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SECRETARY OF THE AIR FORCE**



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AIRFIELD DRIVING

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This instruction implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic, Airfield, Airspace, Airfield and Range Management*, 3 January 2019. It establishes responsibilities, procedures, and restrictions for the safe control and operation of vehicles and equipment on airfield ramps/aprons, taxiways, and runways. This instruction applies to all civilian employees and

uniformed members of the Regular Air Force (AF), Air Force Reserve (AFR) and Air National Guard (ANG) 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 (DAF), as outlined in real estate documents or letters of agreement. This Air Force Instruction may be supplemented at any level, however Major Command (MAJCOM) supplements to include interim changes to previously approved supplements must be routed to Headquarters Air Force (HAF) Flight Standards Agency, Director of Airfield Operations for coordination prior to certification and approval. Unit (wing or base) supplements to this Air Force Instruction (AFI) must be routed to the responsible MAJCOM Office of Primary Responsibility (OPR) for Airfield Operations for review and coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, Recommendation for Change of Publication; route the AF Form 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Process and Procedures*, 18 October 2023, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command and MAJCOM OPR for Airfield Operations prior to submission to the appropriate Tier waiver approval authority. AFFSA/XA is the tier waiver approval authority for non-tiered compliance items or requirements in this AFI. See [paragraph 1.2](#) for additional guidance concerning waivers to this instruction. Ensure all records created because of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, 28 July 2021, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The reporting requirements in this AFI are exempt from licensing with a report control symbol according to AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 22 July 2019.

(AFRC) This supplement implements and extends the guidance of DAFI 13-213, *Airfield Driving*, 20 November 2023. This publication applies to all Air Force Reserve Command (AFRC) organizations that operate or administer functions in facilities in the airfield operations flight (AOF). It directs the administration of facilities, the use of equipment, the operations, and the training of airfield operations. It outlines duties and responsibilities of AOF members assigned to the unit level. It sets policy and describes the unit, MAJCOM and United States Air Force (USAF) roles for managing airfield operations at USAF locations. It does not apply to ANG units. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*, 21 June 2023, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created because of processes prescribed in this publication are

maintained in accordance with (IAW) AFMAN 33-322, Records Management and Information Governance Program, 28 July 2019, and disposed of AFRIMS RDS. This publication may be supplemented by lower levels; please send your supplements to the Headquarters AFRC, Director of Operations Divisions (HQ AFRC/A3OA) workflow at afrc.a3va@us.af.mil for coordination and approval.

(Added 439 AW) This supplement implements and extends the guidance of DAFI 13-213, Airfield Driving and the respective AFRC Supplement. This 439th Airlift Wing (439 AW) Supplement establishes procedures and standards relating to the operations of vehicles both motorized (self-propelled) and non-motorized, on the airfield located at Westover Air Reserve Base (WARB), Hamden County, Chicopee, Massachusetts. Refer recommended changes and questions about this supplement to the OPR using the AF Form 847, route AF Form 847 from the installation through HQ AFRC/A3OA for final approval and disposition. This supplement requires the collection and maintenance of information, authorized by Title 10, United States Code (U.S.C.) 8013, Secretary of the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-322, *Records Management and Information Governance Program*, 28 July 2019, and disposed of IAW AFRIMS RDS located at <https://afirms.cce.af.mil/>. The goal of the 439 AW Airfield Driving Program (ADP) is to ensure and permit a safe, efficient and effective airfield driving environments for all. The requirements set forth in this instruction apply to all units and personnel assigned, attached, or temporary duty to WARB, including all military, civil service, contractor and vendor personnel.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include updating airfield driving operating procedures, training standards and tier waiver authority.

(AFRC) This document has been substantially revised and must be completely reviewed in it's entirety. Major changes include updating airfield driving procedures, training standards and tier waiver authority.

(Added 439 AW) This supplement replaces the 439AW Instruction (439 AWI) 13-213, Airfield Driving Instruction. It incorporates local procedures for WARB and adds specific attachments regarding WARB. Failure to observe the prohibitions and mandatory provisions of this publication by military members is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ). Violations by civilian employees may result in administrative disciplinary.

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Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

1.1.1. This Air Force instruction provides guidance for developing an airfield driving program to provide safe ground vehicle operations and pedestrian control on United States Air Force owned and/or operated airfields. It outlines training requirements for all personnel (i.e. military, Department of Defense 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 this instruction and wing or base supplement.

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.

1.1.4. Shared-Use Airfields. Airfield Management personnel at shared-use airfields (i.e.: ANG, USAFR units) should work with the civil airport manager to develop and implement an airfield driving program as applicable.

1.1.5. Contingency Locations. Contingency is defined as a situation requiring military operations in response to natural disasters, terrorists, subversives, or as otherwise directed by appropriate authority to protect United States interests. At contingency locations, outside the United States, the senior airfield authority (SAA) is delegated authority to waive Tier 3 compliance requirements in this instruction to support tactical or combat operations and situations. Authority shall not be further delegated. (T-1). The SAA ensures the following actions are accomplish prior to waiver approval:

1.1.5.1. Conduct a risk management assessment with the rationale for the waiver and explain (1) how complying with the requirement/compliance item impacts mission accomplishment, or (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). Note: Waiver may be approved for a period not to exceed the requested waiver period or 30 calendar after the approving commander's deployment length, whichever is shorter. Because waivers are the expression of a specific commanders accepting risk, approved waivers automatically expire 30 days after a change unless new commander renews the waiver.

1.1.5.2. Forward proposed waivers to the Air Force Forces (AFFOR) staff or equivalent for an operational review if time permits, or at the discretion of the SAA.

1.1.5.3. Refer to Air Force Tactics, Techniques and Procedures (AFTTP) 3-4.4, Contingency Airfield Operations (CAO) for additional information. This AFTTP outlines how AFFOR open and operate a deployed or contingency airfield. This AFTTP volume also contains planning considerations for airfield management, air traffic control and deployable air traffic control and landing systems (DATCALS) capabilities, procedures, forces, and equipment.

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. (T-1).

1.2.2. All waiver requests to this instruction must be reviewed and coordinated on by the Wing Airfield Driving Program Manager (ADPM), Airfield Operations Flight Commander (AOF/CC) or civilian equivalent, Wing Safety (439 AW/SE) and MAJCOM OPR for Airfield Operations prior to submission to the appropriate Tier waiver approval authority. (T-1).

1.2.2. (AFRC) All new waivers or renewal requests shall be forwarded to HQ AFRC/A3OA via organizational email account (afrc.a3oa@us.af.mil) no later than (NLT) 60 days prior to expiration/expected implementation date. Include full justification and necessary coordination in waiver packages using AF Form 4437, *Deliberate Risk Assessment Worksheet* (T-2).

1.2.3. Units must include a risk management assessment with the rationale for the waiver and explain (1) how complying with the requirement/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). (T-1). 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 after the approving commander's tour length, whichever is shorter. (T-1). Because waivers are the expression of a specific commanders accepting risk, approved waivers automatically expire 90 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 MAJCOM OPR for AO. (T-2).

1.2.5. The requesting office unit commander must forward a copy of the approved waiver to the HQ AFFSA Airfield Operations Directorate workflow at hqaffsa.xa@us.af.mil within 30 days of approval for situational awareness and process improvement considerations. (T-1).

1.2.6. Approved waivers become part of the approvers and requestors' official records and are appropriately filed in accordance with AFMAN 33-322. (T-1).

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 to monitor and track airfield driving and controlled movement area violations.
- 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 AFI 13-204, Volume 2, *Airfield Operations Standardization and Evaluations*.
- 2.1.5. Develops mandatory briefing/training items to provide education, training, and awareness on airfield driving and to enhance flight safety.

2.2. MAJCOM OPR for Airfield Operations.

- 2.2.1. Supplements USAF airfield driving guidance as applicable.
 - 2.2.1.1. (AFRC) All AFRC units with an Airfield Driving Program (ADP) will submit their wing/base-level Airfield Driving Supplement to the HQ AFRC/A3OA via organizational email account for approval prior to implementation (T-2).
- 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 AFI 13-204 Volume 2.

2.3. Host Wing Commander or equivalent.

- 2.3.1. Ensures base/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/or 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/base supplements to this instruction.
- 2.3.4. Requests an Air Force Runway Safety Action Team through the MAJCOM OPR for Airfield Operations when there are recurring problems with runway incursions. See AFI 13-204, Volume 2, for additional information.
- 2.3.5. Reviews runway incursion and Controlled Movement Area Violation incidents and corrective actions taken.

2.4. Operations Group Commander or equivalent.

- 2.4.1. Reviews Controlled Movement Area Violations and corrective actions taken.
- 2.4.2. Must convene a Runway Incursion Prevention Working Group (RIPWG) no later than 30 days following the occurrence of three runway incursion (within a six-month period). (T- 2). See

Attachment 2 for RIPWG requirements. Note: This requirement only applies to vehicle and pedestrian runway incursions. Aircraft runway incursions should be addressed by Flight Safety office.

2.4.3. Approves the shape and/or increase/decrease in the size of the Controlled Movement Area (CMA) with recommendations from Airfield Manager (AFM), Wing Airfield Driving Program Manager (ADPM), 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** (T-3). Note: Ensure an adequate number of Unit ADPMs to satisfactorily manage the number of airfield drivers within an organization. Conversely, small organizations can combine and/or consolidate their airfield driving program. See **Attachment 4** for an example appointment letter.

2.5.1. (AFRC) To the maximum extent possible, a Traditional Reservist (TR) may only be appointed as an Alternate Unit ADPM. Recommend a Full-Time employee, such as an Air Reserve Technician (ART), Active Guard Reserve (AGR) or civilian, be appointed as a Primary Unit ADPM (T-2).

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 this instruction and wing/base supplement prior to obtaining an AF 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, and/or base driving privileges. Notify the Wing ADPM and Unit ADPM of the individuals' suspension/revocation. Note: Process request for reinstatement of airfield driving authorization according to **paragraph 4.31**.

2.5.6. Participates in the RIPWG.

2.6. Airfield Operations Flight Commander.

2.6.1. Assists in assigning an operational category classification (e.g. Operational Error, Pilot Deviation and Vehicle/Pedestrian) in the recommendation section of the Air Force Form 457 United States Air Force Hazard Report or narrative section of the Air Force Form 651, Hazardous Air Traffic Report.

2.6.2. Concur or non-concur with safety investigations on Controlled Movement Area Violations and Runway Incursions in accordance with AFMAN 91-223, *Aviation Safety Investigations and Reports*.

2.6.3. Notifies MAJCOM of Controlled Movement Area Violations and Runway Incursions the first available duty day following the incident.

2.6.4. Shall obtain MAJCOM OPR for Airfield Operations (AO) coordination on wing/base supplements to this instruction prior to certification and approval. (T-2).

2.6.5. Participates in the RIPWG.

2.7. Wing ADPM.

2.7.1. Be a 1C771 (Airfield Management) with Special Experience Identifier 368 (or civilian equivalent) and appointed in writing by the Airfield Operations Flight Commander to provide overall Airfield Driving Program management and oversight. (T-3). The preferred grade of the Wing ADPM is Technical Sergeant/E-6 (or above) or civilian equivalent.

2.7.1. **(AFRC)** Wing ADPM. The Assistant Airfield Manager (AAFMM) serves as the Wing ADPM to provide overall ADP management and oversight.

2.7.2. Develop a wing/base supplement to this instruction. (T-2).

2.7.3. Use **Attachment 5** (or electronic equivalent) to conduct and document training on a Unit ADPM prior to performing duties. (T-3).

2.7.4. Provide Unit ADPMs a copy of the wing/base supplement to this instruction, training curriculum, and testing materials to manage Unit airfield driving program. (T-3).

2.7.4. **(AFRC)** Airfield Driving Training and Certification System (ADTCS) is an electronic database management system that assists with the ADP. Units desiring to utilize ADTCS (optional) must coordinate with HQ AFRC/A3OA to determine if additional bases can be added to the system. The WADPM will train the UADPM on the database.

2.7.5. Conduct a review of the wing/base supplement to this instruction to include procedural guidance, training/testing materials, diagrams, figures, and any other supportive information for currency and accuracy at least annually. (T-3).

2.7.5.1. **(AFRC)** Use a Memorandum for Record (MFR), log, or electronic equivalent to document the review. Documentation must include discrepancies noted, proposed changes, and any planned/actual corrective action taken. Report the results at the AOB (T-2).

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). (T-2).

2.7.6.1. **(AFRC)** The annual self-assessment can be done in conjunction with the annual review of the wing/base supplement IAW **paragraph 2.7.5**. Use a Memorandum for Record (MFR), log, or electronic equivalent to document the review. Documentation must include discrepancies noted, proposed changes, and any planned/actual corrective action taken. Report the results at the AOB (T-2).

2.7.7. Conduct quality control measures to monitor the effectiveness of unit airfield driver training programs. See **Attachment 5**. (T-3).

2.7.8. Issue and maintain control/security of Privately Owned Vehicle (POV) and Government Leased Vehicle Passes/Decals. (T-3). For example, achieve Control/Security by changing pass/decal colors annually or by issuing new passes/decals annually. Regardless of what method used, annually validate and issue passes/decals. Note: Authority must not be delegated outside Airfield Management. (T-2).

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. (T-3). Examples include but are not limited to exercises, air shows, and static displays, driving violations, runway/taxiway closures and inclement weather driving conditions.

2.7.10. Notify individual's Unit Commander, ADPM and Airfield Operations Flight Commander when they commit a controlled movement area violation. (T-3).

2.7.11. Maintain a Wing ADPM Continuity Binder or electronic equivalent outlined in [Attachment 9](#). (T-3).

2.7.11. (AFRC) Maintain a Wing ADPM Continuity Binder or electronic equivalent IAW Attachment 9 (T-3). Note: If any of the TAB information is maintained elsewhere (i.e. file cabinet, drawer, etc.), use DD Form 2861, *Cross Reference*, to identify the location of the documents.

2.7.12. Conduct semi-annual meetings with Unit ADPMs to provide training, brief Controlled Movement Area Violations, or trends. (T-3). Use a Memorandum for Record (MFR) to document semi-annual meeting minutes. Maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder.

