base airfield driving procedures to operate a vehicle on the airfield without an escort.

4.28.2.1. The WADPM or UADPM, that have TDY members within their Unit, may provide a local briefing and/or training when temporarily assigned personnel, inspection and survey teams and non-base assigned contractors driving route(s) do not require access on or across the CMA.

4.28.2.1.1. Use **Attachment 8** to document the name and unit of the individual that received the local briefing and/or training.

4.28.2.1.2. Issue a temporary AF Form 483 with the restriction “Ramp Access Only” or “Non-CMA Only” and expiration date.

4.28.2.2. The WADPM or UADPM, with TDY members within their Unit, may provide local airfield driving training via handouts and/or PowerPoint® slides and airfield diagrams in lieu of practical training or briefing.

4.28.2.3. Maintain a MFR signed by the unit commander (or equivalent) or contractor lead and approved by the WADPM or UADPM, for TDY members within their Unit.

4.28.3. If the UADPM accomplishes the local training and/or briefing, maintain a copy in their SAD listing in the Continuity Binder, Tab E.

4.28.3.1. UADPM or designated trainer will also conduct day/night practical training. WADPM will provide UADPM the AF Form 483s for their drivers after receiving the sign-in roster.

4.28.4. Maintain a file copy of **Attachment 8** and/or signed MFR in accordance with Air Force Records Distribution Schedule (RDS), Table 33-42, Rule 04.00.

4.28.5. Contractors should minimize requests for CMA airfield driving privileges. Requests for CMA training and certification must be approved by the site superintendent or foreman for all personnel tasked with driving on the airfield. Units sponsoring or non-base assigned contractors are responsible for providing training or an escort that possesses a valid AF Form 483.

4.28.6. Contractor, rental, or personal vehicles must have a POV Pass with the exception of:

4.28.6.1. When being escorted by a GOV

4.28.6.1.1. GOVs may escort no more than 10 POVs.

4.28.7. Contractors will only utilize routes to and from work areas that have been approved by the 36 OSS Airfield Manager.

4.29. POV and Government Leased Vehicle Passes.

4.29.1. POV on the airfield are discouraged and are restricted to an absolute minimum.

4.29.2. TDY units are restricted to 1 POV Pass for every 4 personnel assigned to work on the airfield. Requests for additional passes must be approved by the 36 WADPM.

4.29.3. Prior to requesting issuance of a vehicle pass, unit commanders and/or host unit commanders should exhaust all means of obtaining a government owned vehicle. This includes, but is not limited to, signing-out a government owned vehicle from transportation and/or vehicle operations for one-time use.

4.29.4. Company and/or contractor representative vehicle passes are issued to fulfill contractual obligations only. Requests for vehicle passes by temporarily assigned personnel are coordinated through UADPM and forwarded to the WADPM for approval.

4.29.4.1. Complete the **Attachment 11**, POV Pass Request Form, and have requestor's Unit Commander or Contractor Representative sign. Send all completed documents to the WADPM (**36oss.osaa.airfielddriving@us.af.mil**) or Airfield Management representative.

4.29.5. Each POV owner, user or operator must possess a valid driver's license or host nation driver's license and current AF Form 483.

4.29.6. Request for a vehicle pass/POV Passes are endorsed by the individual's unit commander or company, contractor representative. See **Attachment 11**.

4.29.6.1. Contractor vehicles with a decal of the company's logo clearly displayed are excluded from requiring a POV Pass. Driver must have a valid AF Form 483 and listed on an approved EAL or restricted area badge (RAB).

4.29.6.2. Government leased vehicles marked by Invicta and containing an AF Form 1800 are not required to obtain a POV Pass and are treated as GOVs.

4.29.6.3. Leased vehicles from local rental agencies are considered as POVs for airfield access purposes and require a POV Pass.

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

4.29.7.1. POV Passes are non-transferrable. The license plate number on the vehicle must correspond with the license plate on file at Airfield Management.

4.29.7.2. POV Passes are to be displayed on the dashboard of the vehicle and clearly visible. POVs not displaying a pass or POVs operating in areas other than designated will be escorted or towed off the airfield by Airfield Management or Security Forces.

4.29.8. A valid (active commercially-obtained insurance at or above State law minimums for the state where the installation is located) is required to operate a POV on DAF-owned and/or operated airfields.

4.29.9. Refer to DAFI 31-101, Integrated Defense for additional restrictions concerning operation of POVs in areas containing PL 1-3.

4.29.10. Personnel must have a Restricted Area Badge (RAB) or listed on an approved Entry Authorization List (EAL) signed by the OSS/CC and endorsed by SFS. If they are unable to obtain a RAB or EAL, they must be escorted by their sponsoring unit with appropriate credentials.

4.29.10.1. Coordination for EAL must be made through the 36 OSS/CSS.

4.29.11. Annual POV Passes are valid from the date of issue until 31 December of the year originally issued, at which time they must be reprocessed to maintain POV airfield access privileges. The POV Pass color will be changed annually to ensure program integrity.

4.29.12. Temporary POV Passes are provided to contractors performing work on the airfield or TDY personnel with a valid need to drive on the airfield. POV Passes issued in support of construction or special projects will be issued for the duration of the project but limited to the construction n site area or specific project.

4.29.13. POV Passes are controlled items and will be returned to Airfield Management upon completion of TDY/deployment, construction/special project, or when no longer required.

4.30. Reporting, Enforcement and Violation Consequences.

4.30.1. Unit Commanders and above, UADPMs, Airfield Management and Security Forces Squadron personnel are authorized to temporarily suspend airfield driving privileges.

4.30.2. Airfield Management personnel are authorized to suspend and/or revoke an individual's airfield driving privileges, regardless of unit affiliation. In the event of any airfield driving violation, Airfield Management personnel:

4.30.2.1. Escort individuals off of the airfield.

4.30.2.2. Confiscate individual's AF Form 483.

4.30.2.3. Obtain statement(s) from individual(s) suspected of committing an airfield driving violation(s) see **Attachment 16**.

4.30.2.4. Document and report the incident to the WADPM, AFM and AOF/CC.

4.30.3. Consequences (Non-CMA). (e.g. speeding, expired POV, no AF Form 483 in possession).

4.30.3.1. First Offense. Incur a warning (minimum) or loss of airfield driving privileges for a period of up to 30 calendar days.

4.30.3.2. Second Offense. Loss of airfield driving privileges for a period of 60 calendar days.

4.30.3.3. Third Offense. Loss of airfield driving privileges for a period of six months.

4.30.3.4. Vehicle operators that drive between a marshaller and aircraft, Transient Alert (follow-me truck) and aircraft, or unmanned aircraft and chaser vehicle will have airfield driving privileges suspended for a minimum of 15 days.

4.30.3.5. No vehicle will park in front of hangar doors. This area must be kept clear for aircraft towing operations. Violators will have airfield driving privileges suspended for a minimum of 15 days.

4.30.4. Consequences (CMA).

4.30.4.1. First Offense. Incur loss of airfield driving privileges for a minimum of 30 calendar days.

4.30.4.2. Second Offense. Loss of airfield driving privileges for six months or permanent revocation if within a 12-month time period.

4.30.4.3. Third Offense. Loss of airfield driving privileges for one year or permanent revocation.

4.31. Reinstatement of an AF Form 483.

4.31.1. Prior to reinstatement of airfield driving privileges, individuals will complete all training criteria and testing requirements outlined in **Chapter 3** of this instruction.

4.31.2. Upon completion of airfield driver training, Unit Commanders request reinstatement of airfield driving privileges in writing to the WADPM, see **Attachment 14**.

4.32. Reporting and documenting Controlled Movement Area Violation events. See **Attachment 16** for Controlled Movement Area Violation and Runway Incursion definition.

