

**BY ORDER OF THE COMMANDER
374TH AIRLIFT WING**

**374TH AIRLIFT WING INSTRUCTION
13-213**



18 APRIL 2024

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

AIRFIELD DRIVING

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This instruction implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic, Airfield, Airspace, and Range Management*, and Department of the Air Force Instruction (DAFI) 13-213, *Airfield Driving*. This instruction applies to the Yokota Air Base airfield driving program and its users. It establishes responsibilities, procedures, and restrictions for the safe control and operation of vehicles and equipment on airfield ramps, aprons, taxiways, and runway. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard organizations (to include contracted locations) that administer an airfield driving program. At joint, shared-use, and overseas airfields, this instruction applies to organizations that are operated and/or managed by the Department of the Air Force, as outlined in real estate documents or letters of agreement. Compliance with the Attachments **2, 3, 4, 5, 6, 7, 8, and 9** in this instruction is mandatory. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Form 847 from the field through the appropriate functional chain of command. This Air Force Instruction may be supplemented at any level, however Major Command supplements to include interim changes to previously approved supplements must be routed to Headquarters Air Force Flight Standards Agency, Director of Airfield Operations for coordination prior to certification and approval. Unit (wing or base) supplements to this Air Force Instruction

must be routed to the responsible Major Command Office of Primary Responsibility (OPR) for Airfield Operations for review and coordination prior to certification and approval.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include the interim change of DAFI 13-213, de-conflicting guidance and tier waiver authority for Foreign Object Damage (FOD) checks on Department of the Air Force (DAF) owned and/or operated airfields, removal of Air Mobility Command's Airfield Drivers Training Program procedures, clarifying wing airfield driving program manager's role and responsibility for ensuring unit program compliance and updating technical references.

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Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

1.1.1. Department of Air Force Instruction (DAFI) 13-213 provides guidance for developing an airfield driving program to provide safe ground vehicle operations and pedestrian control on DAF-owned and/or operated airfields. It outlines training requirements for all personnel (e.g., military, Department of Defense (DoD) civilians, contractors) who, as a part of their job, are required to drive on an airfield.

1.1.2. Personnel who operate a vehicle on the airfield need to be knowledgeable of and comply with the procedures outlined in DAFI 13-213, *Airfield Driving*, and this instruction.

1.1.3. In today's complex airfield environment, there are incidents involving aircraft, pedestrians, and ground vehicles at DAF airfields that lead to property damage and personnel injury. Therefore, strict adherence to the procedures in this instruction is essential to preventing aircraft-vehicle mishaps and personnel injury on the airfield.

1.2. Waivers.

1.2.1. Units shall use the Air Force Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, to process waivers to this instruction.

1.2.2. All waiver requests to this instruction must be reviewed and coordinated on by the Wing Airfield Driving Program Manager (WADPM), Airfield Operations Flight Commander (AOF/CC) or civilian equivalent, Wing Safety and major or field command OPR for AO prior to submission to the appropriate Tier waiver approval authority.

1.2.3. Units must include a risk management assessment with the rationale for the waiver and explain how (1) complying with the requirement or compliance item impacts mission accomplishment, (2) cost of compliance (training, funds, equipment, facilities, guidance or manpower) creates unacceptable risk to a higher priority task; OR (3) expected cost of compliance outweighs the benefit; OR (4) personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower). If deemed necessary, submit additional data (e.g., letters of procedure (LOP), airspace maps, traffic patterns, airfield diagrams) to substantiate the waiver request. **Note:** Tier 1, 2, and 3 waivers may be approved for a period not to exceed the requested waiver period or 90 calendar days after the approving commander's tour length, whichever is shorter. Because waivers are the expression of a specific commander accepting risk, approved waivers automatically expire 90 calendar days after a change unless new commander renews the waiver.

1.2.4. Units must provide an informational copy of all Tier 3 approved waivers to major or field command OPR for AO.

1.2.5. The requesting office Unit Commander must forward a copy of the approved waiver to (e.g., AF Form 679 or equivalent) to the Air Force Flight Standards, Airfield Operations Directorate (AFFSA/XA) workflow at hqaffsa.xa@us.af.mil within 30 calendar days of approval for situational awareness and process improvement considerations.

1.2.6. Approved waivers become part of the approver's and requestor's official records and are appropriately filed in accordance with Air Force Instruction (AFI) 33-322.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Headquarters Air Force Flight Standards Agency.

- 2.1.1. Develops USAF airfield driving operations, procedures, and training standards.
- 2.1.2. Utilizes the Air Force Safety Automated System (AFSAS) to monitor and track airfield driving and Controlled Movement Area Violations (CMAV).
- 2.1.3. Reviews and provides final disposition on waiver request(s) to this instruction.
- 2.1.4. Supports Air Force Runway Safety Action Team programs, in accordance with Air Force Manual (AFMAN) 13-204 Volume 1, *Management of Airfield Operations*.
- 2.1.5. Develops mandatory briefing and training items to provide education, training, and awareness on airfield driving and to enhance flight safety.

2.2. Major or Field Command OPR for Airfield Operations.

- 2.2.1. Supplements USAF airfield driving guidance as applicable.
- 2.2.2. Reviews and evaluates airfield driving incidents, causes, observations and recommendations.
- 2.2.3. Conducts Air Force Runway Safety Action Team programs, in accordance with AFMAN 13-204, Volume 1.

2.3. Host Wing Commander or Equivalent.

- 2.3.1. Ensures base or tenant agencies support the airfield driving program.
- 2.3.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and base driving privileges. Authority may be delegated in writing to a G-series ordered commander in the appropriate chain of command.
- 2.3.3. Approves publication of wing or base supplement.
- 2.3.4. 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.
- 2.3.5. Reviews runway incursion and CMAV incidents and corrective actions taken.

2.4. Operations Group Commander or Equivalent.

- 2.4.1. Reviews CMAVs and corrective actions taken.
- 2.4.2. Must convene a Runway Incursion Prevention Working Group (RIPWG) no later than 30 calendar days following the occurrence of three runway incursions (within a six-month period). See [Attachment 2](#) for RIPWG requirements. **Note:** This requirement only applies to vehicle and pedestrian runway incursions. Aircraft runway incursions shall be addressed by the Flight Safety office.

2.4.3. Approves the shape and increase or decrease in the size of the controlled movement area (CMA) with recommendations from airfield manager (AFM), wing airfield driving program manager (WADPM), Airfield Operations Flight Commander (AOF/CC), tower chief controller, and Wing Safety.

2.5. Unit Commander or Equivalent.

2.5.1. Shall appoint qualified primary and alternate Unit ADPMs and unit airfield driving trainers in writing in accordance with [paragraph 2.8](#) and [paragraph 2.9](#). **Note:** Ensure an adequate number of Unit ADPMs to satisfactorily manage the number of airfield drivers within an organization. Conversely, small organizations may combine or consolidate their airfield driving program. See [Attachment 4](#) for an example appointment letter.

2.5.2. Ensures replacement Unit ADPMs are appointed in writing at least 30 days prior to releasing the current Unit ADPM.

2.5.3. Certifies unit personnel complete the required training and testing requirements outlined in DAFI 13-213 and this instruction prior to obtaining an Air Force Form 483, *Certificate of Competency*, to operate a vehicle on the airfield. **Note:** Unit Commanders may delegate to Unit ADPMs.

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

2.5.5. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license or base driving privileges. Notify the WADPM and Unit ADPM of the individuals' suspension or revocation. **Note:** Process request for reinstatement of airfield driving authorization according to [paragraph 4.31](#).

2.5.6. Participates in the RIPWG.

2.5.7. The 374 OSS/CC will appoint a wing airfield driving program manager in writing.

2.6. Airfield Operations Flight Commander (AOF/CC) or Equivalent.

2.6.1. Following a potential CMAV, non-CMA Hazardous event, or Runway Incursion, assists Wing Safety in assigning an operational category classification (e.g., Operational Error, Pilot Deviation and Vehicle/Pedestrian) in the recommendation section of the AF Form 457, *USAF Hazard Report*, or narrative section of the AF Form 651, *Hazardous Air Traffic Report*.

2.6.2. At the conclusion of the investigation, the AOF/CC will concur or non-concur with the safety investigator's report and ensures that Wing Safety inputs the information into AFSAS.

2.6.2.1. If the AOF/CC non-concurs, his or her rationale with corrective actions must also be inputted into AFSAS.

2.6.3. Concurs or non-concurs with safety investigations on CMAV and runway incursions in accordance with Department of the Air Force Manual 91-223, *Aviation Safety Investigations and Reports*.

2.6.4. Notifies major or field command of CMAV and runway incursions the first available duty day following the incident.