2.7.12. (AFRC) Use a MFR or equivalent to document semi-annual meeting minutes. Maintain a file copy of the current year in Tab J of the Wing ADPM Continuity Binder or electronic equivalent. Report the date and X of X ADPMs in attendance at the Unit ADPM meetings in the AOB (T-2).

2.7.13. Coordinate on unit airfield driving lesson plans and tests. (T-3).

2.7.14. Ensure Unit ADPMs provide appropriate training to temporarily assigned personnel, Inspection/Survey Teams, and non-base assigned contractors based on type, location, time and duration of work. (T-2).

2.7.15. Provide classroom training as determined locally. (T-3).

2.7.16. Identify Mission Oriented Protective Posture training requirements as applicable. (T-3).

2.7.17. Participate in the RIPWG. (T-3).

2.7.18. Provide Unit ADPM a standardized spreadsheet (or electronic equivalent) to monitor and track unit personnel authorized to drive on the airfield. (T-3). 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. (T-3).

2.7.18. (AFRC) Wing/Unit ADPMs with ADTCS must utilize the ADTCS reports function to monitor and track this requirement.

2.7.18.1. (AFRC) Units with ADTCS must establish a list of all AF Form 483 driving certification codes for use by the certifying official. For example, C = CMA, A = Apron Only, etc.

2.7.19. Take immediate actions following a Controlled Movement Area Violation or Runway Incursion to correct any identified systematic problems and ensures interim control measures are applied until permanent corrections are made. (T-3).

2.7.20. Develop a local airfield diagram for the wing/base supplement to this instruction. (T- 3). See [paragraph 4.34](#), for additional information.

2.7.21. Coordinate on locations designated for primary (initial)/secondary (follow-on/support) response agencies (Crash Recovery, Security Forces, and Ambulance). (T-3).

2.7.22. Validate each Unit Airfield Driving Program at least annually utilizing the MICT/SAC checklist for program integrity and compliance with this instruction and wing/base supplement. (T-3).

2.7.22.1. **(AFRC)** Use a Memorandum for Record (MFR), log, or electronic equivalent to document the annual validation. Documentation must include any discrepancies identified. Provide results to the unit's commander via MFR or electronic equivalent and brief at the next quarterly AOB (T-3).

2.7.23. Develop a local airfield diagram/layout test to ensure individuals know the location of runways, taxiways, aprons, perimeter road, and airfield access points. (T-1). See [para 3.3.1.1](#) for additional information.

2.7.24. Develop a written communication, general knowledge, and runway incursion on the wing/base supplement. (T-1). Include the OPR and currency date on each test. See [para 3.3.1.2](#) through [3.3.1.5](#) for additional information.

2.7.25. Disseminate taxiway/runway closures, construction activity, or other airfield hazards and disseminates to Unit ADPM. (T-3).

2.8. Unit ADPM.

2.8.1. Be at least Staff Sergeant or above, or civilian equivalent. (T-3).

2.8.1.1. **(AFRC)** Notify Wing ADPM in the event that both the primary and alternate Unit ADPM deploys or TDY at the same time. Ensures a replacement unit ADPM is appointed in writing and trained by the Wing ADPM at least 30 days prior to the primary and alternate Unit ADPM deployment or TDY. To the maximum extent possible, Primary and Alternate Unit ADPMs will not be deployed or TDY at the same time (T-3).

2.8.2. Possess an AF Form 483. (T-1). Note: Unit ADPMs with members who require CMA access, must also have CMA access (T-1).

2.8.3. Administer the airfield driver's training program according to this instruction and wing/base supplement. (T-2).

2.8.3.1. **(AFRC)** Determines if personnel require either CMA or Non-CMA training.

2.8.3.2. **(AFRC)** Locations using ADTCS must be trained on the ADTCS database (if applicable).

2.8.4. Validate unit personnel completion of airfield driver training and certification prior to issuance of an AF Form 483. (T-3).

2.8.4. **(AFRC)** Review all test failures (within ADTCS, if applicable) with the trainee and provide additional training, as required.

2.8.5. Limit airfield driver's access on or across runways to mission essential duties only. (T- 3).

2.8.6. Identify, document and track personnel requiring access to the CMA, Non-CMA, or restricted airfield driving as applicable (i.e. Ramp only and/or Daylight Hours only) (T-3).

2.8.6.1. **(AFRC)** Review ADTCS database at least quarterly. Ensure all personnel are progressing in training and still require a need to drive on the airfield; out-process members as applicable. Evaluate personnel that fail to complete all training within 90 calendar days (120 calendar days for TRs) for removal and/or possible restarting of training.

2.8.6.2. **(AFRC)** AFRC locations that don't use ADTCS, shall have all Unit ADPMs forward the current unit airfield drivers listing each quarter to the Wing ADPM. The listing will be maintained in Tab E of the Airfield Driving Continuity Binder. For AFRC locations that use ADTCS, all Unit ADPMs will maintain a copy of current unit airfield drivers listing each quarter in Tab E of the Airfield Driving Continuity Binder.

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). (T-3). 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. (T-3).

2.8.8.1. **(AFRC)** Ensures airfield construction contractors are trained, as applicable, for the areas they are working in or need access to, based upon contract documents.

2.8.8.2. **(AFRC)** Ensures the practical driving test, (or check ride) is defined in each unit's program and ensures the trainee is observed driving by a unit trainer or Unit ADPM. The express purpose is for the trainee to demonstrate proficiency. Therefore, the day and night orientation rides do not suffice for this requirement.

2.8.9. Ensure unit personnel authorized to drive on the CMA completed all required training requirements as outlined in **Chapter 3**, wing/base supplement and possess an AF Form 483 annotated "Controlled Movement Area Access." (T-2).

2.8.9.1. **(AFRC)** Ensures members will take the Step 3 general knowledge unit test designed and administered by their Unit ADPM in the ADTCS.

2.8.9.2. **(AFRC)** Ensures all training documentation and certification is completed prior to moving member to Step 4 in the ADTCS process.

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/leased vehicles on the airfield. (T-3). At overseas locations, refer to Major Command directives for additional guidance.

2.8.11. Ensure unit personnel are qualified to drive the vehicle(s) they are operating on the airfield. (T-3). This includes any other additional training required to operate vehicles in various field conditions (i.e.: blackout or NVDs, Mission Oriented Protective Posture gear).

2.8.12. Maintain current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. (T-3).

- 2.8.13. Ensure personnel that have (or will have) duties requiring them to operate a vehicle on the airfield in a deployed/contingency environment are trained and possess a valid AF Form 483 prior to deploying. (T-3).
- 2.8.14. Schedule personnel that require access to the CMA for color vision testing according to the wing/base supplement to this instruction. (T-3). See [paragraph 3.4](#) for additional information.
- 2.8.15. Conduct and document annual refresher training on unit airfield drivers. (T-2). 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.
- 2.8.15. **(AFRC)** Ensures members utilize the ADTCS database (if applicable) for all refresher training. Refresher training will be properly documented in the ADTCS and a new AF Form 483 printed with current dates.
- 2.8.16. Ensure alternate Unit ADPMs and 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. (T-3).
- 2.8.17. Maintain an airfield driving program Continuity Binder (or electronic equivalent) in the format outlined in [Attachment 9](#). (T-3).
- 2.8.18. Train unit airfield driver trainers on how to conduct and document training for newly assigned unit airfield drivers. (T-3).
- 2.8.18. **(AFRC)** Ensures trainers are trained on the use of the ADTCS database (if applicable).
- 2.8.19. Attend Wing ADPM semi-annual meetings and/or briefings regarding airfield driving. (T-3).
- 2.8.20. Ensure temporarily assigned personnel, Inspection/Survey Teams and non-base assigned contractors, that are hosted by the unit receive local airfield driving training as outlined in this instruction and wing/base supplement. (T-2).
- 2.8.20. **(AFRC)** Ensures TDY personnel can conduct/maintain training via the ADTCS database provided the temporary duty location utilizes the ADTCS. Personnel not authorized Common Access Card (CAC) must be trained and tracked via [Attachment 8](#).
- 2.8.21. Use the MICT/SAC to conduct and document a self- assessment of the unit's airfield driving program at least annually. (T-3).
- 2.8.21. **(AFRC)** Use an MFR, log, or electronic equivalent to document the results of the annual self-inspection. Maintain the document in Tab C of the Airfield Driving Continuity Binder. Forward a copy of the results to the Wing ADPM (T-3). Note: It is not the Wing ADPM's responsibility to fix units discrepancies.
- 2.8.22. Develop procedures to disseminate airfield driving related information (i.e.: articles, training, or slides) to unit airfield drivers. (T-3).
- 2.8.22. **(AFRC)** Disseminates airfield driving related information that can be accomplished using the mass email function of the ADTCS database (if applicable) or email.
- 2.8.23. Conduct random spot checks on unit personnel for enforcement and compliance with the wing/base supplement. (T-3).

2.8.23.1. (AFRC) Documents spot checks with unit/office symbol of person checked, any discrepancies noted, corrective actions taken, if warranted, and forwards a copy to the Wing ADPM each quarter. Documentation will be maintained in Tab E of the Airfield Driving Continuity Binder. The intent of unit spot checks is to check for the Unit ADPM's assessment of their unit's program health and efficiency.

2.8.24. Provide classroom training as determined locally. (T-3).

2.8.25. Maintain current and accurate training and testing materials. (T-3).

2.8.26. Notify Unit Commander and Wing ADPM in writing after an individual commits a violation and/or after suspending an individual's airfield driving privileges. (T-3).

2.8.27. Participate in the RIPWG. (T-3).

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. (T-3). Provide results to the Wing ADPM via an email and/or MFR.

2.8.29. Review current airfield information (NOTAMS, advisories and/or emails from Wing ADPM) for any taxiway closures, runway closures, construction activity, or other airfield hazards and disseminate this information out to unit drivers for their situational awareness. (T-3).

2.8.30. Ensure either the Air Force Visual Aid (AFVA) 11-240, AFVA Safety Placard or Federal Aviation Administration (FAA) Ground Vehicle Guide to Airport Signs & Markings Dashboard sticker, Airfield Visual Aid 13- 222, Runway/Controlled Movement Area (CMA) and airfield diagram are available for each vehicle operated on the airfield. (T-3).

2.8.31. (AFRC) Ensures airfield driving is added to the unit's in/out processing checklist to include deployments.

2.8.32. (AFRC) Works with the Wing ADPM to develop unit tests (if utilizing ADTCS) to ensure sufficient coverage of all knowledge areas for specialized training within the unit.

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. (T-1).

2.9.2. Conducts and documents practical day and night (as applicable) airfield familiarization training and the practical driving check-ride as outlined in this instruction and wing/base supplement.

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 Major Command 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. (T-1).

2.10.2. Comply with all governing directives and safety practices while driving on AF owned/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 Air Traffic Control Tower 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 Air Traffic Control Tower; and recognize the location of runways, taxiways 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.

2.11. Airfield Management (AM).

2.11.1. Serves as the OPR for the wing/base airfield driving program. Exception: At contract locations, the AOF/CC shall be designated as the OPR for the wing/base supplement. (T-2). The AOF/CC shall designate the Airfield Management Contract Officer Representative (military or DoD Civilian) as the point of contact for the wing/base supplement. (T-2). However, the contract Airfield Management office retains responsibility for development of the wing/base supplement to this instruction.

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.

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 Air Traffic Control Tower or through the monitoring of radio frequencies. Document corrective actions on an AF Form 3616.

2.11.4. Imposes and publishes restricted driving routes as required.

2.11.5. Responds to reported or suspected airfield driving violations (e.g. Controlled Movement Area Violations, speeding, expired POV, runway incursions).

2.11.5.1. **(Added 439 AW)** Name/Rank of the individual, unit, duty phone, Unit Commander or unit ADPM.

2.11.5.2. **(Added 439 AW)** Details of incident/violation (including date, time, location, nature, other pertinent facts, etc.).

2.11.5.3. **(Added 439 AW)** Escort individuals off from the airfield and confiscate individuals' AF Form 483.

2.11.5.4. **(Added 439 AW)** Request a statement from individual(s) suspected of committing an airfield driving violation(s).

2.11.5.5. **(Added 439 AW)** Document using 439OSS QRC#11 and report the incident to the Wing ADPM, AFM and OG/CC.

2.11.6. Participates in the RIPWG.

2.11.7. AFM, Wing ADPM and other designated AM representatives are responsible for signing AF Form 483. Authority for signing AF Form 483 must not be delegated outside AM. (T-1).

2.12. Air Traffic Control Tower.

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 Airfield Management to have vehicle and/or pedestrian traffic escorted off the CMA.

2.12.1.1. **(AFRC)** Provide control tower light gun signals when requested for training purposes. Units with a Federal Aviation Administration (FAA) ATC tower will establish an alternate method if FAA is unwilling to assist.

2.12.2. Reports known airfield/Controlled Movement Area violations and problems with vehicle operator radio communications to Airfield Management. Assists Airfield Management 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 wing/base supplement to this instruction.

2.13.1.1. **(AFRC)** The Wing ADPM will maintain documentation of coordination (i.e.: memorandum, email, etc.) in TAB F of the Wing ADPM Continuity Binder (T-2).

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

2.13.3. Coordinates with Airfield Operations Flight Commander, or appropriate AO representatives, in investigating airfield driving incidents, AF Form 651, Hazardous Air Traffic Report and Controlled Movement Area violations.

2.13.4. Will provide a copy of all Controlled Movement Area violation report submittals (initial, status, final) to Airfield Operations Flight Commander for review/concurrence as outlined in AFMAN 91-223. (T-1).

2.13.5. Participates in the RIPWG.

2.13.6. Reviews Controlled Movement Area violations 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 Airfield Management of violations.

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

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

2.14.6. Provides assistance when requested by Airfield Management or the Air Traffic Control Tower to apprehend airfield driving violators (e.g. Controlled Movement Area Violation, 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 Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

2.15. Hospital/Medical Treatment Facility.

2.15.1. Administers and documents color vision screening as determined in the wing/base supplement.

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

2.15.3. **(Added 439 AW)** Personnel will report to 439th Aerospace Medicine Squadron (439 AMDS) for color vision testing, and have the results annotated on Attachment-7. Hours for 439 AMDS are M-F and UTA weekends 0800L-1130L & 1300-1600L. Wednesdays closed after 1100L.