4.32.1. For an actual or suspected runway incursion, the individual's AF Form 483 is surrendered to Airfield Management and airfield driving privileges are temporarily suspended until an investigation and retraining is completed.

4.32.2. The WADPM will notify the unit commander of the individual who committed a runway incursion within three duty days of the alleged incident.

4.32.3. Controlled Movement Area Violation events are reported to Wing Safety as outlined in DAFMAN 91-223, Chapter 8.

4.32.4. The WADPM and Wing Safety review the unit's airfield driving program within three duty days to which personnel that commit a controlled movement area violation are assigned. Place emphasis on how the unit trained the individual and their compliance with this instruction and wing or base supplement. The WADPM reports results to the unit commander.

4.32.5. Include the following information in the narrative section of the AF Form 651 and/or AF Form 457:

4.32.5.1. Individual's information (e.g., grade, job title, organization, temporary duty assignment, or base assigned).

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

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

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

4.32.5.5. Approximate location where the controlled movement area violation occurred (e.g., runway or taxiway intersection, distance from threshold or overrun.)

4.32.6. The WADPM maintains a copy of the AF Form 651s and/or AF Form 457s, actions taken, results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15.00 (see DAFI 91-202, The US Air Force Mishap Program and DAFMAN 91-223.) A Copy of the final runway incursion Air Force Safety Automated System (AFSAS) report may be obtained by submitting a request to AFSEC/JA. Contact Wing Safety for the applicable AFSAS report number.

4.33. Reporting and documenting Non-CMA airfield driving incidents and/or violations.

4.33.1. The WADPM will report airfield driving incidents and/or violations to the unit commander and the UADPM within three duty days. Include the following:

4.33.2. Name and grade of the individual, unit, duty phone, unit commander or UADPM.

4.33.3. Details of incident and/or violation (including date, time, location, nature, or other pertinent facts).

4.34. Airfield Diagram. The Airfield Diagram needs to be legible when printed on 8.5" x 11" paper for placement in vehicles. Depict the following items as a minimum:

4.34.1. Location and a detailed description of runways, taxiways, ramps or aprons, visual flight rules, and instrument holding position signs and markings.

4.34.2. Airfield access points.

4.34.3. Restricted area boundaries and/or entry control points.

4.34.4. Control area boundary.

4.34.5. Vehicle traffic lanes and traffic flow.

4.34.6. Critical area boundaries for precision navigational aids (i.e.Instrument Landing System, Precision Approach Radar, Localizer, and Precision Obstacle Free Zone).

4.34.7. Location of Airfield Management and Air Traffic Control Tower.

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

4.34.9. Limited or no visibility with the Air Traffic Control Tower blind spots (as applicable).

4.34.10. Communication ―dead spots.

4.34.11. Complex runway and/or taxiway intersections.

4.34.12. Other confusing or ambiguous areas identified on airfield.

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

4.34.14. Jet Blast Hazard areas.

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

4.34.16. CMAs.

4.35. Towing/Engine Run Operations.

4.35.1. Airfield Management is the approving authority for all engine runs and aircraft movement operations. Notification of aircraft engine run-ups and towing will be provided to Ground Control by Airfield Management. Maintenance Operations Control (MOC) will be the focal point for aircrew or maintenance personnel to request engine runs, tows, or taxi requests. Note: No aircraft movement is permitted on the flightline without prior coordination and approval by Airfield Management.

4.35.1.1. Aircraft Tows. MOC will provide Airfield Management aircraft type, tail number, current spot, destination, and operating initials. Airfield Management will relay request to Ground Control. Personnel requesting tow will contact Ground Control via the Airfield Net or via 121.7/275.8 on a VHF/UHF equipped radio for approved taxi route, hold short instructions, and traffic. Note: Aircraft requiring tow through runways/CMAs will require a CMA-qualified driver or be escorted by a CMA-qualified driver. Maintenance personnel must monitor frequencies 121.7/275.8 or the Airfield Net throughout the towing operation to receive traffic information and notify Ground Control upon completion of tow.

4.35.1.2. Engine Runs. MOC will provide Airfield Management aircraft type, tail number, current spot, requested engine run power, duration of engine run, and operating initials. Airfield Management will verify spot can withstand requested power of engine run and relay request to Ground Control. Personnel requesting engine run will contact Ground Control via the Airfield Net or via 121.7/275.8 on a VHF/UHF equipped radio to receive start or stop instructions.

4.35.2. During airfield closure hours, all requests normally approved by Airfield Management or Air Traffic Control will be routed through the Command Post for coordination and approval. Refer to 36 WGI13-204, Airfield Operations Instruction, for movement area and engine run/aircraft tow procedures during airfield closures.

Chapter 5

RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

5.1. General.

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

5.1.2. Brevity is important, therefore, radio transmissions are kept as brief as possible. However, controllers need to know what you want to do before they can properly carry out their control duties. The vehicle operator should know and understand what the controller wants them to do.

5.1.3. Proper radio communications phraseology, discipline, and techniques. The words "clear" or “clearance” must not be used in communication with air traffic control tower. Exception: Vehicle operators may reply “Loud and Clear” in response to an air traffic control tower request for radio transmission quality or clarity.

5.1.4. Vehicle operators must be vigilant and monitor air traffic control radio communications frequencies on the airfield for situational awareness, especially when operating on an active runway.

5.2. Radio Techniques.

5.2.1. Listen before transmitting. Be cognizant of other radio transmissions, multiple transmitters may override and/or block out other receiver messages.

5.2.2. Think before keying the transmitter; know exactly what you need to say before you say it.

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

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

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

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

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

5.3.1. Phraseology. Vehicle operators must contact the Air Traffic Control Tower controller every time they proceed onto or leave the CMA. When proceeding onto a CMA, advise the controller of three things: WHO you are, WHERE you are, and WHAT your intentions are. Always acknowledge all communications so ground control and other persons know that the message was received. Always give aircraft and Air Traffic Control transmissions priority unless an emergency exists. Very High Frequency and Ultra High Frequency transmissions are reserved for the primary use of aircraft and Air Traffic Control Tower personnel. A typical runway crossing transmission sequence is as follows:

Table 5.1. Sample Runway Crossing Phraseology.

VEHICLE OPERATOR:	*"ANDERSEN TOWER, AIRFIELD ONE."*
Air Traffic Control Tower:	*"AIRFIELD ONE, ANDERSEN TOWER."*
VEHICLE OPERATOR:	*"ANDERSEN TOWER, AIRFIELD ONE REQUEST TO CROSS (runway) AT point/intersection).*
Air Traffic Control Tower:	*"AIRFIELD ONE, CROSS (runway) AT (point/intersection). or "AIRFIELD ONE, HOLD SHORT OF (runway)."*

5.3.1.1. Vehicle operators must read back Air Traffic Control Tower instructions verbatim. If you are unsure of what the controller has transmitted, or if you do not understand an instruction, you MUST ask the controller to repeat the instructions (or say again) before taking any action. Good communication only occurs when each party knows and understands what the other is saying.

Table 5.2. Sample Read back Instructions.

VEHICLE OPERATOR: **Note:** Airfield 1 visually scans the runway prior to entry, and then proceeds across the runway	*"AIRFIELD ONE UNDERSTANDS APPROVED TO CROSS (runway) AT (point/intersection). WILL REPORT WHEN OFF." Or "AIRFIELD ONE, HOLDING SHORT (at location)."*
VEHICLE OPERATOR:	*"ANDERSEN TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF (runway) AT (location)."*
Air Traffic Control Tower:	"*AIRFIELD ONE, ROGER."*

5.3.1.2. If vehicle operators are issued hold short instructions, they must provide a read back to the Air Traffic Control Tower. See example below.