2.6.5. Shall obtain major or field command OPR for AO coordination on wing or base supplements to DAFI 13-213 prior to certification and approval.

2.6.6. Participates in the RIPWG.

2.7. Wing ADPM. The WADPM will:

2.7.1. Be a 1C771 (Airfield Management) with the 7-skill level (or civilian equivalent) and appointed in writing by the Operations Support Squadron commander or equivalent to provide overall airfield driving program management and oversight. Authority has been delegated in this supplement. The preferred grade of the WADPM is technical sergeant/E-6 (or above) or civilian equivalent.

2.7.2. Develop a wing or base supplement to DAFI 13-213.

2.7.3. Use [Attachment 5](#) (or electronic equivalent) to conduct and document training on a Unit ADPM prior to performing duties.

2.7.4. Provide Unit ADPMs a copy of this instruction, training curriculum, and testing materials to manage unit airfield driving program.

2.7.5. Conduct a review of this instruction to include procedural guidance, training and testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually.

2.7.6. Conduct an annual self-assessment of Wing Airfield Driving program using the Self-Assessment Communicator (SAC) loaded into Management Internal Control Toolset (MICT).

2.7.7. Conduct quality control measures to monitor the effectiveness of unit airfield driver training programs. See [Attachment 6](#).

2.7.8. Issue and maintain control and/or security of privately owned vehicle (POV) and government leased vehicle passes or decals. For example, achieve control and/or security by changing pass or decal colors annually or by issuing new passes or decals annually. Regardless of what method used, annually validate and issue passes or decals. **Note:** Authority must not be delegated outside AM. Coordinate changes to vehicle passes or decals with the security forces squadron.

2.7.9. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, or unit briefings, in order to educate, inform and update personnel on airfield changes, trends and special events. Examples include but are not limited to exercises, air shows, and static displays, driving violations, runway/taxiway closures and inclement weather driving conditions.

2.7.9.1. Ensure Airfield Driving related material is current at Wing Right Start briefings.

2.7.10. Notify the appropriate Unit Commander, ADPM, and AOF/CC when an individual commits a CMAV.

2.7.11. Maintain a WADPM Continuity Binder or electronic equivalent outlined in [Attachment 9](#).

2.7.12. Conduct semi-annual meetings with Unit ADPMs to provide training, brief CMAV, or trends. Use a Memorandum for Record (MFR) to document semi-annual meeting minutes. Maintain a file copy of meeting minutes for the current calendar year in Tab J of the WADPM Continuity Binder.

2.7.13. Coordinate on unit airfield driving lesson plans and tests.

2.7.14. Ensure Unit ADPMs provide appropriate training to temporarily assigned personnel, inspection and survey teams, and non-base assigned contractors based on type, location, time, and duration of work.

2.7.15. Provide classroom training for personnel who do not fall under units with established airfield driving programs.

2.7.16. Identify mission oriented protective posture (MOPP) training requirements in accordance with AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, Chapter 14, and publish in this instruction, as applicable.

2.7.16.1. All training will be conducted in accordance AFQTP 24-3-500 and documented with [Attachment 12](#) of this instruction.

2.7.17. Participates in the RIPWG.

2.7.18. Provide Unit ADPM a standardized spreadsheet (or electronic equivalent) to monitor and track unit personnel authorized to drive on the airfield. The list of airfield drivers will include the individual's full name, rank, unit, AF Form 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date.

2.7.19. Take immediate actions following a CMAV or Runway Incursion to correct any identified systematic problems and ensure interim control measures are applied until permanent corrections are made.

2.7.20. Develop a local airfield diagram for this instruction. See [paragraph 4.34](#) for additional information.

2.7.21. Coordinate on locations designated for primary (initial) and secondary (follow-on, support) response agencies (e.g., crash recovery, security forces, and ambulance).

2.7.22. Check each unit airfield driving program, to include a copy of the Unit ADPM MICT self-assessment communicator (SAC), for compliance with DAFI 13-213 and this instruction at least annually. Report any trends, recommended improvement areas, and overall program effectiveness and compliance in writing to the Unit Commander. **Note:** WADPM is not required to gain access to a unit's MICT program. Provide ADPMs assigned to or working in non-DAF organizations and/or functions (e.g., other military services, federal or state agencies, host nation, contract, commercial companies or offices) a copy of the Unit ADPM MICT SAC as applicable.

2.7.23. Develop a local airfield diagram or layout test to ensure individuals know the location of runways, taxiways, aprons, perimeter road, and airfield access points. See [paragraph 3.3.1.1](#) for additional information.

2.7.24. Develop a written communication, general knowledge, and runway incursion procedures on this instruction. Include the OPR and currency date on each test. See [paragraph 3.3.1.2-3.3.1.5](#) for additional information.

2.7.25. Disseminate taxiway and runway closures, construction activity, or other airfield hazards to Unit ADPM.

2.7.26. Develop and maintain training material in Japanese.

2.8. Unit ADPM or equivalent. The Unit ADPM must:

2.8.1. Be at least staff sergeant/E-5 (or above) or civilian equivalent.

2.8.2. Possess an AF Form 483. **Note:** Unit ADPMs with members who require CMA access, must also have CMA access.

2.8.3. Administer the airfield driver's training program according to DAFI 13-213 and this instruction.

2.8.4. Validate unit personnel completion of airfield driver training and certification prior to issuance of an AF Form 483.

2.8.5. Limit airfield driver's access on or across runways to mission essential duties only.

2.8.6. Identify, document, and track personnel requiring access to the CMA, Non-CMA, or restricted airfield driving as applicable (e.g., ramp only or daylight hours only).

2.8.7. Ensure unit personnel who are not trained and certified to drive at night possess an AF Form 483 which indicates restricted access (i.e., "AUTHORIZED DAYLIGHT HOURS ONLY"). If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving check-ride is conducted and documented prior to updating the AF Form 483.

2.8.8. Ensure designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving check-ride on unit personnel prior to issuance of an AF Form 483.

2.8.9. Ensure unit personnel authorized to drive on the CMA completed all required training requirements as outlined in [Chapter 3](#), this instruction and possess an AF Form 483 annotated "**Controlled Movement Area Access.**"

2.8.10. Ensure unit personnel have a valid state or country driver's license to operate privately owned, government (may also require a government driver's license), or contractor owned or leased vehicles. At overseas locations, refer to major or field command directives for additional guidance.

2.8.10.1. A United States Forces Japan (USFJ) driver's license is required for Status of Forces Agreement (SOFA) drivers to operate on the airfield.

2.8.11. Ensure unit personnel are qualified to drive the vehicle(s) they are operating on the airfield. This includes any other additional training required to operate vehicles in various field conditions (e.g., blackout or night vision devices (NVD), MOPP gear). Units with personnel operating vehicles on the airfield using MOPP gear must have local operating procedures coordinated through the WADPM and approved by the requesting unit's squadron commander. The local operating procedures must include the required training outlined in AFMAN 24-306, Chapter 14.

- 2.8.12. Maintain current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield.
- 2.8.13. Ensure personnel that have (or will have) duties requiring them to operate a vehicle on the airfield in a deployed or contingency environment are trained and possess a valid AF Form 483 prior to deploying.
- 2.8.14. Schedule personnel that require access to the CMA for color vision testing according to this instruction. See [paragraph 3.4](#) for additional information.
- 2.8.15. Conduct and document annual refresher training on unit airfield drivers. **Note:** Document completion of refresher training on the reverse side of the individual's AF Form 483. Maintain a copy of the most current refresher training completion date on file in the unit.
- 2.8.16. Ensure alternate Unit ADPMs or designated trainers give a practical day and night (as applicable) airfield familiarization training and practical driving check-ride to all new vehicle operators before they are allowed to drive vehicles on the airfield.
- 2.8.17. Maintain an airfield driving program Continuity Binder (or electronic equivalent) in the format outlined in [Attachment 9](#).
- 2.8.18. Train unit airfield driver trainers on how to conduct and document training for newly assigned unit airfield drivers.
- 2.8.19. Attend WADPM semi-annual meetings and briefings regarding airfield driving.
- 2.8.20. Ensure temporarily assigned personnel, inspection and survey teams and non-base assigned contractors, that are hosted by the unit receive local airfield driving training as outlined in DAFI 13-213 and this instruction.
- 2.8.21. Use the Unit ADPM 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 with DAFI 13-213 and this instruction. **Note:** Unit ADPMs should contact their local MICT representative(s) for assistance with being assigned the Unit ADPM MICT SAC. ADPMs assigned to or working in non-DAF organizations or functions (e.g., other military services, federal or state agencies, host nation), contract (e.g., commercial companies or offices) can obtain a copy of the Unit ADPM MICT SAC from the WADPM.
- 2.8.22. Develop procedures to disseminate airfield driving related information (i.e., articles, training, or slides) to unit airfield drivers.
- 2.8.23. Conduct random spot checks on unit personnel for enforcement and compliance with this instruction.
- 2.8.24. Provide classroom training as determined locally.
- 2.8.24.1. The need for classroom training is at the discretion of Unit ADPMs.
- 2.8.25. Maintain current and accurate training and testing materials.
- 2.8.26. Notify Unit Commander and WADPM in writing after an individual commits a violation and/or after suspending an individual's airfield driving privileges.
- 2.8.27. Participate in the RIPWG.