2.16. Civil Engineer Squadron.

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

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

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

2.17. (Added 439 AW) 439 AW/PA.

2.17.1. **(Added 439 AW)** All official airfield tours will be coordinated through and conducted by 439 AW/PA.

2.17.2. **(Added 439 AW)** Inform AM, 439 SFS of all tours of the airfield and provide applicable details (who, what, when, where, duration, photo taking, etc.).

2.17.3. **(Added 439 AW)** Ensure 439 AW/PA sponsored drivers possess an AF Form 483 certified by AM or have an escort.

2.17.4. **(Added 439 AW)** Comply with 439 AW Integrated Defense Plan (IDP) and coordinate with AM and 439 SFS, when requesting permission/approval to take pictures on (or near) airfield.

2.18. Airfield Escorts. Airfield escorts are required for safety and security purposes. All escorts (any agency/activity) will be fully trained/certified to drive on the airfield and is responsible (shall accompany/monitor) any un-certified operator at all times, either in same or separate vehicle until

escorted parties exit the airfield. Note: AM's primary duties/responsibilities, coupled with limited manpower, does not allow for support (to augment) contract escort requirements.

Chapter 3

TESTING AND TRAINING CRITERIA

3.1. Training Curriculum. Locally developed airfield drivers training curriculum/materials (i.e.: briefings, videos, computer-based training, checklist(s), and lesson plans) must be prescribed by the wing/base supplement to this instruction. (T-2). Include an OPR and currency date on training curriculum/materials.

3.1. (AFRC) Training Curriculum. All required training items are loaded on the ADTCS for members to use and process.

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**) (available for download at the AFFSA Airfield Operations SharePoint® website <https://cs2.eis.af.mil/sites/10539/a3a/default.aspx> or electronic equivalent to document airfield drivers' training and certification on all newly assigned or employed/hired personnel. (T-3). Units may incorporate local requirements to Airfield Driving Training Documentation and Certification Checklist.

3.2.1. **(AFRC)** For ADTCS users, required elements of **Attachment 5** will be created in Step 2 by the Wing ADPM thus allowing training documentation/certification by the trainee and Unit ADPMs.

3.2.2. Refresher training annually or upon reissuance of the AF Form 483. (T-1). As a minimum, refresher training includes the runway incursion prevention test.

3.2.2. **(AFRC)** Wing ADPMs may require vehicle operators to complete refresher training more frequently (e.g. twice a year) due to their limited or infrequent (e.g. once a week or month, emergency only, etc.) presence on the airfield. As a minimum, annual refresher training will include:

3.2.2.1. **(AFRC)** A review of the wing/base supplement (T-2).

3.2.2.2. **(AFRC)** Completion of the USAF Airfield Driving CBT IAW paragraphs **3.2.3** through **3.2.3.4**.

3.2.2.3. **(AFRC)** Runway incursion prevention test (at least 5 questions with a minimum passing score of 100%) (T-1).

3.2.2.4. **(AFRC)** At a minimum, Non-CMA annual refresher training will include:

3.2.2.5. **(AFRC)** A review of the wing/base supplement (T-2).

3.2.2.6. **(AFRC)** Complete the USAF Airfield Driving CBT IAW paragraphs **3.2.3** through **3.2.3.4** (T-2).

3.2.3. Completion of the United States Air Force Airfield Driving computer based training; accessible on the Airfield Driving Training and Certifications System, <https://core-integration.affsa.aws.solidstatescientific.com/AirfieldDriving> is a mandatory, one-time requirement. (T-1). Place the initial training date on **Attachment 7**, Airfield Driving Training Documentation and Certification Checklist for personnel who previously completed the training.

3.2.3. (AFRC) Completion of the USAF Airfield Driving CBT is a one-time requirement unless the following:

3.2.3.1. (AFRC) Driver committed a Runway Incursion or Controlled Movement Area Violation.

3.2.3.2. (AFRC) Vehicle versus aircraft collision or deviation, or failure to comply with ATC instructions.

3.2.3.3. (AFRC) After 120 or more calendar days of duties, not including airfield driving.

3.2.3.4. (AFRC) As deemed necessary by the Airfield Manager, Wing Airfield Driving Program Manager, Airfield Management Staff, or the Airfield Operations Chain of Command.

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

3.2.5. Practical day and night (as applicable) airfield familiarization training. (T-1). 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. (T-3).

3.2.6. (AFRC) Deployed Personnel. Procedures and standards are only for base assigned personnel tasked for deployment and do not operate a vehicle on the airfield at home station or require an AF Form 483 at home station (T-2).

3.2.6.1. (AFRC) Individuals must complete the USAF Airfield Driving CBT and maintain a copy of the certificate for verification upon arrival at the deployed location (T- 2).

3.2.6.2. (AFRC) Wing ADPM or Unit ADPM will annotate on the front of the AF Form 483 "For Deployment Use Only Non-CMA" and annotate the projected deployment end date on the back of the AF Form 483(e.g., month/year). Note: When the member returns from deployment, the AF Form 483 will no longer be valid. Remove driver's documentation from Tab E of the airfield driving continuity binder and destroy the deployed AF Form 483. Deployed personnel may be required to complete all deployed airfield driving training requirements to include testing prior to operating on the deployed airfield (T-2).

3.3. Testing Requirements. Base assigned personnel (i.e.: 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. (T-1). Training and testing materials should be made available in the predominant host nation language as applicable. All tests shall be administered closed book. (T-1). Note: Written tests may be consolidated as long as the minimum test questions are covered and clearly defined by sections (i.e.: General Knowledge, Communication, Runway Incursion Prevention, Airfield Diagram/Layout Test).

3.3.1. Authority to administer tests may be delegated to the Unit ADPMs in the wing/base supplement to this instruction. At a minimum, testing requirements must include the following:

3.3.1. (AFRC) Authority to administer tests may be delegated to the unit ADPMs in the wing/base supplement. Note: For ADTCS users, all Step 3 and Step 4 tests are contained in and administrated by the ADTCS. Step 3 tests are enabled by the Unit ADPM for their members. Step 4 tests or wing tests, (initially) will be enabled by the Wing ADPM. Subsequent tests (if member fails) will be enabled by the Unit ADPM. All tests are enabled for 72 hours and members have 1 hour to finish after test start. At a minimum, testing requirements must include the following:

3.3.1.1. Airfield Diagram/Layout Test. (T-1).

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 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. (T-1). 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/rules.

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

3.3.1.3. General Knowledge Test. (T-1). 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.

3.3.1.3. (AFRC) For ADTCS users, the unit test in Step 3 is a general knowledge test with questions from all applicable test question databases (unit, wing, MAJCOM, or USAF). A Step 3 test's purpose is to gauge the member's knowledge level and help pinpoint deficient areas prior to taking the Step 4 wing test. Unit ADPMs shall work with the wing ADPM in development of unit tests to ensure sufficient coverage of all knowledge areas.

3.3.1.4. Runway Incursion Prevention Test. (T-1). Test contains at least 5 questions with a minimum passing score of 100%.

3.3.1.5. Practical Driving Check-ride. (T-1). At a minimum:

3.3.1.5.1. Drive the vehicle during the check-ride, when feasible.

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 Air Traffic Control Tower prior to entering the runways and other CMA (Runway/CMA drivers only).

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

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. (T-3).

3.3.2.2. Second failure: Unit ADPM recommendation for retest and documentation of material review/remedial training. (T-3).

3.3.2.3. Third failure: Unit commander approval to retest or determine member is not eligible to drive on the airfield. (T-3).

3.3.2.4. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. (T-3).

3.3.2.5. Additional time periods between a test failure/retest may be annotated in the wing/base supplement as applicable. (T-3).

3.3.2.6. **(AFRC)** For ADTCS users, unit ADPMs will administer additional training for those members that failed the wing test. Unit ADPMs will enable their next attempt at the wing test in ADTCS after remedial training is completed, but no sooner than the minimal time requirement established in wing/base supplement. Subsequently, upon passing the unit retest, coordinate with Wing ADPM to enable retaking the wing test.

3.3.2.7. **(AFRC)** For ADTCS users, each Step 4 test is comprised of a series of sections to make up a whole test. When an individual fails the Step 4 test, they have to retake the entire Wing test.

3.4. Color Vision Requirements. Individuals that have a requirement to drive a vehicle on the CMA must pass a color vision test. (T-1). Contact the base hospital/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. (AFRC) Color Vision Requirements. Airfield Management Operations (AMOPS) may be approved to administer the test, if properly trained by base medical/hospital treatment facility and documented in each individual's training records. Publish the procedures in the wing/base supplement. Only the base medical treatment facility can grant permission for non-medical personnel to administer color vision tests IAW AFI 48-123. Note: For airfield driving purposes only, Airfield Management is the only unit authorized to be trained to perform color vision screening outside of the hospital/medical treatment personnel and document on [Attachment 5](#) (T- 2).

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. (T-1).

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

AIRFIELD OPERATING PROCEDURES AND STANDARDS

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

4.2. Operating a Vehicle in the CMA.

4.2.1. No vehicle operator or pedestrian shall enter the CMA without specific approval from the Air Traffic Control Tower. (T-1). 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 Air Traffic Control instructions verbatim. (T-1).

4.2.3. Vehicle operators and/or pedestrians must always monitor the appropriate radio frequency when in the CMA. (T-1).

4.2.4. Vehicle operators must use Light Emitting Diode/Rotating Beacon Lights and/or emergency/hazard warning flashers when driving in the CMA. (T-1).

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 Air Traffic Control Tower. (T-3). 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 (i.e.: Airfield 1, Chief 1, Sweeper 1, or Transient Alert 1) coordinated by the Wing ADPM to avoid duplicating, confusing, or different agencies using similar names. (T-2). To avoid confusion that could lead to runway incursions/Controlled Movement Area Violations, do not use a call sign that is part of air traffic control phraseology such as “Taxi” and/or the Phonetic Aviation Alphabet. Additionally, call signs that incorporate the names and/or numbers of aircraft movement areas associated with the airfield environment must not be used (i.e.: taxiway, ramp, alpha, bravo, or one-eight). (T-2). Call signs shall be annotated in the wing/base supplement to this instruction. (T-2).

4.2.7. Unconditional instructions (blanket approval) to vehicles requesting entry on the runway shall not be authorized. (T-0). See Federal Aviation Administration Order 7110.65, *Air Traffic Control* for additional information.

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

4.2.9. **(Added 439 AW)** Fire Department (439 BCE/CEF). When the Tower is closed uncontrolled operations will be in effect. All personnel driving in the CMA must monitor the tower frequency at all times. Drivers must inform Westover Fire Department (439 BCE/CEF) via the Ramp/Tower Net of entering and exiting the CMA for tracking purposes. The Fire Department does not authorize personnel into the CMA. The Fire Department will broadcast on Ramp/Tower

Net for vehicle(s) to exit the CMA when a civil aircraft uncontrolled operation is scheduled to happen and positively needs to know that the vehicle is off the CMA.

4.2.9.1. **(Added 439 AW)** Upon opening of the tower will transmit on the Ramp/Tower NET: “WESTOVER TOWER IS OPEN CONTACT TOWER IF OPERATING ON AND FOR ACCESS TO CONTROLLED MOVEMENT AREAS”. Upon closing the tower operations, the tower will transmit” :WESTOVER TOWER IS CLOSING INFORM FIRE DEPARTMENT DISPATCH WHEN ENTERING AND LEAVING THE CONTROLLED MOVEMENT AREA”. Westover Fire Controller will monitor the Ramp/TowerNet and any vehicle(s) will inform CEF that they are in the CMA. The Fire Department does not grant access to enter the CMA but needs to track all vehicles in the CMA. The Fire Department will broadcast on Ramp/Tower Net for vehicle(s) to exit the CMA when a civil aircraft uncontrolled operation is scheduled to happen and positively needs to know that the vehicle is off the CMA.

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

4.3.1. Air Traffic Control Tower will flash the runway edge lights on and off to alert vehicle operators/pedestrians on the runway that there is a problem and/or emergency that requires them to immediately exit the runway. (T-2).

4.3.2. All vehicle operators/pedestrians must exit the runway immediately. (T-2).

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

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

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

4.4.1. **(Added 439 AW)** AFVA 11-240, *USAF Airport Signs and Markings*. (T-2). Note: The Ground Vehicle Guide to Airport Signs & Markings Dashboard/Visor Sticker is the Federal Aviation Administration equivalent to AFVA 11-240 and may be used by units located at shared-use airfields. See **Attachment 10** for depiction of AFVA 11-240.

4.4.2. AFVA 13-221, *Control Tower Light Signals* (optional if vehicle has an AFVA 11-240).

4.4.3. **(Added 439 AW)** AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*. (T-2). See **Attachment 10** for depiction of AFVA 13-222.

4.4.4. **(Added 439 AW)** A current locally developed airfield diagram (provided by Wing ADPM).(T2). See **Figure 4.1** for Local Diagram.

4.4.5. Hot Spots when depicted on a different airfield diagram. (T-2).

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

4.5. Airfield Signs.

4.5.1. Mandatory Sign. A mandatory sign has white legend on red background and provides an instruction that must be followed. They denote an entrance to a runway or critical area, or other

situation such as a no-entry location. At controlled airfields (with active tower), aircraft and vehicles are required to hold at the holding position unless cleared by air traffic control. At uncontrolled airfields, the intent is that traffic may only proceed beyond the sign after appropriate precautions are taken by the pilot and vehicle operators.

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 (ILS) critical areas and runway approach areas. ([Attachment 11](#))

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 USAF own and/or operated airfields.

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

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

4.6.3. Visual Flight Rules Hold Position. Visual Flight Rules Hold Position markings are located at least 100 feet from the edge of the runway on all taxiways leading to the runway and consist of four parallel yellow stripes (two solid and two dashed) perpendicular to the axis of taxiway centerline, extending across taxiway with the dashed lines on the runway side. These lines mark the boundary of the CMA. Vehicle operators/pedestrians shall not cross the runway hold position or proceed onto the runway without first obtaining permission from the Control Tower. (T-1).