Table 5.3. Sample Hold Short Instructions.

Air Traffic Control Tower:	*"AIRFIELD ONE PROCEED VIA TAXIWAY CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN."* ***or*** *"AIRFIELD ONE PROCEED VIA CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN."*
VEHICLE OPERATOR:	*"AIRFIELD ONE, ROGER." [This is wrong but used as an example of how tower would respond]*
Air Traffic Control Tower:	*"AIRFIELD ONE, READ BACK HOLD INSTRUCTIONS."*
VEHICLE OPERATOR:	*"AIRFIELD ONE, PROCEEDING VIA CHARLIE, WILL HOLD SHORT OF RUNWAY TWO SEVEN."*

5.4. Common Use Phrases. Table 5.4. provides the meaning of commonly used radio phraseology.

Table 5.4. Common Use Phrases.

What Is Said:	**What It Means:**
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. **Note:** Use of this phrase does not authorize requestor to "Go Ahead" with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay, Expedite	Phrase used by Air Traffic Control when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	The controller or pilot should pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

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

Table 5.5. Phonetic Aviation Alphabet.

A	ALPHA	**N**	NOVEMBER
B	BRAVO	**O**	OSCAR
C	CHARLIE	**P**	PAPA
D	DELTA	**Q**	QUEBEC
E	ECHO	**R**	ROMEO
F	FOXTROT	**S**	SIERRA
G	GOLF	**T**	TANGO
H	HOTEL	**U**	UNIFORM
I	INDIA	**V**	VICTOR
J	JULIETT	**W**	WHISKEY
K	KILO	**X**	X-RAY
L	LIMA	**Y**	YANKEE
M	MIKE	**Z**	ZULU

CHARLES D. COOLEY Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 13-2, *Air Traffic Control, Airfield, Airspace and Range Management,* 3 January 2019

DAFMAN 90-161, *Publishing processes and procedures,* 18 October 2023

DAFMAN 13-204 Volume 4, *Airfield Management*, 20 September 2024

DAFI 21-101, *Aircraft and Equipment Maintenance Management,* 20 December 2023

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles,* 30 July 2020 DAFI 31-101, *Base Defense Operations,* 10 September 2024

AFI 33-322, *Records Management and Information Governance Program,* 23 March 2020

AFI 33-324, *The Air Force Information Collections and Reports Management Program,* 22 July 2019

DAFMAN 48-123, *Medical Examinations and Standards,* 20 February 2024 DAFI 91-202, *The Department of the Air Force (DAF) Mishap Prevention Program,* 10 April 2024

DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards,* 25 March 2022

DAFMAN 91-223, *Aviation Safety Investigations and Reports,* 20 September 2022 Air Force *Enlisted Classification Directory* (AFECD), 30 April 2023

Air Force *Officer Classification Directory* (AFOCD), 30 April 2023

DAFVA 11-240, *USAF Airport Signs and Markings,* 4 August 2021

DAFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures,* 22 November 2022

UFC 3-260-01, *Airfield and Heliport Planning and Design,* 4 February 2019

FAA Order 7110.65Z, *Air Traffic Control,* 17 June 2021

FAA AC 150/5340-1M, *Standards for Airport Markings,* 10 May 19

Federal Aviation Administration *Pilot Controller Glossary*

Prescribed Forms

None

Adopted Forms

DAF Form 457, *Hazard Report,* 2 October 2024

AF Form 651, *Hazardous Air Traffic Report (HATR),* 1 October 1998

AF Form 3616, *Daily Record of Facility Operation,* 26 April 2024

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval,* 15 April 2022

DAF Form 847, *Recommendation for Change of Publication,* 15 April 2022

Abbreviations and Acronyms

ADPM—Airfield Driving Program ManagerAF—Air Force

AFECD—Air Force Enlisted Classification Directory

AFFSA—Air Force Flight Standards Agency

AFFSA/XA—Air Force Flight Standards Agency Airfield Operations Directorate

AFI—Air Force Instruction

AFM—Airfield Manager

AFMAN—Air Force Manual

AFOCD—Air Force Officer Classification Directory

AFPD—Air Force Policy Directive

AFSAS—Air Force Safety Automated SystemAO—Airfield Operations

AOF/CC—Airfield Operations Flight Commander

CMA—Controlled Movement Area

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFVA—Department of the Air Force Visual Aid

DoD—Department of Defense

FAA—Federal Aviation Administration

FOD—Foreign Object Damage

HATR—Hazardous Air Traffic Report

MFR—Memorandum for Record

MICT—Management Internal Control ToolsetNVD—Night Vision Device

OPR—Office of Primary ResponsibilityPOV—Privately Owned Vehicle

RDS—Records Disposition Schedule

RIPWG—Runway Incursion Prevention Working Group

SAA—Senior Airfield Authority

SAC—Self-Assessment Communicator

UFC—Unified Facilities Criteria

WADPM—Wing or Garrison Airfield Driving Program Manager

Terms

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

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

Airfield Driving Trainer—An individual appointment by the unit commander to provide airfield driving training.

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

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

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

Airfield Operations Flight Commander (AOF/CC)—Responsible for the overall operation/services provided by the Airfield Operations Flight in support of the wing flying mission and in compliance with United States Air Force and Federal Aviation Administration guidelines.

Air Force Runway Safety Action Team—Composed of AFFSA and/or major or field command OPR for AO functional experts used to analyze, report and determine corrective actions required to reduce the number of controlled movement area violations on the airfield. Air Force Runway Safety Action Team functional experts evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

Air Force Safety Automated System (AFSAS)—is a web-enabled single integrated mishap and analysis reporting system for aviation, ground, weapons, space, human factors and nuclear mishaps.

Approach End of Runway—The first portion of the runway available for landing. If the runway threshold is displaced, use the displaced threshold latitude and longitude as the approach end of runway.

Controlled Movement Area (CMA)—As defined in Airfield Operation Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific air traffic control tower approval for access (normally via two-way radio contact with the air traffic control tower). Controlled movement areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. This definition is used in lieu of "movement area" as defined in the Federal Aviation Administration pilot controller glossary. Also called controlled movement area.

Controlled Movement Area Violation Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific air traffic control tower approval. This definition includes runway incursions and infractions caused by communication errors. Refer to DAFMAN 91-223 paragraph 9.1 for reportable hazardous air traffic report reporting procedures and for reportable controlled movement area violation events.

Departure End of Runway—The end of runway available for the ground run of an aircraft departure. The end of the runway that is opposite the landing threshold, sometimes referred to as the stop end of the runway.

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

Government Owned Vehicles—Vehicles that are owned or leased by the Unites States government.

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

Host Wing/Garrison Commander (or equivalent)—The individual with ultimate responsibility for operating the airfield.

Hot Spot—A location on an airfield (e.g., runway, taxiway) with a history or potential risk of collision or runway incursion, and where heightened attention by pilots, vehicle operators and pedestrians is necessary.

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

Major or Field Command—For the purpose of this publication, includes all United States Air Force Major Commands plus, the Air National Guard Readiness Center, Air Force Reserve Command, Direct Reporting Units, and Field Operating Agencies. Major or Field Command also refers to the OPR for AO in this instruction.

Mission Oriented Protective Posture—A flexible system of protection against chemical, biological, radiological, and nuclear contamination in which personnel are required to wear only that protective clothing and equipment appropriate to the threat level, work rate imposed by the mission, temperature, and humidity.

Parking Ramp/Apron—Areas where aircraft are parked, loaded and unloaded and serviced between flights. Vehicles and aircraft operate in close proximity in these areas, so it is vital to maintain a safe distance between the vehicle and aircraft. Always yield to aircraft and never drive under an aircraft or its wings. Slow speed and extreme caution are required in these areas.