2.8.28. Annually validate the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Provide results to the WADPM via an email or memorandum for record (MFR).

2.8.29. Review current airfield information (NOTAMS, advisories and/or emails from WADPM for any taxiway closures, runway closures, construction activity, or other airfield hazards) and disseminate this information out to unit drivers for their situational awareness.

2.8.30. Ensure either (1) Department of the Air Force Visual Aid (DAFVA) 11-240, *USAF Airport Signs and Markings*, or (2) 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.

2.8.31. Ensure processing in/out with Unit ADPM is added to unit's in/out processing checklist.

2.8.32. Ensure training material in Japanese is readily available for trainers and trainees.

2.9. Airfield Driving Trainers.

2.9.1. Must possess an AF Form 483 with the same level of access (i.e., Unit Airfield Driving Program Trainers with members who require CMA access, must also have CMA access) as the personnel the trainers are training.

2.9.1.1. As applicable, maintain currency on access levels that training is being conducted.

2.9.2. Conducts and documents practical day and night (as applicable) airfield familiarization training and the practical driving check-ride as outlined in the DAFI 13-213 and this instruction.

2.9.3. Ensures unit personnel being trained have a valid state or country driver's license to operate the applicable vehicles prior to operating the vehicle on the airfield. **Note:** At overseas locations, refer to PACAF directives for additional guidance.

2.10. Airfield Drivers.

2.10.1. Possess a valid AF Form 483 or be escorted by a vehicle operator that possesses a valid AF Form 483. **Note:** A valid AF Form 483 must be in the driver's possession when operating a vehicle and/or non-vehicle equipment on the airfield.

2.10.2. Comply with all governing directives and safety practices while driving on DAF-owned and/or operated airfields.

2.10.3. Review and understand airfield signage and markings.

2.10.4. Maintain situational awareness when driving on the airfield, especially in areas where Air Traffic Control Tower (ATCT) has known visual blind spots. It is the personal responsibility of every vehicle operator or pedestrian operating on the airfield to check for approaching aircraft, visually observe the ATCT, and recognize the location of runways, taxiway, and aprons.

2.10.5. Review current airfield information for any taxiway closures, runway closures, construction activity, or other airfield hazards.

- 2.10.6. Ensure appropriate vehicle lights (high beams, flashers, beacons, and strobes) are operational prior to driving in the operational area.
- 2.10.7. Use service roads whenever possible to minimize time spent on taxiways and runways.
- 2.10.8. Use correct terminology during radio transmissions.
- 2.10.9. Ensure all required documentation (as outlined in [paragraph 2.8.30](#)) is in the vehicle prior to operating.
- 2.10.10. Possess qualifications to drive the vehicle(s) they are operating while on the airfield. This includes any other additional training required to operate vehicles in various field conditions (i.e., blackout or NVDs, MOPP gear).
- 2.10.11. Ensure training material in Japanese is readily available and can be provided upon trainee's request.

2.11. Airfield Management (AM).

- 2.11.1. Serves as the OPR for the wing or base airfield driving program. **Exception:** At contract locations, the AOF/CC shall be designated as the OPR for the wing or base supplement. The AOF/CC shall designate the airfield management contract officer representative (military or DOD civilian) as the point of contact for the wing or base supplement. However, the contract airfield management office retains responsibility for development of the wing or base supplement to DAFI 13-213.
- 2.11.2. Conducts random spot checks for enforcement and compliance of the airfield driving program in conjunction with periodic airfield checks. Annotate spot checks on the Air Force Form 3616, *Daily Record of Facility Operations* or electronic equivalent.
 - 2.11.2.1. Annotate spot checks on the AF Form 3616 and Spot Check Log. Entries will include name, rank, squadron, office symbol, phone number, AF Form 483 (valid/expired), POV Pass number, Location on Airfield, and violation (as applicable).
- 2.11.3. Routinely monitors radios for proper radio terminology, phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the ATCT or through the monitoring of radio frequencies. Document corrective actions on an AF Form 3616 or electronic equivalent.
- 2.11.4. Imposes and publishes restricted driving routes as required.
- 2.11.5. Responds to reported or suspected airfield driving violations (e.g., CMAV, speeding, expired POV, runway incursions).
- 2.11.6. Participates in the RIPWG.
- 2.11.7. AFM, WADPM, and other designated AM representatives are responsible for determining certificate numbers and signing AF Form 483s. **Note:** Authority must not be delegated outside AM.

2.12. Air Traffic Control Tower (ATCT).

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

2.12.1.1. Provide control tower light gun signals when requested for training purposes.

2.12.2. Reports known CMAVs and problems with vehicle operator radio communications to AM. Assists AM in identifying and locating violators or any unauthorized personnel and vehicles.

2.12.3. Participates in the RIPWG.

2.13. Wing Safety.

2.13.1. Coordinates on this instruction.

2.13.2. Coordinates on lesson plans and tests for vehicle operations on the airfield.

2.13.3. Coordinates with AOF/CC, or appropriate AO representatives, in investigating airfield driving incidents, hazardous air traffic report (HATR) and CMAV events.

2.13.4. Notifies the AOF/CC if ATCT or AM services were suspected to be involved in HATR or CMAV events as outlined in DAFMAN 91-223, Chapter 9.

2.13.5. Participates in the RIPWG.

2.13.6. Reviews CMAVs for trends.

2.14. Security Forces Squadron.

2.14.1. Monitors airfield vehicle operations.

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

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

2.14.4. Detains all unauthorized POVs driving on the airfield and notifies AM.

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

2.14.6. Provides assistance when requested by AM or the ATCT to apprehend airfield driving violators (e.g., CMAV, speeding, expired POV, runway incursion) and remove unauthorized personnel from the airfield.

2.14.7. Participates in the RIPWG.

2.14.8. Coordinates with the WADPM to establish a designated response location in support of in-flight/ground emergencies or other emergency situations.

2.15. Hospital/Medical Treatment Facility.

2.15.1. Administers and documents color vision screening as needed to support wing/base needs.

2.15.2. Coordinates with the WADPM to establish a designated response location in support of in-flight/ground emergencies or other emergency situations.

2.16. Civil Engineering Squadron (CES).

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

2.16.2. Ensures all personnel under the responsibility of CES that are required to be on the airfield are issued a radio with the "Ramp Net" frequency and have received all required training for that area.

2.16.2.1. If a translator/escort is required, the sponsor work center is responsible to furnish a qualified individual.

2.16.2.2. If a contract is within the CMA, the contractor must be provided an approved CMA escort and a radio that has the ramp net frequency by the CES. Details and assignment must be coordinated prior to contract approval. **Note:** AM does not provide escort personnel.

2.16.3. Ensures contractors and CES personnel who must be in a restricted area have a valid restricted area badge or are provided with an approved escort. Escorts in restricted areas must have a valid restricted area badge. Details and escort assignment must be coordinated prior to contract approval. **Note:** AM does not provide escort personnel.

2.16.4. Ensures training requirements and construction vehicle access roads, including access gates and haul routes are approved by the AFM or WADPM and are included in contract documents.

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

2.17. Contractor/TDY Personnel.

2.17.1. Permanently assigned contractors (e.g., grass cutters, airfield lighting, pavement repair teams, etc.) must meet the same certification requirements as base assigned personnel.

2.17.2. TDY/contractor personnel must possess a valid AF Form 483 from their home station or complete the base airfield training program to operate a vehicle in the airfield area without an escort. Host/sponsoring unit will conduct local briefing/training. At a minimum, the local briefing/training will include requirements listed in [Attachment 8](#).

2.17.3. Ensure appropriate Japanese training material is provided upon request if needed.

2.17.4. Contractors must have written into their contracts that they adhere to the provisions concerning airfield driving contained in this instruction.

2.17.5. Contractors must have work areas established and specified in their contracts, and exact routes to and from work locations must be authorized in writing by AFM or DAFM.

2.17.6. The authorizing contract manager must brief contractors on airfield vehicle operations. Contractors must obtain all required radios and restricted area escorts through the contracting office. If it is deemed necessary by AFM or DAFM that interpreters will be needed for CMA access, they must be obtained and provided by the contract manager. If needed, the funds for an interpreter will be written into the contract prior to contract acceptance by either the contracting office or contractor. **Note:** AM will not furnish radios, interpreters, or escorts.

