

**BY ORDER OF THE COMMANDER  
424TH AIR BASE SQUADRON (SHAPE)**

**DEPARTMENT OF THE AIR FORCE  
INSTRUCTION**



**13-213**

**SHAPE AIRFIELD AT CHIÈVRES AIR  
BASE**

**29 OCTOBER 2024**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**RELEASABILITY:** There are no releasability restrictions on this publication.

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OPR: 424 ABS/AOAM

Certified by: Kevin Coughlin, O-5, 424  
ABS/CC

Supersedes: SAF-CAB ADI IC1 11 APRIL 2019

Pages: 15

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**(SAF-CAB)** This supplement defines, describes, and implements airfield driving policies, responsibilities, and procedures for operating vehicles on the airfield. This publication applies to all military and civilian personnel conducting ground vehicular operations on or around the airfield at Chièvres Air Base, Belgium. 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 AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of the processes prescribed in this publication are maintained IAW AFI 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS). The information contained is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act, 5 United States Code (USC) §552, Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings, and / or the Privacy Act of 1974, 5 USC §552a, Records Maintained on Individuals. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and / or civil penalties. The 424 Air Base Squadron Commander (424 ABS/CC) is the waiver authority for this instruction.

**SUMMARY OF CHANGES**

This document has been revised and should be completely reviewed. Changes include updated maps, airfield driving speed limits, and overall procedures and requirements identified in the DAFI 13-213.

## 2. Roles and Responsibilities

2.3.2.1. **(Added)** 424 ABS Commander (424 ABS/CC) may reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges.

2.3.6.

**1 (Added) 424 ABS/CC is delegated to appoint the wing or garrison airfield driving program manager in writing. (T-3).**

2.5.6.

**1 (Added) The Runway Incursion Prevention Working Group (RIPWG) will include 424 ABS/CC, Director of Operations (424 ABS/DO), Airfield Manager (AFM), Wing and/or Squadron Airfield Driving Program Manager (ADPM), Airfield Operations Flight Commander (AOF/CC), Tower Chief Controller, and Flight Safety (424 ABS/SE).**

2.5.6.2. **(Added)** When held, provide a summary of the RIPWG's analysis and recommendations during the next AOB.

2.6.6. **(Added)** Publish minutes of the RIPWG and provides an informational copy to the MAJCOM OPR for AO within 30 calendar days.

2.6.7. **(Added)** Request an Air Force Runway Safety Action Team (AFRSAT) through MAJCOM Office of Primary Responsibility (OPR) for Air Operations (AO) if there are recurring problems with runway incursions.

2.7.1.1. **(Added)** At Chièvres Air Base, the Deputy Airfield Manager will function as the Wing ADPM in the capacity prescribed by the DAFI13-213. The Wing ADPM at Chièvres will provide overall airfield driving program management and oversight.

2.7.14.1. **(Added)** Will provide training to temporarily assigned personnel, Inspection/Survey Teams, and non-base assigned contractors based on type, location, time, and duration of work.

2.7.14.2. **(Added)** Conduct airfield driving and safety briefings for all contractor personnel prior to airfield construction activities commencing, and coordinate with the AFM to establish contractor haul routes to/from work sites.

2.8.1.1. **(Added)** Receive Unit ADPM training from Wing ADPM prior to conducting or certifying unit airfield driving training.

2.8.4.1. **(Added)** Airfield driving training and certification checklist will be completed and documented prior to issuance of an AF IMT 483. Unit ADPMs will utilize DAFI 13-213, Attachment 7, to document training and certification. The Unit ADPM is required to maintain a copy of the [Attachment 7](#).

2.8.4.2. **(Added)** Review airfield driving training records at least monthly to determine progress of unit personnel in airfield driving training. Personnel who fail to complete training and certification requirements within 60 calendar days will be dis-enrolled from training and will have to re-accomplish all training.

2.8.4.3. **(Added)** Administer the unit airfield driving test and ensure personnel have completed all required training tasks prior to allowing them to take the wing test.