4.6.4. Instrument Hold Positions. These markings are normally placed farther from the runway than the Visual Flight Rules 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 conditions or instrument approach procedures. Instrument Flight Rules hold positions protect 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.

4.6.5. Examples of airfield markings are included in [Attachment 13](#).

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

4.7.4. Examples of airfield lighting are included in [Attachment 13](#).

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. (T-2). Emergency vehicles will not automatically assume the right of way. (T-2). The following speed limits are for vehicles that operate on the flightline: Note: Vehicles responding to Red Balls (emergency airfield scenarios), exercises and precautionary landings are not authorized to exceed posted flightline speed limits. Speed limits on the airfields are designated as follows:

4.8.1. Vehicle Parking Areas: 5 miles per hour.

4.8.2. Vehicles, near aircraft, within 50 feet: 5 miles per hour.

4.8.3. Aircraft towing speed: 5 miles per hour.

4.8.4. Blackout/Night Vision Operations: 10 miles per hour.

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

4.8.6. Aircraft Parking Ramp: 15 miles per hour.

4.8.7. Airfield or Perimeter Road: 15 miles per hour.

4.8.8. Aerospace Ground Equipment: 15 miles per hour.

4.8.9. During reduced visibility or when snow and ice are present on paved surfaces, reduce speed to 10 mph maximum. Defer vehicle operation when possible and limit to mission essential.

4.8.9.1. **(Added 439 AW)** The Airfield Speed Limit is 10 MPH when visibility is reduced to 300 meters (900 feet) or less.

4.8.9.2. **(Added 439 AW)** The Airfield Speed limit is 5 MPH when visibility is 100 meters (300 feet) or less, and do not operate refueling and explosive laden vehicles directed by 439 AW/CC.

4.8.9.3. **(Added 439 AW)** Zero Visibility. When weather reports "zero visibility" or visibility is less than 33 meters (100 feet) or less, the only vehicles allowed to operate on the airfield are emergency response and/or alert vehicles.

4.8.9.4. **(Added 439 AW)** When visibility is less than 16 meters (50 feet) a walking guide equipped with a luminescent or flashing wand, to signal the vehicle will lead emergency response and alert vehicles operating on the airfield.

4.8.9.5. **(Added 439 AW)** AMOPS will relay reduced visibility driving restrictions via ramp net to all units working on the airfield.

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

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

4.8.12. During emergencies, all emergency response vehicles, i.e.: aerospace rescue firefighting equipment, ambulances, Airfield Management and Security Forces, may exceed speed limits only with due regard for the safety of persons and property.

4.8.13. Taxiways.

4.8.13.1. General purpose vehicles, 15 miles per hour. Exception: Vehicle operators may exceed this speed limit when published in an approved wing/base supplement to this instruction.

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

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

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

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

4.9.1.1. **(Added 439 AW)** Vehicles operated near an aircraft will remain well clear of the aircraft and visible from the cockpit (left side). A “Circle of Safety” (i.e.: area extending 10 feet beyond aircraft wing tips, nose and tail) must always be observed around aircraft. All vehicles are prohibited within the “Circle of Safety” except for those that are essential to mission accomplishment.

4.9.1.2. **(Added 439 AW)** Do not back vehicles in the direction of an aircraft without a spotter behind the vehicle. Position wheel chocks prior to backing to prevent accidental contact with the aircraft.

4.9.1.3. **(Added 439 AW)** Do not drive a vehicle within 50 feet of fueling or de-fueling operations unless specifically authorized by a directive.

4.9.1.4. **(Added 439 AW)** Vehicles must approach aircraft with the driver’s side of the vehicle facing toward the aircraft (left side; normally where Pilot in Command is seated)

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

4.9.2.1. **(Added 439 AW)** Do not operate vehicles within 10 feet of a parked aircraft, except when the aircraft is being serviced, loaded/off-loaded as prescribed in applicable Technical Orders (T.O.).

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 Air Traffic Control Tower. 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. (T-1).

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.

4.9.6. **(Added 439 AW)** Unless prevented by aircraft servicing procedures, traffic flow on the aircraft parking ramp shall be parallel to the noses of the parked aircraft with the driver's side toward the nearest aircraft. Do not drive diagonally across the parking ramp, but rather, at a 90-Degree angle to the vehicle lanes.

4.9.7. **(Added 439 AW)** Under no circumstances will a vehicle go between two parked aircraft. Vehicles will drive in one direction, with driver's side towards aircraft and circle around. Always operate vehicles single file, unless in direct support of an aircraft or responding to an emergency.

4.9.8. **(Added 439 AW)** The centerline areas of the taxiway or taxi lanes are reserved as safety lanes and kept clear of vehicles and equipment. Note: Under normal circumstances, the only vehicles authorized to operate on the centerline of a taxiway/taxi lane include, but are not limited to AM, SEF, CE (airfield sweepers) and Maintenance Operations Control Center (MOCC) (aircraft tow) vehicles.

4.9.9. **(Added 439 AW)** When approaching or being approached by taxiing aircraft, exit taxiway or move from aircraft path at next paved surface (time permitting) until aircraft is well clear of your vehicle. If it is necessary to drive off the paved surface, the operator is responsible for checking the vehicle tires for FOD material and ensuring all tires and paved surface are clear of FOD. Accomplish this check immediately upon returning to the paved surface.

4.9.9.1. **(Added 439 AW)** Do not drive on taxiway shoulders unless yielding to taxiing aircraft or in tow.

4.9.9.2. **(Added 439 AW)** Do not cross in front of an aircraft when an approaching aircraft is within 500 feet of your position, or until the aircraft has passed your position by at least 200 feet (small/medium frame aircraft) or 300 feet (large frame aircraft).

4.9.9.3. **(Added 439 AW)** Vehicles will not cross in front of an aircraft on hold unless signaled to do so by the pilot or instructed by ATCT via radio. Vehicle operators will never proceed between aircraft and personnel marshalling aircraft.

4.9.9.4. **(Added 439 AW)** Prior to aircraft towing operations, operators will contact the Command Post (CP) for approval.

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. (T-1). A spotter shall be posted when backing a vehicle towards an aircraft. (T-1). Prepositioned wheel chocks shall be used to prevent vehicles backing into aircraft. (T-1).

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. (T-1). Note: Local guidance should address procedures at locations where right-hand drive vehicles/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. (T-1).

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. (T-1). Only alert and emergency vehicles responding to an alert or emergency are exempt from these requirements. Note: Aerospace Ground Equipment (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 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 aerospace ground equipment or vehicles within any runway, taxiway, taxilane, or apron obstacle clearance distances.

4.11.5. **(Added 439 AW)** Remove AGE equipment, electrical carts, forklifts, tow bars, fire extinguishers, maintenance stands, portable lighting and similar equipment (when not in use) from the aircraft parking area and store in appropriate areas. Airfield and Heliport Marking. Not in use is defined as no more than three (3) hours prior to the aircraft's arrival/use and three (3) hours after the aircraft's departure/use. Designated AGE/support equipment storage is established within a reasonable distance near every parking spot. Maintain AGE and support equipment within the equipment lines to ensure at least 10 feet (as a minimum) of Wing Tip Clearance (WTC) is maintained for taxiing aircraft.

4.12. Control tower light gun signals. Air traffic controllers use a light gun as a backup system for communicating with aircraft or ground vehicles if their radios stop working. When a vehicle operator experiences a radio failure on a runway or taxiway, vacate the runway as quickly and safely as possible and contact the Air Traffic Control Tower or Airfield Management by other means, such as a cellular/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 (T-1). 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 (FOD) Prevention. All vehicle operators will:

4.13.1. **(Added 439 AW)** Prior to entering the airfield/aircraft ramp from access roads check all vehicles for FOD. Check tires for FOD after returning to pavement if driving on unimproved surfaces. For example, to avoid taxiing aircraft or if performing runway repairs). (T-1).

4.13.2. Make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (i.e.: dirt or grass). (T-1).

4.13.3. At a minimum, a FOD check will consist of the following: (T-0).

4.13.3.1. Check tires for FOD after returning to pavement if driving on unimproved surfaces (for example, to avoid taxiing aircraft or if performing runway repairs). (T-1).

4.13.3.2. Make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (e.g. dirt or grass). (T-1).

4.13.4. At a minimum, a FOD check will consist of the following: (T-0).

4.13.4.1. Inspect the vehicle tires (pull forward to check tire in contact with pavement). (T-0).

4.13.4.2. Ensure all external vehicle components are secured. Secure any/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 flightline area. (T-0).

4.13.4.3. A thorough walk around of the vehicle to check for damaged, loose, or worn parts. (T-0).

4.13.5. Refer to AFI 21-101, Chapter 11 and Air Force Manual 24-306, Operation of Air Force Government Motor Vehicles, **Chapter 12** for additional information.

4.13.6. **(Added 439 AW)** During winter conditions, snow and icy conditions may cause accumulation on vehicles. Conduct FOD check to include removal of snow and ice from vehicle tops, bumpers and wheel wells.

4.13.7. **(Added 439 AW)** Vehicle operators encountering FOD on the airfield will stop and collect it. Report large amounts of debris to AMOS or MOCC.

4.13.8. **(Added 439 AW)** Do not wear hats on the flight-line however, hard hats may be worn by contractors when inside a designated construction zone.

4.14. Use of Cellular/Mobile Phones on the Airfield.

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

4.14.1. **(AFRC)** Cellular/mobile phone use while driving on the airfield is limited to emergencies only (i.e.: radio failure, vehicle breakdown). Use of hands-free devices are authorized for emergency use. Drivers shall exit the CMA, runway or taxiway, if able, and ensure the vehicle is in the “park” gear prior to usage.

4.14.2. **(AFRC)** 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. **(Added 439 AW)** Cell phones should not be used during aircraft servicing within the following distances listed, unless otherwise specified in the appropriate Technical Order (T.O.) or guidance for the operation being conducted. Do not use cell phones.

4.14.4. **(Added 439 AW)** Within 50 feet of pressurized aircraft fuel or oxygen servicing components.

4.14.5. **(Added 439 AW)** Within 10 feet of any aircraft fuel vent outlet.

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/signs when conditions are less than a reported ceiling of 800 feet or 2 miles visibility. (T-1).

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. (T-1). 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. (T-1).

4.15.8. **(Added 439 AW)** Top-mounted rotating emergency lights must be in operation for vehicles routinely operating in the CMA. Emergency vehicles not operating in the CMA may be equipped with dash or grill mounted emergency lights. When emergency lighting devices are not available, use emergency flashers (hazard lights) when operating in the CMA.

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. (T-1).

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

4.17.1. Non-vehicular/equipment operators are required to know requirements in this instruction and wing/base supplement. 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. (T-1).

4.17.1.1. **(AFRC)** The Wing ADPM or Airfield Manager is the approving authority for non-vehicular/equipment on the airfield. The Wing ADPM will ensure the list of authorized non-

vehicular/equipment is annotated in the wing/base supplement to this instruction. At a minimum, training will consist of the following (T-1):

4.17.1.1.1. (AFRC) A review of the wing/base supplement.

4.17.1.1.2. (AFRC) Airfield Diagram/Layout Test.

4.17.1.1.3. (AFRC) Training will be documented on a MFR, log, or equivalent and maintained in Tab E of the Wing ADPM Continuity Binder.

4.17.1.1.4. (AFRC) The Wing ADPM or designated AM representative will ensure the restriction "For Non-Vehicular Use Only" and expiration date is annotated on the AF Form 483.

4.17.1.1.5. (AFRC) Annual Refresher training will consist of re- accomplishing training IAW paragraphs [4.17.1.1.1](#) - [4.17.1.1.2](#).

4.17.2. Tricycles parked on the airfield will have a braking device engaged to prevent inadvertent movement. (T-1). 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. Runways, taxiways or CMAs shall not be used for convenience. (T-3). To the max extent possible, utilize perimeter, in-field, or other airfield roads.

4.19. Runway Crossing Restriction. Restrict runway crossing at locations known for communication/signal problems between Air Traffic Control Tower and a vehicle operator/pedestrian at Air Traffic Control Tower visual blind spots, as applicable.

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

4.20.1. All emergency response vehicles must have approval from the Air Traffic Control Tower to enter and/or cross CMA(s). (T-1).

4.20.2. Primary (initial)/secondary (follow-on/support) response agencies are determined by base/wing supplement. Follow-on/support response agencies will standby in a designated area (i.e. ramp or taxiway) until called forward by the Fire Chief or incident/on-scene commander. (T-3).

4.20.3. (Added 439 AW) Vehicle operators will immediately yield the right-of-way to emergency and fire/crash vehicles with rotating emergency lights in operation. Remain clear of runway or taxiway access points until the emergency is terminated.

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

4.22. Airfield Driving During Blackout Conditions.

4.22.1. Units operating vehicles on the airfield using Night Vision Devices (NVD) must have a Letter of Procedure coordinated through the Wing ADPM and approved by the requesting unit's

squadron commander. (T-3). The Letter of Procedure includes at a minimum, requirements laid out in AFMAN 24-306, Section 14D, and the following:

4.22.1.1. Driver and assistant driver responsibilities.

4.22.1.2. NVD-related accident reporting procedures.

4.22.1.3. Airfield driving/NVD licensing procedures. Note: Annotate "NVD Qualified" on the AF Form 483.

4.22.1.3. **(AFRC)** If applicable, ADTCS generated AF Form 483s will use restriction code "N" to annotate Night Vision Device (NVD) qualified drivers.

4.22.1.4. Qualification/Annual refresher training requirements.

4.22.1.5. NVD instructor qualification requirements.

4.22.2. Use hazard warning flashers or infrared strobe mounted on the vehicle's roof during periods of reduced airfield lighting (or blackout conditions) so the Air Traffic Control Tower and aircrew can observe vehicles on the airfield. NOTE: Vehicles must maintain two-way AFI13-213_AFRCSUP 30 MARCH 2020 33 radio communications with the Air Traffic Control Tower while operating within the CMA. (T-1).

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

4.22.4. **(Added 439 AW)** NVD ops are not conducted on any open/active portion of the airfield. Units requiring the use of NVDs for airfield drivers must coordinate with Airfield Management for closure of the area they want to operate in.

4.22.4.1. **(Added 439 AW)** Driver and assistant driver responsibilities.

4.22.4.2. **(Added 439 AW)** NVD-related accident reporting procedures.

4.22.4.3. **(Added 439 AW)** Airfield Driving/NVD Licensing procedures. Note: Annotate "NVD Qualified": on the AF Form 483.

4.22.4.4. **(Added 439 AW)** NVD Instructor qualification requirements,

4.22.5. **(Added 439 AW)** Use hazard warning flashers or infrared strobe mounted on the vehicle's roof during periods of reduced airfield lighting (or blackout conditions) so the Air Traffic Control Tower and aircrew can observe vehicles on the airfield. Note: Vehicles must maintain two-way radio communications with the Air Traffic Control Tower while operating within the CMA.

4.22.6. **(Added 439 AW)** Designate vehicle routes. Do not mix nonparticipating vehicles with participating NVVD Vehicles on any CMA. Note: Vehicle operators should be kept to a minimum during periods of reduced airfield lighting configurations.

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

4.23.1. All escorted personnel must be visible at all times by, and in close proximity to, the escort official. (T-2). The escort official is responsible for relaying Air Traffic Control Tower control instructions/communication for the escorted group.

4.23.2. Escort officials must be trained/certified to drive on the airfield. (T-1). Escort officials may only provide escort into the CMA if they are CMA qualified. Note: Airfield Management does not provide escorts for airfield construction projects and/or activities generated via submission of Base Civil Engineer Work Request, or customer service calls.

4.24. Vehicles equipped with supplemental traction devices.

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

4.24.2. Vehicles equipped with studded tires are not permitted to operate on the airfield without prior coordination with the AFM, Wing Safety, Civil Engineer, Transportation, and host wing commander (or equivalent) approval. Publish the list of approved units/vehicles and areas authorized to use studded tires in the wing/base supplement.

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 marshalls.

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. (T-1).

4.26.4. **(Added 439 AW)** For large/heavy aircraft (i.e.: C-5, C-17, B-747, etc.) use “EXTREME” caution due to Jet Engine Blast; remain at least 500 feet in distance from rear of the aircraft, for C5 maintenance 4 engine power runs on east ramp 1800 feet is required.

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 conducts the following:

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

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

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

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

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

4.27.4.1. Do not leave vehicles unattended in the CMA.

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

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

4.28.1. Do not grant temporarily assigned personnel, Inspection/Survey Teams and non-base assigned contractors' access to the CMA unless they have completed all training and testing requirements outlined in this instruction and wing/base supplement.

4.28.2. Temporarily assigned personnel, Inspection/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/base airfield driving procedures to operate a vehicle on the airfield without an escort. (T-1).

4.28.2.1. The Wing ADPM or as delegated in the wing/base supplement to the Unit ADPM may provide a local briefing/training when temporarily assigned personnel, Inspection/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 5** to document the name/unit of the individual that received the local briefing/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 Wing ADPM or designated representative may provide local airfield driving training via handouts/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 Wing ADPM (or as delegated) in lieu of **Attachment 8**. 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."

4.28.2.3.5. **(Added 439 AW)** A TDY Unit shall list all personnel required to drive on the airfield and identify a point of contact (Commander, First Sergeant, Team Chief, etc.) for vehicle operations.

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

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

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. POV 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/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 Airfield Driving Program for approval.

4.29.4. Each POV Owner/User/Operator must possess a valid driver's license or host nation driver's license and current AF Form 483. (T-1).

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

4.29.5.1. Owner/User.

4.29.5.2. Organization/Company.

4.29.5.3. Duty Phone.

4.29.5.4. Vehicle Make, Model, Year, Color, and License Plate/State.

4.29.5.5. Pass/Permit number.

4.29.5.6. Area of Operation(s)/location.

4.29.5.7. Justification.

4.29.5.8. Effective period/dates.

4.29.6. POV and Government Leased vehicles passes/decals are differentiated in the wing/base supplement.

4.29.7. Maintain vehicle passes/decals supportive information in accordance with AF RDS, Table 13-01, Rule 01.00.

4.29.8. Maintain proof of insurance for length of the pass.

4.29.9. Refer to AFI 31-101, *Integrated Defense*, para 7.7.7., for additional restrictions concerning operation of POVs in areas containing PL 1-3.

4.29.10. **(Added 439 AW)** Airfield access points.

4.29.11. **(Added 439 AW)** Restricted area boundaries/entry control points.

4.29.12. **(Added 439 AW)** Control area boundary.

4.29.13. (Added 439 AW) Vehicle traffic lanes and traffic flow.

4.30. Reporting, Enforcement and Violation Consequences.

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

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

4.30.2.1. Escort individuals off the airfield.

4.30.2.2. Confiscate individual's AF Form 483.

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

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

4.30.3. Consequences non-CMA. (i.e.: speeding, expired POV, no AF Form 483 in possession).

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

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

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

4.30.4. Consequences CMA.

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

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

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

4.31. Reissuance/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](#). (T-3).

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 Airfield Management, or as delegated.

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

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

4.32.1. (AFRC) If applicable, the member profile in the ADTP will be suspended. Only the Wing ADPM can rescind the suspension of the member's profile (T-3).

4.32.2. The Wing ADPM will notify the Unit Commander of the individual who committed a runway incursion within three duty days of the alleged incident. (T-3).

4.32.2. (AFRC) The Wing ADPM will notify the Unit Commander, Unit ADPM, and MAJCOM OPR for AO (if not previously coordinated) within 24 hours of a CMAV/HATR incident (T-3).

4.32.2.1. (AFRC) Initial notification may be verbal or electronic but must be made within the prescribed 24 hours of an incident. A written follow-up is due within 72 hours.

4.32.3. Controlled Movement Area Violation events are reported to Wing Safety as outlined in AFMAN 91-223, Chapter 9.

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

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

4.32.5.1. Individual's information (i.e.: Rank, 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 (i.e.: runway/taxiway intersection, distance from threshold or overrun).

4.32.6. The Wing ADPM maintains a copy of the AF Form 651s/457s, actions taken, results and supporting documentation in accordance with AF RDS, Table 13-06, Rule 15.00 (see AFI 91-202 and AFMAN 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/violations.

4.33.1. The Wing ADPM will report airfield driving incidents/violations to the Unit Commander and the Unit ADPM within three duty days. (T-3). Include the following:

4.33.2. Name/Rank of the individual, unit, duty phone, Unit Commander or Unit ADPM.

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

4.34. (Added 439 AW) WARB Airfield Diagram. The WARB Airfield Diagram (Figure 4.1.) 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, ramp/aprons, Visual Flight Rules and instrument holding position signs and markings.

4.34.2. Airfield access points.

4.34.3. Restricted area boundaries/entry control points.

4.34.4. Control area boundary.

4.34.5. Vehicle traffic lanes and traffic flow.

Figure 4.2. WARB Hot Spots.

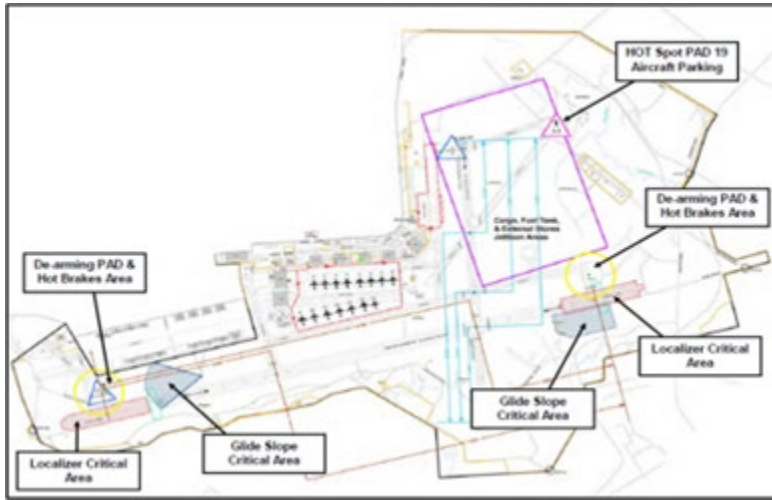


Figure 4.3. WARB CMA Areas.



Chapter 5

VEHICLE OPERATIONS ON AIRFIELD

5.1. General.

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

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

5.1.3. Proper radio communications phraseology, discipline, and techniques. The words "clear" or "clearance" must not be used in communication with Air Traffic Control Tower. (T- 1). Exception: Vehicle operators may reply "Loud and Clear" in response to an Air Traffic Control Tower request for radio transmission quality or clarity.

5.1.4. Vehicle operators must be vigilant and monitor air traffic control radio communications frequencies on the airfield for situational awareness, especially when operating on an active runway. (T-1).

5.2. Radio Techniques.

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

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

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

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

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

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

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

5.3. Phraseology. Vehicle operators must contact the Air Traffic Control Tower controller every time they proceed onto or leave the CMA. (T-1). When proceeding onto a CMA, advise the controller of three things: WHO you are, WHERE you are, and WHAT your intentions are.

Always acknowledge all communications so ground control and other persons know that the message was received. Always give aircraft and Air Traffic Control transmissions priority unless an emergency exists. Very High Frequency and Ultra High Frequency transmissions are reserved for the primary use of aircraft and Air Traffic Control Tower personnel. A typical runway crossing transmission sequence is as follows:

Figure 5.1. Sample Runway Crossing Phraseology.

Vehicle Operator:	<i>“JACKSONVILLE TOWER, AIRFIELD ONE.”</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, JACKSONVILLE TOWER.”</i>
Vehicle Operator:	<i>“JACKSONVILLE TOWER, AIRFIELD ONE REQUEST TO CROSS (runway) AT</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, CROSS (runway) AT (point/intersection). or “AIRFIELD ONE, HOLD SHORT OF (runway).”</i>

5.3.1. Vehicle operators must read back Air Traffic Control Tower instructions verbatim. (T- 1). 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. (T-1). Good communication only occurs when each party knows and understands what the other is saying.

Figure 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) AT (point/intersection). WILL REPORT WHEN OFF.” Or “AIRFIELD ONE, HOLDING SHORT (at location).”</i>
Vehicle Operator:	<i>“JACKSONVILLE TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF (runway) AT (location).”</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 Air Traffic Control Tower. (T-3). See [Figure 5.3](#) below.

Figure 5.3. Sample Hold Short Instructions.

Air Traffic Control Tower:	<i>“AIRFIELD ONE PROCEED VIA TAXIWAY CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN.”</i> <i>or</i> <i>“AIRFIELD ONE PROCEED VIA CHARLIE, HOLD SHORT OF RUNWAY TWO SEVEN.”</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 TWO SEVEN.”</i>

5.4. Common Use Phrases (Figure 5.4.) provides the meaning of commonly used radio phraseology.

Figure 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.
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5.5. Phonetic Aviation Alphabet (Figure 5.5). 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:

Figure 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

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Director of Air, Space and Information Operations
(439 AW)

GREGORY D. BUCHANAN, Colonel, USAF
Commander

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

AFOCD, 31 October 2017

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

AFI 24-301, *Ground Transportation*, 22 October 2019

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

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

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

AFMAN 13-204v2, *Airfield Management*, 22 July 2020

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 July 2020

AFVA 13-221, *Control Tower Light Signals*, 11 May 2018

AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*, 22 March 2018

DAFI 13-213, *Airfield Driving*, 4 February 2020

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DAFI 31-101, *Integrated Defense*, 23 March 2022

DAFI 90-160, *Publications and Forms Management*, 22 February 2023

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

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

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

DAFMAN 91-223, *Aviation Safety Investigations and Reports*, 14 September 2018

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

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

FAA Order 7110.65Y, *Air Traffic Control*, 20 June 2019

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

Prescribed Forms

AF Form 483, *Certificate of Competency*, 13 May 2020

439 AW Form 60, *Airfield Evaluation*, 8 March 2018

Adopted Forms

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

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

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

AF Form 1199B, *USAF Restricted Area Badge*, 2 June 1974

AF Form 3616, *Daily Record of Facility Operation*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 2861, *Cross Reference*

Abbreviations and Acronyms

AAFM—Assistant Airfield Manager

ADI—Airfield Driving Instruction

ADP—Airfield Driving Program

ADPM—Airfield Driving Program Manager

ADTCS—Airfield Driving Training and Certification System

AF—Air Force

AFI—Air Force Instruction

AFJMAN—Air Force Joint Manual

AFLD—Airfield

AFM—Airfield Manager

AFMAN—Air Force Manual

AFMV—Air Force Motor Vehicle

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFVA—Air Force Visual Aid

AGE—Aerospace Ground Equipment

AGR—Active Guard Reserve

AM—Airfield Management

AMDS—Aerospace Medicine Squadron

AMOPS—Airfield Management Operations

ANG—Air National Guard

AO—Airfield Operations

AOB—Airfield Operations Board

AOI—Airfield Operations Instruction

AOM—Airfield Operations Manager

ARB—Air Reserve Base
ART—Air Reserve Technician
ATC—Air Traffic Control
ATCT—Air Traffic Control Tower
ATM—Air Traffic Manager
AUTH—Authorized
AW—Airlift Wing
BCE—Base Civil Engineer
CAC—Common Access Card
CBT—Computer Based Training
CC—Commander
CD—Deputy Commander
CE—Civil Engineering
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DV—Distinguished Visitor
ECP—Entry Control Point
FAA—Federal Aviation Administration
FAAO—Federal Aviation Administration Order
FOD—Foreign Object Damage
GOV—Government Owned Vehicle
GSA—General Services Administration
HATR—Hazardous Air Traffic Report
IAW—In Accordance With
ICAO—International Civil Aviation Organization
IFR—Instrument Flight Rules
IG—Inspector General
ILS—Instrument Landing System
INST—Instrument
LED—Light Emitting Diode

MA—Movement Area
MAJCOM—Major Command
MICT—Management Internal Control Toolset
MFR—Memorandum for Record
MOC—Maintenance Operations Center
MPH—Miles per Hour
NOTAM—Notice to Airmen
OE—Operational Error
OPR—Office of Primary Responsibility
OSS—Operations Support Squadron
PCS—Permanent Change of Station
PD—Pilot Deviation
PIP—Pseudoisochromatic Plate
PL—Protection Level
PMV—Private Motor Vehicle
POC—Privately Owned Conveyance
POV—Privately Owned Vehicle
RAWS—Radar, Airfield & Weather Systems
RDS—Records Disposition Schedule
RIPWG—Runway Incursion Prevention Working Group
SAC—Self-Assessment Communicator
SE—Safety
SEF—Flight Safety
SFS—Security Forces Squadron
TO—Technical Orders
TDY—Temporary Duty
TR—Traditional Reservist
UADPM—Unit Airfield Driving Program Manager
UCMJ—United Code of Military Justice
UFC—Unified Facilities Criteria
USAF—United States Air Force
VFR—Visual Flight Rules

VIP—Very Important Person

VPD—Vehicle/Pedestrian Deviation

WADPM—Wing Airfield Driving Program Manager

WWW—World Wide Web

Office Symbols

439 AMDS—439th Aerospace Medicine Squadron

439 AW/CC—439th Airlift Wing, Commander

439 AW/CV—439th Airlift Wing, Vice Commander

439 AW/SE—439th Airlift Wing, Chief of Safety

439 AW/SEF—439th Airlift Wing, Flight Safety

439 AW/IG—439th Airlift Wing, Inspector General

439 AMDS—439th Aerospace Medicine Squadron

439 CONF/PKI—439th Contracting Flight, Chief of Contracting

439 OG/CC—439th Operations Group, Commander

439 SFS—439th Security Forces Squadron

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.*

AF Form 651, Hazard Air Traffic Report (HATR)—identifies potentially hazardous aviation practices or procedures based on a particular event and to disseminate information that might prevent similar hazardous conditions at other USAF locations or areas operations. See AFMAN 91-223 and AFI 91-202, for reportable events.

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—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—A function that conducts airfield inspections and checks for safety and compliance with planning and design criteria. Plans, organizes and directs airfield activities to include airfield construction/repairs, airfield driving program, snow/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 Airfield Operations Flight Commander 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 Command OPR for Airfield Operations functional experts used to analyze, report and determine corrective actions required to reduce the number of Controlled Movement Area Violations on the airfield. Air Force Runway Safety Action Team functional experts evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

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

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

Commercial Vehicle—A vehicle, which is owned or leased by a commercial firm.

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—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 (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. Note: 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 AFMAN 91-223, para 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 and/or operational characteristics of the aforementioned items.

Government Owned Vehicles—Vehicles that are owned or leased by the US 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 runway safety related problem area or intersection on an airfield. Typically, it is a complex or confusing taxiway/taxiway or taxiway/runway intersection. A confusing condition may be compounded by a miscommunication between a controller and a pilot, and may cause an aircraft separation standard to be compromised. The area may have a history of surface incidents or the potential for surface incidents.

Instrument Hold Line—A designated boundary intended to protect the runway environment. Found at the point where a taxiway and runway intersect. Instrument hold line is marked in retro-reflective yellow paint.

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 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 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—The road around the runway perimeter designed to connect the access roads.

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

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

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

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

Risk Management Assessment—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 takeoff 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.

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 AF Form 483 and the availability/currency of the local airfield diagram, AF 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. Squadrons are usually made up of several flights (typically four) and commanded by a field grade officer.

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 assess all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

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

A2.4. RIPWG. The RIPWG will:

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

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

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

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

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

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

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

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

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

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

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

A2.4.2.5. Installing runway guard lights if applicable.

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

A2.4.2.7. Installing Location Signs.

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

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

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

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

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

Attachment 3

AIRFIELD SIGNS, MARKINGS AND LIGHTING

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







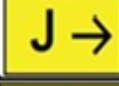













EXAMPLE	TYPE OF SIGN
	Mandatory: Holding position for runway/runway intersection
	Mandatory: Holding position for runway approach area
	Mandatory: Holding position for ILS critical area/precision obstacle free zone
	Mandatory: No entry
	Taxiway Location
	Runway Location
	Direction: Taxiway
	Runway Exit
	Outbound Destination


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

	<p>Edge Marking: Double yellow lines used to mark the edge of the operational (stressed) pavement. Edge markings may be bordered in black.</p>
	<p>Runway Hold Position Marking: Two solid yellow lines adjacent to two dashed yellow lines (bordered in black). Markings are located across all taxiways/shoulders leading toward runways. Vehicle operators must stop and contact MSP ATCT for approval prior to proceeding beyond these lines.</p>
	<p>Non-Movement Area Boundary (NMAB) Marking: One solid yellow line adjacent to one dashed yellow line (bordered in black). Markings are painted across pavement areas (includes Taxiway Feeders R3 - R8) that access the MSP-Airport CMA. Vehicle operators must be trained and licensed by MAC Airside Operations prior to operating within the CMA.</p>
	<p>Taxiway (Taxilane) Centerline Marking: Solid yellow line bordered in black used to designate the center of the taxiway or taxilane on an apron (Ramp).</p>
	<p>Airfield/Restricted Area Entry Control Point (ECPs): Red restricted area boundary marking centered along alternating white/black lines.</p>
	<p>Restricted Area Boundary Marking: A solid red line used to designate restricted areas. Personnel/vehicles are not authorized to cross restricted area boundary markings.</p>
	<p>Circle of Safety (Safety Zones): An area surrounding parked aircraft that vehicles may not normally enter. This area extends 10 feet beyond the nose, tail, and wings of an aircraft. Green arc/line segments have been painted around each C-130 parking spot in the restricted area. Only essential vehicles may penetrate enter this circle.</p>
	<p>Runway Lights: White Lights used to identify the length and edges of the Runway. Lights located within the last 2,000 feet of the runway are amber.</p>
	<p>Runway Guard Lights: Used to enhance conspicuity of taxiway/runway intersections. These lights are located adjacent to Runway Hold Position Markings.</p>
	<p>Taxiway Lights: Blue lights used to delineate the length and width of taxiways.</p>
	<p>Obstruction Lights: Single or double red lights used to identify airfield obstructions that penetrate airfield [airport] imaginary surfaces.</p>

Attachment 4

UNIT AIRFIELD DRIVING PROGRAM MANAGER APPOINTMENT LETTER

Figure A4.1. Example Unit ADPM Appointment Letter. Use appropriate letterhead.

	DEPARTMENT OF THE AIR FORCE AIR FORCE RESERVE COMMAND	dd Month <u>yyyy</u>
MEMORANDUM FOR 439 OSS/OSAA		
FROM: 439 xxx/CC		
SUBJECT: Appointment of Unit Airfield Driving Program Managers and Trainers		
<p>1. The following individuals are appointed as primary and alternate Unit Airfield Driving Program Managers (ADPM) and trainers. Individuals have received training in accordance with Department of the Air Force (DAFI) 13-213, <i>Airfield Driving</i>, 4 February 2020. The ADPMs have the authority to certify personnel who are qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for unit assigned and temporary duty (TDY) personnel.</p>		
a. Primary: First M. <u>LastName/Rank</u>	Office: Duty Phone: 557-1234	AF 483 #:
Email:		
b. Alternate: First M. <u>LastName/Rank</u>	Office: Duty Phone: 557-1234	AF 483 #:
Email:		
<p>2. The following individuals are appointed as primary and alternate Unit Airfield Driving Trainers.</p>		
a. Primary: First M. <u>LastName/Rank</u>	Office: Duty Phone: 557-1234	AF 483 #:
Email:		
b. Alternate: First M. <u>LastName/Rank</u>	Office: Duty Phone: 557-1234	AF 483 #:
Email:		
<p>3. This letter supersedes all previous letters, same subject.</p>		
SUPER V. ISOR, Lt Col, USAF Commander		

Attachment 5

FIGURE 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):	Rank/Civilian Grade/Equivalent:	Unit/Office Symbol:	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 (UADPM) duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. Air Force Manual 24-306, Operation of Air Force Government Motor Vehicles, 30 Jul 2020, Chapter 18 and 20.			
4.2. AFMAN 91-203, <i>Air Force Occupational Safety, Fire and Health Standards</i> , Chapter 24			
4.3. DAFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include testing security/compromise.			
6. Color vision testing requirements. See Air Force Instruction 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violations Consequences.			

10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
	Date Completed	Trainee Initials	WG ADPM Initials
12. Temporarily assigned personnel or 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:			
I have received and completed all the above training requirements and will comply			
Name (Last, First, MI):	Rank/Civilian Grade/Equivalent:	Unit/Office Symbol:	Duty Phone:
SECTION IV: APPROVAL			
Completed by the Wing Airfield Driving Program Manager			
Name (Last, First, MI):	Rank/Civilian Grade/Equivalent:	Unit/Office Symbol:	Duty Phone:
Note 1: A local form may be used as long as it includes all information listed above.			
Note 2: Upon the suspension or revocation of base driving privileges, only the installation or Mission Support Group Commander may authorize reinstatement of airfield driving privileges to perform critical mission essential duties.			

Attachment 6

AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES

A6.1. Airfield Management. Airfield Management should:

- A6.1.1. Routinely monitor ramp net radio for proper terminology and phraseology and discipline.
- A6.1.2. Conduct random spot checks for enforcement and compliance with **Chapter 3** of this publication and wing and base supplement.

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

- A6.2.1. The availability and currency of the local airfield diagram.
- A6.2.2. A check of the driver's Air Force Form 483 for accuracy and currency.
- A6.2.3. The availability and currency of Air Force Visual Aids (e.g., DAFVA 11-240, DAFVA 13-222)

A6.3. Airfield Management. Airfield Management will:

- A6.3.1. Report violations detected during spot checks to the wing or garrison ADPM. (T-3).
- A6.3.2. Document actions taken on the AF Form 3616 or electronic equivalent.

A6.4. Wing or garrison ADPM. Wing or garrison ADPM will:

- A6.4.1. Report and document results of spot checks in the "status of airfield driving" section of Airfield Operations Board. (T-3).
- A6.4.2. Check each unit's airfield driving program for integrity and compliance. (T-3). See **paragraph 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. (T-3).

Attachment 7

AIRFIELD DRIVING TRAINING AND CERTIFICATION CHECKLIST

Figure 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:	Duty Phone:
SECTION II: QUALIFICATION TRAINING (Completed by the Trainee and Unit Trainer)			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Trainee possesses a valid (List State of Issue) Driver's License (List restrictions).			
2. Trainee possesses a valid Government			
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.			
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.			
	Date Completed	Trainee's Initials	Trainer's Initials
5.10. Runway(s) configuration (example: dimensions, location, designation). Also, explain and define runway approach end and departure end.			
5.11. Taxiway configuration (example: 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.			
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			
6.5. Restricted visibility and/or night driving.			
6.6. Procedures for operating bicycles, tricycles, etc.			
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			
	Date Completed	Trainee's Initials	Trainer's Initials
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:	Unit/Office Symbol:	Duty Phone:
SECTION IV: TRAINER CERTIFICATION. Completed by Authorized Airfield Driving Trainer			
I certify the trainee has received all required qualification training requirement annotated			

Name (Last, First, MI):	Rank, Civilian Grade or Equivalent:	Unit/Office Symbol:	Duty Phone:
I have received and completed all of the training requirement and will comply with my local base's Airfield Driving AFI 13-213 Supplement. 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:	Unit/Office Symbol:	Duty Phone:
SECTION V: 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 airfield.			
Check all applicable restrictions and/or special access.			
Ramp Only:	Daylight Only:	CMA Authorized:	Other (Specify):
Name (Last, First, MI):	Rank, Civilian Grade or Equivalent:	Unit/Office Symbol:	Duty Phone:
SECTION VI: 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:	Unit/Office Symbol:	Duty Phone:
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**

TAB A: Unit Airfield Driving Program Manager appointment letter(s). At a minimum, the appointment letter must be signed by the current unit commander/equivalent and on file with the Wing ADPM (T-3).

TAB B:

- a. DAFI 13-213
- b. DAFI13-213_439AWSUP

TAB C: Annual Program Assessment Results.

TAB D: Unit Airfield Driving Program Manager Training Documentation.

TAB E: A current list of Unit Assigned Airfield Drivers. The list must include the following:

- a. Member's full name (First, Middle and Last)
- b. Rank
- c. Unit
- d. AF Form 483, Certificate Number
- e. Refresher Training Due Date
- f. All Restrictions (example: daytime or ramp only).

TAB F: United States Air Force Airfield Driving Computer-Based Training, Training Curriculum and Test/Answer Key.

TAB G: Unit airfield driving requirements as applicable: Fire Trucks, Fuel Trucks, or K-loaders, etc.

TAB H: Airfield Violations/Corrective Actions.

TAB I: References (Examples): AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 July 2020; DAFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, 25 March 2022; and DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 20 December 2023.

TAB J: Miscellaneous Information (Examples): Meeting Minutes, Digest Articles, RIPWG, etc.

Attachment 10

AIRFIELD VISUAL SIGNS

Figure A10.1. DAFVA 11-240, USAF Airport Signs.

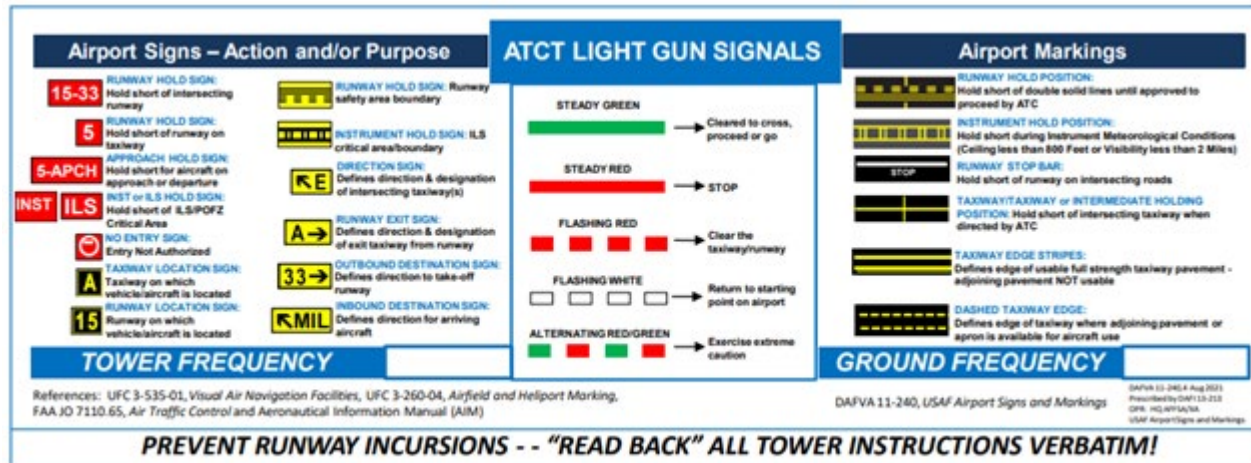


Figure A10.2. DAFVA 13-222, Runway/Controlled Movement Area (CMA) Procedures.