2.17.7. Must request a written authorization for an airfield privately owned vehicle (POV) pass from AM. Minimum information required: contract manager's name, title, telephone number, company name, contract number, valid dates, work location, license number, year, make, and model of all vehicles associated with contract. Allow a minimum of three working days for pass issuance.

2.17.8. All contractor vehicles operating on the airfield must display an orange and white checkered flag. Drivers must also comply with the provisions of this instruction and any driving conditions negotiated at pre-construction conferences.

2.17.9. Contractor vehicle operators who violate this instruction can be restricted from operating motor vehicles on the airfield. Replacement drivers will be the contractor's responsibility.

2.17.10. Contractors must contact AM prior to starting work and prior to departing work site for final inspection. Contractors shall not leave site until AM has conducted site inspection.

Chapter 3

TRAINING CRITERIA AND TESTING

3.1. Training Curriculum. Locally developed airfield drivers training curriculum or materials (e.g., briefings, videos, computer-based training, checklist(s), and lesson plans) must be prescribed by this instruction. Include and OPR and currency date on training curriculum or materials.

3.2. Training Criteria. Airfield driver's training shall include the following:

3.2.1. Airfield Driving Training Documentation and Certification Checklist (see [Attachment 7](#)) or electronic equivalent to document airfield drivers' training and certification on all newly assigned or employed personnel. The checklist is available for download at the AFFSA Airfield Operations SharePoint website <https://usaf.dps.mil/sites/affsa/SitePages/XAM.aspx>. Units may incorporate local requirements to Airfield Driving Training Documentation and Certification Checklist.

3.2.2. Refresher training annually or upon reissuance of the AF Form 483. As a minimum, refresher training includes the runway incursion prevention test.

3.2.2.1. To account for deployments, TDYs, emergency leave, etc., refresher training may be conducted up to 6 months after airfield driver license expiration date. **Note:** Drivers with expired licenses are not allowed to operate on the airfield.

3.2.2.2. Drivers who have exceeded the allowable time to complete refresher training will have their license revoked and must re-accomplish all training items.

3.2.2.3. Drivers who have not driven on the airfield for a period of 3 months or greater should seek proficiency training prior to driving on the airfield.

3.2.3. Completion of the Airfield Driving Computer-Based Training Course (accessible on the Air Force myLearning Website, <https://lms-jets.cce.af.mil/moodle/>) is a mandatory, one-time requirement. Place the initial training date on the Airfield Driving Training Documentation and Certification Checklist (see [Attachment 7](#)) for personnel who previously completed the training.

3.2.4. Classroom training as determined in wing or base supplement.

3.2.4.1. Classroom training will be conducted on a case-by-case basis. Classroom training will be conducted at the Unit ADPMs discretion for trainees that fall under their unit's purview. **Note:** If a unit establishes classroom training, the respective Unit ADPM will be responsible for establishing the location training will be conducted.

3.2.4.2. TDY personnel that do not fall under a unit's driving program will be trained by either the WADPM or AM.

3.2.5. Practical day and night (as applicable) airfield familiarization training. At a minimum, the practical airfield drivers training involves taking the individual out on the airfield to show them how to get to and from their work areas. Trainers will use the Airfield Driving Training Documentation and Certification Checklist (see [Attachment 7](#)) to document completion of training.

3.2.6. Trainees who are in training status for more than 90 days without a valid reason provided to the WADPM will have to re-accomplish all training items outlined in this instruction.

3.3. Testing Requirements. Base assigned personnel (e.g., military, DoD civilian or contractor) required to operate a vehicle on the airfield must pass all required tests prior to issuance of an AF Form 483. Training and testing materials should be made available in the predominant host nation language as applicable. All tests shall be administered closed book. **Note:** Written tests may be consolidated as long as the minimum test questions are covered and clearly defined by sections (e.g., General Knowledge, Communication, Runway Incursion Prevention, Airfield Diagram, or Layout Test).

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

3.3.1.1. Airfield Diagram/Layout Test.

3.3.1.1.1. Include identifying the location and description of holding position signs and markings, runway(s) and taxiway(s) on the airfield diagram/layout test.

3.3.1.1.2. Required minimum passing score is a 100%.

3.3.1.1.3. Use the Airfield Driving Training Documentation and Certification Checklist to document test results.

3.3.1.2. Communications Test. Communication Test contains at least 5 questions with a minimum passing score of 100%. This test is mandatory for airfield drivers that required access onto the CMA. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. At a minimum, the communications test is comprised of the following:

3.3.1.2.1. Basic communication principles.

3.3.1.2.2. Phonetic Alphabet.

3.3.1.2.3. Standard aviation phraseology.

3.3.1.2.4. Escort phraseology and procedures.

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

3.3.1.3. General Knowledge Test. General knowledge test contains at least 10 questions with a minimum passing score of 80% (corrected to 100%). Use the Airfield Driving Training Documentation and Certification Checklist to document test results.

3.3.1.4. Runway Incursion Prevention Test. Test contains at least 5 questions with a minimum passing score of 100%.

3.3.1.5. Practical Driving Check-ride. At a minimum:

3.3.1.5.1. Drive the vehicle during the check-ride.

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

3.3.1.5.3. Identify the location of runway hold lines, runways and other CMA.

3.3.1.5.4. Demonstrate the ability to contact ATCT prior to entering the runways and other CMA (*Runway and CMA drivers only*). Unit ADPM or designated representative will ensure trainee physically drives up to, but holds short of, runway and explains the following: (**Note:** In the event that the trainee does not slow down as they approach the runway, the Unit ADPM or designated representative will direct the trainee to stop short of runway. The trainee then automatically fails the practical test and will receive remedial training prior to reattempting practical test).

3.3.1.5.4.1. Holding Position Marking.

3.3.1.5.4.2. Holding Position Sign.

3.3.1.5.4.3. Requirement to contact ATCT prior to crossing the marking.

3.3.1.5.4.4. Non-CMA authorized trainees will explain the restriction to not proceed beyond marking.

3.3.1.5.4.5. The inability of a trainee to clearly explain the above requirements will result in failure of the practical test and the trainee will receive remedial training prior to reattempting practical test.

3.3.2. **Test Failures.** Failure to obtain a passing result, will require the following:

3.3.2.1. First failure: Material review and 24-hour period before retesting.

3.3.2.2. Second failure: Signed MFR (see [Attachment 12](#)) from the Unit ADPM recommending a retest and documentation of material review and remedial training. Retest will occur at least 7 days after the first failure.

3.3.2.3. Third failure: Signed MFR (see [Attachment 12](#)) with Unit Commander approval for a retest or determine member is not eligible to drive on the airfield. Retest will occur at least 21 days after the second failure.

3.4. Color Vision Requirements. Individuals that have a requirement to drive a vehicle on the CMA must pass a color vision test. Contact the base hospital or medical treatment facility Optometrist for assistance in determining the best process for administering the color vision test to drivers that operate a vehicle on the CMA.

3.4.1. Individuals that fail to pass the color vision test can be issued a "ramp only" AF Form 483. **Note:** Access to the CMA must not be granted.

3.4.2. Individuals that have an Air Force Specialty Code with a mandatory requirement for normal color vision are exempt from color vision test.

3.4.3. Unit ADPMs can use the Officer and Enlisted Classification Directory for Air Force Specialty Codes to check vision requirements. Both products are available for viewing and download on the Air Force Portal.

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 kept at an absolute minimum.

4.1.1. Due to single lane, narrow driving between some aircraft and the edge of the airfield restricted area, the following lanes are one-way traffic:

4.1.1.1. Parking spots E8 – E10, D7 – D10, D11, D13, D15, D17, D19, D21, and D23 are one way only, south to north, on the narrow lane between the aircraft and the infield. All vehicle movement around the aircraft will be in a counterclockwise direction around those parking spots. Utilize the paved shoulder between these parking spots to the maximum extent possible.

4.1.1.2. Parking spots D12, D14, D16, D18, D20, D22, and D24 are one way only, south to north on the narrow lane between the aircraft and the airfield service road. All vehicle movement in the vicinity of these parking spots (applicable for both left- and right-hand drive vehicles) will be in a counter clockwise direction.

4.1.1.3. Do not park vehicles or equipment on the airfield between the wingtip clearance line and taxiway centerline.

4.1.1.4. Do not operate vehicles behind C-5 or B-747 type aircraft closer than 300 feet when engines are running at low power settings, and not closer than 800 feet when the engines are operating at high power settings. **Note:** Do not drive or traverse behind any aircraft performing engine testing runs.