- 2.8.7.1. **(Added)** Ensure unit personnel who are not trained or certified to drive on the airfield at night have “Daylight Only” marked in their training records.
- 2.8.12.1. **(Added)** Training forms, associated forms and listing of unit personnel authorized to drive on the airfield will be maintained digitally or by paper.
- 2.8.14.1. **(Added)** Unit ADPM will document the results of the color vision test on **Attachment 7**, Airfield Driving Training and Certification Checklist, and file the checklist in TAB F of the Unit ADPM continuity binder. See **paragraph 3.4** for additional color vision testing requirements.
- 2.8.24.1. **(Added)** Unit ADPMs will conduct training and certification using training aids and tests provided by the Wing ADPM. Units will not develop unit specific classroom/individual training for unit airfield drivers without the coordination and approval of the Wing ADPM.
- 2.8.28.1. **(Added)** Unit ADPMs will complete an annual validation memorandum stating justification for the number of personnel authorized to drive on the airfield and in the CMA. This memorandum will be maintained in TAB E – Current List of Unit Assigned Airfield Drivers in the Airfield Driving Continuity Binder and a courtesy copy will be sent to the Wing ADPM.
- 2.10.5.1. **(Added)** Airfield Drivers may contact Airfield Management (424 ABS/AOAM) at DSN 314-597-6661 to obtain current airfield closures/restrictions, construction activities, and other hazards.
- 2.11.5.1. **(Added)** At minimum, Airfield Management personnel will:
- 2.11.5.1.1. **(Added)** Escort individuals off the airfield, contact the Military Police (MP) for assistance in apprehending and removing individuals off the airfield.
- 2.11.5.1.2. **(Added)** Confiscate individuals AF IMT 483.
- 2.11.5.1.3. **(Added)** Request a statement of events from individual(s) suspected of committing the airfield driving violation.
- 2.11.5.1.4. **(Added)** Document and report the incident to the Wing ADPM, AFM, and the 424 ABS/DO.
- 2.13.1.1. **(Added)** 424 ABS/SE will coordinate on wing/base supplement to this instruction.
- 2.13.2.1. **(Added)** 424 ABS/SE Coordinates on lesson plans and tests for vehicle operations on the airfield.
- 2.13.3.1. **(Added)** 424 ABS/SE coordinates with AOF/CC, or appropriate AO representatives, in investigating airfield driving incidents, Hazard Air Traffic Report (HATR) and Controlled Movement Area Violation events.
- 2.13.4.1. **(Added)** 424 ABS/SE will provide a copy of all Controlled Movement Area Violation report submittals (initial, status, final) to AOF/CC for review/concurrence as outlined in DAFMAN 91-223. (T-1).
- 2.13.5.1. **(Added)** 424 ABS/SE participates in the RIPWG.
- 2.13.6.1. **(Added)** 424 ABS/SE reviews Controlled Movement Area Violations for trends.
- 2.14.1.1. **(Added)** 424 Air Base Squadron Emergency Response Security Forces (424 ABS/ERSF) will take place of the Security Forces Squadron duties in this supplement.

2.14.1.2. **(Added)** Chièvres Air Base Military Police will monitor airfield vehicle operations when the airfield is closed.

2.14.8.1. **(Added)** Chièvres Air Base Military Police will coordinate with the Wing ADPM to establish a designated response location in support of In-Flight/Ground emergencies and/or other emergency situations.

2.14.9. **(Added)** When violations occur outside of airfield operating hours, the Military Police will obtain the following information from the violator(s): date, time and nature of the violation, name, rank, unit and phone number. This information must be passed to AM within 24 hours or the next duty day, whichever occurs first.

2.16.4. **(Added)** Note: Chièvres does not have a Civil Engineering Squadron. The Department of Public Works will ensure the following requirements in [paragraph 2.16](#) are met.

2.17. **(Added)** Director of Public Works (DPW).

2.17.1. **(Added)** Ensure contractors, special maintenance teams, and manning assist teams requiring access to the airfield environment obtain the required airfield drivers' training brief, including airfield safety requirements prior to being authorized access to the airfield.

2.17.2. **(Added)** Forward a listing of all contractors, special maintenance teams or manning assist teams, with their work locations on the airfield, to the Wing ADPM no later than 48 hours before access to the airfield is required.

2.17.3. **(Added)** Ensure all annual (base-assigned) contractors and escorts are trained IAW this instruction and receive an AF IMT 483 endorsed by the Wing ADPM, prior to commencement of any projects requiring access on the airfield.

2.17.3.1. **(Added)** All annual contractors and escorts that operate non-Government Owned Vehicles (GOV) on the airfield must obtain a Privately Owned Vehicle (POV) pass from the Wing ADPM before operating on the airfield.