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

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

Protected Area—The protected area of a surface intended for landing or takeoff include the area inside the runway hold position marking. (e.g., hold line) on paved taxiways or ramps and the designated runway safety area.

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

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

Risk Management Assessment—A decision-making process to systematically evaluate possible courses of action, identify risks and benefits, and determine the best courses of action for any given situation.

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

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

Runway Incursion—Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. Runway incursions have the potential to result in aircraft endangerment and loss of life. While there are several factors involved in a runway incursion, the leading causes of these incidents result from failure to follow procedures, inadequate vehicle operator training, and loss of situational awareness. These are further classified into three operational categories:

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

Pilot Deviation—The action of a pilot that results in the violation of air traffic control instructions, DAF instructions, DAF manuals or Federal Aviation regulations.

Vehicle/Pedestrian Deviation—Any entry or movement on the CMA by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by air traffic control.

Runway Incursion Prevention Working Group (RIPWG)—This group provides a forum for analyzing and discussing each runway incursion to determine corrective actions and strategies to prevent future occurrences.

Spot Check—A spot check is conducted randomly for the purpose of enforcement and compliance with airfield driving procedures. Spot checks include but are not limited to the accuracy and currency of the driver's Air Force Form 483 and the availability and currency of the local airfield diagram, Department of the Air Force Visual Aids (e.g., DAFVA 11-240, DAFVA 13-222), and FOD container.

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

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

Unit—For the purpose of this publication, the term unit is equivalent to a squadron, also known as the basic unit in the United States Air Force organizational structure. For the United States Space Force, the term unit is typically equivalent to a Delta. The United States Space Force has squadrons subordinate to Deltas.

Attachment 2

RUNWAY INCURSION PREVENTION WORKING GROUP (RIPWG)

A2.1. Program Objectives. The main objective of a RIPWG is to analyze each runway incursion and corrective actions taken in an effort to prevent future occurrences.

A2.2. Program Scope. A RIPWG is used to evaluate the airfield driving operating procedures and/or standards and airfield configuration (to include signs, marking, lighting) to determine if corrective actions are needed. The RIPWG functional experts assess all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

A2.3. Attendees. The RIPWG includes Operations Support Squadron Commander, AOF/CC, AFM, wing or garrison ADPM, tower chief controller, wing safety, unit commanders, UADPMs and other organizational leadership as determined locally.

A2.4. RIPWG. The RIPWG will:

A2.4.1. Develop strategies to prevent the reoccurrence of runway incursions. **(T-3)** Examples include but are not limited to:

A2.4.1.1. Increase or improve local training or testing materials.

A2.4.1.2. Implement mandatory briefings to all airfield drivers, aircrew and air traffic control personnel, as applicable.

A2.4.1.3. Limit runway crossings or limit crossings to certain taxiways and/or road intersections.

A2.4.1.4. Increase penalty for controlled movement area violations.

A2.4.1.5. Alter the shape or increase the size of the controlled movement area.

A2.4.2. Determine if additional signage, markings, and lighting are needed in high-risk areas. **(T-3) Note:** Coordinate with major or field command OPR for AO prior to implementing new procedures or purchasing airfield support systems such as signs, marking and lighting. Examples of additional signs, markings, and lighting projects include the following:

A2.4.2.1. Installing “Stop, Do Not Enter, Contact Air Traffic Control Tower” signs and markings at runway hold lines and roads leading to the runway.

A2.4.2.2. Increasing visibility of runway hold position markings by increasing the width of the yellow stripes from six to 12 inches. **Note:** This option requires coordination with civil engineer and wing safety and a work order request to change is implemented uniformly over the entire airfield.

A2.4.2.3. Painting runway hold position signs on pavement prior to the runway hold position markings. (See Federal Aviation Administration Advisory Circular 150/5340-1, *Standards for Airport Markings*). **Note:** This option requires coordination with civil engineer and wing safety and a work order request to change is implemented uniformly over the entire airfield.

A2.4.2.4. Painting Federal Aviation Administration enhanced taxiway centerline marking prior to the runway hold position markings. **Note**: This option requires coordination with civil engineer and wing safety and a work order request to change is implemented uniformly over the entire airfield.

A2.4.2.5. Installing runway guard lights if applicable.

A2.4.2.6. Installing runway status lights (normally associated with a Category II/Airport Surveillance Detection Equipment).

A2.4.2.7. Installing Location Signs.

A2.4.3. Consider procuring vehicle-tracking devices to include global position system, ground radar, or video surveillance. **(T-3) Note:** Coordinate with major or field command OPR for AO prior to the procurement and/or use of new systems or technology.

A2.4.4. Consider installation of additional FM radio repeaters for air traffic control and the base station or ramp net. **(T-3)**

A2.4.5. Ensure an airfield waiver is processed and approved for non-standard criteria or configuration. **(T-3)**

A2.4.6. Provide a summary of the RIPWG analysis and recommendations during the next Airfield Operations Board. **(T-3)**

A2.4.7. Publish minutes of the RIPWG and provide an informational copy to the major or field command OPR for AO within 30 calendar days. **(T-3)**

Attachment 3

AIRFIELD SIGNS, MARKING, AND LIGHTING

Figure A3.1. Airfield Signs, Marking, and Lighting Part 1.

EXAMPLE	TYPE OF SIGN
	Mandatory: Hold position for taxiway/ runway intersection
	Mandatory: Holding position for runway/runway intersection
	Mandatory: Holding position for runway approach area
	Mandatory: Holding position for ILS critical area/precision obstacle free zone
	Mandatory: No entry
	Taxiway Location
	Runway Location
	Runway Safety Area / OFZ and Runway Approach Area Boundary
	ILS Critical Area/POFZ Boundary
	Direction: Taxiway
	Runway Exit
	Outbound Destination

Figure A3.2. Airfield Signs, Marking, and Lighting Part 2.

	Inbound Destination
	TACAN Checkpoint Sign
	Distance Remaining
EXAMPLE	**TYPE OF MARKING**
	Holding Position
	ILS Critical Area/POFZ Boundary
	Taxiway/Taxiway Holding Position
	Non-Movement Area Boundary
	Taxiway Edge
	Dashed Taxiway Edge

Figure A3.3. Airfield Signs, Marking, and Lighting Part 3.

Attachment 4

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

Table A4.1. Unit Airfield Driving Program Manager and Trainer(s) Appointment Letter.

MEMORANDUM FOR 36 OSS/OSAA

FROM:

SUBJECT: Appointment of Unit Airfield Driving Program Managers and Trainers

1. The following individuals are appointed as Unit Airfield Driving Program Managers (UADPM). Individuals have received training IAW DAFI 13-213 and 36WGI 13-213. Primary UADPM (P) and Alternate UADPM (A) have the authority to train & certify that personnel are qualified to drive on the airfield and will ensure completion and tracking of all airfield driving training for assigned and TDY personnel. Replacement personnel will be identified at least 45 days prior to member's DEROS.

RANK/NAME EMAIL	OFFICE	DEROS	PHONE	483#

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

RANK/NAME EMAIL	OFFICE	DEROS	PHONE	483#

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

FIRST LAST, RANK, USAF
Commander, Unit

Attachment 5

UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAINING CHECKLIST

Table A5.1. Unit Airfield Driving Program Manager Training Checklist.