4.1.2. Do not use radio call signs similar to aircraft call signs used in the local area. Use of similar-sounding call signs causes confusion and can become a hazard to flight safety for aircraft in the vicinity of the aerodrome and ATCT personnel monitoring airfield radios and ATC radios simultaneously. For approved call signs, see [Attachment 10](#).

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 ATCT. **Note:** Vehicles and pedestrians with a qualified escort meet this requirement. See [paragraph 4.23](#).

4.2.2. Vehicle operators and/or pedestrians must read back all ATCT 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 will have a permanent radio mounted in the vehicle to communicate with the ATCT. A hand-held radio should only be used as a backup or when communication is required outside the vehicle. **Note:** 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 Transient Alert 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 CMAV, 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). Approved call signs are annotated in [Attachment 10](#) of 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.

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

4.3.1. ATCT 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 AM immediately and advise when 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 AM via radio, use other means of communication such as a cellular phone (when available). Report incident to AM 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. Hot spots when depicted on a different airfield diagram.

4.4.5. 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 a 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 ATCT. 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.

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

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.

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.

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 taxi-lane 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.

4.6.3. **Visual Flight Rules Hold Position.** Visual Flight Rules (VFR) 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 ATCT.

4.6.3.1. Yokota Air Base VFR Hold Position markings will be outlined in the local airfield diagram.

4.6.4. **Instrument Hold Positions.** These markings are normally placed farther from the runway than the VFR Hold Position. These markings consist of two solid yellow lines, two feet apart, extending across width of taxiway, connected by pairs of solid yellow lines ten feet apart, on black background. Hold positions are used during Instrument Flight Rules (IFR) conditions or instrument approach procedures. IFR Hold Positions protect Instrument Landing System (ILS) 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.

4.6.4.1. Yokota Air Base instrument hold positions will be outlined in the local airfield diagram.

4.6.5. **CMA Holdline.** These markings denote an area of the airfield that requires ATCT permission to enter. This marking consists of two parallel yellow stripes (one solid and one dashed) perpendicular to the axis of taxiway centerline of one solid yellow line, extending across width of taxiway.

4.6.5.1. Yokota Air Base holdlines will be outlined in the local airfield diagram.

4.6.6. Examples of airfield markings are included in [Attachment 3](#).

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.

4.7.2. Taxiway edge lights are blue.

4.7.3. 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. Special Purpose Vehicles — 10 miles per hour/16 kilometers per hour maximum. Special purpose vehicles are classified as tugs, forklifts, refueling vehicles, K-loaders etc. **Note:** The speed limit is 5 miles per hour/8 kilometers per hour within 25 feet (close proximity) of an aircraft.

4.8.2. Airfield Service Road/Vehicle Parking Area — 15 miles per hour/24 kilometers per hour maximum or as posted.

4.8.3. Aircraft Parking Ramp — 15 miles per hour/24 kilometers per hour maximum.

4.8.4. Taxiways:

4.8.4.1. General purpose vehicles — 15 miles per hour/24 kilometers per hour.

4.8.4.2. Special purpose vehicles (e.g., tractors, tugs, forklifts, or sweepers) — 10 miles per hour/16 kilometers per hour.

4.8.4.3. Taxiway Foxtrot — 25 miles per hour/40 kilometers per hour for general purpose vehicles.

4.8.5. Runway — 24-37 miles per hour/40-60 kilometers per hour. If at any time the ATCT informs the operator to expedite off the runway due to arriving/departing aircraft or other situation that requires the runway to be free of vehicles, the ground vehicle operator will utilize best judgment and depart the runway immediately at the nearest taxiway.

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

4.8.6. Perimeter Road (McGuire/Walker) 24-37 miles per hour/40-60 kilometers per hour maximum or as posted. It is expressly forbidden for any vehicle to use the runway as a shortcut to any point on or off the airfield that is accessible by roads outside the airfield environment. Perimeter roads provide vehicle access from one area of the airfield to another. Even though the travel distance and time may be longer, **ALWAYS** use a perimeter road when it is available. This does not apply to emergency response vehicles responding to emergencies, AM, or Wing Safety conducting airfield inspections and/or responding to airfield incidents (Bird Aircraft Strike Hazard [BASH], FOD, intrusions, coordinate closers, etc.). **Note:** Do not enter or cross the runway unless in direct two-way radio contact with and approval from the ATCT.

4.8.7. Vehicle Parking Areas — 5 miles per hour/8 kilometers per hour.

4.8.8. Vehicles in close proximity to aircraft (within 50 feet) — 5 miles per hour/8 kilometers per hour.

4.8.9. Aircraft towing speed — 5 miles per hour/8 kilometers per hour.

4.8.10. Blackout and/or NVD operations — 10 miles per hour/17 kilometers per hour.

4.8.11. Designated traffic lanes on the ramp or taxiway in congested areas or within 200 feet of aircraft parking areas — 15 miles per hour/24 kilometers per hour.

4.8.12. Aircraft Parking Ramp — 15 miles per hour/24 kilometers per hour.

4.8.13. Airfield or Perimeter Road — 15 miles per hour/24 kilometers per hour.

4.8.14. Aerospace Ground Equipment (AGE), such as compressors, ground power units, and similar equipment — 15 miles per hour/24 kilometers per hour.

4.8.14.1. AGE towing vehicles may be placed in neutral and left running while the driver completes hook-up operations. This facilitates movement of the AGE towing vehicle by hand to align the pintle and hook. Drivers must shut off the vehicle, set the parking brake and place the vehicle in park or reverse if the AGE equipment is not to be towed immediately following hook-up.

4.8.14.2. Safety or cotter pins will be used to secure pintle hooks and trailer hitches.

4.8.15. Towing speed is 5 miles per hour/8 kilometers per hour for all aircraft and two or more maintenance stands.

4.8.15.1. Towing speed for one maintenance stand is 10 miles per hour/17 kilometers per hour.

4.8.15.2. Do not tow more than two units of any type in tandem.

4.8.15.3. Do not use ropes, chains, cables or other flexible means of towing ground servicing equipment.

4.8.16. During reduced visibility or when snow and ice are present on paved surfaces, reduce speed to 10 miles per hour/17 kilometers per hour maximum. Defer vehicle operation when possible and limit to mission essential.

4.8.17. Snow and ice removal vehicles operate at a speed that facilitates safe operations.

4.8.18. "Follow Me" vehicles may exceed the 15 miles per hour/24 kilometers per hour flightline speed limit when necessary to accommodate the safe taxiing speed of aircraft.

4.8.18.1. Tugs will not be used as follow-me vehicles at any time.

4.8.19. 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.

4.9. 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).

4.9.2.1. The maximum speed for vehicles in the vicinity of an aircraft is 5 miles per hour /8 kilometers per hour.

4.9.3. Do not operate a vehicle in front of a taxiing aircraft unless signaled to do so by the pilot or instructed by ATCT. Do not operate a vehicle between an aircraft and its marshaller.

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

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

4.10. 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. **Note:** Local guidance should address procedures at locations where right-hand drive vehicles or equipment are utilized.

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:** AGE 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 AGE towing vehicles when the driver's seat is vacated for any other purpose.

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 AGE or vehicles within any runway, taxiway, taxi lane, or apron obstacle clearance distances.

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 ATCT or AM 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). Pavement distresses, failure to secure items, vehicle parts and blowing debris account for the majority of FOD on the airfield. Negligence in picking up FOD can result in disastrous and expensive incidents. Everyone is responsible to prevent damage to aircraft; therefore, everyone involved in airfield operations is responsible to pick up foreign material from the airfield surface. 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).

4.13.3. FOD checks will be accomplished when entering or crossing any taxiway, ramp or runway from an access road or unpaved surface or when exiting a construction area. This does not apply to the access roads supporting the aircraft arresting systems. 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 AFMAN 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. Any vehicle operator observed talking on a cell phone while driving will have their AF Form 483 suspended for 30 days. A letter will be sent to the Unit Commander, who has the option of imposing further driving sanctions.

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.

4.15.8. During Snow and Ice Operations all vehicles operating on the airfield must give priority to snow removal equipment.

4.15.8.1. All snow removal requests on the airfield must be coordinated through AM.

4.16. Driving with Daytime Running Headlights. During restricted visibility, nighttime 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 AGE.

4.17.1. Non-vehicular equipment operators are required to know requirements in DAFI 13-213 and this instruction. 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 with 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.

4.17.3. 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 maximum 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 ATCT visual blind spots, as applicable.

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

4.20.1. Immediate response vehicles responding to an airfield emergency may exceed the 15 miles per hour/24 kilometers per hour speed limit when they display a flashing beacon and when warranted by operational necessity. No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing traffic, road, and weather conditions.