RUNWAY/CONTROLLED MOVEMENT AREA (CMA) PROCEDURES:

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

NOTE: TO DRIVE ON THE AIRFIELD, VEHICLE OPERATORS MUST HAVE A VALID AF FORM 483, CERTIFICATE OF COMPETENCY DOCUMENTING AIRFIELD DRIVER TRAINING CURRENCY.

DAFVA13-222, 22 November 2022
Prescribed by DAFI13-213
OPR: HQ AFFSA
Releasability: There are no restrictions on this publication

Attachment 11

ILS PRECISION APPROACH CRITICAL AREAS

Figure A11.1. ILS Precision Approach Critical Areas, Runway 23.



RUNWAY 23 APPROACH END LOCATION: Localizer Critical Area
This rectangle area extends from the localizer transmitting antenna 2,000 feet toward the approach end of the runway and 1,500 feet on each side of the runway centerline. It includes a 50 feet extension behind the localizer antenna.

Figure A11.2. ILS Precision Approach Critical Areas, Runway 05.



RUNWAY 05 APPROACH END LOCATION: Localizer Critical Area
This fan shaped area that extends from the glide slope antenna 1,300 feet toward the approach end of the runway or to the end of the runway, whichever is greater. It covers end area 30 degrees each side of the line drawn through the glide slope antenna and parallel to the runway centerline.

Attachment 12

WESTOVER CALL SIGN LISTING.

Figure A12.1. 439th Airlift Wing, Command Section (439 AW/CC).

Call Sign	Section
Patriot 1	Wing Commander
Patriot 2	Vice Wing Commander

Figure A12.2. 439th Airlift Wing, Safety (439 AW/SE).

Call Sign	Section
Safety 1	Wing Safety
Safety 2	Wing Safety

Figure A12.3. 439th Airlift Wing, Public Affairs (439 AW/PA).

Call Sign	Section
PA 1	Public Affairs
PA 2	Public Affairs

Figure A12.4. 439th Operations Support Squadron, Airfield Operations (439 OSS).

Call Sign	Section
Airfield 1	Airfield Manager
Airfield 2	Assistant Airfield Manager
Airfield 3	Any Airfield Management Shift Lead
OPS 1	Airfield Operations Manager
RAWS 1	RAWS
RAWS 2	RAWS
RAWS 3	RAWS

Figure A12.5. 439th Maintenance Group (439 MXG/CC).

Call Sign	Section
Maintenance 1	Commander (439 MXG/CC)
Maintenance 2	Deputy Commander (439 MXG/CD)
Mad Dog 1	Mobility (SOE) on Scene Coordinator
Mad Dog 2	Mobility (SOE) GCC Coordinator
MXG 1	MXG/UCC (Orderly Room)
MOC	Maintenance Operation Center
Quality 1	Quality Assurance Supervision
Quality 5	Quality Assurance Inspectors

Figure A12.6. 439th Maintenance Group, Job Control (439 MXG/MXOC).

Call Sign	Section
RPM 1	RPM Representative

Figure A12.7. 439th Maintenance Squadron (439 MXS).

Call Sign	Section
Ammo 1	Munitions Flight Chief
CSA 1, 2, 3, etc.	Confined Space Attendant
AGE 1	AGE Flight Chief
AGE 7	AGE Dispatch Tractor # 1
AGE 8	AGE Dispatch Tractor # 2
AGE 9	AGE Dispatch Tractor # 3
MXS 1	Squadron Commander (439 MXS/CC)
MXS 2	Maintenance Officer
MXS 3	MXS Superintendent
MXS 4	Production Supervisor
MXS 5	Avionics Flight Chief
MXS 6	Accessories Flight Chief / Commander
MXS 7	Fabrication Flight Chief / Commander
MXS 8	Propulsion Supervisor
MXS 9	Aero Repair Shop
MXS 10	Pneudraulic Shop
MXS 11	Electro / Environmental Shop
MXS 12	Fuel Shop
MXS 13	Structural Maintenance / Corrosion Shop
MXS 14	Non-Destructive Inspection Shop
MXS 15	Machine / Welding Shop
MXS 16	Communication / Navigation Section
MXS 17	Guidance Control Section
MXS 18	Propulsion Shop
MXS 19	MXS/UCC (Orderly Room)
RISO 1	Maintenance Flight Commander
RISO 2	Maintenance Flight Chief
RISO 3	RISO Section Super
RISO 4	RISO Expediter
RISO 5	RISO Coordinator
RISO 6	RISO Specialist

Figure A12.8. 439th Aircraft Maintenance Squadron (439 AMXS).

Call Sign	Section
Raider 1	Squadron Commander (439 AMXS/CC)
Raider 2	Maintenance Officer
Raider 3	Maintenance Superintendent

Raider 4	Flight Chief
Raider 5	Production Supervisor
Raider 6	APG Expediter
Raider 7	Specialist Expediter
Raider 8	Hangar 9 Dispatch
Raider 9	Section Chief
Raider 10	Support Flight Chief
Raider 11	APG Supervisor
Raider 12	Specialist Supervisors
Raider 13	Support 21 Flightline
Raider 14	Nitrogen / LOX Servicing
AMXS1	AMXS/CSS (Orderly Room)

Figure A12.9. 439th Communications (439 CS).

Call Sign	Section
Comm 1	Squadron Commander (439 CS/CC)
Comm 2	Portables/Mobiles
Comm 3	Portables/Mobiles

Figure A12.10. 439th Logistics Readiness Squadron, Vehicle Operations (439 LRS/LGRV).

Call Sign	Section
RPM 2	RPM Representative
Planner 1	RPM Representative
WIMS 1	RPM Representative
Job Control 1	RPM Representative
T-1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	Vehicle Operations
T-19, 21, 22, 23, 43, 46	Vehicle Operations
Engine 27	Vehicle Operations
Mike 23, 24, 25, 26, 27, 28, 29	

Figure A12.11. 439th Base Civil Engineer, RPM Shop (439 BCE/PMI).

Call Sign	Section
Plumber 2	RPM Plumber
Plumber 3	RPM Plumber
Lock 1	RPM Locksmith
Carpenter 1	RPM Carpenter
Electric 1, 2, 3, 4, 5, 6, 7, 8, 9	RPM Electricians
LFM 1	RPM Representative
Refer 1, 2, 3, 4	RPM Representative
Maintenance 1, 2, 3, 4	RPM Maintenance Repair
Equipment 5	RPM Equipment Repair

Figure A12.12. 439th Base Civil Engineer, Resources (439 BCE/CER).

Call Sign	Section
Engineer 25 or Snow Control	RPM Representative
Pavements 1	RPM Representative
Equipment 1	RPM Representative
Equipment 2	RPM Representative
Equipment 3	RPM Representative

Figure A12.13. 439th Base Civil Engineer, Environmental Flight (439 CE/CEV).

Call Sign	Section
Environmental 1	Civil Engineering
Environmental 3	Civil Engineering
Environmental 5	Civil Engineering
Environmental 7	Civil Engineering

Figure A12.14. 439th Base Civil Engineer, Construction (439 CE/CECC).

Call Sign	Section
Construction 1	Civil Engineering
Inspection 1	Civil Engineering
Inspection 2	Civil Engineering
Inspection 3	Civil Engineering

Figure A12.15. 439th Base Civil Engineer, Fire Department (439 CE/CEF).

Call Sign	Section
Engine 27	Vehicle Operations
Mike 23, 24, 25, 26, 27, 28, 29	Vehicle Operations
Mike 30, 31, 32, 33, 34, 35	Vehicle Operations
Chief 1	Fire Chief
Chief 2	Fire Chief
Crash 3, 4, 5, 6,	Fire Trucks
Rescue 14	Fire Trucks
Engine 7	Fire Trucks
Engine 8	Fire Trucks
Tanker 9	Fire Trucks
Crash 12	Fire Trucks
Hazmat 10	Fire Trucks
Inspector 1, 2, 3	Fire Department Representative
Deputy	Deputy Fire Chief

Attachment 13

RADIO PHRASEOLOGY

A13.1. General. When driving on the CMA, clear and proper communication is vital. Both you and the ATCT must ensure that your communications are understood.

A13.2. Never assume anything.

A13.3. Always ask for assistance if you have any doubt about whether to proceed.

A13.4. If the instructions you receive from ATCT controller are unclear, ask that they be repeated by stating, “Say again.”

A13.5. If you do not understand, ask for further explanation.

A13.6. Always repeat or “read-back” your instructions to ATCT controller.

A13.7. Radio Communications Procedures.

A13.8. Use a two-way radio capable of communicating with ATCT. Normally, airfield vehicles are tuned in to the ramp net. Each vehicle must have a unique call sign identifying the vehicle. Each unit’s vehicle control officer determines all call signs with coordination by the Wing ADPM to prevent duplication/similar call signs already assigned. An updated call sign list will be forwarded to the UADPM at least annually.

A13.9. Think about what you are going to say before calling ATCT.

A13.10. Know and use proper phraseology. Refer to the Aviation Phraseology and Aviation Alphabet at the end of this section; never use Citizen’s Band lingo or law enforcement “ten” codes.

A13.11. Use the proper sequence in calling ATCT. Before you start talking, make sure no one else is already talking. Then key your microphone and do the following:

A13.12. State whom you are calling and identify yourself by using your vehicle call sign. Example: “*Westover Ground, Airfield One.*”

A13.13. Wait for ATCT to respond. Be patient, the controller is communicating on several networks and maybe busy. When the controller responds, “*Airfield One, Westover Ground,*” state where you are and where you want to go. Example: “*Airfield One on Pad 23. Request access onto Runway 05/23.*” **Note:** The order in which you state, where you are and where you want to go is unimportant. You can easily state where you want to go and where you are located instead. For example: “*Airfield One requests access onto Runway 05/23 from Pad 23.*” The important thing to remember is both pieces of information are required - where you are and where you’re going.

A13.14. Wait for the controller’s response. The controller will either approve or deny your request, or give you modified instructions. Example: “*Airfield One, proceed onto Runway 05/23, Will report when off.*”

A13.15. Always read back instructions from ATCT. Example: “*Airfield One proceeding onto the runway. Will report when off.*” The words “clear”, “cleared” 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.

Attachment 14**AVIATION PHRASEOLOGY**

- A14.1. Acknowledge - Let me know you have received and understand this message.**
- A14.2. Advise intentions - Tell me what you plan to do.**
- A14.3. Affirmative - Yes.**
- A14.4. Confirm - My version is...is that correct?**
- A14.5. Correction - An error has been made in the transmission, and correct version follows.**
- A14.6. Go ahead - State your request (never means “proceed).**
- A14.7. Hold - Stop where you are.**
- A14.8. Hold short of - Proceed to; but hold short of a specific point.**
- A14.9. Negative - No, or permission is not granted, or that is not correct.**
- A14.10. Proceed - You are authorized to begin or continue moving.**
- A14.11. Read back - Repeat my message back to me.**
- A14.12. Roger - I have received all of your last transmissions. It should not be used to answer a yes or no question.**
- A14.13. Say again - Repeat what you just said.**
- A14.14. Standby – Wait, I will get back to you.** Standby is not an approval or denial. The caller should reestablish contact if the delay is lengthy.
- A14.15. Unable - Indicates inability to comply with a specific instruction, request or clearance.**
- A14.16. Verify - Request confirmation of information.**
- A14.17. Wilco - I have received your message, understand it, and will comply.**
- A14.18. The Aviation Alphabet.** The following tables show the International Civil Aviation Organization (ICAO) phonetic alphabet that is used in radio communications. Use the words in place of letters to reduce confusion. Example: Taxiway B would be referred to as Taxiway Bravo.

Attachment 15

PHONETIC ALPHABET AND NUMBERS

Figure A15.1. Phonetic Alphabet.

A	Alpha	AL-FAH	N	November	NO-VEM-BER
B	Bravo	BRAH-VOH	O	Oscar	OSS-KAH
C	Charlie	CHAR-LEE	P	Papa	PAH-PAH
D	Delta	DELL-TAH	Q	Quebec	KEH-BECK
E	Echo	ECK-OH	R	Romeo	ROW-ME-OH
F	Foxtrot	FOKS-TROT	S	Sierra	SEE-AIR-RAH
G	Golf	GOLF	T	Tango	TANG-GO
H	Hotel	HOH-TEL	U	Uniform	YOU-NEE-FORM
I	India	IN-DEE-AH	V	Victor	VIK-THE
J	Juliet	JEW-LEE-ETT	W	Whiskey	WISS-KEY
K	Kilo	KEY-LOH	X	X-ray	ECKS-RAY
L	Lima	LEE-MAH	Y	Yankee	YANG-KEY
M	Mike	MIKE	Z	Zulu	ZOO-LOO

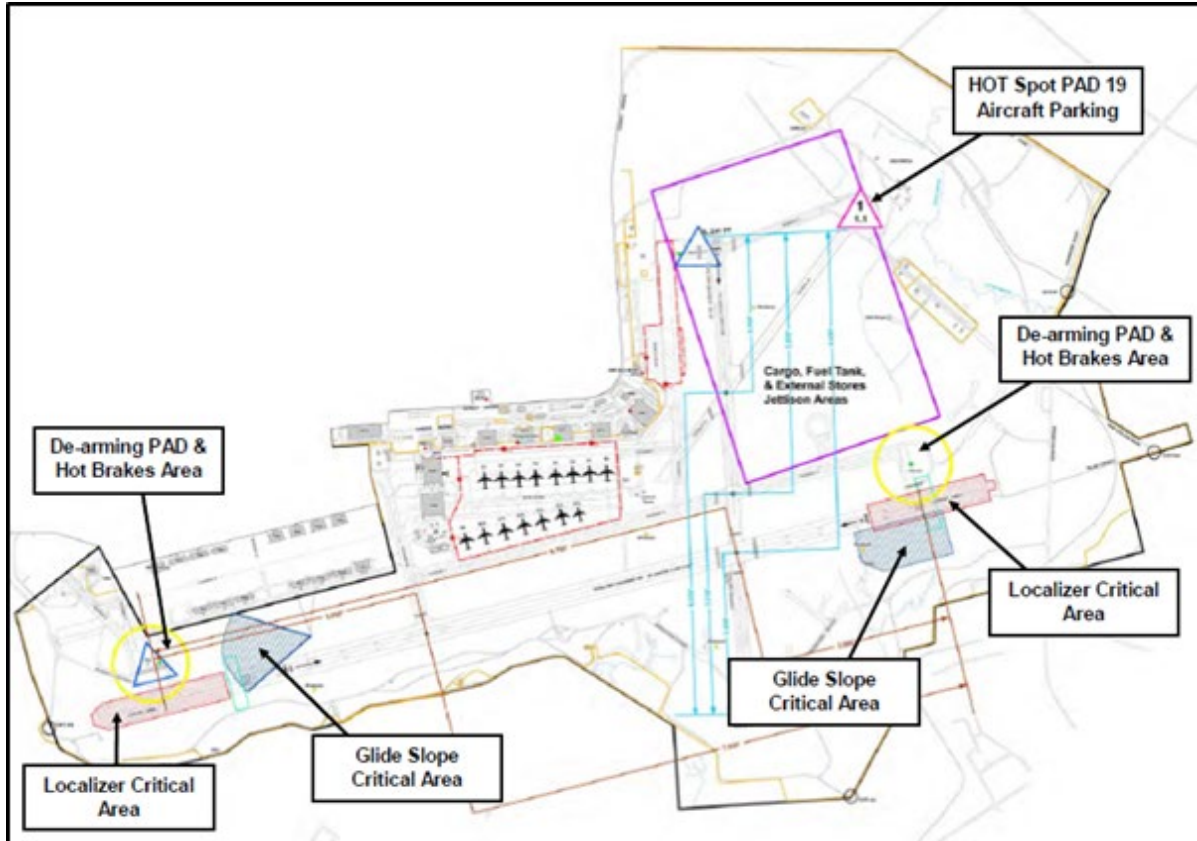
Figure A15.2. Phonetic Numbers.

1	One	WUN	6	Six	SIX
2	Two	TOO	7	Seven	SEV-EN
3	Three	TREE	8	Eight	AIT
4	Four	FOW-ER	9	Nine	NIN-ER
5	Five	FIFE	0	Zero	ZEE-RO

Attachment 16

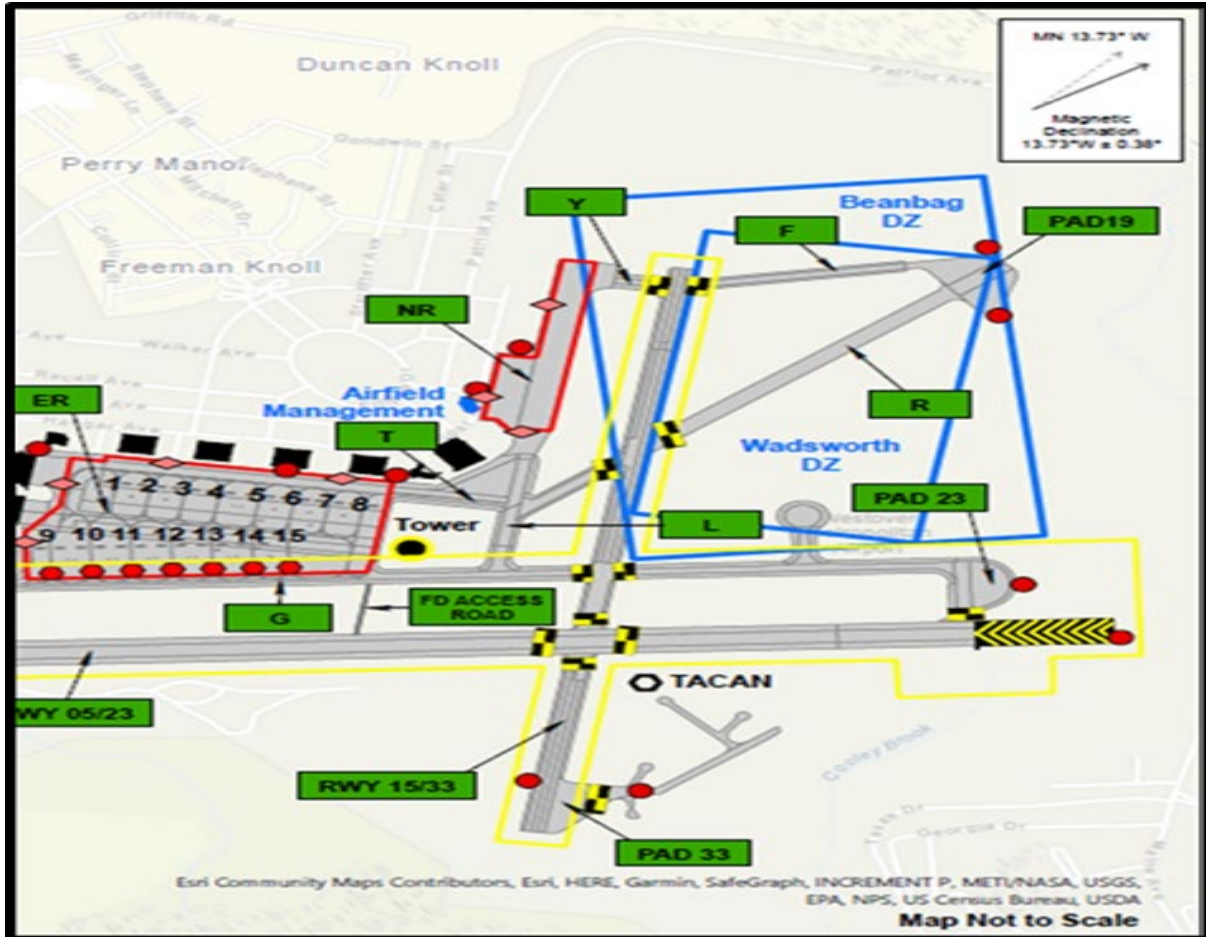
HOT SPOT PARKING, DE-ARMING PAD, HOT BRAKES AREA AND GLIDE SLOPE

Figure A16.1. Critical Area and Localizer Critical Area.



Attachment 17
WARB DROP ZONE

Figure A17.1. WARB Drop Zone Map (Note Diagram not to scale).



Attachment 18

**PRIVATELY OWNED AND GOVERNMENT LEASED VEHICLE AND NON-BASED
ASSIGNED/TEMPORARY POV PASS**

**Figure A18.1. Example Privately Owned and Government Leased Vehicle Pass Request
(Use appropriate letterhead).**



	<p>DEPARTMENT OF THE AIR FORCE AIR FORCE RESERVE COMMAND</p>	<p>9 September 2022</p>
<p>MEMORANDUM FOR 439 XXXX/CC</p>		
<p>FROM: 439 XXXX/ABCD</p>		
<p>SUBJECT: Request for Privately Owned and Government Leased Vehicle Pass</p>		
<p>1. Request for privately owned (POV) and government leased vehicle (GOV) pass for the following individual and vehicles.</p>		
<p>a. Name (First M. Last):</p>		
<p>b. Unit/Office Symbol: 439 XXXX/xxxx</p>		
<p>c. Duty Phone: 557-1234</p>		
<p>d. Vehicle Make, Model, Year and Color:</p>		
<p>e. Driver's License Number and State:</p>		
<p>f. AF Form 483, <i>Certificate of Competency</i> Number:</p>		
<p>g. Area of Operations:</p>		
<p>h. Justification:</p>		
<p>2. Owner will comply with all procedures outlined in DAFI 13-213, 439AW Supplement, <i>Airfield Driving</i>, while driving on the airfield.</p>		
<p>3. Owner will contact 439 OSS/OSAA, Airfield Management, at 413-557-2187 or 413-557-2951, prior to reassignment, separation, expiration or when the pass is no longer required.</p>		
	<p>JOHN H. DOE, TSgt, USAF Knowledge Management Specialist</p>	
1st Ind, 439 XXXX/CC		dd Month xxxx
<p>MEMORANDUM FOR 439 OSS/OSAA</p>		
<p>Recommend Approve / Disapprove for airfield access.</p>		
	<p>COMMA N. DER, Lt Col, USAF Commander</p>	

Figure A18.2. Example Non-Base Assigned/Temporary POV Pass/AF Form 483 (Use appropriate letterhead).



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

9 September 2022

MEMORANDUM FOR: 439 XXX/CC

FROM: 439 XXX/ABCD

SUBJECT: Request for Non-Base Assigned/Temporary POV Pass/AF Form 483

1. Request for TDY personnel/non-base assigned airfield access.
 - a. Name (First M. Last):
 - b. Unit/Office Symbol: 439 XXX/xxx
 - c. Duty Phone: 557-1234
 - d. Vehicle Make, Model, Year and Color:
 - e. Driver's License Number and State:
 - f. AF Form 483, *Certificate of Competency* Number:
 - g. Area of Operations:
 - h. Justification:
2. Owner will comply with all procedures outlined in DAFI 13-213, 439AW Supplement, *Airfield Driving*, while driving on the airfield.
3. Owner will contact 439 OSS/OSAA, Airfield Management, at 413-557-2187 or 413-557-2951, prior to reassignment, separation, expiration or when the pass is no longer required.

JOHN H. DOE, TSgt, USAF
Knowledge Management Specialist

1st Ind, 439 XXX/CC dd Month ~~xxxx~~

MEMORANDUM FOR: 439 OSS/OSAA

Recommend Approve / Disapprove for non-base assigned airfield access.

COMMA N. DER, Lt Col, USAF
Commander

Figure A18.3. TDY/Non-Base Assigned Contractor Airfield Driving Briefing.

Westover ARB
TDY/Non-Base Assigned Contractor Airfield Driving Briefing
OPR: Airfield Management (413) 557-2185

Review the following topics, brief individuals as appropriate.

Daily Check in Process & Required Documents	<u>Speed limits:</u> Airfield road 15 MPH
Airfield Signs & markings	Aircraft parking areas 5 MPH
Night Time Operations as applicable	Special purpose Vehicle 10 MPH
Primary airfield road route and taxiway routes.	Runway/Taxiways 15 MPH
Airfield access roads and FOD check points	Airfield Violations & Consequences
Restricted areas	Foreign Object Damage (FOD) prevention
All radio controlled movement areas. <u>Radio contact with Tower mandatory</u>	Avoidance of graveled areas and requirements after being in area
Runway/ILS critical areas	Positioning of all work areas
Position hold lines	Physical security of all unattended objects
2-way communication procedures, if within 100ft of movement area	Parking/Chocking/Clearance from aircraft with engines operating – 25/500 feet
Light Gun Signals	

EXAMPLE ONLY

1. Brief all indicated topics, highlighting the safest and most direct route to contractor work area.
2. Where POV pass is required, list authorized area(s) of operation. **Note:** Display POV pass in the left side on windshield, remove from sight when not on airfield. Return the pass to Airfield operations when no longer needed, or expired.
3. Prior to entering the Airfield Environment ensure you have all appropriate licenses, passes, FOD receptacles, and understand your authorized areas of use:
4. Name of AM Ops Briefing Designated Rep:

Attachment 19

CORRECTIVE ACTIONS FOR VIOLATIONS

Figure A19.1. Corrective Actions for Violations.

Violation	Immediate Minimum Action	Corrective Action
Any action that endangers an airborne aircraft, aircraft intending flight, or a taxiing aircraft.	AF Form 483, <i>Certificate of Competency</i> , will be confiscated for 30 days. UADPM and Unit Commander will be notified.	Documented remedial training with special emphasis on the area of violation. Individual meeting with AAFM and UADPM.
Entering the tower-controlled portion of CMA without tower approval (runway and/or taxiways).	Vehicle will be apprehended. AF Form 483, <i>Certificate of Competency</i> will be confiscated for 30 days. UADPM and unit commander notified.	Documented remedial training with special emphasis on the area of violation. Meeting with WADPM and 439 OSS/CC.
Driving on the airfield faster than DAFI13-213_439AWSUP specified speed limits, or without current AF Form 483.	AF Form 483, <i>Certificate of Competency</i> will be confiscated for 15 days pending review. UADPM and unit commander notified.	Documented remedial training with special emphasis on the area of violation. Individual meeting with WADPM and UADPM
Failure to complete annual refresher training within 30 days of AF Form 483 expiration.	AF Form 483, <i>Certificate of Competency</i> will be obsolete. UADPM and Unit Commander will be notified	Licensee will be removed from the ADTCS system or demoted to Initial training status.
Not performing FOD inspections as specified in DAFI13-213_439AWSUP	AF Form 483, <i>Certificate of Competency</i> will be confiscated for 15 days.	Documented remedial training with special emphasis on area of violation. Individual meeting with WADPM and UADPM
Any action that is reckless or violates military and civilian driving laws.	AF Form 483, <i>Certificate of Competency</i> will be confiscated for 30 days.	Documented remedial training with special emphasis on area of violation. Individual meeting UADPM.

Note: Upon the suspension or revocation of base driving privileges, only the installation or Mission Support Group Commander may authorize reinstatement of airfield driving privileges to perform critical mission essential duties.

Attachment 20

VEHICLE TRAFFIC FLOW AND RESTRICTED AREAS

Figure A20.1. Vehicle Traffic Flow and Restricted Areas.