UNIT AIRFIELD DRIVING PROGRAM MANAGER CHECKLIST			
SECTION I TRAINEE INFORMATION (Completed by the wing or garrison airfield driving program manager)			
Name: (Last, First, MI)	Grade or Civilian equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II QUALIFICATION TRAINING (Completed by trainee and wing or garrison airfield driving program manager).			
	Date Completed	**Trainee Initials**	**WG ADPM**
1. Unit Airfield Driving Program Manager (ADPM) duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. **Governing Directives:**			
4.1. Air Force Manual 24-306, *Operation of Air Force Government Motor Vehicles.*			
4.2. AFMAN 91-203, *Air Force Occupational Safety Fire and Health Standards*, Chapter 24.			
4.3. Department of the Air Force Instruction 21-101, *Aircraft and Equipment Maintenance Management*, Chapter 11.			
5. Testing requirements to include testing security and compromise.			
6. Color vision testing requirements. See Department of the Air Force Manual 48-123, *Medical Examinations and Standards* for additional information.			
7. **Airfield Driver's Training:**			
7.1. Local Qualification.			
7.2. Refresher.			

8. UADPM Continuity Binder.			
9. Reporting, Enforcement, and Violations Consequences.			
10. Vehicle Passes (privately owned and government leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. Temporarily assigned personnel and Non-based assigned contractors briefing and/or training requirements.			
13. Escort procedures.			
14. Procedures for issuing, revoking and reissuing an AF Form 483, *Certificate of Competency*.			
15. Participate with the UADPM on an actual training session and practical check ride.			
16. AF Form 483 Certificate #:			
SECTION III TRAINING CERTIFICATION (Completed by the unit airfield driving program manager and wing or garrison airfield driving program manager or designated representative).			
Unit Airfield Driving Program Manager			
I have received and completed all of the above training requirements and will comply with Department of the Air Force Instruction 13-213 and wing supplement.			
Name: (Last, First, MI):	Grade or Civilian equivalent:	Signature:	Date:
Wing or Garrison Airfield Driving Program Manager			
Name: (Last, First, MI):	Grade or Civilian equivalent:	Signature:	Date:

Attachment 6

AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES

A6.1. Airfield Management. Airfield Management should:

A6.1.1. Routinely monitor ramp net radio for proper terminology and phraseology and discipline.

A6.1.2. Conduct random spot checks for enforcement and compliance with this publication and DAFI 13-213.

A6.2. Spot Checks. At a minimum, a spot check includes the following:

A6.2.1. The availability and currency of the local airfield diagram.

A6.2.2. A check of the driver's Air Force Form 483 for accuracy and currency.

A6.2.3. The availability and currency of Air Force Visual Aids (e.g., DAFVA 11-240, DAFVA 13-222)

A6.3. Airfield Management. Airfield Management will:

A6.3.1. Report violations detected during spot checks to the WADPM. **(T-3)**

A6.3.2. Document actions taken on the AF Form 3616 or electronic equivalent.

A6.4. WADPM. WADPM will:

A6.4.1. Report and document results of spot checks in the "status of airfield driving" section of Airfield Operations Board. **(T-3)**

A6.4.2. Check each unit's airfield driving program for integrity and compliance. **(T-3)** See **paragraph 1.3.2.4** for additional information.

A6.4.3. Provide results to the unit's commander in writing and brief at the next quarterly Airfield Operations Board. **(T-3)**

Attachment 7

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST

Table A7.1. Airfield Driving Training Documentation and Certification Checklist.

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I - TRAINEE INFORMATION (Completed by the UADPM)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Unit/Office Symbol or Company Name	Duty Phone
SECTION II - QUALIFICATION TRAINING (Completed by the Trainee and Unit Trainer)			
	Date Completed	**Trainee's Initials**	**Trainer's Initials**
1. Trainee possesses a valid (List State of Issue) Driver's License (List restrictions).			
2. Trainee possesses a valid Government Driver's License.			
3. Airfield Driver Classroom Training (as determined locally)			
4. Airfield Driving Qualification Training Checklist/Curriculum. (Completion of this checklist).			
5. Local Airfield Familiarization. Training Outcome(s): Trainee must be familiar with knowledge of the local airfield environment.	**Date Completed**	**Trainee's Initials**	**Trainer's Initials**
5.1. Non-Movement Area Boundary Marking as applicable.			
5.2. Non-Standard Airfield Markings as applicable.			
5.3. Aircraft Arresting Gear Markings as applicable.			
5.4. Locations of airfield Navigational Aids and Visual Approach Aids.			
5.5. Location of Restricted Area and Entry Control Points.			
5.6. Location of Free Zones as applicable.			

5.7. Location of the Fire Department, Air Traffic Control Tower (ATCT) and Airfield Management.			
5.8. Location/use of traffic control device as applicable.			
5.9. Hazardous Jet Blast locations on the airfield.			
5.10. Runway(s) configuration (e.g. dimensions, location, designation). Also, explain and define runway approach end and departure end.			
5.11. Taxiway configuration (e.g. dimensions, location, designation).			
5.12. Controlled Movement Area Boundaries.			
5.13. Congested Areas.			
5.14. Hot Spots as required locally.			
5.15. ATCT and vehicle blind spots.			
6. Local Vehicle Operator Requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirement for operating a vehicle on the airfield.	**Date Completed**	**Trainee's Initials**	**Trainer's Initials**
6.1. Use of perimeter and infield roadways.			
6.2. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.			
6.3. Speed limits for vehicles operating on an apron/ramp and taxiway.			
6.4. Procedures for reporting and removing FOD.			
6.5. Restricted visibility and/or night driving.			
6.6. Procedures for operating bicycles, tricycles, etc. on			
6.7. Use of traction control devices as applicable.			
6.8. Emergency Response Vehicle requirements.			

6.9. Vehicle Escort/Convoy driving procedures as applicable.			
7. Practical Day Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
7.1. Practical Day Driving Check-ride			
8. Practical Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
8.1. Practical Night Driving Check-ride (as applicable).			
9. Review Local AFI 13-213 supplement.			
10. USAF Airfield Driving CBT (Date Completed).			
11. Runway Incursion Prevention Training.			
12. Airfield Diagram/Layout Test [Score:]			
13. General Knowledge Test (written) [Score:]			
14. Runway Incursion Prevention Test [Score:]			
15. Communication Test [Score:]			
16. Demonstrate the ability to contact ATCT for approval to enter/exit the **CMA**. **Note**: Required for all personnel that require access on or across taxiways, helipad, and aprons located in the CMA.			

17. Demonstrate the ability to contact ATCT for approval to enter/exit the **runway**. **Note**: Required for all personnel that require access on or across taxiways, helipad and aprons located in the CMA.			
SECTION III - Color Vision Test for CMA drivers only. (Completed by Hospital/Medical Treatment Facility Optometry)			
Results: Pass / Fail (Circle one)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION IV - TRAINER CERTIFICATION (Completed by Authorized Airfield Driving Trainer)			
I certify the trainee has received all required qualification training requirement annotated above.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
I have received and completed all of the training requirement and will comply with my local base's Airfield Driving AFI 13- 213 Supplement instructions. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement area without approval from the Air Traffic Control Tower (ATCT).			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION VI - UNIT CERTIFICATION (Completed by Unit Commander or UADPM)			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle on airfield.			
Check all applicable restrictions and/or special access.			
Ramp Only / Daylight Only	CMA Authorized	Other (Specify):	
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION VII - AIRFIELD DRIVING AUTHORIZATION (Completed by the WADPM or designated			
Approved / Disapproved		**AF Form 483#:**	
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 8

TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST

Table A8.1. Temporarily Assigned Personnel/Non-Based Assigned Contractors Training Checklist.

Unit/Company:	Exercise/Construction Project:	483 Number (Filled in by AMOPS):
POC/Lead:	Phone/Email:	Start/End Dates:

MEMORANDUM FOR RECORD

FROM: 36 OSS/OSAA

SUBJECT: Completion of Airfield Drivers Training (TDY/Contractor Personnel)

1. The individuals listed below have completed their Airfield Drivers training **(RAMP ONLY/CMA/NON-DRIVER)** IAW 36WGI 13-213, Attachment 8.