4.20.2. All emergency response vehicles must have approval from the ATCT to enter and/or cross CMA(s).

4.20.3. Primary (initial) and secondary (follow-on, support) response agencies are determined by this instruction. Follow-on, 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.

4.20.3.1. Primary (initial) response agencies are AM, fire department, security forces, and medical personnel.

4.20.3.2. Secondary (follow-on, support) response agencies are those who are not listed as a primary (initial) agency.

4.20.3.3. Secondary (follow-on, support) response agencies will not enter the runway during emergencies but will remain within view of the Fire Chief or on-scene (incident) commander in the event they are called forward. For emergencies occurring on the ramp or taxiway, the designated area for secondary response agencies will be an area within view of the Fire Chief or on-scene commander.

4.21. Vehicle Traffic Control Devices or Lights Located on Taxiways/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.

4.21.1. A perimeter road crosses the south overrun 300 feet from the threshold. The perimeter road is controlled by stop lights and warning bells operated by ATCT personnel.

4.21.1.1. Perimeter Vehicle Control Lights. Vehicle control lights ensure positive control of the overrun portions of the CMA. If the vehicle control lights malfunction, AM will follow procedures outlined in Yokota Air Base Instruction 13-204, *Airfield Operations*.

4.21.1.2. Vehicles transiting the runway overrun must not stop between the perimeter road traffic lights. Vehicles apprehended by Security Forces must proceed past the vehicle control lights before stopping. Vehicles will not stop between the perimeter road traffic lights during the national anthem.

4.22. Airfield Driving During Blackout Conditions.

4.22.1. Units operating vehicles on the airfield using NVD 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 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. The 374 OG/CC is the approval authority for NVD use on the airfield.

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

4.22.4. 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. The escort is responsible for ensuring all vehicles and personnel being escorted have exited the CMA before reporting off to ATCT. The escort must stay with all vehicles/personnel while in the CMA. **Note:** Number of vehicles being escorted must not exceed four per escort.

4.23.2. 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 ATCT control instructions and/or communication for the escorted group.

4.23.3. Escorts operating within the CMA must state to ATCT their call sign plus the number of vehicles and people they're escorting.

4.23.4. 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:** AM does not provide escorts for airfield construction projects and/or activities generated via submission of base civil engineer work request or customer service calls.

4.24. Vehicles Equipped with Supplemental Traction Devices. Traction devices are not approved for use on the Yokota airfield. Traction devices include studded tires and chains.

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. To the maximum extent possible, avoid vehicle operations near parking spots D-13, D-17, and D-21 during engine run operations.

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 shall 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:

4.27.1.2.1. “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, the vehicle operator will immediately notify ATCT and AM by any means possible to coordinate expeditious removal of the disabled vehicle from the CMA.

4.27.4.1. 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.

4.28. 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 DAFI 13-213 and this instruction.

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 sponsoring Unit ADPM 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 AM personnel 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. See [Attachment 11](#). Include the following on the MFR:

4.28.2.3.1. Individual’s full name and rank.

4.28.2.3.2. Home unit AF Form 483 certificate number.

4.28.2.3.3. The effective dates of the temporary duty assignment or site visit.

4.28.2.3.4. The statement: "Access on or across the CMA is not authorized."

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

4.28.3.1. Host nation language briefing and training materials are maintained by the WADPM.

4.28.4. If the Unit ADPM accomplishes the local training and/or briefing, forward an information copy to the WADPM.

4.28.5. 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.

4.29. POV and Government Leased Vehicle Passes.

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

4.29.2. 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.

4.29.3. 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 Unit ADPM and forwarded to the wing or garrison airfield driving program for approval.

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

4.29.5. Request for a vehicle pass or decal are endorsed by the individual's Unit Commander or company, contractor representative. At a minimum, the MFR or local form or electronic equivalent contains the following information:

4.29.5.1. Owner or User.

4.29.5.2. Organization or Company.

4.29.5.3. Duty Phone.

4.29.5.4. Vehicle Make, Model, Year, Color, License Plate Number and State where vehicle is registered.

4.29.5.5. Pass or Permit number.

4.29.5.6. Area of Operation(s) and/or location.

4.29.5.7. Justification.

4.29.5.8. Effective period or dates.

4.29.6. POV and government leased vehicles passes or decals are differentiated in this instruction.

4.29.6.1. At a minimum, passes or decals will be differentiated by pass or decal number.

4.29.6.2. In order to prevent duplication and counterfeit passes or decals, the WADPM may require different colors or other means of distinction. Any additional differentiation other than pass or decal number will be established at the beginning of the calendar year and Unit ADPMs will be notified.

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

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.

4.30. Reporting, Enforcement, and Violation Consequences.

4.30.1. All personnel authorized on the airfield are responsible for enforcing airfield driving procedures. Any individual detecting an infraction will immediately attempt to collect vehicle information such as license number, make and model, or any identifying markings and notify AM or Security Forces.

4.30.2. Unit Commanders and above, Unit ADPMs, AM, and Security Forces Squadron personnel are authorized to temporarily suspend airfield driving privileges.

4.30.3. AM 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, AM personnel:

4.30.3.1. Escort individuals off the airfield.

4.30.3.2. Immediately confiscate individual's AF Form 483 pending results of investigation.

4.30.3.3. Obtain statement(s) from individual(s) suspected of committing an airfield driving violation(s).

4.30.3.4. Document and report the incident to the WADPM, AM, and AOF/CC.

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

4.30.4.1. Remedial training will be conducted and documented for all offenses.

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

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

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

4.30.4.4.1. An MFR will also be drafted, signed by the Unit ADPM and Unit Commander stating all training has been re-accomplished and sent to the WADPM.

4.30.4.4.2. During the six-month period, member must re-accomplish all steps outlined in [Attachment 7](#) before reinstatement of airfield driving privileges.

4.30.5. Consequences (CMA).

4.30.5.1. Remedial training will be conducted and documented for all offenses.

4.30.5.1.1. An MFR will also be drafted, signed by the Unit ADPM and Unit Commander stating all training has been re-accomplished and sent to the WADPM.

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

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

4.30.5.4. 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 provisions of airfield driver training 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 Unit Commander responsible for AM, or as delegated.

4.32. Reporting and Documenting Controlled Movement Area Violation Events. See [Attachment 1](#) for CMAV and Runway Incursion definition.

4.32.1. For an actual or suspected runway incursion, the individual's AF Form 483 is surrendered to AM 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. CMAV events are reported to Wing Safety as outlined in AFMAN 91-223, Chapter 9.

4.32.4. The WADPM and Wing Safety review the committing individual's unit's airfield driving program within three duty days. They will place emphasis on how the unit trained the individual and their compliance with DAFI 13-213 and this instruction. The WADPM reports results to the committing individual's 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 457s, actions taken, results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15.00 (see AFI 91-202, *The US Air Force Mishap Program*, and DAFMAN 91-223.) A copy of the final runway incursion AFSAS report may be obtained from Wing Safety.

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 committing individual's Unit Commander and their Unit ADPM within three duty days. Include the following:

4.33.1.1. Name and grade of the committing individual, unit, duty phone, Unit Commander or Unit ADPM.

4.33.1.2. 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, and VFR/IFR Hold 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

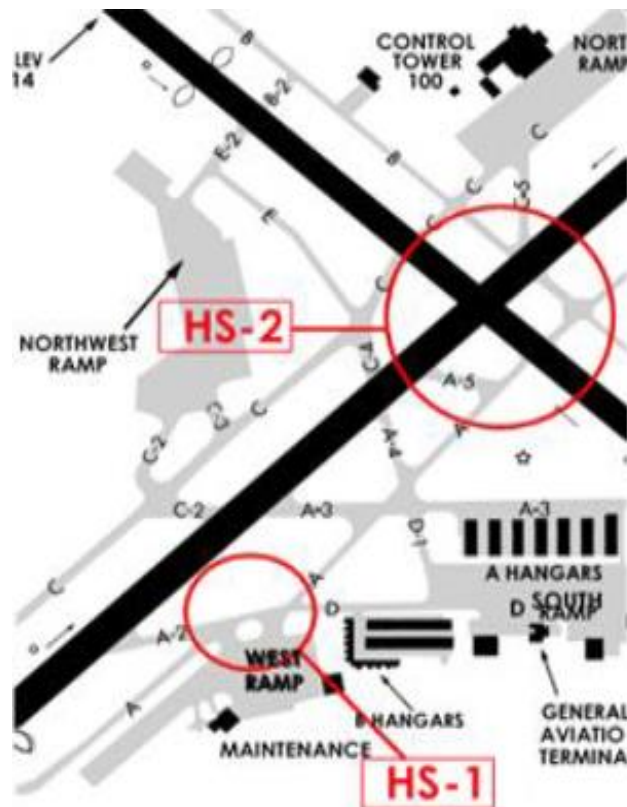
4.34.5. Vehicle traffic lanes and traffic flow.

4.34.6. Critical area boundaries for precision navigational aids (i.e., ILS, Precision Approach Radar, Localizer, or Precision Obstacle Free Zone) if applicable.

4.34.7. Location of AMOPS and ATCT.

4.34.8. Hot spots (as determined locally). **Note:** A different diagram may be used to depict hot spots. See [Figure 4.1](#) for an example.

Figure 4.1. Hot Spots.



- 4.34.9. Limited or no visibility with the ATCT 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. Approved Airfield Call Signs. Vehicle and/or pedestrian call signs are provided in [Attachment 10](#). Personnel operating on the airfield will utilize the call signs in [Attachment 10](#) to the maximum extent to avoid any confusion.

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 ATCT is mutual and complete 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 vehicle operators want to do before they can properly carry out their control duties. The vehicle operator must 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 ATCT. **Exception:** Vehicle operators may reply "Loud and Clear" in response to an ATCT request for radio transmission quality or clarity.

5.1.4. Vehicle operators must be vigilant and monitor ATCT radio communication 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 what needs to be said before saying 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.

5.2.7. 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 stopped.

5.3. Phraseology. Vehicle operators must contact the ATCT 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 ATCT personnel. A typical runway crossing transmission sequence is as follows:

Table 5.1. Sample Runway Crossing Phraseology.

VEHICLE OPERATOR:	<i>“YOKOTA TOWER AIRFIELD ONE.”</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, YOKOTA TOWER.”</i>
VEHICLE OPERATOR:	<i>“YOKOTA TOWER, AIRFIELD ONE REQUEST TO CROSS RUNWAY 18 AT TAXIWAY ECHO ONE.”</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, CROSS RUNWAY 18 AT TAXIWAY ECHO. ECHO ONE” or “AIRFIELD ONE, HOLD SHORT OF RUNWAY 18.”</i>

5.3.1. Vehicle operators must read back ATCT 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	<i>“AIRFIELD ONE UNDERSTANDS APPROVED TO CROSS RUNWAY 18 AT TAXIWAY ECHO WILL REPORT WHEN OFF.” or “AIRFIELD ONE, HOLDING SHORT AT TAXIWAY ECHO.”</i>
VEHICLE OPERATOR:	<i>“YOKOTA TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF RUNWAY 18 AT TAXIWAY ECHO TWO.”</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, ROGER.”</i>

5.3.2. If vehicle operators are issued hold short instructions, they must provide a read back to the ATCT. See example below.

Table 5.3. Sample Hold Short Instructions.

Air Traffic Control Tower:	<i>“AIRFIELD ONE PROCEED VIA TAXIWAY CHARLIE, HOLD SHORT OF RUNWAY 36.” or “AIRFIELD ONE PROCEED VIA CHARLIE, HOLD SHORT OF RUNWAY 36.”</i>
VEHICLE OPERATOR:	<i>“AIRFIELD ONE, ROGER.”</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, READ BACK HOLD INSTRUCTIONS.”</i>
VEHICLE OPERATOR:	<i>“AIRFIELD ONE, PROCEEDING VIA CHARLIE, WILL HOLD SHORT OF RUNWAY 36.”</i>

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

ANDREW L. RODDAN, 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

AFMAN 13-204 Volume 1, *Management of Airfield Operations*, 22 July 2020

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, *Integrated Defense*, 25 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

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

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020

DAFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020

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), 31 October 2017

Air Force Officer Classification Directory (AFOCD), 31 October 2017

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

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

Adopted Forms

AF Form 457, *United States Air Force Hazard Report*

AF Form 483, *Certificate of Competency*

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

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

AF Form 3616, *Daily Record of Facility Operation*

Abbreviations and Acronyms

ADPM—Airfield Driving Program Manager

AF—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

AFRIMS—Air Force Records Information Management System

AFSAS—Air Force Safety Automated System

AM—Airfield Management

AMOPS—Airfield Management Operations

AO—Airfield Operations

AOB—Airfield Operations Board

AOF/CC—Airfield Operations Flight Commander

ATCT—Air Traffic Control Tower

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

IFR—Instrument Flight Rules

ILS—Instrument Landing System

MFR—Memorandum for Record

MICT—Management Internal Control Toolset

NOTAM—Notice to Airmen

NVD—Night Vision Device

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

RIPWG—Runway Incursion Prevention Working Group

SAC—Self-Assessment Communicator

UFC—Unified Facilities Criteria

VFR—Visual Flight Rules

WADPM—Wing Airfield Driving Program Manager

Terms

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

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

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

Airfield Driving 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 (NOTAM), local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

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

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

Airfield Operations Flight Commander (AOF/CC)—Responsible for the overall operation/services provided by the Airfield Operations Flight in support of the wing flying mission and in compliance with 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 CMAVs 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 Areas—Controlled areas are legally defined areas containing Protection Level 4 resources. Only authorized personnel, designated by a Unit Commander, have access to controlled areas.

Controlled Movement Area (CMA)—As defined in Airfield Operation Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific air traffic control tower 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 United States government.

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

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

Hot Spot—A location on the 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 instruction, 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 Airfield Operations in this instruction.

Mission-Oriented Protective Posture (MOPP)—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 your vehicle and aircraft. Always yield to aircraft and never drive under an aircraft or its wings. Slow speed and extreme caution are required in these areas.

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

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., holdline) 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—is 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/currency of the driver's Air Force Form 483 and the availability/currency of the local airfield diagram, Air Force Visual Aids (i.e., AFVA11-240, AFVA 13-221, AFVA 13- 222).

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 instruction, 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.

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

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 will 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 (OSS/CC), AOF/CC, AFM, WADPM, tower chief controller, Wing Safety, Unit Commanders, Unit ADPMs, and Operations Group Commander (OG/CC).

A2.4. RIPWG. The RIPWG will:

A2.4.1. Develop strategies to prevent the reoccurrence of runway incursions. 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 CMAVs.

A2.4.1.5. Alter the shape or increase the size of the CMA.

A2.4.2. Determine if additional signage, markings, and lighting are needed in high-risk areas.

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 FAA enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with civil engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

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. **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.

A2.4.5. Ensure an airfield waiver is processed and approved for non-standard criteria or configuration.

A2.4.6. Provide a summary of the RIPWG analysis and recommendations during the next Airfield Operations Board (AOB).

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.

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**AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S) APPOINTMENT LETTER****Figure A4.1. Unit Airfield Driving Program Manager and Trainer(s) Appointment Letter.**

[Date]

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit Airfield Driving Program Managers and Trainers

1. The following individuals are appointed as Unit ADPMs (primary/alternate) and trainers. Individuals have received training in accordance with Air Force Instruction 13-213 and applicable wing/base supplement. Both ADPM and Alt ADPM have the authority to certify personnel are qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for unit assigned and temporarily assigned personnel.

NAME/Email	OFFICE SYM	DP	483 # _____
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PRIMARY:

ALTERNATE:

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

NAME/Email	OFFICE SYM	DP	483 # _____
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3. This letter supersedes all previous letters, same subject.

XXXX X. XXXXX, Lt Col, USAF
Commander

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 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 airfield driving program manager)			
	Date Completed	Trainee Initials	WG ADPM Initials
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, <i>Operation of Air Force Government Motor Vehicles</i> .			
4.2. AFMAN 91-203, <i>Air Force Occupational Safety Fire and Health Standards</i> , Chapter 24			
4.3. Department of the Air Force Instruction 21-101, <i>Aircraft and Equipment Maintenance Management</i> , Chapter 11.			
5. Testing requirements to include testing security and compromise.			
6. Color vision testing requirements. See Department of the Air Force Instruction 48-123, <i>Medical Examinations and Standards</i> for additional information.			

7. Airfield Driver's training:			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM 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, <i>Certificate of Competency</i> .			
15. Participate with the Unit ADPM 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 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):	Rank, Civilian Grade or equivalent:	Signature:	Date:
Wing Airfield Driving Program Manager			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
Note: A local form may be used as long as it includes all information listed above.			

Attachment 6

AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES

A6.1. Airfield Management. AM 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 Chapter 3 of DAFI 13-213 and this instruction.

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. AM will:

A6.3.1. Report violations detected during spot checks to the WADPM.

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

A6.4. WADPM will:

A6.4.1. Report and document results of spot checks in the "status of airfield driving" section of Airfield Operations Board.

A6.4.2. Check each unit's airfield driving program for integrity and compliance. See [paragraph 2.7.22](#) for additional information.

A6.4.3. Provide results to the unit's commander in writing and brief at the next quarterly Airfield Operations Board.

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 Unit ADPM)			
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	Trainee's	Trainer's Initials
1. Trainee possesses a valid (List State of Issue) Driver's License (List restrictions).	Completed	Initials	
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 13213 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 Unit ADPM)				
I certify that the above trainee has successfully completed all training requirements to operate a vehicle on				
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 Wing ADPM or designated representative)				
Approved		Disapproved		AF Form 483#:
Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.				

Attachment 8

TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST

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

TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I - TRAINEE INFORMATION (Completed by the Unit Airfield Driving Program Manager or Wing Airfield Driving Program Manager)			
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, Unit Airfield Driving Program Manager or Designated Trainer)			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Explain the difference between mandatory/informational local airfield signs.			
2. Explain the different types of airfield marking (i.e., runway, taxiway, apron/ramp). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (i.e., runway, taxiway, apron/ramp). Provide examples of local airfield lighting.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramps and taxiways.			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft.			
6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			

9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicles maintenance problems.			
SECTION III - TRAINING CERTIFICATION (Completed by Trainee, Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager, as required)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and (if applicable) wing/base supplement. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT AIRFIELD DRIVING PROGRAM MANAGER			
I certify that the above individual has completed all training requirements outlined in Air Force Instruction 13-213 and (if applicable) wing/supplement. Check all applicable restrictions.			
Ramp Only	Daylight Hours	Other (Specify):	
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING AIRFIELD DRIVING PROGRAM MANAGER OR DESIGNATED REPRESENTATIVE (as required)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.			

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 WADPM.

A9.2. TAB B: DAFI 13-213 and 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, AF 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, etc.).

Attachment 10
APPROVED CALL SIGNS

Table A10.1. Approved call signs.

CALLSIGN	OPERATOR
TOWER/GROUND	Control Tower
SAMURAI1	374 AW/CC
SAMURAI2	374 AW/CV
SAMURAI3	374 OG/CC
SAMURAI4	374 MSG/CC
SAMURAI5	374 MXG/CC
AIRFIELD1	Airfield Manager
AIRFIELD2	Deputy Airfield Manager
AIRFIELD3	NCOIC, Airfield Management Ops
AIRFIELD4	NCOIC, Airfield Management Training
AIRFIELD5	Airfield Management Personnel
AIRFIELD LIGHTING	Exterior Electric
CHIEF1/2	Fire Chief/Deputy
RIGGER1-5	Combat Mobility Flight
CRASH1-7	Fire/Crash Vehicles
SAFETY1/2	374 AW/SE/SEF
BASH1	BASH Program Manager
BARRIER MAINTENANCE	Power Production/Barrier Maintenance
SWEEPER1	Airfield Sweeper
BULLDOG	374 MXG/QA
BLADE	UH-N1 Maintenance
C-12	C-12 Maintenance
MOWER1-X	Contracted Grass Cutters
HORIZONTAL	Airfield Maintenance and Repair

ALERT1-5	Transient Alert
CATM1	Security Forces Combat Arms
BOLT1/2	374 OSS/CC/DO
BONSAI1-3	AOF/CC/DO/SO
DZ OPS	Drop Zone Safety Officer
RONIN 1-12	AMXS Expeditors
AGE 1-4	AGE
SHOGUN 0-10	730 MXS
SPECIAL 1-10	730 AMXS/Special Handling
PAX 1-10	730 AMXS/Passenger Services
ATOC 1-5	ATOC
PORT 1/2	Port Commander/ Superintendent
ATM	Air Terminal Manager
SHOGUN 0-10	730 MXS
FLEET 1-5	730 AMXS/Fleet Services
VEHICLE OPS 1	374 LRS Ground Transportation
RAWS1	Radar and Weather Systems
POL1-X	374 LRS/LGRF

Attachment 11

TDY CONTRACTOR/PERSONNEL MEMORANDUM

Figure A11.1. TDY Contractor/Personnel Memorandum.



"FOR OFFICIAL USE ONLY"
DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

18-Apr-20

MEMORANDUM FOR WING AIRFIELD DRIVING PROGRAM MANAGER (WADPM)

FROM: Name of requester/Military Unit or Civilian Company Name

SUBJECT: Yokota Air Base Local Airfield Driving Training

1. IAW Air Force Instruction 13-213, Airfield Driving, dated 4 February 2020, the WADPM may accept a signed MFR by the Unit Commander/equivalent, or contractor lead in lieu of the attachment 8 for all Non-CMA drivers. This will allow for a combined document with all non-base assigned contractors, TDY, and inspection/survey teams.
2. All of the below members in Attachment 2 have received local training and received mandatory items for Yokota's airfield IAW local Air Wing Instruction 13-213, Airfield Driving. All individuals have been made aware that ACCESS ON OR ACROSS THE CMA IS NOT AUTHORIZED. The training was conducted on [redacted] at [redacted].
3. For questions or concerns regarding this training, please contact [redacted]

[redacted]

JOHN E. DOE, MSgt, USAF
Unit Commander or Contractor Lead
Sponsoring Unit

1st Ind, TSgt John C. Doe, Yokota Air Base Airfield Driving Training

MEMORANDUM FOR Name of requester/Military Unit or Civilian Company Name

I acknowledge that all individuals contained in this document have been trained how to drive on Yokota's airfield and MUST REMAIN OFF THE CMA AT ALL TIMES. By signing this document, I hereby grant Non-CMA airfield driving privileges to all trainees listed on Attachment 2.

[redacted]

JOHN C. DOE, TSgt, USAF
Wing Airfield Driving Program Manager

Attachment 2

[illegible]

"The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties."

Attachment 12

AIRFIELD DRIVING RETEST REQUEST MFR

Figure A12.1. Airfield Driving Re-Test MFR.



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

DATE

MEMORANDUM FOR 374 WING AIRFIELD DRIVING PROGRAM MANAGER

FROM: (INSERT UNIT)

SUBJECT: Airfield Driving Retest Request

1. Airmen Snuffy failed her airfield driving test on (Insert Date) and again on (Insert Date). She has been counseled and be retrained on the following items:

- a. Controlled Movement Areas
- b. Runway Holdlines
- c. Radio Phraseology

2. It is my recommendation that she be allowed to retest at this time.

3. If you require more information or if you have any questions, please contact MSgt John C Doe at 225-9314.

JOHN C. DOE, TSGT, USAF
Unit Airfield Driving Program Manager
374th Operations Support Squadron

Concur/Non-Concur

JANE C. SMITH, Lt. Col, USAF
Commander

Attachment 13

MOPP 4 PERFORMANCE TEST CHECKLIST

Figure A13.1. MOPP 4 Performance Test Checklist.

Performance Test Checklist

TRAINEES NAME:		DATE:	
		GO	NO GO
1. OPERATING WITH PERSONAL PROTECTIVE GEAR			
a) Operator takes extra time to ensure all clear before proceeding			
b) Safely operates the controls of the vehicle			
c) Drives slower than post speed limit			
2. ON-ROAD DRIVING COURSE			
a) <u>General</u> - safety belt is used; obeys all traffic signs, signals, and laws; complete test without an accident or moving violation			
b) <u>Turns</u> - checks traffic in all directions; uses turn signals and safely gets into the lane needed for the turn; slows down smoothly, changes gears as needed to keep power; checks mirrors to ensure proper clearance; vehicle should not move into oncoming traffic			
c) <u>Intersections</u> - checks traffic in all directions; decelerates gently, brakes smoothly and, if necessary, changes gears; if necessary, comes to a complete stop (no coasting) behind any stop signs, signals, sidewalks, or stop lines			
d) <u>Urban/Rural Straight</u> - makes regular traffic checks and maintain a safe following distance; makes necessary traffic checks, uses proper signals, safely and smoothly changes lanes			
e) <u>Stopping</u> - decelerates smoothly, brakes evenly, changes gears as necessary; brings vehicle to a full stop without coasting.			
f) <u>Starting</u> - checks traffic, avoids jerky starts			
g) <u>Curves</u> - before entering the curve, reduces speed and is in proper gear; keeps vehicle in the lane; continues checking traffic in all directions			
h) <u>Railroad Crossing</u> - decelerates, brakes smoothly, and shifts gears as necessary; does not stop, changes gears, pass another vehicle, or change lanes while any part of vehicle is in the crossing			
i) <u>Miscellaneous</u> - vehicle windows are rolled "up", the air conditioner is "off" and vents are closed			
Comments:			
Certifier name: _____ Certifier signature: _____ Trainee's Signature: _____			
Upon completion trainer/VCO/certifier will update all applicable training documentation methods and issue an AF483.			

Attachment 14

AIRFIELD DIAGRAM

Figure A14.1. Airfield Diagram.