2.17.4. **(Added)** Ensure all temporary contractors and escorts are trained IAW this instruction and receive an AF IMT 483 endorsed by the Wing ADPM or are escorted by an airfield qualified escort before operating any vehicles or equipment on the airfield.

2.17.4.1. **(Added)** All temporary contractor vehicles must obtain a POV pass issued by the Wing ADPM if not escorted by a licensed escort.

2.17.4.2. **(Added)** Temporary contractors will be required to receive a mandatory briefing from the Wing ADPM for vehicle routes to/from the construction site.

2.17.5. **(Added)** Ensure all work details report daily to Airfield Operations Building 20002 (Hangar 2) prior to and upon completion of any work performed on the airfield.

2.17.5.1. **(Added)** All airfield driver trained contractors and DPW must sign on and off the airfield on a contractor log located in AM.

2.17.5.2. **(Added)** Personnel requiring access to the airfield must obtain a radio from AM for communications with Tower and must return it when signing off from the airfield.

### **3. Training Criteria and Testing . (Added)**

3.2.1.1. **(Added)** Airfield driving training and certification will be accomplished in accordance with the DAFI 13-213, this SAFCABSUP, and **Attachment 7**, Airfield Driving Training Documentation and Certification Checklist.

3.2.2.1. **(Added)** Conduct and document annual refresher training. At a minimum, this training will include a review of DAFI 13-213, Airfield Driving, Runway Incursion Prevention Training, the refresher training test, and this supplement.

3.2.4.1. **(Added)** Classroom training will be conducted by the Unit ADPM or an appointed trainer utilizing the Airfield Driving Classroom Training slideshow. Training must cover vehicle operating principles as well as the local airfield layout. Unit ADPMs or trainers will ensure special attention is placed on proper radio communication and runway hold markings for Instrument and Visual Flight Rules procedures. Trainees must be familiar with operating procedures in the supplement prior to completing the day and night airfield orientation training

#### **4. Operating Procedures and Standards. (Added)**

4.2.1.1. **(Added)** The CMA consists of the runway, overruns, and any area within 100 feet of the runway and the overrun's, paved edges. The Charlie Landing zone will also be considered a CMA when deemed "HOT". Personnel requiring access to the CMA require CMA training. Personnel not trained and certified to operate in the CMA are prohibited from entering without a qualified escort.

4.2.1.2. **(Added)** Using the airfield for convenience is prohibited.

4.2.1.3. **(Added)** Runway crossings are restricted to mission essential operations only.

4.2.6.1. **(Added)** Vehicle call signs are listed in **Attachment 10**.

4.2.9. **(Added)** The following vehicles are approved to operate on Chièvres airfield:

4.2.9.1. **(Added)** GOV's performing official, mission essential duties.

4.2.9.2. **(Added)** Government Leased Vehicles (GLV) and contractor vehicles being escorted by an authorized vehicle in the performance of official duties or with and approved POV pass.

4.2.9.3. **(Added)** Unit owned golf-cart type or similar utility vehicles are authorized on taxiways and aprons only. Vehicle must be equipped with headlights and taillights visible from 200 feet during periods of reduced visibility and 30 minutes before sunset until 30 minutes after sunrise.

4.7.5. **(Added)** Chièvres Tower activates the perimeter road traffic lights.

4.8.7.1. **(Added)** Chièvres perimeter road speed limit is 30 mph or as posted.

4.8.13.1.1. **(Added)** Chièvres Taxiway Alpha speed limit is 25 mph.

4.8.14.1. **(Added)** Chièvres Runway 08/26 speed limit is 45 mph.

4.8.15. **(Added)** Charlie Landing Zone speed limit is 25 mph.

4.8.16. **(Added)** Speed limit exceptions are:

4.8.16.1. **(Added)** Emergency response vehicles responding to an emergency with emergency lights flashing. Vehicles must use sound judgement and only operate at a speed prudent for existing conditions. Vehicles will not automatically assume right of way.

4.8.16.2. **(Added)** Transient alert (TA) vehicles positioning for a "Follow Me" operation.

4.8.16.3. **(Added)** AM personnel in the performance of official duties i.e. responding to suspended runway operations situations, wildlife dispersal, etc.

4.8.16.4. **(Added)** Snow removal vehicles and sweeper vehicles engaged routine operations.

4.8.16.5. **(Added)** Any time control tower directs a driver to “expedite” or directs a vehicle action with the term “immediately”. Once the vehicle is clear of the aircraft operation, they will resume normal speed limits.

4.8.17. **(Added)** Exercises are not justification for violating established procedures within this regulation.

4.9.2.1. **(Added)** All vehicles approaching or operating within 25 feet of an aircraft will approach with the driver’s side of the vehicle closest to the aircraft.

4.11.3.1. **(Added)** The lateral clearance distance from the runway centerline is marked by the location of the BASH cannons.

4.11.4.1. **(Added)** Mobile ground support equipment will be placed on the airfield (taxiways, aprons, etc.) no sooner than three hours before an arrival and must be moved no later than three hours after departure. When such equipment is not in use, it will be removed and stored in areas that do not violate aircraft clearance requirements, preferably in a hangar.

4.11.5. **(Added)** Vehicles and equipment not directly supporting aircraft operations must be moved to areas that provide obstruction clearance requirements or removed from the airfield. Equipment, when not in use, will be stored in Hangar 1 or 2, in the non-aircraft movement areas, or at a distance no less than 50 feet from the parking apron edge.

4.13.5. **(Added)** Vehicles will be operated on hard surfaces to the maximum extent possible. If operation on any unpaved surface is necessary, vehicle operators will perform a FOD check immediately after returning to a paved surface. If the pavement requires cleaning after returning to the paved surface (i.e. mud deposits fall from vehicle or tires), the vehicle operator will ensure a sweeper is requested through AM at the earliest opportunity.

4.13.6. **(Added)** If significant FOD is found on the airfield, notify 424 ABS AM via radio or DSN 597-6661 to coordinate inspection of the area and contact sweeper.

4.15.4.1. **(Added)** Avoid airfield driving in inclement weather or reduced visibility, unless essential. Reduced visibility might obscure visual cues, roadway markings and airfield signs.

4.15.4.2. **(Added)** Under reduced visibility, watch out for snow removal and aircraft operating in the vicinity as there are increased risks present.

4.17.2.1. **(Added)** Bicycles and tricycles are not authorized on SAF-CAB.

4.20.2.1. **(Added)** Primary response vehicles on Chièvres are the 424 ABS Fire Department, Chièvres Fire Department, 424 ABS Airfield Management, and emergency response personnel. Secondary response vehicles on Chièvres are 424 ABS Security Forces, Military Police, and Transient Alert.

4.22.4. **(Added)** Driving on Chièvres airfield is not permitted while using Night Vision Devices (NVD). If units need to use NVD on the airfield, they must have an approved Letter of Procedure (LOP) that will address all training and certification items and must be coordinated with AFM, AOF/CC, and approved by 424 ABS/CC.

4.23.2.1. **(Added)** Organizations that initiate contractor work on the airfield are responsible for providing a qualified airfield driver to serve as an escort.

4.24.3. **(Added)** Supplemental traction devices i.e. tire chains, studded tires are not authorized for use on Chièvres.

4.28.1.1. **(Added)** Personnel TDY to Chièvres who are required to drive on the airfield must possess an AF Form 483 (or other Federal/DoD agency equivalent) from home station and be trained on local airfield driving procedures prior to operating a vehicle on the airfield without an escort. TDY personnel/non-base assigned contractors will not have access to the CMA unless approved by the AFM or Wing ADPM.

4.28.1.2. **(Added)** Contractors shall possess a “Temporary” AF Form 483 and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort. Training shall be scheduled with the Wing ADPM no later than 72 hours prior to the start of work on the airfield.

4.28.2.1.1.1. **(Added)** Airfield driving training shall be accomplished by an authorized Unit ADPM or an appointed trainer from the sponsoring unit or organization utilizing DAFI 13-213, Attachment 8. If there are no sponsoring organizations, the training shall be accomplished by the Wing ADPM. Non-unit sponsored TDY personnel shall contact Airfield Management one week prior to arrival to schedule airfield driving training.

4.28.2.1.1.2. **(Added)** The Wing ADPM or an appointed trainer who trains TDY personnel will provide an airfield orientation for the areas that will be utilized by the vehicle operator. The TDY personnel will not operate any vehicle outside the assigned operating area without an airfield escort.

4.28.2.1.1.3. **(Added)** The expiration date is not to exceed the contract/deployment period.

4.29.1.1. **(Added)** Request for temporary vehicle passes by TDY personnel will be facilitated by the Wing ADPM. Airfield Management will approve temporary POV pass requests. Temporary POV passes for contractors and non-base assigned personnel will be managed by the Wing ADPM.

4.29.1.2. **(Added)** Annual POV passes will be coordinated through the Wing ADPM. Annual POV passes will be validated every year in December. Valid date will not exceed the member’s required use period.

4.29.6.1. **(Added)** POV and GLV passes must be prominently displayed while operating on the airfield. POV passes should be treated as controlled items and secured when not in use. Lost POV passes must be reported to the Wing ADPM.

4.29.6.2. **(Added)** All POV and GLV passes must be returned to AM upon expiration, when no longer required, or if any information should change. Passes are not transferrable.

4.29.6.3. **(Added)** Temporary POV passes may be issued in support of a specific event for specified time periods and limited to specific areas of the airfield. Temporary passes will only be issued by the AFM or Wing ADPM after direct coordination.

4.29.6.4. **(Added)** Altering a Chièvres POV pass will result in immediate suspension of airfield driving privileges. A photocopied Chièvres POV pass is not permitted.

4.29.6.5. **(Added)** POV passes are issued to the individual, not the vehicle. Only one POV pass will be issued per individual.

4.31.2.1. **(Added)** The Wing ADPM (normally the Deputy Airfield Manager or civilian equivalent) is the designated representative for approving reinstatement of airfield driving privileges.

4.34.8.

**1 (Added) See Attachment 11 for the airfield diagram.**

**5. Radio Communications Phraseology, Discipline and Techniques . (Added)**

5.1.4.1. **(Added)** Personnel will contact the Control Tower via the base land mobile radio Ramp Net, Callsign “Tower.”

KEVIN D. COUGHLIN, Lt Col, USAF  
Commander, 424 Air Base Squadron

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

(Added) AOAM OI 13-204, *Airfield Management Operating Instruction*, 2 June 2021

(Added) CABI 13-204, *Airfield Operations Instruction*, 22 October 2017

*Prescribed Forms*

None

*Adopted Forms*

(Added) SAF-CAB FORM 001, *POV Pass*

(Added) SAF-CAB FORM 002, *GLV Pass*

*Abbreviations and Acronyms*

(Added) AM—Airfield Management

(Added) AMOPS—Airfield Management Operations

(Added) AOAM—Airfield Operations Airfield Management

(Added) AOB—Airfield Operations Board

(Added) DPW—Department of Public Works

(Added) MP—Military Police

(Added) SAF-CAB—Shape Airfield at Chièvres Air Base

(Added) ERSF—Emergency Response Security Forces

(Added) SE—Safety

(Added) TDY—Temporary Duty

*Office Symbols*

424 ABS/AOAM—Airfield Operations Airfield Management

424 ABS/DO—Director of Operations

424 ABS/ERSF—Emergency Response Security Forces

424 ABS/SE—Safety

AOF/CC—Airfield Operations Flight Commander

SAF/AA—The Administrative Assistant to the Secretary of the Air Force

SAF/AA—The Administrative Assistant to the Secretary of the Air Force

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### *Terms*

**(Added) Aircraft Movement Area**—All pavement areas where aircraft park, taxi, land and/or take off.

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

**(Added) Airfield Authorized Drivers**—Personnel that have been trained and certified and have a valid AF IMT 483 for Chièvres AB. Driving must be in performance of official duties.

**(Added) Airfield Driving Lanes**—Roads marked with solid white lines.

**(Added) Airfield Entry Point**—Access roads/points that may be used to enter the Airfield.

**(Added) Airfield Perimeter Road**—The north/south and east/west side perimeter roads.

**(Added) Apron**—Pavement used to park and service aircraft.

**(Added) Circle of Safety**—Area within 25 feet (7.6m) of any aircraft.

**(Added) Controlled Movement Area**—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.

**(Added) Emergency Vehicles**—Vehicles equipped with rotating beacons that respond to aircraft or airfield emergencies: Fire Department, Medic Ambulances, AM, Crash Recovery, Security Forces, Military Police, etc...

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

**(Added) Mobile Obstacle**—Vehicles, AGE, etc...

**(Added) Overrun/Underruns**—An area the width of the runway plus paved shoulders extending from the end of the runway to the outer limit of the end zone. This portion is a prolongation of the runway which is the stabilized area. Runway overruns keep the probability of serious damage to an aircraft to a minimum in the event the aircraft runs off the runway during a take-off or lands short during a landing.

**(Added) Parked Vehicle**—Vehicle that is stopped without an operator at the controls.

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

**Runway Incursion**—Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and 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, Air Force Instructions and/or Federal Aviation Regulations.

**(Added) Vehicle/Pedestrian Deviation (V/PD)**—Any entry or movement on the controlled movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by Air Traffic Control.

**(Added) Stopped Vehicle**—Vehicle that is not moving with the operator in control.

**(Added) Taxiways**—A paved surface for taxiing aircraft from parking ramp to runway.

**(Added) Unit Airfield Driving Program Manager**—Individuals appointed by their Unit Commander who are responsible for their unit's airfield driving training program.

**(Added) Vehicle**—All non-flying wheeled transportation devices including motorcycles and bicycles.

**(Added) Vicinity of an Aircraft**—Within 25 feet (7.6m) of an aircraft.

## Attachment 10 (Added)

## AIRFIELD RADIO CALL SIGNS]

**A10.1.** The following call signs are permanently assigned to their associated agencies/offices for use while driving on the airfield. Any others shall be coordinated through Airfield Management prior to driving on the airfield:

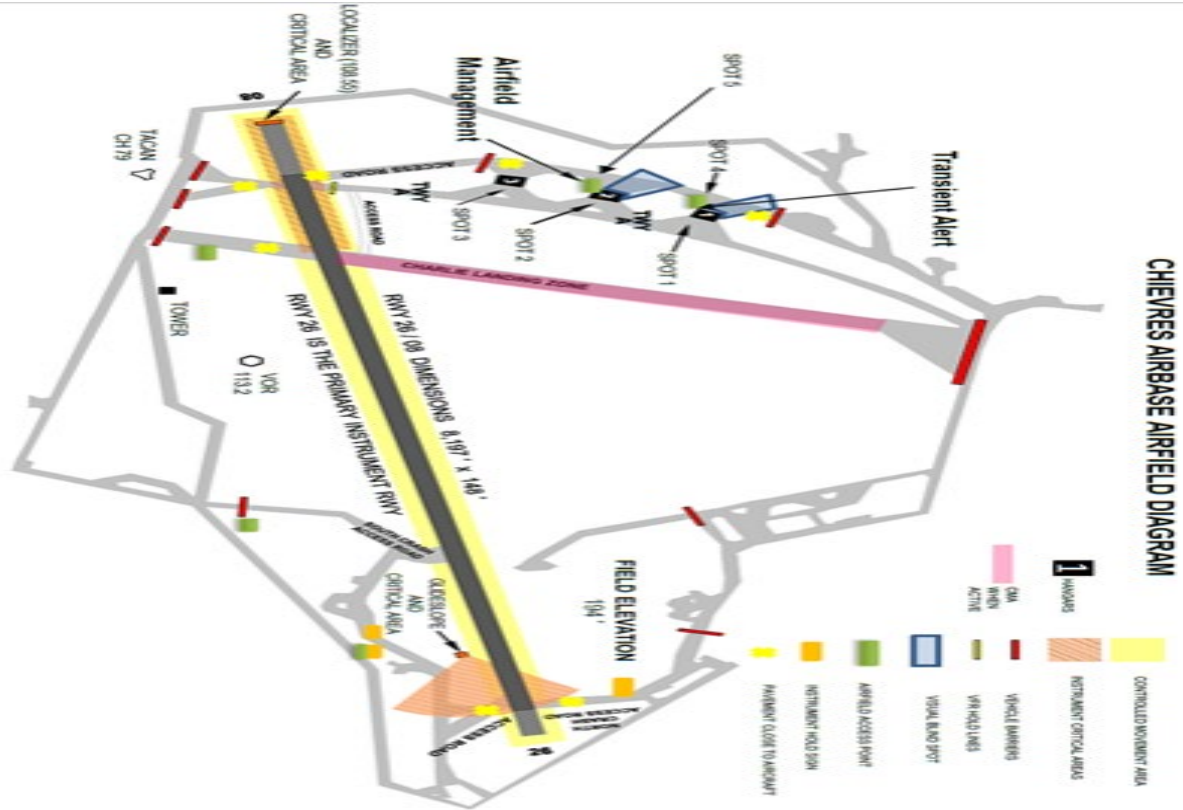
**Figure A10.1. Airfield Management Call Signs.**

<u>Function</u>	<u>Call Sign</u>
Commander	Devil01
Director of Operations	Devil02
Operations Officer (ADO)	Ops-1
Airfield Manager	Airfield-1
Deputy Airfield Manager	Airfield-2
All other AMOPS Personnel	Airfield-3
Airfield Management Dispatch	AMOPS
Fuels	POL-1
AGE	AGE-1
Civil Engineer	CE-1
Transportation	Trans-1
RAWS	Metnav 1-5
Transient Alert	TA
Tower	Tower
Security Forces	Security 1-4
Alarm Room	Fire Dispatch
Fire Chief	Chief 1
Emergency Fire Response	Rescue 2/Crash 3, 4, 7, 15
LZSO	Demon-1
LZ Road Guard	Traffic1

**A10.2.** All Unit ADPM and instructors will use a Training-X call sign assigned by AM Ops personnel. These call signs will be used when operating in the airfield environment. All other personnel, i.e. contractors, will coordinate with AM for call sign use while on the airfield.

Attachment 11 (Added)  
AIRFIELD DIAGRAM

Figure A11.1. Airfield Diagram.



Attachment 12 (Added)

SAF CAB PRIVATELY OWNED (POV) AND GOVERNMENT LEASED (GLV) PASS

Figure A12.1. SAF CAB PRIVATELY OWNED (POV) AND GOVERNMENT LEASED (GLV) PASS, Page 1.

PRIVATELY OWNED VEHICLE PASS				
<b>I. AUTHORIZATION TO DRIVE ON SHAPE AIRFIELD AT CHIEVRE'S AIR BASE (SAF-CAB)</b>				
NAME OF USER ( <i>Last, First, Middle Initial</i> )		VEHICLE IDENTIFICATION		
ORGANIZATION/DUTY PHONE		YEAR	MAKE/MODEL	COLOR
				LICENSE NUMBER
PURPOSE		JUSTIFICATION FOR USE		
LOCATION		FROM		UNTIL
		DATE		DATE
<b>II. ACKNOWLEDGEMENT</b>				
<p><i>I acknowledge that I have been briefed on proper procedures and understand my responsibilities while driving on the airfield. I further understand that this authorization is for the above stated trip or time period, and will be returned to Airfield Management Operations on completion of authorized period of use.</i></p> <p><i>(NOTE: Any alterations to date on this form will render it invalid.)</i></p>				
PRINT NAME/ SIGNATURE OF UNIT COMMANDER OR CONTRACTOR REPRESENTATIVE			AIRFIELD MANACMENET CONTROL NUMBER	
<b>DISPLAY THIS FORM IN WINDSHIELD WHILE ON AIRFIELD</b>				
SIGNATURE OF AUTHORIZING OFFICER ( <i>Airfield Manager or designated representative</i> )				

Figure A12.2. SAF CAB PRIVATELY OWNED (POV) AND GOVERNMENT LEASED (GLV) PASS, Page 2.

GOVERNMENT LEASED VEHICLE PASS				
<b>I. AUTHORIZATION TO DRIVE ON SHAPE AIRFIELD AT CHIEVRE'S AIR BASE (SAF-CAB)</b>				
NAME OF USER <i>(Last, First, Middle Initial)</i>		VEHICLE IDENTIFICATION		
ORGANIZATION/DUTY PHONE		YEAR	MAKE/MODEL	COLOR
				LICENSE NUMBER
PURPOSE		JUSTIFICATION FOR USE		
LOCATION		FROM		UNTIL
		DATE		DATE
<b>II. ACKNOWLEDGEMENT</b>				
<p><i>I acknowledge that I have been briefed on proper procedures and understand my responsibilities while driving on the airfield. I further understand that this authorization is for the above stated trip or time period, and will be returned to Airfield Management Operations on completion of authorized period of use.</i></p> <p><i>(NOTE: Any alterations to date on this form will render it invalid.)</i></p>				
PRINT NAME/SIGNATURE OF UNIT COMMANDER OR CONTRACTOR REPRESENTATIVE			AIRFIELD MANAGENET CONTROL NUMBER	
<b>DISPLAY THIS FORM IN WINDSHIELD WHILE ON AIRFIELD</b>				
SIGNATURE OF AUTHORIZING OFFICER <i>(Airfield Manager or designated representative)</i>				