2. The individuals have been trained on the following items: airfield mandatory/informational signs, markings, lighting systems, general/special purpose vehicle operations, operations while in the immediate vicinity of an aircraft, parking/chocking vehicles and equipment, lateral distance requirements, FOD control/prevention, methods/practices for runway incursion prevention, different violations/consequences, radio terminology/phraseology, local airfield layout (via diagram), restricted areas/entry control points, control movement area (CMA) boundaries, free zones, practical airfield familiarization (familiarize individual on route(s) to and from the designated work area), night/reduced visibility/inclement weather driving, procedures for reporting accidents/vehicle maintenance problems.

3. By signing your name below (Blocks 1-XX), you acknowledge you have been trained on ALL items above.

TDY ADPM Name (print) TDY ADPM Signature Airfield Management Representative

	Rank, Last Name, First Name	Signature
1		
2		
3		
4		
5		
6		
7		
8		

Attachment 9

AIRFIELD DRIVING PROGRAM CONTINUITY BINDER

A9.1. TAB A. Unit Airfield Driving Program Manager appointment letter(s). At a minimum, the appointment letter must be signed by the current unit commander or equivalent and on file with the wing or garrison ADPM. **(T-3)**

A9.2. TAB B. DAFI 13-213, wing supplement.

A9.3. TAB C. Annual program assessment results.

A9.4. TAB D. Unit airfield driving program manager training documentation.

A9.5. TAB E. Current list of unit assigned airfield drivers. At a minimum, the list of airfield drivers include the individual's full name, grade (or civilian equivalent), unit, Air Force Form 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date.

A9.6. TAB F. Airfield driving computer based training, training curriculum, test and answer key.

A9.7. TAB G. Unit airfield driving requirements as applicable (e.g., fire trucks, fuel trucks, or k-loaders).

A9.8. TAB H. Airfield violations and corrective actions.

A9.9. TAB I. References (e.g., AFMAN 24-306, Section 12; AFMAN 91-203, Chapter 24; and DAFI 21-101, Chapter 11).

A9.10. TAB J. Miscellaneous information (e.g. Meeting Minutes, Digest Articles, RIPWG).

Attachment 10

VEHICULAR CALL SIGNS

Table A10.1. Call Signs.

UNIT	CALL SIGN	POSITION
36 WG	COBRA 1 & 2	36 WG/CC/CV
36 OG	COBRA 3	36 OG/CC
36 MXG	COBRA 4/4A	36 MXG/CC/CD
36 MXG	COBRA 4 CHIEF	36 MXG Group Chief
36 MSG	COBRA 5/5A	36 MSG/CC/CD
36 WG/SE	SAFETY 1 – 3	36 Wing Safety Personnel
36 WG/QA	GECKO 1	36 Wing FOD Representative
36 MXS	MIGHTY 1	36 MXS/CC
36 MXS	MIGHTY 2	36 MXS/D.O.
36 MXS	MIGHTY CHIEF	36 MXS/SEL
36 MXS	MIGHTY 3	Fabrication Flight
36 MXS	MIGHTY 4	FUELS
36 MXS	MIGHTY 6	Electrical & Environmental Systems
36 MXS	RANGER 1 – 7	AGE Flight
36 MXS	ANDY BASE	Transient Alert Base Stations
36 MXS	ANDY 1 – 3	Transient Alert Follow-Me Personnel
36 MXS	MIGHTY SUPER	Production Super
36 OSS	SPARTAN 1 & 2	36 OSS/CC/DO
36 OSS	OPS 1	Airfield Operations Flight Commander
36 OSS	OPS 2	Airfield Operations Flight Operations Officer
36 OSS	TOWER	Air Traffic Control Tower
36 OSS	AIRFIELD OPS	Airfield Management Operations
36 OSS	AIRFIELD 1	Airfield Manager
36 OSS	AIRFIELD 2	Deputy Airfield Manager

36 OSS	AIRFIELD 3-6	Airfield Management Ops Personnel
36 OSS	RAWS 1-15	Radar Airfield Weather Systems
36 CE	LIGHTING 1 – 3	Lighting / Exterior Electric Personnel
36 CE	CATCHER 1 – 3	Barrier Maintenance Personnel
36 CE	SWEEPER 1 & 2	Airfield Sweeper Personnel
36 CE	INSPECTOR 1 – 6	36 CES Construction Inspectors
36 CE	GRASS CUTTER A	Grass Cutter Supervisor
36 CE	GRASS CUTTER B	Grass Cutter Work Leader
36 CE	GRASS CUTTER C	Grass Cutter Mechanic
36 CE	GRASS CUTTER 1 – 20	Grass Cutter Mowers and Trimmers
36 CE	EOD 1 – 15	Explosive Ordnance Demolition
36 CEF	CHIEF 1 & 2	Fire Chief and Deputy Chief
36 CEF	CRASH	Fire Department Emergency Response
36 CEF	RESCUE	Fire Department Emergency Response
36 CRG	MACHETE	36 CRG
36 CRG	MACHETE OPS	36 CRG
734 AMC	AMC 1 – 8	734th Air Mobility Squadron

Attachment 11

AAFB POV PASS REQUEST

Table A11.1. POV Pass Request Form TDY Units.

ANDERSEN AFB AIRFIELD PRIVATELY OWNED VEHICLE (POV) PASS			
MEMORANDUM FOR 36 OSS/OSAA ANDERSEN AFB, AIRFIELD MANAGEMENT		**DATE**	
From:			
Name (Last, First	Rank, Civilian Grade Equivalent:	Unit/Office	Phone Number:
Justification: *Explain why POV is essential, areas requiring access (Exercise/Contract/etc):*			
Type of Aircraft Supporting and Number of Personnel in Unit (this will determine total POV Passes allotted):			
Pass Requested Expiration Date (will not approve past 31 Dec of current year):		Andersen Airfield Drivers Training Completion Date:	
Vehicle(s) Information: Attach a copy of the vehicle registration for each vehicle.			
By signing this request, I am acknowledging that: I am unable to obtain a government vehicle and use of the POV/Rental is mission essential. I understand that all drivers are required to attend an Andersen AFB Airfield Driving briefing conducted by Airfield Management or designated representative. I will also ensure that all other operators of approved vehicle/s have attended the briefing and are qualified as well. I understand that violations to Air Force or Andersen driving procedures could result in the removal of airfield driving privileges.			
Home station Commander's Authorization and approval. (MANDATORY)			
Name (Last, First	Rank, Civilian Grade Equivalent:	Signature	Date:
*****PRIOR TO APPROVING, ALL ABOVE INFORMATION MUST BE FILLED**			
Approved by: Wing Airfield Driving Program Manager or Designated Representative.			
Name (Last, First MI.):	Rank, Civilian Grade or Equivalent:	Signature:	Date:
Pass Number; Number of Passes:	Expiration Date:	Area of Operation(s)/Location:	

Approved by 36th WADPM CAO: 3 Feb 25 (Page 2)						
	Vehicle Make	**Model**	**Year**	**Color**	**License Plate #**	**State (GU, if rental)**
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2						
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Table A11.2. POV Pass Request Form Homestation Units.

MEMORANDUM FOR 36OSS/OSAA Date

FROM: UNIT/CC

SUBJECT: Request for Airfield Access Permit for Privately Owned Vehicle (POV)

1. Request issue of airfield POV passes for Unit. I will restrict my unit drivers to the minimum required to complete the mission.

2. Area of operation(s)/location members will be driving: Example: Hangar access road/Hgr 7, Apron X, Building X, please list all areas members will be driving POVs.

3. Justification: Perform their duties for: Why do they need their POV on the flightline.

4. Effective period/Exercise/Dates: 1 Jan 25 - 31 Dec 25.

5. UADPM Information: First MI. Last, Title, DSN or COMM, email.

6. This letter will be updated annually.

NAME, Rank, Branch
Commander, Unit

Attachment 12

VISUAL AIDS

Figure A12.1. Airfield Driving Quick Reference Sheet.

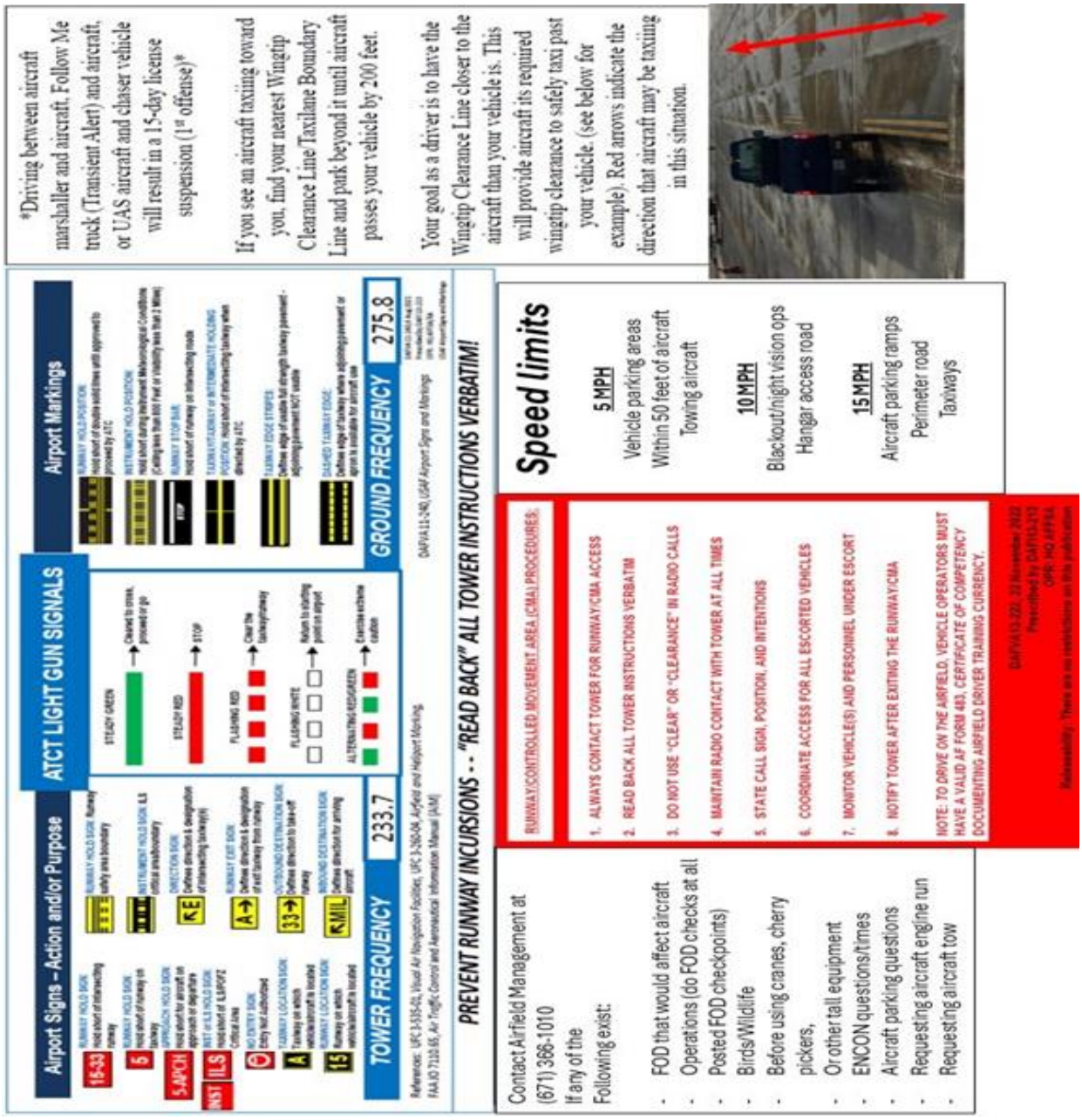


Figure A12.2. CMA Cheat sheet.

CMA Cheat Sheet

Do not attempt to enter the CMA unless you possess a valid Andersen AFB AF Form 483 that denotes CMA qualification (not RAMP)

If entering the CMA (within 100 feet of the runway edge) from the grassy area, request CMA access BEFORE leaving the paved surface (taxiway/taxilane)

Cell phones WILL NOT be used to obtain approval from Ground Control or maintain two-way radio communication with Ground Control

Do not use CLEAR/CLEARED/CLEARANCE unless responding toa radio check

1. Ground, _____ (insert callsign).
2. Ground, _____ (insert callsign) request permission across/onto Runway ___ (insert runway designation) at Taxiway _____ (insert current location *use nearest Location Sign*).
3. **Listen for your callsign and read back instructions**
4. Ground, _____ (insert callsign), roger holding short at (insert current location).

OR

Ground, _____ (insert callsign), understands approved on/across Runway ___ (insert runway designation) at Taxiway _____ (insert current location), will advise when off.

5. **Once off runway/out of CMA**
6. Ground, _____ (insert callsign) off Runway _____ (insert runway designation) at Taxiway _____ (insert current location).

Attachment 13

AIRFIELD DIAGRAM

Figure A13.1. AAFB Airfield Diagram.

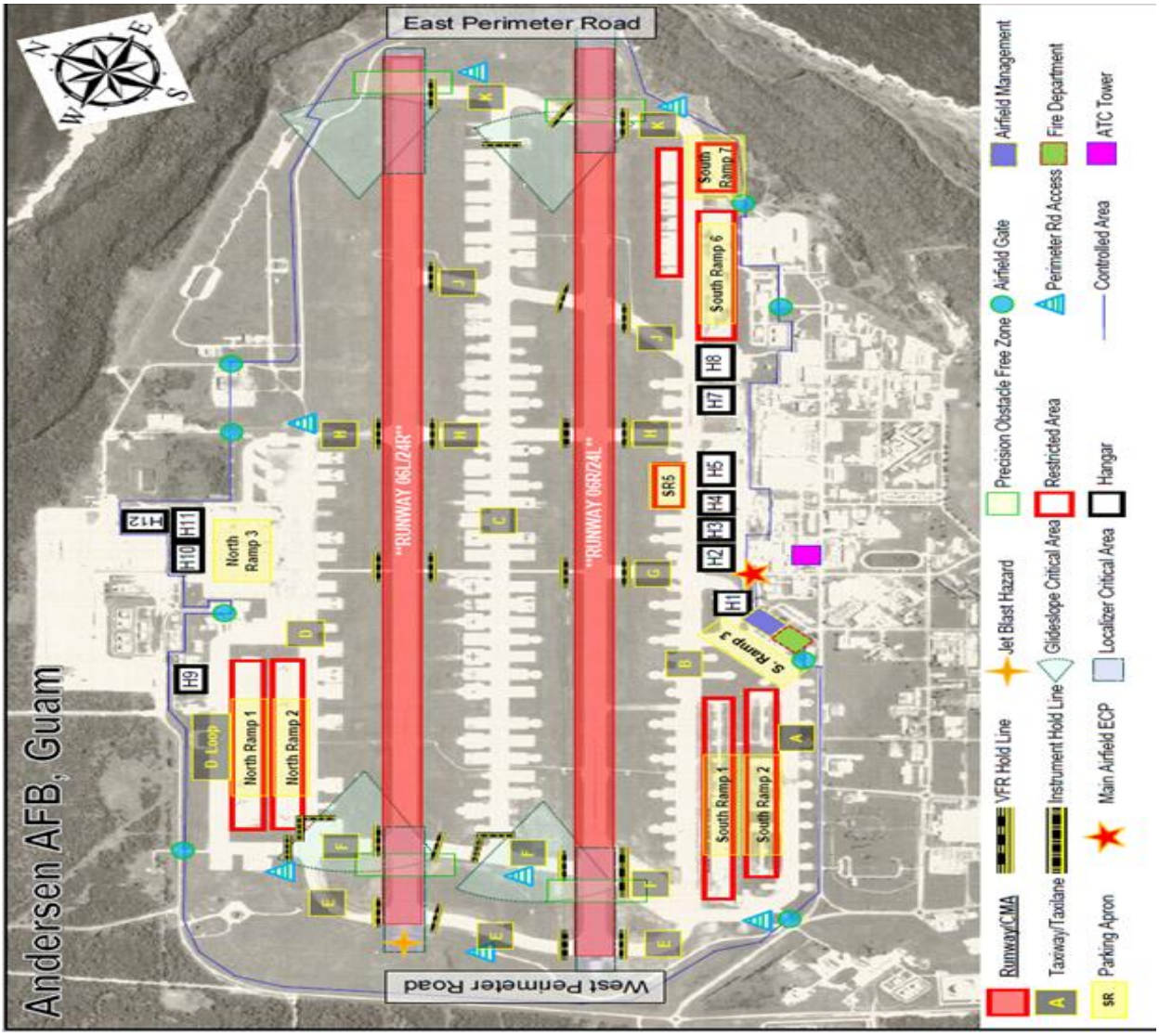
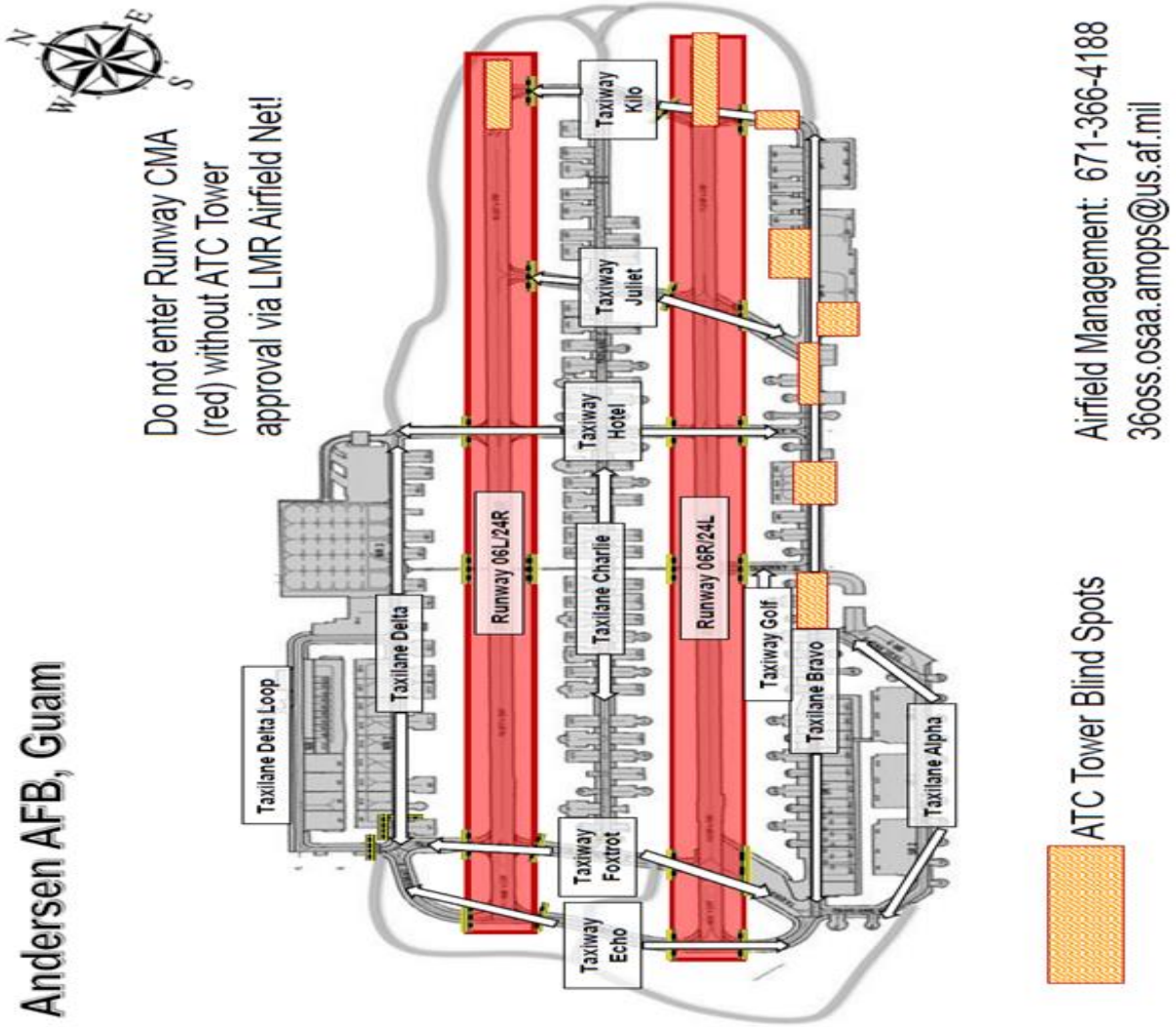


Figure A13.2. AAFB Controlled Movement Areas.



Attachment 14

UNIT COMMANDER REINSTATEMENT LETTER (SAMPLE)

Figure A14.1. Unit Commander Reinstatement Letter (Sample).

MEMORANDUM FOR 36OSS/OSAA Date

FROM: 36 XXX/CC

SUBJECT: Airfield Driving Privilege Reinstatement

1. On (day/month/year) (Rank/Name of individual) was involved in a controlled movement area violation and (his/her) airfield driver's license was suspended.

2. Please reinstate airfield driving privileges for (Rank/Name of individual). The required suspension period is complete. (Rank/Name of individual) has accomplished all required remedial and refresher training prescribed in 36WGI 13-213.

3. Direct any questions or concerns concerning the above information to (Name/Rank of UADPM) at 366-XXXX.

NAME, Rank, USAF
Commander, Unit

Attachment 15

THIRD TIME TEST FAILURE MEMORANDUM (SAMPLE)

Figure A15.1. Third Time Test Failure Memorandum (Sample).

Date

MEMORANDUM FOR 36 OSS/OSAA

FROM: 36XXX/CC

SUBJECT: Airfield Driving Test Failure Remedial Training

1. (Rank/Name of individual) has had two consecutive airfield driving test failures. (He/She) has met the required review and remedial training time period prescribed in FAFBI 13-213 and is prepared to test again.

2. Please direct any questions or concerns concerning the above information to (Name/Rank of UADPM) at 366-XXXX.

NAME, Rank, USAF
Commander, Unit

Attachment 16

CMA VIOLATION, RUNWAY INCURSION OR AIRFIELD DRIVING VIOLATION

Table A16.1. CMA Violation, Runway Incursion or Airfield Driving Violation.

Name: Rank:
Organization: Duty Telephone:
Date of incident and time:
Location of violation:
License Plate Number and Vehicle Type:
Supervisor Name: UADPM:
STATEMENT: (Write, in your own words, what occurred. State the circumstances, which led to the incident. Use additional blank page, if needed).
SIGNATURE: