

**BY ORDER OF THE COMMANDER
62D AIRLIFT WING (AMC)**

62D AIRLIFT WING INSTRUCTION

13-213



3 FEBRUARY 2017

**SPACE, MISSILE, COMMAND AND
CONTROL**

AIRFIELD DRIVING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 13-204, *Functional Management of Airfield Operations*, AFI 13-213, *Airfield Driving*, AFI 24-301, *Vehicle Operations*, AFMAN 24-306, *Manual for the Wheeled Vehicle Operator*, and AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*. It establishes responsibilities, requirements, and procedures for safe operations of motor vehicles and applies to all military (including USAFR and ANG), civil service, contractor, and vendor personnel required to operate motorized wheeled vehicles within the confines of McChord Field airfield. The term "airfield" is synonymous with "flightline." Maintain and dispose of records created as a result of prescribed processes in accordance with (IAW) AFMAN 37-123, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 through the appropriate functional chain of command.

SUMMARY OF CHANGES

This instruction has been substantially revised and must be completely reviewed. Changes include paragraph reorganization, AMC Airfield Driving Training Program (ADTP) procedures and responsibilities, conditional licensing exemptions implemented for SERE and DOD courier personnel, vehicle speed limits near and around aircraft, clarification of pedestrian movement, procedures on Taxiway B (east), emergency or incident response and contractor escort procedures, McChord IMT 603, *Airfield Drivers Training and Certification*, licensing

restrictions and McChord IMT 603 processing procedures. Additionally attachments were renumbered, Attachment 3, Unit Airfield Driver Program Manager (ADPM) Training Checklist and Attachment 5, Unit ADPM Self Inspection Checklist were revised and seven new attachments were added.

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1. GENERAL INFORMATION.

1.1. **Policy.** Motor vehicle operations on the airfield are necessary for mission accomplishment. Operating vehicles on the airfield, however, also creates a clear and present danger to aircraft and personnel. Due to the lack of established vehicular traffic lanes in all

areas, every means possible must be used to provide for safe operation. Airfield driver carelessness and disregard of safety standards are the primary causes of aircraft-vehicle collisions and cannot be tolerated.

1.2. Authorization. Motor vehicle traffic on the airfield is restricted to government-owned vehicles (GOV) on official business. Privately owned vehicles (POVs) and rental vehicles are not authorized on the airfield without Airfield Manager (AFM) or Deputy Airfield Manager (DAFM) approval. The AFM/DAFM may authorize Temporary Duty (TDY) and vendor/contractor vehicles to drive on the airfield if needed to support the airfield mission.

1.3. Responsibilities.

1.3.1. 62d Airlift Wing Commander.

1.3.1.1. Designates agencies to support the McChord Field Airfield Driving Program (ADP).

1.3.1.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension/revocation of base driving privileges. Authority must not be delegated.

1.3.1.3. Requests an AF Runway Safety Action Team (AFRSAT) if there are recurring problems with Controlled Movement Area Violations (CMAV).

1.3.1.4. Reviews all runway incursions incidents and corrective actions taken.

1.3.2. 62d Operations Group Commander.

1.3.2.1. Submits requests to operate POVs on McChord airfield to AMC for approval.

1.3.2.2. Reviews CMAVs and corrective actions taken.

1.3.2.3. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) IAW AFI 13-213 paragraph 2.4.2.

1.3.3. Unit Commanders.

1.3.3.1. Appoints a primary and alternate unit Airfield Driving Program Manager (ADPM) in writing (see [Attachment 2, A2.1](#)) to manage training and testing requirements of unit personnel that are required to operate a vehicle on the airfield. Forward a copy of the appointment letter to the Wing ADPM within 5 days of initial appointment.

1.3.3.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibits; then use most qualified SSgt/5-level or civilian equivalent available. **NOTE:** Must have the OG/CC approval to waive this requirement. Forward a copy of the waiver to the Wing ADPM.

1.3.3.1.2. Ensures a replacement Unit ADPM is appointed in writing and trained by the Wing ADPM at least 30 days prior to releasing the current Unit ADPM.

1.3.3.1.3. Ensures Unit ADPMs can satisfactorily manage the number of airfield drivers. Large organizations (e.g. consist of two or more units) should consider

having more than one Unit ADPM.

- 1.3.3.2. Appoints unit airfield driving trainers (see [Attachment 2, A2.2](#)) in writing to conduct and document proper required training for airfield drivers. Trainers must have completed the AF Training Course. Forward a copy of the appointment letter to the Wing ADPM. **NOTE:** This letter may be consolidated with the Unit ADPM appointment letter.
 - 1.3.3.3. Certify personnel are qualified to drive on the airfield. Authority may be delegated in writing to Unit ADPMs.
 - 1.3.3.4. Ensures unit assigned personnel complete the required training and testing requirements outlined in AFI 13-213 ([Chapter 3](#)) and this Airfield Driving Instruction (ADI).
 - 1.3.3.5. Limits the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.
 - 1.3.3.6. Ensures unit airfield drivers limit their access on or across the runway to mission essential duties only.
 - 1.3.3.7. Reviews an individual's driving qualifications (contact 627 LRS Operator Record and Licensing) before permitting them to operate a vehicle or equipment on the airfield.
 - 1.3.3.8. Upon suspension/revocation of a unit member's base driving privileges, suspend/revoke the member's airfield driving authorization and notify the Unit ADPM and Wing ADPM in writing within 2 workdays (see [Attachment 2, A2.3](#)). Request for reinstatement must be processed according to paragraph [1.3.1.2](#) (see [Attachment 2, A2.4](#)).
 - 1.3.3.9. Determines airfield driving needs of official visitors and ensure appropriate training is administered. (Reference [paragraph 4.8](#))
 - 1.3.3.10. Participates in the RIPWG.
 - 1.3.3.11. Submit a unit Airfield Driving Operating Instruction or policy letter to the Wing ADPM for approval prior to implementation.
- 1.3.4. Wing ADPM. Airfield Management (62 OSS/OSAA) is the Office of Primary Responsibility (OPR) for the McChord Field ADP. The Deputy Airfield Manager (DAFM) or designated representative acts as the Wing ADPM and will accomplish the following and provide any other necessary assistance as appropriate in developing unit airfield driving training programs.
- 1.3.4.1. Develop the wing ADI to establish McChord Field ADP IAW AFI 13-213, *Airfield Driving* and AMC Supplement.
 - 1.3.4.2. Train and certify appointed Unit ADPMs and their replacements on program management using [Attachment 3](#), Unit ADPM Training Checklist.
 - 1.3.4.3. Provide Unit ADPMs with training and access on the Airfield Driving Training Program (ADTP) system. **NOTE:** The ADTP contains the training curriculum and test materials to manage the unit ADP.

1.3.4.4. Conduct a review of this ADI and supportive information for currency and accuracy at least annually. Use a Memorandum for Record (MFR), log, or electronic equivalent to document ADI reviews and maintain a file copy in accordance with Air Force RDS, Table 13-06, Rule 4.00.

1.3.4.5. Conduct semi-annual meetings with Unit ADPMs to provide training and debrief runway incursions, CMAV events, trends, etc. **NOTE:** Semi-annual meeting minutes will be posted on the Airfield Driving SharePoint. Maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder or electronic equivalent.

1.3.4.6. Monitor unit airfield driver training programs for effectiveness. Ensure quality control of local training and procedures including, but not limited to:

1.3.4.6.1. Conducting spot checks for compliance with airfield driving procedures outlined in AFI 13-213 paragraph 2.6.5.2. Report violations detected during spot checks to AFM, AOF/CC, individual's Unit Commander and ADPM. **NOTE:** Report and document results of spot checks (unit/office symbol) in the "status of airfield driving" section of the Airfield Operations Board (AOB).

1.3.4.6.2. Monitoring radio nets for proper radio terminology, phraseology and discipline. **NOTE:** Report noncompliance results at the AOB and Semiannual ADPM meeting.

1.3.4.6.3. Reviewing each unit's program at least annually (every 12 months). Inspections will be conducted using [Attachment 4](#), Wing Airfield Driving Program (ADP) Unit Inspection Checklist. Results will be provided to the unit ADPM and Commander and briefed at the AOB.

1.3.4.7. Provide a copy of the annual Staff Assistance Visit (SAV) schedule to Unit ADPMs no later than 31 December.

1.3.4.8. Endorse the AF IMT 483, *Certificate of Competency*, via the ADTP system with the applicable airfield driving authorization (Ramp Only, CMA access, daytime only etc.) after all certification requirements have been accomplished. (Reference [Chapter 4](#)). **NOTE:** 62 OSS/OSAA is the only agency authorized to issue AF IMT 483s.

1.3.4.9. Respond to all CMA and airfield violations. **NOTE:** All incidents and corrective actions will be documented and briefed at the quarterly AOB. This briefing will be IAW AFI 13-213 and include a detailed description of each incident to include (what, when, where, and how, type vehicle/aircraft involved and action taken to prevent a reoccurrence); and, trend items (if applicable). The AFM will maintain a copy of the AF IMT 651, *Hazardous Air Traffic Report* and AF IMT 457, *USAF Hazard Report*, actions taken, results and supporting documentation.

1.3.4.10. Notify unit ADPMs of individuals involved in a CMA or airfield violation.

1.3.4.11. Take immediate actions to correct any identified systematic problems and ensuring interim control measures are applied until permanent corrections are made.

- 1.3.4.12. Submit AF IMT 457, *USAF Hazard Report*, through the AOF/CC to the Wing Safety Office within 24 hours for specific incidents of runway incursions and other CMAVs that did not impact aircraft operations (if not generated by the Tower).
 - 1.3.4.13. Submit AF IMT 651, *Hazardous Air Traffic Report*, through the Airfield Operations Flight Commander (AOF/CC) to the Flight Safety Office (62 AW/SEF) within 24 hours for all runway incursions that have an adverse impact on flight operations (if not generated by the Tower).
 - 1.3.4.14. Train, certify, and issue airfield authorization to TDY personnel who are not sponsored by a unit, contractors, and non-Air Force personnel working on the airfield using **Attachment 5**, TDY/Temporary Contractor Briefing/Training Checklist.
 - 1.3.4.15. Provide Construction Project Escorts detailed/tailored airfield driving briefing/training.
 - 1.3.4.16. Impose and publish restricted driving routes as required.
 - 1.3.4.17. Enforce utilization of the ADTP database to monitor and track airfield driver's information and progress to include the contractor/TDY function to train and certify Non-base assigned personnel. (Reference **Attachment 5**).
 - 1.3.4.18. Develop and maintain written airfield driving unit, wing and phraseology tests to be administered via the ADTP.
 - 1.3.4.19. Utilize the ADTP mass email function and Airfield Driving SharePoint <https://eim.amc.af.mil/org/62oss/osa/osaa/adp/default.aspx> to educate to inform and update personnel on airfield changes, restricted routes and trends.
 - 1.3.4.20. Administer the airfield layout diagram and phraseology test. **NOTE:** Phraseology test are only required for "CMA" authorized personnel.
 - 1.3.4.21. Review applicants training progress and administer the final Wing Test (Step 4) via ADTP website. Print a written wing test for individuals who are unable to access the ADTP website.
 - 1.3.4.22. Airfield Management Operations (AMOPS) personnel will sign off the airfield driving requirement on deployment checklists when required by the member.
 - 1.3.4.23. The AFM, DAFM, Wing ADPM, or NCOIC, Airfield Management Operations will sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF IMT 483 for airfield driving.
 - 1.3.4.24. Participate in the RIPWG.
- 1.3.5. Unit ADPM. The primary and alternate unit ADPM will administer their unit's airfield drivers training program IAW AFI 13-213, AMC Supplement, this ADI, and will comply with the following guidance:
 - 1.3.5.1. Prior to performing ADPM duties, managers must be:
 - 1.3.5.1.1. A minimum grade of SSgt with a 7-level or above skill level (or civilian equivalent) unless manning cannot support. See **paragraph 1.3.3.1.1** for

requirements.

1.3.5.1.2. Trained and certified to drive on the airfield.

1.3.5.1.3. Appointed in writing by the squadron commander.

1.3.5.1.4. Trained/certified by the Wing ADPM on unit ADPM responsibilities and ADP administration (**Attachment 3**).

1.3.5.2. Maintain and have familiarity with the following publications:

1.3.5.2.1. AFI 24-301, *Vehicle Operations*.

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

1.3.5.2.3. AFMAN 24-306, *Manual for the Wheeled Vehicle Operator* (**Chapter 20**).

1.3.5.2.4. AFI 91-203, *Air Force Consolidated Occupational Safety Instruction* (**Chapter 24**).

1.3.5.2.5. 62 AWI 13-213, *Airfield Driving*.

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

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

1.3.5.3. Ensure prospective drivers have a valid need to drive on the airfield and are emotionally, mentally, and physically able to perform airfield driver duties. (Reference **paragraph 4.2.2**).

1.3.5.4. Ensure all individuals trained for airfield driving are in possession of a valid state driver's license and a government driver's license that is valid for those vehicles the member is authorized to operate.

1.3.5.5. Develop lesson plans for classroom training. Ensure potential drivers are trained to the CMA access standards for day and night (if required) operations. Tailor training to the unit's airfield driving responsibilities. (Reference **Attachment 6** and **Chapter 4**).

1.3.5.6. Train appointed trainers on ADP administration and the use of the ADTP database.

1.3.5.7. Ensure designated airfield driving trainers conduct and document (**Attachment 7**) practical day and night (as applicable) airfield familiarization training and practical driving test on unit personnel prior to issuance of an AF IMT 483. **NOTE:** The practical driving test, or "check ride," will be observed while trainee is in the driver's seat performing proper operating procedures without assistance.

1.3.5.8. Identify, document, and track personnel **requiring** access to the CMA, non-CMA, or restricted airfield driving as applicable (e.g. Ramp only, Daylight Hours only, etc). Ensure the appropriate restriction code is applied to each AF IMT 483 by using the restriction function located within ADTP.

1.3.5.9. Schedule personnel that will drive on the CMA for color vision testing. **NOTE:** Drivers who require "Ramp Only" do not require a color vision test. Drivers requiring "CMA access" must pass the color vision examination.

1.3.5.10. Review personnel training progress and administer the Unit Test (STEP 3) via the ADTP website. Unit ADPMs must ensure all unit test questions are approved by the Wing ADPM prior to implementation. Print a written unit test for individuals who are unable to access the ADTP website and retain the results until replaced.

1.3.5.11. Ensure all training documentation and certification is completed prior to advancing trainee to Step 4.

1.3.5.12. Review all missed unit/wing test questions with the trainee. For test failures, provide individual additional training prior to advancing the trainee to the next step or requesting the wing ADPM to re-enable the Wing Test (Step 4).

1.3.5.13. Review ADTP database at least quarterly. Ensure all personnel are completing training in reasonable time. Personnel who do not complete required training items within 30 days (60 days for AFR and Fire Department) will be removed from the ADTP system.

1.3.5.14. Train unit hosted TDY personnel. (Reference [paragraph 4.8](#)). Conduct TDY Personnel Briefing/Training ([Attachment 5](#)) via the ADTP system.

1.3.5.14.1. Non-CAC card holders will be trained and tracked via paper products.

1.3.5.14.2. TDY member must have a signed copy of the TDY/Contractor Briefing Checklist on their persons while operating on the airfield.

1.3.5.15. Notify the Unit Commander and Wing ADPM in writing after revoking/suspending airfield driving certification of unit personnel who violate the provisions of this directive or who lost civil driving privileges/on-base driving privileges.

1.3.5.16. Update the ADTP database to reflect suspension/revocation. Retrieve the individual's AF IMT 483.

1.3.5.17. Annually validate drivers who are required to access the CMA. Update assigned personnel AF IMT 483 within the ADTP system.

1.3.5.18. Maintain current and accurate airfield driving training records in the ADTP system. For individuals who are unable to access ADTP, the unit ADPM will maintain the McChord IMT 603, *Flightline Driver Training and Certification Record* ([Attachment 8](#)), and associated training documents for each driver.

1.3.5.19. Provide annual refresher training for assigned unit personnel. Annual refresher training for airfield driving will be documented on reverse side of the AF IMT 483 automatically via the ADTP web site. It is the unit ADPMs responsibility to ensure all training is complete within 30 days of the refresher due date and a new AF IMT 483 is issued. (Reference [paragraph 4.5](#)).

1.3.5.20. Suspend and annotate in the remarks section of the individuals ADTP profile the reason refresher training has not been complete. **NOTE:** Personnel that were not able to complete refresher training (e.g. deployed, TDY, etc.) must complete it prior to driving on the airfield. (Reference [paragraph 4.7.3](#)).

1.3.5.21. Conduct a self-inspection ([Attachment 9](#)) 6 months after last annual inspection. Forward a copy of the inspection results to the Wing ADPM.

- 1.3.5.22. Conduct and document spot checks with unit/office symbol of person checked, any discrepancy noted corrective action taken, if warranted, and forward a copy to the Wing ADPM quarterly.
- 1.3.5.23. Ensure processing in/out with unit ADPM is added to unit's in/out processing checklist.
- 1.3.5.24. Attend all semi-annual meetings and/or briefings requested by Wing ADPM and participate in the RIPWG.
- 1.3.5.25. Maintain a unit ADP Continuity Binder or electronic equivalent in the tab format below.
- 1.3.5.25.1. TAB A: Unit ADPM and Trainer Appointment Letter(s).
 - 1.3.5.25.2. TAB B: 62 AWI 13-213, *Airfield Driving*.
 - 1.3.5.25.3. TAB C: Annual Program Inspection Schedule/Results and Self-Inspection Results (for the previous calendar year).
 - 1.3.5.25.4. TAB D: If maintaining McChord IMT 603's, *Flightline Driver Training & Certification Record* (arranged chronologically or alphabetically). ADTP members are maintained at <https://eim.amc.af.mil/org/62oss/osa/osaa/adp/default.aspx>.
 - 1.3.5.25.5. TAB E: List of unit assigned airfield drivers. Located in ADTP, provide airfield drivers list upon requested.
 - 1.3.5.25.6. TAB F: USAF Airfield Driving Computer Based Training (CBT), Training Curriculum, Test/Answer Key. Located in ADTP, units who have paper copies must keep Test/Answer Key in secure location.
 - 1.3.5.25.7. TAB G: Unit airfield driving requirements as applicable (e.g. Fire Trucks, Fuel Trucks, K-loaders, etc.)
 - 1.3.5.25.8. TAB H: Airfield Violations/Corrective Actions.
 - 1.3.5.25.9. TAB I: References (e.g., AFMAN 24-306(I), *Manual for Wheeled Vehicle Operator*, Chapter 20 and AFI 91-203 (**Chapter 24**), AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **NOTE:** References may be a paper or electronic copy.
 - 1.3.5.25.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Digest Articles, RIPWG, email correspondence, etc.)
- 1.3.6. Flightline Security (627 SFS/S5). The Flightline Security Patrols will monitor airfield security operations and comply with the following:
- 1.3.6.1. Procedures outlined in this ADI for entry into the CMA.
 - 1.3.6.2. Coordinate with the AFM to establish a designated response location in support of Inflight/Ground emergencies and or other emergency situations.
 - 1.3.6.3. Monitor airfield vehicle operations and report violations of this directive. **NOTE:** Anyone observing a safety violation (i.e., seatbelt unfastened, speeding, etc.)

should immediately correct the violation and report the incident to the offender's supervisor, unit ADPM, AMOPS or SFS.

1.3.6.4. Respond to airfield driving violations when requested by AMOPS or ATCT.

1.3.6.5. Prohibit unauthorized vehicles from operating on the airfield and inform AMOPS of violations.

1.3.6.6. Assist in escorting violators (as needed) to AMOPS and issue appropriate citations for violations.

1.3.6.7. Coordinate on all airfield related Free Zone requests.

1.3.6.8. Inform AFM of any new guidance that affects airfield driving.

1.3.6.9. Participate in the RIPWG.

1.3.7. 62d Medical Squadron (62 MDS). The 62 MDS will:

1.3.7.1. Train Wing ADPMs to administer/conduct color vision testing. **NOTE:** Color vision test results will be annotated in the remarks section of individuals profile in ADTP.

1.3.7.2. Upon request, conduct color vision testing for airfield driving applicants requiring CMA access.

1.3.7.3. Upon request by the unit commander or ADPMs, conduct evaluations to determine physical, mental, and/or visual suitability for potential drivers. **NOTE:** Requests for evaluation will be routed through the member's unit primary care manager.

1.3.7.4. Coordinate with the AFM to establish a designated response location in support of Inflight/Ground emergencies and or other emergency situations.

1.3.8. Air Traffic Control Tower (ATCT). 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.

1.3.8.1. Report all runway incursions and CMAVs to AMOPS.

1.3.8.2. Submit AF IMT 651, *Hazardous Air Traffic Report*, through the AOF/CC to the Flight Safety Office (62 AW/SEF) within 24 hours for all runway incursions that have an adverse impact on flight operations. Provide a copy to the AFM and DAFM.

1.3.8.3. Submit AF IMT 457, *USAF Hazard Report*, through the AOF/CC to the Wing Safety Office within 24 hours for specific incidents of runway incursions and other CMAVs that did not impact aircraft operations. Provide a copy to the AFM and DAFM.

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

1.3.8.5. Participate in the RIPWG.

1.3.9. Wing Safety (62 AW/SE). Wing Safety will:

1.3.9.1. Coordinate on local directives and/or operation instructions that establish vehicle traffic flow patterns and vehicle parking plans on McChord Field.

1.3.9.2. Coordinate on lesson plans and tests for local airfield vehicle operations.

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

1.3.9.4. Review CMA violations for trends.

1.3.9.5. Participate in the RIPWG.

1.3.10. Airfield Escorts.

1.3.10.1. Units assigning individual's for escort detail will:

1.3.10.1.1. Ensure individuals escorting contractors on the airfield are licensed to drive on the airfield and have the appropriate access restrictions.

1.3.10.1.2. Make every effort to utilize individuals who routinely drive on the airfield due to their normal duties.

1.3.10.2. Escorts will report to AMOPS the day prior to assigned detail for an airfield construction escort briefing. Individuals escorting or monitoring contractors near the Controlled Movement Area (CMA) must be knowledgeable of and certified for operations within the CMA. The AF IMT 483 must have a "C" code assigned.

1.3.10.3. In addition to procedures/requirements specified in [paragraph 2.24 and 4.9](#), escorts shall:

1.3.10.4. Maintain positive supervision of assigned contractors.

1.3.10.5. Ensure assigned contractors have been briefed by airfield management personnel.

1.3.10.6. Show contractors the CMA boundary (if work is in the area) and hold lines and specify that no activity is to cross into the area without the escort's approval.

1.3.10.7. Notify AMOPS via radio or telephone when contractors have entered and exited the airfield.

2. OPERATING PROCEDURES.

2.1. Policy.

2.1.1. Drivers are exempt from airfield driving certification and do not require an AF IMT 483 to drive in the following areas (**Attachment 10**): **NOTE:** Vehicle operators shall comply with the established speed limits and should proceed with caution when entering and operating vehicles within these areas:

2.1.1.1. Taxiway Juliet and E Street intersection.

2.1.1.2. Taxiway Kilo and Levitow Blvd intersection.

2.1.1.3. Parking lots for infield facilities.

2.1.1.4. Immediately south of Building 1422 and north of the vehicle lanes in the marshaling area at the north end of Apron Bravo.

- 2.1.1.5. SERE personnel may utilize the portion of taxiway Kilo from Levitow Blvd to the vehicle lane prior to Apron D. Only GOVs are permitted and personnel will give way to airfield vehicles.
- 2.1.1.6. DOD courier personnel and vehicles are exempt when responding to aircraft parked on spots B2/B3. All other areas require escort.
- 2.1.2. Pedestrian movement on the airfield is to be controlled at all times. Pedestrian movement must be limited to aircraft operations/maintenance or other airfield support activities only. Jogging and other non-related airfield and aircraft activities are not authorized.
- 2.1.2.1. The aircraft commander or squadron commander having control of the immediate area is responsible for controlling pedestrian entry into and circulation within their established area.
- 2.1.2.2. The AFM is responsible for controlling pedestrian entry into and circulation of the rest of the airfield.
- 2.1.2.3. The airfield is an owner/user controlled area. Commanders grant their personnel access to any area of the airfield needed to accomplish official duties. Commanders may authorize escort of visitors after coordination with AMOPS.
- 2.1.2.4. Personnel will not sit or recline in any area where they could be in the path of a vehicle or aircraft.
- 2.1.2.5. Walk facing oncoming traffic.
- 2.1.3. Cellular/mobile phones are authorized on the airfield. Use of cell phones may only be used for official/business and when the vehicle is safely parked. **DO NOT DRIVE WHILE OPERATING A CELL PHONE.** The wearing of other portable headphones, earphones, or other listening devices (except for hands free cellular devices e.g. connection to vehicle audio device) while operating a motor vehicle is prohibited. Use of these devices impairs driving and prevents recognition of emergency signals, alarms or radio calls.
- 2.1.4. Flightline Photography is strictly prohibited. An approved photo pass must be obtained from Public Affairs to take pictures.
- 2.1.5. Smoking is not permitted on the airfield. There are no designated smoking areas on any ramps, taxiways or the runway. Smoking is not allowed in all government owned or leased vehicles and prohibited within 50' of an aircraft.
- 2.1.6. Airfield drivers will use the perimeter, infield, intermediate, perpendicular, or outer roads to reduce nonessential vehicle movement on the airfield. Drivers shall contact AMOPS or reference the Airfield Status slides (located on OSAA Share point) prior to entering the airfield for pertinent airfield activities (i.e. runway closure, construction).
- 2.1.7. Prior to entering the airfield, operators must ensure their vehicles are in a safe and reliable mechanical condition. A map delineating the airfield (**Attachment 11**), AFVA 11-240, *USAF Airport Signs and Markings* and AFVA 13-222, *Runway/Controlled Movement Area Procedures* (**Attachment 12**) and 62 AWVA 13-3, *McChord Airfield Driving Guide* (**Attachment 13**), will be kept in each vehicle used on the airfield. The

AFVA 11-240 may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side so it can be flipped down for ready reference.

2.2. **Speed Limits.** The following speed limits apply to all airfield Service Roads, Aprons, Taxiways and the Runway.

2.2.1. General purpose vehicles – 15 MPH

2.2.2. Special purpose vehicles – 10 MPH.

2.2.3. All vehicles are limited to 5 MPH when:

2.2.3.1. Within 50 feet of aircraft.

2.2.3.2. During aircraft, equipment and trailer towing.

2.2.3.3. Traveling on vehicle parking areas.

2.2.4. Emergency Response, Airfield Management, Transient Alert, Barrier Maintenance, and snow removal vehicles may proceed at speeds reasonably greater than 15 MPH in open areas while performing mission duties.

2.2.5. No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing traffic, road, or weather conditions.

2.2.6. All airfield vehicle operators must know and comply with all speed limits, airfield signs, markings and control tower signals (see [Table 2.5](#))

2.3. **Airfield Markings, Signs, and Lights (Attachment 14).**

2.3.1. Runway Hold Line.

2.3.1.1. The runway Hold Line is located at least 100 feet from the edge of the runway on all taxiways leading onto the runway. It consists of four parallel yellow stripes that extend across the entire width of the taxiway, to include the taxiway shoulder. The two stripes closest to the runway centerline are dashed lines and the other two are solid lines. See **Attachment 19** for runway Hold Line locations.

2.3.1.2. Vehicles will not cross hold lines or proceed onto the runway without first obtaining permission from ATCT.

2.3.2. Instrument (INST) Hold Line.

2.3.2.1. The instrument hold line consists of two solid yellow parallel stripes perpendicular to the axis of the taxiway centerline with double vertical stripes spaced 2 feet apart. Space between pairs is 10 feet and all stripes are 1-foot wide. The designation for the instrument holding position (INST) is painted on the runway side of the line, to be read facing the runway. These letters are 6feet in length. See **Attachment 19** for Instrument Hold Line locations.

2.3.2.2. Instrument hold lines are used to protect the ILS critical areas for aircraft operating in inclement weather, with the reported ceiling less than 800 feet or visibility less than 2 miles. Unless exempted, vehicles/personnel will not cross the Instrument Hold lines or proceed into the critical areas without first obtaining permission from ATCT. **CAUTION:** The south overrun access road from Outer Drive falls within the ILS critical area.

2.3.2.3. All vehicles/pedestrians will STOP at critical area sign/vehicle stop bar to obtain permission from ATCT before proceeding into the ILS critical area. **EXCEPTION:** Personnel/vehicles may cross the Instrument Hold line at Taxiway B (east) without ATCT permission ONLY when responding to an aircraft parked on spot K2. At no time will personnel pass the aircraft towards the runway. **NOTE:** Units with personnel who have a requirement to service aircraft parked on K2 will specifically train and test knowledge and procedures of this exemption.

2.3.2.4. Aerial Port personnel with Ramp Only Restrictions will be escorted by AM Ops personnel when retrieving combat offload pallets past the instrument hold line on Taxiway B (east).

2.3.3. White Vehicle Stop Bar.

2.3.3.1. A white vehicle stop bar is located at least 100 feet from the edge of the runway/overrun on access roads and closed taxiways leading onto the runway/overrun. It consists of a 12- to 24inch wide solid white line. See **Attachment 19** for White Vehicle Stop Bar located near the runway.

2.3.3.2. White vehicle stop bars are located on the closed taxiway at the northeast end of the airfield and on Fire Pit access road at the southeast end of the airfield.

2.3.3.3. Vehicles will not cross white stop bars/hold lines or proceed onto the runway/overrun without first obtaining permission from ATCT.

2.3.3.4. White vehicle stop bars are also located on service roads that intersect aircraft movement areas (e.g. aprons and taxiways). Vehicles will stop at all stop bars and give way to oncoming aircraft and vehicles.

2.4. Airfield Entry Points (Attachment 15).

2.4.1. Levitow Blvd.

2.4.2. E Street.

2.4.3. Aerial Port yard.

2.4.4. Between Fire Department and Fuels.

2.4.5. Between 300 Area buildings (Echo Ramp).

2.4.6. Perimeter Road (east side at Taxiway F).

2.4.7. Lima Pad (east side).

2.4.8. Perimeter Road (north).

2.4.9. Outer Drive (south) at Overrun. **NOTE:** South end access at the overrun is restricted to Airfield Management, Airfield Systems Maintenance, Barrier Maintenance, Grounds Keeper, and Airfield Lighting personnel only.

2.5. **Runway Crossing Points (Attachment 16).** Runway 16/34 may be crossed at Taxiways Bravo, Charlie, and Delta. **NOTE:** Outer Drive is designated as the primary means for all traffic to gain access to areas east of the runway. When runway crossing is required during flying operations, the preferred crossing point is the departure end.

2.6. **Vehicle Operations on Uncontrolled Movement Areas. (Attachment 17).**

2.6.1. The uncontrolled movement areas are comprised of all parking ramps and taxiways with the exception of taxiways listed in [paragraph 2.7.1](#).

2.6.2. Vehicle operators in these areas must be trained, certified and have a current AF IMT 483 in their possession, or they must be escorted by a certified airfield driver.

2.6.3. Two-way radio communication with ATCT is not required. Vehicle operators should proceed with caution when entering and operating vehicles within these areas. (Reference [paragraph 2.10](#)).

2.6.4. Vehicle operators traveling on the Service Rd west of Juliet Ramp will YIELD/STOP for aircraft taxiing in/out from J1, J4, J7, J10, and J13 parking spots. Additionally, vehicle operators will STOP at the white vehicle stop bar before proceeding across Taxiway Juliet.

2.6.5. Vehicle operators will not drive over the yellow square painted Fuel Pits located on Bravo, Juliet and Delta Aprons.

2.6.6. Do not drive into/through coned off safety areas unless approved by individuals responsible for the area.

2.7. Vehicle Operations in Controlled Movement Areas (CMA).

2.7.1. The CMAs (**Attachment 18**) are:

2.7.1.1. Runway 16/34 and overruns.

2.7.1.2. Portions of the airfield within 100 feet of the runway/overrun edge.

2.7.1.3. Assault Landing Zone (ALZ).

2.7.1.4. Portions of the airfield within 100 feet of the assault strip.

2.7.1.5. Taxiway E from the INST hold line to the runway.

2.7.1.6. Taxiway B (east) from the INST hold line to the runway.

2.7.1.7. South Access Rd from Outer Drive. STOP at ILS sign/vehicle stop bar and request ATCT approval to proceed.

2.7.1.8. Fire Pit Access Rd from Fire Department training area to the runway. Stop at the stop sign/vehicle stop bar and request ATCT approval to proceed.

2.7.1.9. Instrument Critical Areas (**Attachment 19**).

2.7.2. To operate a vehicle in the CMA, drivers must be trained and certified to drive in the CMA and have a current AF IMT 483 in their possession, or they must be escorted by a CMA certified airfield driver. (See [paragraph 2.24](#)). **CAUTION:** Runways and overruns are always CMAs, even when flying operations are suspended.

2.7.3. No vehicle or person may enter the CMA without specific approval from the ATCT. **NOTE:** Emergency response vehicles are **NOT** exempt.

2.7.4. Personnel responding to an accident or incident **MUST NOT** enter the CMA without Tower approval.

2.7.5. Aircraft servicing support personnel and equipment may enter the CMA as specified in [paragraph 2.3.2.3](#).

2.7.6. Two-way radio communication with Tower must be established and requires permission prior to proceeding into the CMA. While in CMA, drivers/personnel will monitor the appropriate Tower radio frequency at all times.

2.7.7. Vehicles operating in the CMA will have rotating lights turned on. If not equipped with a beacon, headlights and flashers will be turned on. **NOTE:** Hospital ambulances should operate rotating emergency lights only during actual emergency responses. During training and exercises, ambulances should only operate headlights and flashers.

2.7.8. Vehicles and personnel requiring access in the CMA and not radio equipped must have a manned, radio equipped vehicle to escort them and monitor the appropriate radio frequency to relay ATCT instructions. **NOTE:** Airfield orientation must be maintained at all times to protect the drivers, aircraft, and personnel. Airfield drivers who become disoriented should immediately stop their vehicle out of the way of aircraft and contact their work center, ATCT, or AMOPS to request escort assistance off the airfield.

2.7.9. After a vehicle has left the CMA, ATCT approval must be obtained prior to re-entering the CMA. **NOTE:** ATCT will not issue or use unconditional instructions (blanket approval) when authorizing vehicles to enter the runway for the purpose of an airfield inspection/check or other airfield operation. See FAA JO 7110.65, Air Traffic Control for additional information.

2.7.10. Vehicle drivers operating in the CMA must use a call sign (e.g., Airfield 1, Barrier Maintenance, Airfield Lighting, Sweeper, BASH 1, etc.) coordinated by the AFM to avoid duplication.

2.8. **Vehicle Call Signs:** All vehicles operating on AMOPS and Tower nets will be assigned call signs. All call signs will consist of a code word and may have a numerical suffix. The AFM approves vehicular call signs to ensure duplicate call signs are not used. The following call signs are assigned:

Table 2.1. Vehicle Call Signs.

62 AW/CC 62 AW/CV	Command 1 or Sonic 1 Command 2 or Sonic 2
446 AW/CC 446 AW/CV	Husky 1 Husky 2
62 OG/CC 62 OG/CD Ramrod 446 OG/CC	Ops 1 or Sonic 3 Ops 2 Ramrod 1 Husky 3
62 AW/SE	Safety 1
62 MXG/CC 62 MXG/CD 62 MXG/CCC 446 MXG/CC 446 MXG/CD	Maintenance 1 Maintenance 2 Maintenance 3 Maintenance 11 Maintenance 12

Airfield Manager Deputy Airfield Manager AM Operations Personnel	Airfield 1 Airfield 2 Airfield 3
Transient Alert	Golf XXX
Fuels	POL
Security Forces / DES Security Patrols Shift Flight Sgt Law Enforcement Patrols	Viper X, Security X Defender Viper 1 -10, 2 -10, 3 - 10
Airfield Systems Maintenance	NAV 1-9
Aircraft Maintenance Squadron (AMXS) Commander Maintenance Operations Officer Flight Line Duty Officer Blue AMU OIC Chief Pro Super Flightline APG Expeditor Flightline Specialist Expeditor Silver AMU OIC Chief Pro Super Flightline APG Expeditor Flightline Specialist Expeditor Maintenance Squadron (MXS) Maintenance Supervision Maintenance Production HSC HSC Backline	Saber 1 Saber 2 Saber DO Blue 1 Blue 2 Blue 3 Blue 4 Blue 5 Silver 1 Silver 2 Silver 3 Silver 4 Silver 5 Mike 1 Mike 2 Mike 3 Mike 4
Aero Repair Wheel and Tire Propulsion Machine Shop ELEN Shop Hydro Shop Fuel Cell AGE Dispatch NDI SMCO Munitions	Mike 5 Mike 6 Mike 7 Mike 10 Mike 11 Mike 12 Mike 13 Mike 14 Mike 15 Mike 16 Mike 18
Air Terminal Operations Center	ATOC

Fire Department	Chief 1, Chief 2 Crash ## Rescue ##
627 Civil Engineer (DPW)	Power Pro Barrier Maintenance Engineer ## Sweeper ## Airfield Lighting ## Unit ## Survey ## Construction ## Snow ##
Land Mobile Radio (LMR) Users	Specify Call Sign with AMOPS before operating on the airfield.
Contractors	Specify Call Sign with AMOPS before operating on the airfield.

2.9. **Radios.** Each unit required to operate vehicles on the airfield is responsible for providing its assigned drivers ramp net capable radios. AMOPS may issue hand-held radios for special activities.

2.9.1. Vehicles operating in the CMA using hand-held radios must have a spare battery and shall conduct a functional radio check with AMOPS or ATCT prior to entering the airfield.

2.9.2. Vehicles operating in the CMA on a daily basis should have a permanent radio mounted in the vehicle to communicate with the ATCT. A hand-held radio should only be used as a backup or when communication is required outside the vehicle.

2.10. **Ramp Net Operations.** The AMOPS and Tower nets are the common nets for all agencies conducting routine operations on the airfield, except for Fire Department, hospital, and Security Forces vehicles. The Fire Department nets are restricted for the Fire Department's exclusive use. Tower will control all vehicular traffic on the Tower and Fire Department net. Simultaneous radio broadcast will only be used when dictated by an emergency situation. The AMOPS net will be used by vehicles operating in the uncontrolled movement areas. All personnel conducting airfield maintenance work (i.e. Airfield lighting, barrier maintenance, airfield construction, and airfield systems maintenance) will contact AMOPS when entering and exiting the airfield.

2.11. **Radio Discipline/Phraseology.** Due to the variety of frequencies monitored by ATCT, it is imperative that all individuals use proper and concise phraseology. ATCT has ultimate authority over all vehicle/pedestrians entering the CMA and will issue, by radio or directional light gun signals, specific instructions that approve or disapprove the movement of vehicles, equipment, and personnel/pedestrians on the CMA.

2.11.1. The use of nonstandard terminology, such as "Good Buddy," and "10-4," or other nonessential communications is prohibited due to the possibility of confusing individuals operating on the airfield frequencies. When operating on any frequency utilized to control

aircraft or ground movement on the airfield, all radio communications will be kept short, direct, precise and descriptive leaving no room for confusion or error.

Table 2.2. Definition of Terminology.

ACKNOWLEDGE	Let me know that you have received my message.
AFFIRMATIVE	Yes.
HOLD	Do not proceed, maintain your present position.
I SAY AGAIN	The message will be repeated.
NEGATIVE	No, permission not granted, or that is not correct.
OVER	My transmission is ended. I expect a response.
PROCEED	An action word allowing you access or giving direction.
ROGER	I have received all of your last transmission. (It should not be used to answer a question requiring a yes or no answer).
SAY AGAIN	Please repeat your last transmission.
STANDBY	The controller is busy with a higher priority item and cannot answer you. If the delay is lengthy, the caller should re-establish contact.
EXIT RUNWAY	Exit the runway immediately.

2.11.2. The following phraseology will be used when requesting permission to access or cross a CMA:

Table 2.3. To Request Permission to Access the Runway.

Vehicle–“Tower (Call sign), request permission/access to the runway from (location).”	
ATCT Grants Access	ATCT Denies Access
ATCT–“(Call sign) Tower proceed on the runway at/from (location) report when off.”	ATCT–“(Call sign), Tower, hold short of the runway at (location).”
Vehicle–“(Call sign) roger, proceeding on the runway at/from (location) will report when off.”	Vehicle–“(Call sign), roger, holding short of runway at (location).”
Vehicle– (When off the runway) “Tower, (Call sign) off runway at (location).”	

Table 2.4. To Request Permission to Cross the Runway.

Vehicle– “Tower (Call sign), request permission to cross runway at (location).”	
ATCT Grants Access	ATCT Tower Denies Access

ATCT--“(Call sign), Tower, cross runway at (location) report when off.”	ATCT--“(Call sign), Tower hold short of runway at (location).”
Vehicle--“(Call sign) roger, cross runway at (location) will report when off.”	Vehicle--“(Call sign), roger, holding short of the runway at (location).”
Vehicle--(When crossing is complete) “Tower, (Call sign) crossing complete at (location).”	

2.11.3. Key Points and Techniques.

2.11.3.1. The words “clear” or “clearance” or any other form thereof shall not be used over the radio by airfield drivers. This may be misunderstood by other vehicles or aircraft as permission to perform an action. **EXCEPTION:** Vehicle operators may reply “Loud and Clear” in response to an ATCT request for radio transmission quality or clarity.

2.11.3.2. Key words in ATCT transmissions are PROCEED and HOLD (see [Table 2.5](#)).

2.11.3.3. Listen before transmitting. If someone else is talking, the keying of another transmitter will be ineffective and will probably override/block out the other receiver causing the other vehicle operator to repeat his or her call.

2.11.3.4. Always repeat verbatim ATCT directions when operating on or near the CMA to confirm that the message was received and correctly understood.

2.11.3.5. Think before keying the transmitter. You must know exactly what you need to say before you say it.

2.11.3.6. The microphone should be very close to your lips and after pressing the transmit button, a slight pause may be necessary to be sure the first word is transmitted clearly. Speak in a normal, conversational tone.

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

2.11.3.8. Be alert to the sounds of the lack of sounds in the receiver. Check your volume, recheck the frequency, and 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.

2.11.3.9. Notify ATCT when leaving the runway by stating, “Tower, (your call sign) off runway.”

2.11.3.10. If the radio transmission is garbled or unreadable, DO NOT PROCEED ON THE CMA. Hold your position and ask ATCT to repeat the last transmission.

2.11.3.11. Before asking for permission to access or cross the runway, scan the sky for approaching aircraft. This will prevent any unnecessary transmission and interruption of air traffic control.

2.11.3.12. Before proceeding onto the CMA, obtain ATCT's permission and visually clear the area before proceeding.

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

2.12. Communication Out Procedures.

2.12.1. In the event of a radio failure or loss of communication with the ATCT while operating in the CMA, the ATCT will turn the runway/taxiway lights on and off to indicate they have lost radio contact.

2.12.2. Should radio communications failure occur, vehicles and work crews will immediately and safely vacate the CMA. Attempt to contact ATCT or AMOPS by other means, such as a cellular telephone to advise of the situation. Remain off of the CMA until communications are restored with Tower. Approval from the Tower must be obtained prior to re-entering the CMA.

2.12.3. Vehicle operators are responsible for visually observing the Tower for light gun signal directions. The following procedures will be used to recall vehicles or personnel from the CMA if an emergency situation occurs or normal communications cannot be used:

2.12.3.1. ATCT will:

2.12.3.1.1. Continuously cycle the intensity of runway edge lights.

2.12.3.1.2. Issue a flashing red light gun signal.

2.12.3.1.3. Broadcast simultaneously over all frequencies for all personnel and equipment to exit the CMA.

2.12.3.2. Vehicles/personnel will:

2.12.3.2.1. Immediately proceed at least 100 feet from the CMA. All vehicles will exit using the nearest surface that will support the vehicle's weight.

2.12.3.2.2. Remain off runways and CMA until permission is obtained from ATCT for re-entry.

2.13. **ATCT Signals.** Airfield drivers shall be alert for and obey light gun signals from ATCT. AFVA 11-240, *USAF Airport Signs and Markings* and AFVA 13-222, *Runway/Controlled Movement Area Procedures (Attachment 12)*, will be posted in plain view in all vehicles routinely using the airfield. The Tower's light gun signals are as follows:

Table 2.5. Light Gun Signals.

COLOR AND TYPE:	MEANING:
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Steady Red Light	STOP - Vehicle must not move.
Flashing Red Light	Clear active runway/taxiway immediately.
Flashing White Light	Return to starting point immediately.
Alternating Red/Green Light	General Warning - Exercise extreme caution.
Steady Green Light	Clear to cross; proceed; go.

2.14. Tower Radio Problem Areas and Visual Blind Spots (Attachment 19).

2.14.1. Visual Blind Spots.

2.14.1.1. Delta Ramp (behind Hangars 1 and 2).

2.14.1.2. Echo Ramp.

2.14.1.3. Taxiway Hotel (southwest portion to the hammerhead). **NOTE:** Vehicles operating on Taxiway Hotel (from abeam the tower and south) must use extreme caution as aircraft are not visible due to terrain change.

2.14.1.4. Taxiway Juliet.

2.14.2. Radio Problem Areas. There are no identified radio problem areas on the airfield. **NOTE:** Vehicles operating in the CMA using handheld radios shall conduct a functional radio check prior to entering the airfield.

2.15. **Vehicle Traffic (Attachment 20).** All airfield vehicles will be operated IAW this instruction, AFMAN 24-306, *Manual for the Wheeled Vehicle Operator*; and AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*.

2.15.1. All airfield vehicle traffic will drive within designated road markings whenever possible. Vehicles are prohibited from random travel (e.g. not following the painted roadways). Use of the airfield for convenience is prohibited. No vehicle will use the airfield as a shortcut to any point that is accessible by roads outside the airfield area.

2.15.2. Vehicle operators will use established vehicle traffic lanes (B, J, D, E ramps, and D ramp extension) or drive on the right side and in close proximity to existing main taxi lines. Vehicles traveling in established traffic lanes have the right-of-way over vehicles entering these lanes. Vehicles leaving the traffic lanes or taxi lanes must signal before making a turn to their destination.

2.15.3. Vehicles are prohibited from driving over the “red carpets” located at parking spots DV1 and DV2.

2.16. Procedures for Operating a Vehicle in the Vicinity of Aircraft.

2.16.1. Approaching an Aircraft. All vehicles will approach a parked aircraft with the driver’s side of the vehicle towards the aircraft. The approach will always be made from the side and front of an aircraft. **NOTE:** Vehicles may approach the aircraft from the non-driver’s side when delivering ground power units.

2.16.1.1. Except for servicing operations, no vehicle will park or drive closer than 25 feet to the front and side of an aircraft or less than 200 feet from the rear of an aircraft whose engines are running or about to be started. (For C-5, C-17, and B-747 aircraft, no vehicle will operate closer than 500 feet behind aircraft with engines operating or

being started.) **NOTE:** Aircraft with engines running or about to start can be identified by spinning propellers, engine exhaust and/or position lights illuminated.

2.16.1.2. During aircraft engine runs, vehicle operators will observe the direction of the ground observer and wait until instructed to proceed. 62 AWI 21-301 identifies engine run locations.

2.16.1.3. Vehicle operators performing on-the-job training for airfield duties will not operate a vehicle within 50 feet of an aircraft. This restriction does not apply to fire fighting vehicles, vehicles towing aircraft, vehicles loading/unloading materials, handling equipment, and aircraft servicing vehicles.

2.16.1.4. Do not operate vehicles within 50 feet of aircraft being refueled/defueled or in the process of Liquid Oxygen servicing.

2.16.2. Taxiing Aircraft. All vehicles will give way to taxiing aircraft. When overtaking or passing an aircraft moving in the opposite direction, move to an area at least 25 feet away from the wing tip of the aircraft, bring the vehicle to a complete stop and give the taxiing aircrew the thumbs up signal to indicate taxi clearance (do not leave a paved surface unless it is an emergency). No vehicle will pass between an aircraft and its "Follow Me" vehicle and/or Aircraft Marshal except during anti-hijack procedures.

2.16.3. Parked Aircraft. Motorized vehicles will not pass under any part of an aircraft. Vehicles will not be driven between the wing tips of aircraft parked on adjacent spots. Vehicles will not be backed or parked in the immediate vicinity (25 feet) of any aircraft, except as authorized for operations such as loading or unloading, servicing, or towing. In no case will a vehicle be closer than 10 feet, except for K-loaders that are loading or unloading. A spotter will be posted when a vehicle is backed towards an aircraft. Pre-positioned wheel chocks and a guide will be used to prevent the vehicle from backing into the aircraft. Positioning and parking of vehicles will be accomplished IAW provisions established in AFMAN 24-306 (**Chapter 20**) and applicable technical orders.

2.16.4. Aircraft Refueling. Fuel trucks will:

2.16.4.1. Not be parked closer than 20 feet to the aircraft fuel intake or air vents, nor within 10 feet of any part of the aircraft.

2.16.4.2. Not be driven or parked under any part of an aircraft.

2.16.4.3. Leave the vehicle door slightly ajar while servicing aircraft in case there is an emergency and/or the vehicle must be moved quickly.

2.16.4.4. All other vehicles will not operate or park a vehicle with 50 feet of any fuel spill or any refueling operation (see T.O. 00-25-172).

2.16.5. Aircraft Towing. Vehicle operators will not approach within 50 feet of an aircraft being towed. The tow vehicle will be driven by an authorized and qualified driver. There will be a qualified individual in the aircraft cockpit to provide braking during all towing operations of fixed wing aircraft. Aircraft will not be towed at more than 5 miles per hour. Wing walkers will be used during towing operations when required as determined by maintenance personnel. Towing without aircraft power will only be done as a last resort and can only be approved by the Flightline Production Supervisor (see AFI 91-203

[Chapter24] and AFMAN 24-306 [Chapter 20]). See paragraph [2.27.4](#) for vehicle traction device procedures.

2.17. **Airfield Parking (in Other than Designated Parking Areas)**. Temporary parking on the airfield is allowed if the vehicle is properly attended. Unless mission requirements dictate, vehicles will not be parked within 25 feet of aircraft. During these operations, spotters will be used to guide vehicles within 25 feet of the aircraft and chocks will be pre-positioned.

2.17.1. Vehicles will not be parked pointed towards an aircraft. Park in front or behind the aircraft perpendicular to the fuselage or parallel to the main taxi line when aircraft is parked on angled parking spots. This will eliminate the possibility of striking the aircraft if the vehicle inadvertently rolls backward or forward. Vehicles will be parked so departing can be accomplished without backing.

2.17.2. Under no circumstance will vehicles park in front of taxiing aircraft. Ensure there is adequate clearance for taxiing aircraft and do not block painted roadways or driving lanes. When the driver's seat is vacated, the ignition will be turned off, brake set, and the gear lever placed in reverse (standard shift) or park (automatic).

2.17.3. Use chocks to secure all vehicles and wheeled equipment that do not have an integral braking system when they are parked unattended on the aircraft parking ramp. **NOTE:** Materials Handling Equipment (MHE) will be operated and parked IAW AFI 91-203, *Materials Handling and Storage Equipment*.

2.17.4. Aircraft-servicing support vehicles that require the vehicle engine to operate as the power source for auxiliary components may be left unattended while the engine is running. When the driver's seat is not occupied, set the parking brake and chock the rear wheels.

2.17.5. Keys will remain in the ignition of unattended vehicles.

2.17.6. Vehicle operators will not leave vehicles unattended on the runway or LZ or within 1000 feet from runway. Under special circumstances, the AFM may approve vehicles within 1000 feet of the runway centerline but no closer than 200 feet.

2.17.7. The lateral clearance distance from the edge of all ramps and aprons to a mobile obstacle is 50 feet from the wingtip of any aircraft. When operating off the edges of a ramp or apron do not park or operate a vehicle within 50 feet of a moving aircraft. To ensure separation from any aircraft in the Air Force inventory, vehicles should park a minimum of 125 feet from edge of pavement.

2.17.8. The lateral clearance distance from taxiway centerline to parked or moving vehicles is 200 feet. When operating off the edges of a taxiway do not park or operate a vehicle within 200 feet of the taxiway center line. No vehicle or mobile object will be parked and left unattended within 200 feet of the taxiway centerline without an AMC MAJCOM approved waiver. **EXCEPTION:** After coordinating with Tower Ground Control, 62 CS Airfield Systems Maintenance personnel may perform required ground checks on equipment as long as they stay within 200 feet of the unattended vehicle. This will allow them to quickly vacate the area if so instructed (e.g. for an in-flight emergency).

2.17.9. Vehicles will not be left unattended within 135 feet of the taxi lines on the west side of Juliet ramp or 165 feet of the taxi lines on Bravo ramp.

2.17.10. Emergency vehicles that must remain in operation at the scene of an emergency may park with the engine running. When the driver's seat will not be occupied, the driver must set the parking brake, place the transmission in neutral or park, and chock the rear wheels.

2.18. **Emergency and Exercise Operations.**

2.18.1. Aircraft crash/recovery, fire department, medical, security forces, safety, and Airfield Management vehicles responding to an aircraft emergency are considered primary (initial) emergency responders. Secondary support agencies (e.g. transportation, maintenance, etc.), as determined by the Fire Chief or incident/on-scene commander, are those required to support ongoing operations.

2.18.2. During an aircraft emergency or exercise situation all vehicles not directly responding to the situation will keep away. Vehicles will STOP and YIELD the right-of-way to emergency vehicles. Airfield emergency vehicles include: AM Ops, fire department, security forces, and medical response vehicles. **NOTE:** Emergency response vehicles must have ATCT permission to enter the CMA.

2.18.3. Vehicle drivers will not drive between emergency vehicles and emergency aircraft, whether stationary or in-trail.

2.18.4. Vehicle emergency lights will be on when responding to an emergency. Immediately yield the right-of-way to emergency, fire, and crash vehicles with rotating emergency lights in operation.

2.18.5. Remain clear of crash roads and runway or taxiway access points until the emergency is terminated.

2.18.6. Vehicle drivers, who are parked around an emergency aircraft, will move their vehicles 300 feet away from the aircraft as soon as possible and before the arrival of emergency vehicles.

2.19. **Night Operations/Restricted Visibility.** During the hours of darkness and reduced visibility there are additional risks present under poor weather conditions (i.e., smoke, rain, drizzle, fog, snow) that might obscure visual cues, roadway markings, and airfield signs. Vehicle operators must remain vigilant of their surroundings and operating boundaries and will comply with the following:

2.19.1. All vehicles in motion must use headlights and/or flashers from one-half hour before sunset to one-half hour after sunrise and during periods of reduced visibility (i.e., smoke, rain drizzle, fog, or snow).

2.19.2. Vehicles parked on the airfield will use emergency flashers. Vehicles not equipped with emergency flashers will use parking lights. **NOTE:** A rotating or flashing light may be used instead of emergency or parking lights.

2.19.3. Drivers will not approach the front of any moving aircraft. Drivers will also avoid approaching the front of an aircraft towed at night. If approaching an aircraft cannot be avoided, position the vehicle in a location that is well clear of the aircraft's

intended taxi route, with headlights turned off, until the aircraft has passed. This will ensure that aircrew members will not be blinded or have their night vision impaired by vehicle headlights. Parking lights will remain on so location is known.

2.19.4. Airfield drivers operating vehicles with daytime running lights (DRL) must exercise extreme caution. Never point headlights toward taxiing or towed aircraft.

2.19.5. When visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the wing commander.

2.19.5.1. When visibility is less than 100 feet, vehicles (except emergency vehicles) will not be operated on the airfield.

2.19.5.2. When visibility is less than 50 feet, it is recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency vehicle movement.

2.19.5.3. Regardless of visibility, or time of day, all vehicles will hold short of the INST hold lines on Taxiway Bravo (east) and Taxiway E (see paragraph [2.11.2](#)).

2.19.6. Watch out for snow removal equipment and aircraft operating in the vicinity under low visibility conditions.

2.20. **Night Vision Airfield Driving.** Driving with night vision devices is not authorized on the McChord airfield.

2.21. **Blackout Conditions.** Vehicle operators must use extreme caution when driving during blackout conditions or while wearing gas masks as visibility is extremely reduced. The use of spotters is highly encouraged.

2.22. **Jet Blast Areas (Attachment 11).** Per paragraph [2.20.1.1](#), no vehicle shall park or drive less than 200 feet from the rear of an aircraft whose engines are running or about to be started. (For C-5, C-17, and B-747 aircraft, no vehicle will operate closer than 500 feet behind aircraft with engines operating or being started.) Specifically, caution must be used by airfield drivers near spots J1, J4, J7, J10, and J13 as aircraft taxi out of parking.

2.23. **Other Vehicles Authorized on the Airfield and Restrictions.** The following authorized vehicles will follow all rules and speed limits established for special purpose vehicles.

2.23.1. Government-owned bicycles (non-engine driven) may operate on the airfield for official business only.

2.23.1.1. For night operations, bicycles must be equipped with an operational headlamp (turned on) and reflectors or reflector tape.

2.23.1.2. When parked on the airfield, bicycles must be positioned so as not to impede the traffic flow of aircraft or motor vehicles.

2.23.2. Motorcycles, motorbikes, mopeds, and privately owned bicycles are not authorized to operate on the airfield at any time except in the following cases:

2.23.2.1. Government-owned 4-wheeled all-terrain vehicles (ATV) equipped with lights, forward and reverse drive, and a secondary brake system are allowed to

operate on the airfield. Chocks must be used if ATV does not have a secondary brake system.

2.23.2.2. The 22d Special Tactics Squadron is permitted to operate government-owned motorcycles on the airfield.

2.23.3. Electrical or gasoline powered golf-type carts or similar utility vehicles must be equipped with forward and rear lamps if operated at night.

2.23.4. Vehicle Traction Device limitations:

2.23.4.1. Studded tires are not authorized on the airfield under any circumstance.

2.23.4.2. Use of tire chains is authorized on the airfield when extreme snow or ice conditions prevail and only when approved by the AFM, Wing Safety, and Civil Engineer. The requesting agency will conduct an operational risk assessment with the above agencies when evaluating the need for tire chains to minimize pavement damage and FOD. Immediately remove tire chains when no longer required.

2.24. Disabled Vehicles.

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

2.24.1.1. NEVER leave the vehicle unattended.

2.24.1.2. Leave the parking lights or emergency flashers on.

2.24.1.3. Make the following transmissions a two-way radio is available: "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. **NOTE:** If two-way radio is not available use any means to notified Airfield Management by cellular telephone or waiving down other drivers for assistance.

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

2.24.3. If the disabled vehicle is located on the CMA, ATCT and AM will be notified immediately to coordinate safe and expeditious removal of the disable vehicle. **NOTE:** CMA rules still apply and operators must remain in contact with ATCT at all times while on the CMA.

2.25. **Vehicle Escorts and Convoys.** Personnel acting as escort must be certified/authorized to drive on the airfield and fully aware of associated responsibilities. In addition to paragraph **1.3.10** requirements, escorts must not be a member of the work detail. Escorts will:

2.25.1. Maintain positive supervision of assigned contractors. Individuals escorting or monitoring contractors near the controlled movement area must be knowledgeable of and certified for operations within the Controlled Movement Area (CMA). The AF IMT 483 must have a "C" code assigned.

- 2.25.2. Receive an escort specific briefing from AMOPS for each airfield construction project.
- 2.25.3. Brief drivers/personnel on route, speed limits and procedures.
- 2.25.4. Take full responsibility for untrained drivers/pedestrians actions and not allow drivers to deviate from the escort convoy.
- 2.25.5. Contact AMOPS via the AMOPS net when entering/leaving the airfield.
- 2.25.6. Maintain convoy in a close formation and gain runway access or crossing for all vehicles in convoy from the ATCT. Escort vehicle/personnel will ensure all vehicles are off the runway and notify the ATCT.
- 2.25.7. Position in an area to prevent unauthorized entry into the CMA by contract personnel, when construction is around/near a CMA.
- 2.25.8. Maintain two-way radio communication contact with the ATCT when operating in the CMA.

3. ENFORCING, REPORTING, AND VIOLATION CONSEQUENCE.

3.1. **Policy.** AIRFIELD DRIVING SAFETY IS PARAMOUNT TO SUPPORTING THE MISSION AND VIOLATIONS WILL NOT BE TOLERATED. The Airfield Manager (AFM) is the governing authority concerning airfield driving violations IAW applicable AFIs and will determine appropriate actions based upon the seriousness of violations. Unit Commanders, ADPMs (for unit assigned personnel), AM and SF personnel have authority to revoke airfield driving privileges. The following policy is used only as a guideline and is not intended to cover all situations.

3.2. **Enforcement.** A CMAV is an airfield infraction caused by aircraft, vehicles, or pedestrians entering a controlled area on the airfield without specific ATCT approval. A runway incursion is the most serious CMA violation. If an incursion occurs or is suspected, personnel identifying the incident will immediately notify AMOPS. The individual's AF IMT 483 must be surrendered to AMOPS and airfield driving privileges revoked until an investigation is complete. Wing ADPM or unit ADPM will update the ADTP to reflect members licenses status (e.g. "Suspended"), the AF IMT 457 and 651 are preloaded in the ADTP database. NOTE: Only the wing ADPM can unsuspend the member's profile. AMOPS will conduct an interview with the driver on a FAA Form 8020-25, signed by the individual/s who had the CMAV.

3.3. Reporting.

3.3.1. When a CMAV occurs an AF IMT 457, USAF Hazard Report, must be completed and submitted to 62 AW/SE within 24 hours, outlined in AFI 91-223, *Aviation Safety Investigations*. The Wing ADPM must maintain a copy of the AF IMT 657s/457s, actions taken, results and supporting documentation IAW Air Force RDS, Table 13-06, Rule 15.00.

3.3.2. The wing ADPM and 62 AW/SE will conduct an inspection of the member's unit ADP. Emphasis will be placed on how the unit trained the individual and their compliance with the ADI. The results will be reported to the Unit Commander.

3.3.3. The following will be notified immediately after a CMAV event: The driver's Commander, the Primary/Alternate ADPM, 62 AW/SE, AFM and AOF/CC. The AOF/CC will notify the MAJCOM OPR for AO within 24 hours of a CMAV/HATR incident and conduct a written followup within 72 hours or next duty day.

3.3.4. All CMAVs, regardless of impact on flight safety, must be briefed and recorded in the AOB minutes along with any trends. Units must provide specific information and brief who, what, where, when, and how to ensure accurate trend analysis at the AF level.

NOTE: CMAV trend reports are available on the ADTP database.

3.4. Violation Consequences.

3.4.1. First Violation. The AFM/DAFM will revoke the individual's airfield driving license (AF IMT 483) for a minimum of 30 days and notify the driver's unit commander. Depending on the seriousness of the violation, the individual's airfield driving privileges might not be reinstated. If privileges are to be reinstated, the individual must be retrained and recertified (IAW [Chapter 4](#)) by the unit ADPM.

3.4.2. Second Violation. A second offense will result in a minimum of 90 days suspension. The individual's airfield driving privileges will be reinstated at the discretion of the AFM/DAFM, or designated representative, upon recommendation by the individual's unit commander. If privileges are to be reinstated, the individual must be retrained and recertified (IAW [Chapter 4](#)) by the unit ADPM.

3.4.3. Third Violation. A third offense will result in airfield driving privileges being revoked permanently at McChord Field.

3.4.4. Unit Commanders/ADPMs will:

3.4.4.1. Take appropriate disciplinary action dependent upon the severity of the violation.

3.4.4.2. Ensure any individual who commits two runway incursions will be permanently disqualified from driving in the CMA.

3.5. **Other Airfield Driving Violations.** The AFM/DAFM will handle other airfield driving violations on a case-by-case basis. Depending on the severity of the violation a verbal warning maybe issued and disciplinary action may be taken IAW paragraph [3.4.4](#)

3.5.1. When an airfield driving incident/violation occurs (e.g. speeding, expired or no POV cone, etc.) the following information will be obtained:

3.5.1.1. Name/Rank of the individual, unit, duty phone, unit ADPM, and Unit Commander.

3.5.1.2. Details of incident/violation (including date, time, location, nature, other pertinent facts, etc.) will be filled out on a MFR and sent to the AFM/DAFM.

3.5.2. Airfield Management, ADPMs, and SF have the authority to temporarily suspend airfield driving privileges. When an airfield driver's license is suspended, the individuals AF IMT 483 with an MFR will be given to the AFM/DAFM. The individual's actions will be assessed (e.g. retraining, limited access, Unit/CC recommendation in writing, etc.) for reinstatement of driving privileges. See [Attachment 2 figure A2.3](#) and [A2.4](#) for

example MFRs for suspension, revocation, and reinstatement of airfield driving privileges.

3.5.3. Airfield security violations will be handled IAW [paragraph 5.4](#) and [5.5](#)

4. TRAINING, CERTIFICATION AND LICENSING PROCEDURES.

4.1. **Permanently Assigned Personnel/Contractors.** Individuals may apply for Airfield Driving Certificate of Competency, AF IMT 483 when the:

4.1.1. Unit commander or unit ADPMs determine that the individual has a valid need to drive on the airfield.

4.1.2. Individual meets the prerequisites in [paragraph 4.2](#)

4.1.3. Individual is successfully trained and tested in airfield driving procedures IAW this instruction. **NOTE:** See [Attachment 6](#), Airfield Driver Training Qualification Training Guide.

4.2. **Prerequisites.** Screening unit personnel for airfield certification will be accomplished by the unit commander through the unit ADPM. The following requirements apply when determining if an individual needs to be airfield certified:

4.2.1. Only personnel requiring frequent and continuing airfield access should apply for airfield certification.

4.2.2. The individual's on- and off-duty behavior must reflect an acceptable level of maturity and responsibility.

4.2.3. The individual must possess a valid state driver's license and have no driving violations that currently prevent the person from driving on base. Additionally, the individual must have a military or government driving license for the vehicles that he or she will drive on the airfield.

4.2.4. All applicants that require CMA access must pass a color vision test administered by the 62 MDS or Wing ADPM (trained and authorized by 62 MDS). **NOTE:** Civilian employees working on the CMA must have normal color vision and it should be listed as a requirement for employment. If the member fails the plates, he/she will be referred to optometry to determine the level of deficiency **EXCEPTION:** Personnel that have a mandatory requirement for normal color vision (entry and retention) in their Air Force Specialty Code are exempt from color vision testing. The unit ADPM must provide the Wing ADPM a current copy of AFSC specialty job description and validate individual has normal color vision and/or no waiver to the classification directory standards. **NOTE:** McChord Field assigned aircrew may submit a copy of their AF IMT 1042, *Medical Recommendation for Flying or Special Operational Duties*, in lieu of a color vision test stamped by the 62 MDS.

4.3. **Training.** If all prerequisites are met, the unit ADPMs will, as a minimum, ensure that:

4.3.1. The individual completes the Airfield Driving Computer Based Training (CBT) located on ADLS. (Minimum passing score is 80%.)

4.3.2. The individual reads and studies the information in this instruction and be familiar with AFMAN 24-306 (**Chapter 20**), and AFI 91-203 (**Chapter 25**), with emphasis on operating motor vehicles on USAF airfields.

4.3.3. The individual completes a comprehensive unit-level airfield driving classroom training using the McChord Airfield Drivers Training slides provided by Airfield Management.

4.3.4. Training is conducted on unique operations and situations.

4.3.5. The individual receives a day (and night if required) airfield familiarization/orientation using **Attachment 7**, *Practical Airfield Drivers Training Qualification/Check Ride Checklist*.

4.4. Testing Requirements. Airfield Driving applicants must successfully pass the following:

4.4.1. Airfield Check Ride (**Attachment 7**).

4.4.1.1. **NOTE 1:** Trainee check ride is a practical driving experience consists of the trainee operating a motor vehicle without assistance on the airfield under the supervision of a licensed instructor. Vehicle operators performing on the job training for airfield duties will not operate a vehicle within 50' of an aircraft.

4.4.1.2. **NOTE 2:** Individuals not receiving a night orientation/training check ride will have their AF IMT 483 restricted (e.g. "D" Daytime Only). If the individual later requires a nighttime authorization, the unit ADPM will ensure training is provided (night orientation and check ride), annotated on the McChord Field IMT 603 (if applicable), and upgraded in the ADTP program.

4.4.2. Communications/Phraseology Test. (100% passing score)

4.4.2.1. Required for CMA access applicants only.

4.4.2.2. Administered by AMOPS.

4.4.3. Airfield Diagram/Layout Test. (100% passing score)

4.4.3.1. Required for all applicants.

4.4.3.2. Administered by AMOPS.

4.4.4. General Knowledge (Unit) Test. (80% passing score)

4.4.4.1. Required for all applicants.

4.4.4.2. Administered in ADTP by Unit ADPM (STEP 3). (Reference paragraph **1.3.5.12**)

4.4.4.3. Paper version administered by Unit ADPM for Non CAC holders.

4.4.5. General Knowledge (Wing) Test. (80% passing score)

4.4.5.1. Required for all applicants.

4.4.5.2. Administered in ADTP by Wing ADPM (STEP 4).

4.4.5.3. Individuals who fail the test must be retrained (see [paragraph 1.3.5.12](#)), and wait 2 duty days before re-testing. If the trainee has a 3rd failure, the Unit ADPM or designated representative will determine if individual will continue training. If the trainee has a 4th failure, remedial training must be endorsed by the unit commander

4.4.5.4. Paper version administered by AM Ops for Non CAC holders.

4.4.6. Runway Incursion Prevention Test. (100% passing score) **NOTE:** Test questions are included into the ADTP Wing Test (STEP 4) and are identified as mandatory pass questions.

4.5. Documenting Training/Certification and License Processing. Training and certification will be documented using the Airfield Driving Training Program (ADTP) Website or McChord Field IMT 603, *Flightline Driving Training and Certification Record*.

4.5.1. Airfield Driving Training Program (ADTP) System.

4.5.1.1. All base assigned CAC cardholders must document training/certification using the ADTP system website.

4.5.1.2. Unit ADPM's will direct assigned personnel to log onto the ADTP website (<https://webapp.amc.af.mil/ADTP>).

4.5.1.3. Trainees must accomplish all required training items listed in STEP 2 of the ADTP website. **NOTE:** Individuals must report to AMOPS, Building 1172 on Tuesdays or Thursdays at 0930 and 1430 to complete the Airfield Diagram Layout, Phraseology and Color Vision tests (as applicable).

4.5.1.4. Unit ADPM's or designated trainers will certify personnel as required training items in STEP 2 are completed. **EXCEPTION:** Wing ADPM will certify the Airfield Diagram Layout Test, Phraseology, and Color Vision Test (as applicable).

4.5.1.5. The Unit Test is accomplished in STEP 3 of the ADTP. Upon successful completion trainee will automatically advance to the STEP 4 (Wing Test).

4.5.1.6. The Wing Test (STEP 4) is the final step in the training/certification process. Following successful completion, the trainee will receive an email to print out their AF IMT 483 from the ADTP website.

4.5.2. McChord Field IMT 603, *Flightline Driving Training and Certification Record*.

4.5.2.1. McChord IMT603 when the ADTP website is not accessible. **NOTE:** This form is used maintained by the AFM/DAFM to expedite training for wing leadership.

4.5.2.2. Trainees must accomplish all applicable training items listed on the McChord Field IMT 603.

4.5.2.3. Unit ADPM's or designated trainers will certify personnel required training items.

4.5.2.3.1. **EXCEPTION:** Wing ADPM will certify the Color Vision (as applicable), Airfield Diagram Layout, Written Wing and Phraseology tests. Only Unit ADPMs may certify the training completion agreement statement.

4.5.2.4. The individual will bring the following documentation to AMOPS, Building 1172, on Tuesdays or Thursdays, at 0900 and 1430.

4.5.2.4.1. McChord IMT 603 signed by the unit commander certifying that airfield driver training was completed.

4.5.2.4.2. The Airfield Check Ride Checklist ([Attachment 7](#)).

4.5.2.4.3. Airfield Driving Computer Based Training Certificate.

4.5.2.5. AMOPS will provide the individual with the following:

4.5.2.5.1. A Runway Incursion Prevention Briefing and Test (reference paragraph [4.4.6](#)).

4.5.2.5.2. An Airfield Layout Map Test (reference paragraph [4.4.3](#)).

4.5.2.5.3. A written Phraseology Test (reference paragraph [4.4.2](#)).

4.5.2.5.4. A written Wing Test (reference paragraph [4.4.5](#)).

4.5.2.6. Upon successful completion, Airfield Management (AFM/DAFM or NAMO) will endorse the McChord IMT 603.

4.5.2.7. The individual will return the McChord Field IMT 603 to the Unit ADPM.

4.5.2.8. Upon receipt of the McChord Field IMT 603, endorsed by the Unit ADPM, Airfield Management will endorse the McChord Form 603 and enter the individual into the ADTP system database as an “Existing Licensee” and issue the individual the AF IMT 483 with the appropriate code restrictions (paragraph [4.6](#)).

4.6. Airfield Restrictions. Unit ADPMs are responsible to restrict individuals to certain areas on the airfield (e.g., airfield roadway), depending on the individual’s duty responsibilities. Annotate restrictions in remarks section of the individuals ADTP profile and on the front side of the AF IMT 483.

4.6.1. Personnel who do not have a requirement to drive on the CMA will have the restriction code “**R**” for **Ramp Only**. *NOTE:* Ramp Only does not require a color vision test.

4.6.2. Personnel authorized to operate in the CMA will have a “**C**” for **CMA Qualification – No Restrictions**.

4.6.3. Personnel that are restricted to daytime driving only will have a restriction code “**D**” for **Daytime use Only**. (Reference [4.4.1](#))

4.6.4. Personnel that require glasses or corrective lenses will have a “**G**” for **Glasses/Corrective Lenses Required**.

4.6.5. Personnel that are color deficient will have a “**N**” for **Not Authorized CMA, Color Deficient**.

4.7. Annual Refresher Training/Certification. Annual refresher training will be conducted using the ADTP system by the unit ADPM.

4.7.1. At a minimum annual refresher training will consist of the following:

4.7.1.1. Completion of the USAF Airfield Driving CBT.

- 4.7.1.2. Review of 62 AW 13-213.
- 4.7.1.3. Review of unit unique operations.
- 4.7.1.4. Annual Refresher Exam.
- 4.7.1.5. Any additional items as assigned by Wing/Unit ADPMs.
- 4.7.2. Upon successful completion of training/certification, member will print AF IMT 483 from the ADTP website. **NOTE:** Dispose previous license immediately to avoid confusion.
- 4.7.3. Airfield driving privileges will be suspended if refresher training is not accomplished by the first day of the preceding month after the refresher training is due. Members AF IMT 483 will be relinquished by the unit ADPM.
- 4.7.4. Individuals who exceed 90 days refresher training will be deleted from the ADTP database and must re-accomplish the entire training.
- 4.7.5. CMA qualified drivers who do not frequently enter the area must complete a refresher course prior to entering the CMA.
- 4.7.6. The wing or unit ADPM may require specialized or additional unit training anytime.
 - 4.7.6.1. **NOTE:** Additional unit test questions must be coordinated with the Wing ADPM and Wing Safety.
- 4.8. **Temporary Duty (TDY) Personnel.**
 - 4.8.1. Personnel temporarily assigned to Joint Base Lewis-McChord who have a requirement to drive on McChord airfield may be granted permission to drive on the airfield. The following criteria must be met:
 - 4.8.1.1. The individual must possess a current AF IMT 483 or Army, Navy, or Marine equivalent from their home station specifically stamped for airfield driving.
 - 4.8.1.2. The individual must be licensed or certified to operate the vehicles that he or she will drive on the airfield.
 - 4.8.1.3. Receive the local training/briefing from the host unit ADPM using the TDY/Temporary Contractor Personnel Briefing Checklist ([Attachment 5](#)).
 - 4.8.2. The unit ADPM will forward a copy of the checklist to the Wing ADPM and enter the driver in the ADTP system under “Applications” and “Create TDY.” **NOTE:** The Unit ADPM will issue the individual a temporary AF IMT 483 valid through the duration of the TDY period. If unable to use the TDY feature due to an email conflict, the member will carry a copy of the TDY briefing and the home station license in lieu of the McChord AF IMT 483.
 - 4.8.3. Personnel who are not airfield driving certified at their home station must complete the entire airfield drivers training program of the host unit.
- 4.9. **Temporary (Non-base Assigned) Contractor and Vendor Personnel.**
 - 4.9.1. Temporary contractors and vendors must have a valid state or government driver’s license in their possession.

4.9.2. The AFM/DAFM or a designated AM Ops representative will provide these individuals with an in-depth airfield driving briefing, an airfield orientation, airfield diagram, and establish the exact routes to and from their work areas (**Attachment 5**).

4.9.3. Contractor escorts will comply with **paragraph 1.3.10** and **2.24**.

5. RELATED AIRFIELD DRIVING OPERATIONS.

5.1. **Vehicle Magnetic Cones.** Magnetic cones are controlled by and maintained at AMOPS.

5.1.1. All POVs and GOVs and U-Drive-It vehicles issued by Vehicle Operations require a magnetic cone while operating on the airfield. **NOTE:** Rental vehicles are considered POVs.

5.1.2. The AFM/DAFM maintains, controls, tracks, and issues vehicle cones to permanently assigned GOVs and POVs. **NOTE:** Temporary cones can be obtained by AMOPS (see paragraph **5.2.4**).

5.1.3. Vehicle cones must be placed on top of the vehicle prior to entering the airfield. Vehicle operators will immediately remove and secure the cones when exiting the airfield.

5.2. Vehicle Passes.

5.2.1. POVs are prohibited from operating on the airfield. **EXECPTION:** Only Group Commanders and Deputy Group Commanders with constant mission related duties on the airfield are authorized permanent passes IAW paragraph **5.2.3**.

5.2.2. Government leased/rented vehicles may be used on the airfield during special events such as Air Expo and RODEO with OG/CC approval (per paragraph **1.2**). The AFM will determine pass procedures and issuance.

5.2.3. Permanent Pass.

5.2.3.1. The AFM/DAFM issues permanent passes to authorized personnel, notifies SFS when a pass is issued and validates all passes annually.

5.2.3.2. Permanent passes will expire when the commander is no longer in command of the group or no longer required.

5.2.3.3. Permanent passes will be displayed on the mirror of the authorized vehicle (see paragraph **5.1.3** for cone requirement).

5.2.4. Temporary Pass.

5.2.4.1. AMOPS will issue a magnetic cone (as a temporary pass) to personnel who have an infrequent requirement to drive commercial vehicles on the airfield (i.e., leased or contractor/vendor nongovernment-owned vehicles).

5.2.4.2. Prior to issuance, AMOPS will ensure the vehicle operator is in compliance with **Chapter 4** of this ADI.

5.2.5. The following information is required to obtain a pass:

5.2.5.1. Owner/User.

- 5.2.5.2. Organization.
- 5.2.5.3. Duty Phone.
- 5.2.5.4. Vehicle Make, Model, Year, Color, and Licenses/State.
- 5.2.5.5. Area of Operation(s)/location.
- 5.2.5.6. Justification.
- 5.2.5.7. Effective period/dates.
- 5.2.5.8. Pass/Cone number.

5.3. Foreign Object Damage/Debris (FOD) Prevention. Vehicles on the airfield are a major source of foreign objects that damage aircraft tires and are ingested into jet engines with potentially disastrous results. All airfield personnel have a responsibility for FOD control. In order to help prevent FOD, the following precautions shall be taken by all personnel on the airfield:

- 5.3.1. Inspection of vehicle tires (pull forward to check tire in contact with pavement). Remove foreign materials (e.g., rocks, gravel, etc.) at FOD check signs and when the vehicle leaves a paved surface.
- 5.3.2. Conduct a thorough walk around of the vehicle to check for damage, loose, worn parts, close truck tailgates and tool compartments prior to entering and while driving on the airfield.
- 5.3.3. Operate vehicles on paved surfaces to the maximum extent possible. If operation off paved surfaces is required to perform duties, the driver will check the tires immediately after returning to the paved surface and remove any potential foreign object material.
- 5.3.4. When exiting a construction area onto the airfield, drivers must stop, inspect vehicle's tires, and remove any potential foreign object material.
- 5.3.5. Remove FOD from the airfield when it is observed. Contact AMOPS if a sweeper is required.
- 5.3.6. Ensure that all equipment carried in/on a vehicle is properly stored and secured.
- 5.3.7. See AFI 21-101, Chapter 14 and AFMAN 24-306, Chapter 20 for additional information.

5.4. Security Controlled Area Violations. The outer confines (depicted on **Attachment 10**) of the airfield are marked by signs considered a security controlled area. Security Forces will be notified immediately when any unauthorized person or vehicle is found in the controlled areas. These incidents will be handled as security zone violations and processed by 627 SFS.

5.5. Restricted Areas (RA). The following areas are designated RA for priority resources: Bravo, Juliet, Charlie (parking spots 1, 2, 3, 6, 7, 8, 9), Delta, and Echo ramps. The RA boundaries are marked with a red painted line on all sides. A restricted area badge with Area 4 access is required to enter these areas. Refer to **Attachment 22** for location of entry control points (ECP) into the RA. RA violations will be reported to and handled by 627 SFS.

5.6. **Forms Prescribed.** McChord IMT 603, *Airfield Driver Training and Certification Record*. 62 AWVA 13-3, *McChord Airfield Driving Guide*

5.7. **Forms Adopted.** AF IMT 457, *USAF Hazard Report*; AF IMT 483, *Certificate of Competency*; AF IMT 651, *Hazardous Air Traffic Report*; AF IMT 1042, *Medical Recommendation for Flying or Special Operational Duties*; AF IMT 1199, *USAF Restricted Area Badge*.

LEONARD J. KOSINSKI, Colonel, USAF
Commander

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*
AFI 13-204, *Functional Management of Airfield Operations*, 1 September 2010
AFI 13-213, *Airfield Driving*, 1 June 2011 and AMC Supplement 7 February 2013
AFI 24-301, *Vehicle Operations*, 1 November 2008
AFMAN 24-306 IP, *Manual for the Wheeled Vehicle Operator*, 1 July 2009
AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012
AFMAN 91-223, *Aviation Safety Investigations and Reports*
AFVA 11-240, *USAF Airport Signs and Markings*, 1 December 2011
AFVA 13-222, *Runway/Controlled Movement Area Procedures*, 30 July 2009
FAA JO 7110.65, *Air Traffic Control*
T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*

Prescribed Forms

McChord Form 603, *Airfield Driving Driver Training and Certification Record*
62 AWVA 13-3, *McChord Airfield Driving Brief*

Adopted Forms

AF IMT 483, *Certificate of Competency*
AF IMT 651, *Hazardous Air Traffic Report (HATR)*
AF IMT 457, *USAF Hazard Report*
AF IMT 1042, *Medical Recommendations for Flying or Special Operational Duty*

Abbreviations and Acronyms

ADI—Airfield Driving Instruction
ADP—Airfield Driving Program
ADPM—Airfield Driving Program Manager
ADTP—Airfield Driving Training Program
AF—Air Force
AFR—Air Force Reserve
ATCT—Air Traffic Control Tower
AFI—Air Force Instruction
AFMAN—Air Force Manual

AFM—Airfield Manager
AFMAN—Air Force Manual
AFVA—Air Force Visual Aid
AM—Airfield Management
AMOPS—Airfield Management Operations
AMXS—Aircraft Maintenance Squadron
AOB—Airfield Operations Board
AS—Airlift Squadron
AW—Airlift Wing
AWVA—Airlift Wing Visual Aid
CBT—Computer Based Training
CC—Commander
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
CV—Vice Commander
DAFM—Deputy Airfield Manager
ECP—Entry Control Point
FOD—Foreign Object Debris
GOV—Government-Owned Vehicle
HATR—Hazardous Air Traffic Report
IAW—In Accordance With
IMT—Information Management Tool
ILS—Instrument Landing System
INST—Instrument
LMR—Land Mobile Radio
LOX—Liquid Oxygen
LRS—Logistics Readiness Squadron
MDS—Medical Squadron
MFR—Memorandum For Record
MPH—Miles per Hour
MXG—Maintenance Group
MXS—Maintenance Squadron

NAMO—NCOIC, Airfield Management Operations

NAVAID—Navigational Aid

NCOIC—Noncommissioned Officer In Charge

OG—Operations Group

OJT—On-the-Job Training

OPR—Office of Primary Responsibility

OSS—Operations Support Squadron

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

POV—Privately Owned Vehicle

RA—Restricted Area

RDS—Records Disposition Schedule

SFS—Security Forces Squadron

TDY—Temporary Duty

TO—Technical Order

USAF—United States Air Force

Terms—Airfield – Also referred to as "Flightline"

Air Traffic Control Tower—Also referred to as "Tower" and "Control Tower."

Attachment 2**LETTER FORMATS**

- A2.1. Format for Appointing Unit Airfield Driving Program Managers.**
- A2.2. Format for Appointing Unit Airfield Driving Program Trainers.**
- A2.3. Format for Suspension/Revocation of Base Driving Privileges.**
- A2.4. Format for Requesting Reinstatement of Airfield Driving Privileges.**

Attachment 3

UNIT ADPM TRAINING

A3.1. Unit ADPM Training Checklist (Page 1 of 2).

UNIT ADPM TRAINING CHECKLIST			
SECTION I—TRAINEE INFORMATION <i>(Completed by Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank/Grade	Office Symbol or Company Name	Duty Phone
SECTION II—QUALIFICATION TRAINING <i>(Completed by Trainee and Wing ADPM)</i>			
	Date Completed	Trainee Initials	Wing ADPM
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306, <i>Manual for the Wheeled Vehicle Operator.</i>			
4.2. AFI 91-203, <i>Air Force Consolidated Occupational Safety Instruction, Chapter 24</i>			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management.</i>			
5. Testing requirements:			
5.1. Test Compromise/Security			
5.2. Unit Test Requirements			
5.3. ADTP testing procedures.			
6. Color vision testing requirements. See AFI 48123, <i>Medical Examinations and Standards</i> , for additional information.			
7. Airfield Driver's training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
7.3. Timeliness.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			

A3.2. Unit ADPM Training Checklist (Page 2 of 2).

12. TDY personnel/Non-based assigned contractors briefing and/or training requirements.			
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13. Escort procedures.			
13.1 Unit Responsibilities			
13.2. Escort Responsibilities			
13.3. Historical CMA Violations			
14. Procedures for issuing, revoking and reissuing an AF IMT 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit ADPM on an actual training session and practical check ride.			
16. Use of the ADTP system.			
16.1. Step System			
16.2. Restrictions Assignment			
16.3. Refresher Training			
16.4. PCA/PCS/Retirement procedures			
17. Spot checks and reporting procedures.			
18. AF IMT 483 CERTIFICATE #	Restrictions:		
SECTION III – TRAINING CERTIFICATION (<i>Completed by the Trainee and Wing ADPM or designated representative</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with <u>62 AWI 13-213</u> .			
Name (Last, First, MI):	Rank/Grade:	Signature:	Date:
WING ADPM or designated representative			
Name (Last, First, MI):	Rank/Grade:	Signature:	Date:
<i>Note: Unit ADPMs will maintain a signed copy of this training in TAB A of the unit's Airfield Driving Program Binder.</i>			

Attachment 4

WING ADP INSPECTION CHECKLIST

A4.1. Wing ADP Inspection Checklist (Page 1 of 4).

WING AIRFIELD DRIVER PROGRAM UNIT INSPECTION CHECKLIST			
SECTION I – GENERAL INFORMATION (Completed by the Wing ADPM)			
Unit	Office Symbol or Company Name	Date:	
<i>Note 1: Deficient areas with an asterisk (*) result in overall unsatisfactory evaluation rating Note 2: + McChord Field additions to AFI 13-213.</i>			
SECTION II – INSPECTION ITEMS (Completed by the Wing ADPM or Unit ADPM)			
	Yes	No	Not Applicable
1. Unit Commander.			
* 1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
1.3. Is a current copy of the Airfield Driving Program Manager/Trainers appointment letter(s) on file with the Wing ADPM?			
1.4. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.5. Is the unit commander notified when individuals commit a violation?			
1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?			
2. Unit Airfield Driving Program (ADPM) Manager.			
*2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
+*2.2. Are the Unit ADPM(s) trained by the wing ADPM using Attachment 4 ? If not, has the prospective ADPMs been scheduled with the DAFM or designated representative at least 30 days prior to appointment? Is it saved to TAB A of the unit airfield driving binder?			

A4.2. Wing ADP Inspection Checklist (Page 2 of 4).

*2.3. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			
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2.4. Does the Unit ADPM conduct spot checks with unit/office symbol of person checked, any discrepancy noted, corrective action taken? Is it reported to the Wing ADPM quarterly?			
+2.5. Does the Unit ADPM notify the unit commander and Airfield Manager or the Wing ADPM, in writing within 2 days after an individual's AF IMT 483 is revoked?			
*2.6. Does the Unit ADPM ensure "CMA qualified" airfield drivers have their color vision tested? If the AFSC exempt, is there a letter on file with the Wing ADPM?			
+2.7. Does the Unit ADPM review and update the airfield drivers listing on ADTP quarterly? Is it reported to the Wing ADPM?			
+2.8. Does the Unit ADPM conduct a self-inspection 6 months following the Wing ADPM annual inspection? Is it forwarded to the Wing ADPM and maintained in TAB B of the Unit ADP binder?			
+*2.9. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required document in accordance with 62AWI 13-213?			
+2.10. Is it reflected in the ADTP when individuals who have their driving privileges revoked or suspended? Does the ADPM physically receive the airfield driver's licenses from the individual?			
+2.11. Does the Unit ADPM attend the Semi-Annual Airfield Drivers meeting held by the Wing ADPM?			
+2.12. Does the Unit ADPM review and track annual refresher training requirements monthly? Note: Individuals who are overdue for more than 90days will be deleted from the system and must re-accomplish all the training.			
+2.13. Has the Unit ADPM created a unit test in Step 3?			
+*2.14. Ensuring trainees receive two practical airfield orientation/training rides, one daytime and one nighttime when required.			

A4.3. Wing ADP Inspection Checklist (Page 3 of 4).

+*2.15. Ensuring prospective drivers have a valid need to drive on the airfield and are emotionally, mentally, and physically able to perform flightline driver duties.			
3. TDY personnel/Non base assigned Contractors.			

3.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.			
3.2. Are TDY personnel being trained on driving requirements using Attachment 9, TDY personnel/Non-Base Assigned Contractors training checklist?			
+3.3. Are TDY personnel requiring vehicle cones being coordinated with Airfield Management?			
4. Training.			
4.1. Are potential airfield drivers receiving classroom training or one on one training by the ADPM?			
+4.2. Are potential airfield drivers with CAC access using the ADTP?			
+4.3. Are non-CAC holders being trained using the McChord IMT 603? Are the Unit ADPMs entering the driver into the ADTP upon completion of the McChord IMT 603?			
4.4. Are potential airfield drivers receiving practical day and night airfield familiarization training?			
4.5. Are potential airfield drivers receiving check rides (trainee must be in the driver seat displaying proper operating procedures with no assistance from trainer)?			
4.6. Does the ADPM provide unit personnel with references, materials and site information necessary to complete training?			
4.7. Is remedial training conducted and documented in the ADTP on personnel that fail a test or commit a violation?			
4.8. Are drivers receiving training within 30days? (AFRs and Fire Department 60days)			

A4.4. Wing ADP Inspection Checklist (Page 4 of 4).

4.9. Are drivers receiving annual refresher training within the established time lines? Are outdated cards thrown away and current cards printed out?			
+4.10. Are the all potential drivers trained to the standard of CMA access?			
+4.11. Those who are authorized in the CMA and do not enter the area often, are they reviewing procedures prior to accessing the CMA?			

+4.12. Are trainees completing the unit test (Step 3) in the ADTP?			
*4.13. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.14. Are trainees shown the actual location of Run-way and Instrument Hold-Lines and can they readily provide a verbal description of the Hold-Lines?			
4.15. Are trainees familiar with runway entry and exit procedures and radio "read back" requirement			
5. Miscellaneous.			
5.1. Is AFVA 11 -240, Airfield Visual Aid Safety Placard available for each vehicle?			
5.2. Is FOD prevention and identification part of the Unit's Airfield Driving Program?			
5.3. Are vehicles used on runways equipped with Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
SECTION III – COMMENTS/NOTES <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
SECTION IV – CERTIFICATION <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
UNIT ADPM			
Name (Last, First, MI):	Rank/Grade:	Signature:	Date:
WING ADPM			
Name (Last, First, MI):	Rank/Grade:	Signature:	Date:

Attachment 5

TDY PERSONNEL/NON BASE ASSIGNED CONTRACTOR PERSONNEL BRIEFING

A5.1. TDY/Non Base Assigned Contractor Briefing Checklist (Page 1 of 2).

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM or Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank/Grade:	Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee, Unit ADPM or designated Trainer)</i>			
EXPIRATION DATE:			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational local airfield signs.			
2. Explain the different types of airfield markings (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (e.g. 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/ramp 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.			

A5.2. TDY/Non Base Assigned Contractor Briefing Checklist (Page 2 of 2).

10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			

12. Provide a local Airfield Diagram.			
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicle maintenance problems.			
19. If vehicle cone(s) are required, this must be coordinated with Airfield Management 982-5611 located in Bldg. 1172.			
SECTION III – TRAINING CERTIFICATION (<i>Competed by Trainee, Unit ADPM and Wing ADPM as required</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with <u>62AWI 13-213</u> . I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name (Last, First, MI):	Rank/Grade:	Signature:	Date:
UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in McChord Field's, <u>62AWI 13-213</u> Airfield Driving. Check all applicable restrictions.			
1. Ramp only			
2. Daylight Hours only			
3. Other (<i>Specify</i>)			
Name (Last, First, MI):	Rank/Grade:	Signature:	Date:
WING ADPM or designated representative (as required)			
Name (Last, First, MI):	Rank/Grade:	Signature:	Date:

Attachment 6

AIRFIELD DRIVER TRAINING QUALIFICATION GUIDE/CHECKLIST

A6.1. AIRFIELD DRIVER TRAINING QUALIFICATION GUIDE/CHECKLIST (Page 1 of 6).

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM)</i>				
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone	
	Date Completed	Trainee's Initials	Trainer's Initials	Not Available (N/A)
1. Definitions and terms. Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.				
1.1. Runway				
1.2. Controlled Movement Area (CMA)				
1.3. Controlled Movement Area Violation (CMAV)				
1.4. Runway Incursion				
1.5. Taxiway				
1.6. Ramp/Apron				
1.7. Foreign Object Damage (FOD) control/prevention				
1.8. Overrun				
1.9. Taxilane				
1.10. Light Gun				
1.11. Jet Blast				
1.12. Vehicle Service Road				
1.13. Hot Cargo Area				
1.14. Arm/De-Arm Area				
1.15. Aircraft Arresting Gear				
1.16. ILS Critical Area				
1.17. Mandatory Sign				
1.18. Informational Sign				
1.19. Emergency Response Vehicle				
1.20. Circle of Safety				
1.21. Restricted Area				
1.22. Entry Control Point				

**A6.1.1. AIRFIELD DRIVER TRAINING QUALIFICATION GUIDE/CHECKLIST
(Page 2 of 6).**

1.23. Fixed/Mobile Obstacle				
1.24. Airfield Management				
1.25. Air Traffic Control Tower (ATCT)				
2. Vehicle operator requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.				
2.1. Use of vehicle lighting (e.g. Daytime Running, Rotating/IR beacons, hazard/emergency flashers).				
2.2. Procedures for reporting an accident or vehicle maintenance problems.				
2.3. Vehicle parking and chocking requirements.				
2.4. Use of perimeter and infield roadways.				
2.5. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.				
2.6. Speed limits for vehicles operating on an apron/ramp and taxiway.				
2.7. Requirements for operating a vehicle within the immediate vicinity of aircraft.				
2.8. Procedures for reporting and removing FOD.				
2.9. Restricted visibility and/or night driving.				
2.10. Procedures for operating of bicycles, tricycles, etc. on the airfield.				
2.11. Use of traction control devices as applicable.				
2.12. Emergency Response Vehicle requirements.				
2.13. Vehicle Escort/Convoy Driving procedures as applicable.				
3. Aircraft Operations. Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.				
3.1. Right of Way.				

**A6.1.2. AIRFIELD DRIVER TRAINING QUALIFICATION GUIDE/CHECKLIST
(Page 3 of 6).**

3.2. Taxiing.				
3.3. Jet Blast safety requirements.				
4. Practical Day and 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.				
5. Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following airfield lighting.				
5.1.1. Runway.				
5.1.1.1. Edge Lights.				
5.1.1.2. Approach Lights.				
5.1.2. Taxiway.				
5.1.2.1. Edge Lights.				
5.1.2.2. Centerline Lights.				
5.1.2.3. Guard Lights (as applicable).				
5.2. Familiarize trainee with the following airfield signage.				
5.2.1. Runway Hold Sign.				
5.2.2. Taxiway Location Sign.				
5.2.3. ILS Critical Area Sign.				
5.2.4. Direction Sign.				
5.2.5. Distance Remaining Sign.				
5.3. Familiarize trainee with the following airfield markings.				
5.3.1. Runway.				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. VFR Hold Line.				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				

**A6.1.3. AIRFIELD DRIVER TRAINING QUALIFICATION GUIDE/CHECKLIST
(Page 4 of 6).**

5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				

5.3.4. ILS Critical Areas.				
5.3.5. Non-Movement Area Boundary Marking as applicable.				
5.3.6. Non Standard Airfield Markings as applicable.				
5.3.7. Aircraft Arresting Gear Marking as applicable.				
5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.6. Familiarize trainee with the location of Free Zones as applicable.				
5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques.				
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.				
5.9. Familiarize trainee with the location and use of traffic control devices.				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.				
5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Hot Spots as required locally.				

**A6.1.4. AIRFIELD DRIVER TRAINING QUALIFICATION GUIDE/CHECKLIST
(Page 5 of 6).**

5.16. Identify Smoking Areas as applicable.				
6. Communications. Training Outcome(s): Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use				

on the airfield.				
6.1. Ground Vehicle Communications.				
6.2. Procedural Words and Phrases.				
6.3. Aviation Phonetic Alphabet.				
6.4. Aviation Terminology.				
6.5. Procedures for Contacting the ATCT.				
6.6. Light Gun Signals (Description of ATCT Light Gun signals).				
6.7. ATCT and or vehicle blind spots.				
7. Other.				
7.1. Review ADI.				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. Note: Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. Note: Required for all personnel that require access on or across the runway.				
SECTION III – TRAINING CERTIFICATION <i>(Completed by the Trainee, Unit ADPM and Wing ADPM)</i>				
TRAINEE				
I have received and completed all of the above training requirements and will comply with McChord Field Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).				
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:	
UNIT ADPM				

**A6.1.5. AIRFIELD DRIVER TRAINING QUALIFICATION GUIDE/CHECKLIST
(Page 6 of 6).**

I certify that the above individual has completed all local training requirements outlined in McChord Field Airfield Driving Instruction (ADI). Check all applicable restrictions.			
1. Ramp only			
2. Daylight Hours only			
3. Other (<i>Specify</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative (as required)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

	equivalent:		
Notes: 1. A local form or electronic equivalent may be used as long as it includes all information listed above. 2. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for the practical training requirements in items 4 and 7 above.			

Attachment 7

AIRFIELD DRIVER'S PRACTICAL CHECK RIDE QUALIFICATION

A7.1. Airfield Driver's Practical Check Ride Checklist (Page 1 of 3).

This checklist will be used as a lesson plan for the day and night familiarization/orientation training and qualification check ride.

AIRFIELD DRIVING FAMILIARIZATION/ORIENTATION AND PRACTICAL CHECKRIDE QUALIFICATION CHECKLIST
SECTION I – TRAINEE INFORMATION *(Completed by Unit ADPM)*

Name (Last, First, Middle Initial)	Rank/Grade:	Unit/Office Symbol or Company Name:	Duty Phone:
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SECTION II – TRAINING AND EVALUATION

<p>Orientation Briefings: The trainer will provide a Day and Night (if required) orientation which will include familiarization of all aircraft movement areas and procedures concerning the training items below. Training Outcomes: Trainee must be knowledgeable of the terms used on an airfield, local procedures and requirements for operating a vehicle on the airfield, hazards associated with aircraft, airfield environment, proper radio terminology and ATCT phraseology use on the airfield.</p> <p>Practical Qualification/Check Ride: The trainer will evaluate on a Go/No Go basis on the trainees ability to demonstrate operating a vehicle IAW local operating procedures; display knowledge of the airfield environment/layout and understand airfield marking and signs to include locations.</p> <p>Ramp Only Authorized Drivers: At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.</p> <p>CMA Authorized Drivers: Additionally, trainee must be able to demonstrate proper radio terminology and ATCT phraseology and the ability to contact ATCT for approval to enter/exit the CMA, identify light gun signals and understand/explain all items listed below.</p>	Day Orientation (Date Completed)	Night Orientation <i>(if required)</i> (Date Completed)	Day Check Ride (Go/No Go)	Night Check Ride <i>(if required)</i> (Go/No Go)

A7.2. Airfield Driver's Practical Check Ride Checklist (Page 2 of 3).

1. Runway/Landing Zone (LZ)				
1.1. Identify runway and LZ			Go / No Go	Go / No Go
1.2. Procedures to enter the Runway and LZ			Go / No Go	Go / No Go
1.3. Runway/LZ obstacle clearance & procedures			Go / No Go	Go / No Go
1.4. Runway Lights			Go / No Go	Go / No Go
2. Taxiways				

2.1. Identify all taxiway locations.			Go / No Go	Go / No Go
2.2. Identify taxiways located in the CMA.			Go / No Go	Go / No Go
2.3. Taxiway obstacle clearance & procedures.			Go / No Go	Go / No Go
2.4. Identify Hold Markings & Mandatory Signs				
2.4.1. Runway Hold Lines & Signs locations.			Go / No Go	Go / No Go
2.4.2. Instrument Hold Lines & Signs locations.			Go / No Go	Go / No Go
2.4.3. Stop Bars & Stop Signs locations.			Go / No Go	Go / No Go
2.5. Understand Informational/Guidance Signs.			Go / No Go	Go / No Go
2.6. Taxiway Lights			Go / No Go	Go / No Go
3. Ramps/Aprons.				
3.1. Identify all aircraft parking ramps			Go / No Go	Go / No Go
3.2. Identify jet blast areas.			Go / No Go	Go / No Go
3.3. Identify hazardous cargo parking spots.			Go / No Go	Go / No Go
3.4. Identify apron/aircraft clearances & procedures.			Go / No Go	Go / No Go
4. Controlled Movement Area (CMA).				
4.1. Identify CMA locations.			Go / No Go	Go / No Go
4.2. Proper procedures to enter the CMA.			Go / No Go	Go / No Go
4.3. Proper procedures while operating in the CMA.			Go / No Go	Go / No Go
4.5. Proper procedures to exit the CMA.			Go / No Go	Go / No Go
5. ATCT Problem Areas			Go / No Go	Go / No Go
5.1. Identify Tower Visual Blind Spot locations.			Go / No Go	Go / No Go
5.2. Tower Radio Problem Areas. (None)	(N/A)	(N/A)		
6. Radio Usage				
6.1. Uses proper phraseology.			Go / No Go	Go / No Go
6.2. Does not step on other radio transmissions.			Go / No Go	Go / No Go
6.3. Acknowledges all information and repeats verbatim control tower instructions.			Go / No Go	Go / No Go
6.4. Follows all control tower's Instruction.			Go / No Go	Go / No Go

A7.3. Airfield Driver's Practical Check Ride Checklist (Page 3 of 3).

6.5. Does not use the words "Clear" or "Go Ahead".			Go / No Go	Go / No Go
6.6. Reports when off the runway.			Go / No Go	Go / No Go
7. Additional Check Ride Items.				
7.1. Yields right of way to aircraft.			Go / No Go	Go / No Go
7.2. Adheres to Speed Limits.			Go / No Go	Go / No Go
7.3. Can identify Instrument Critical Areas			Go / No Go	Go / No Go
7.4. Can identify Tower Light Gun Signals.			Go / No Go	Go / No Go

SECTION III – ADDITIONAL UNIT REQUIREMENTS				
8.				
SECTION IV – TRAINING/CERTIFICATION ACKNOWLEDGEMENT				
Familiarization/Orientation Trainer’s Initials:				
Familiarization/Orientation Trainee’s Initials:				
Practical Check Ride Trainer’s Initials:				
Practical Check Ride Trainee’s Initials:				

Attachment 8

MCCHORD IMT 603, AIRFIELD DRIVER TRAINING AND CERTIFICATION

A8.1. McChord IMT 603, Airfield Driver Training and Certification Record.

AIRFIELD DRIVER TRAINING AND CERTIFICATION RECORD

<small>Privacy Act Notice: Authority: The authority for collecting this information is 50 U.S.C. 133, Secretary of Defense. Purpose: This information is needed to make the determination of operator eligibility by the Vehicle Operations Officer. Used as basis for issue of a Government motor vehicle operator's identification card. Routine Use: Routine uses of this information include disclosure to appropriate governmental Safety and Law Enforcement agencies for investigation and possible criminal prosecution or civil court action. Disclosure: Furnishing this information is voluntary; however, failure to provide it will prevent the completion of your motor vehicle license and you may not be granted an endorsement.</small>			
SECTION I TRAINEE INFORMATION			
NAME: (Last, First, MI)	RANK/GRADE	UNIT/ OFFICE SYMBOL	DUTY PHONE
EMAIL:			
SECTION II MANDATORY QUALIFICATION TRAINING			
Commander must ensure that only a minimum number of people necessary for mission accomplishment are authorized to drive on the airfield.		TRAINEE (Initials & Date)	TRAINER (Initials & Date)
a. Individual possesses a valid state or government driver's license. STATE: _____		/	/
b. ADLS - Airfield Driving CBT: _____ Paper Test Score: _____		/	/
c. Day Airfield Orientation/ Training		/	/
d. Night Airfield Orientation/Training		/	/
e. Tower Light Gun Signal Recognition Training		/	/
f. Practical Airfield Checkride Test		/	/
g. AM OPS Local Airfield Diagram/Layout Test		/	/
h. Radio Discipline/Phraseology/Procedure Test (CMA only)		/	/
i. Airfield Driver Training (Classroom) Unit Test Score: _____ (Ref: AFJMAN 24-306, AFI 91-203 Ch24, 62 AWI 13-213, AFI 13-213)		/	/
j. Airfield Driver Training Wing Test Score: _____ (Ref: AFJMAN 24-306, AFI 91-203 Ch24, 62 AWI 13-213, AFI 13-213)		/	/
SECTION III TRAINING CERTIFICATION (Completed by Authorized Airfield Driving Trainer)			
I CERTIFY THAT THE TRAINEE HAS RECEIVED ALL MANDATORY QUALIFICATION TRAINING AS ANNOTATED ABOVE.			
NAME: (Print Last, First, MI)	RANK:	SIGNATURE:	
SECTION IV TRAINING ACKNOWLEDGEMENT (Completed by Trainee)			
I RECEIVED ALL MANDATORY QUALIFICATION TRAINING TO DRIVE ON MCCHORD AIRFIELD. IF AUTHORIZED, I WILL NOT ENTER ANY RUNWAY OR CONTROLLED MOVEMENT AREA UNDER ANY CIRCUMSTANCES WITHOUT THE DIRECT APPROVAL OF THE AIR TRAFFIC CONTROL TOWER. I UNDERSTAND THAT I AM REQUIRED TO HAVE TWO-WAY RADIO CONTACT WITH THE TOWER PRIOR TO ENTERING OR REQUESTING RUNWAY OR CONTROLLED MOVEMENT AREA ACCESS.			
NAME: (Print Last, First, MI)	RANK:	SIGNATURE:	
SECTION V CLINIC COLOR VISION TEST (Required for CMA Drivers Only)			
NAME/RANK OF INDIVIDUAL AUTHORIZED TO PERFORM TEST		COLOR VISION TEST RESULTS ___ PASS ___ FAIL	
SECTION VI UNIT CERTIFICATION (Completed by Unit Airfield Driving Program Manager)			
I CERTIFY THE TRAINEE HAS SUCCESSFULLY COMPLETED ALL TRAINING REQUIREMENTS TO BE "AIRFIELD AUTHORIZED"			
NAME: (Print Last, First, MI)	RANK:	SIGNATURE:	
SECTION VII AIRFIELD AUTHORIZED (Completed by 62 OSS Airfield Management)			
a. Airfield Restrictions:			
<input type="checkbox"/> N - Not Authorized CMA <input type="checkbox"/> R - Ramp Duties Only <input type="checkbox"/> G - Corrective Lens Required <input type="checkbox"/> C - CAM Qualified, No Restrictions <input type="checkbox"/> D - Daytime Use Only			
b. APPROVED _____	Remarks:	Certificate #: _____	
DISAPPROVED _____		Date: _____	
NAME: (Print Last, First, MI)	RANK:	SIGNATURE:	

Attachment 9

UNIT ADP SELF INSPECTION CHECKLIST

A9.1. Unit ADP Self-Inspection Checklist (Page 1 of 4).

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST			
SECTION I – GENERAL INFORMATION (Completed by the Unit ADPM)			
Unit	Office Symbol or Company Name	Date:	
<i>Note 1: Deficient areas with an asterisk (*) result in overall unsatisfactory evaluation rating Note 2: + McChord Field additions to AFI 13-213.</i>			
SECTION II – INSPECTION ITEMS (Completed by the Unit ADPM)			
	Yes	No	Not Applicable
1. Unit Commander.			
* 1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
1.3. Is a current copy of the Airfield Driving Program Manager/ Trainers appointment letter(s) on file with the Wing ADPM?			
1.4. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.5. Has the unit commander established procedures to limit runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?			
1.6. Is the unit commander notified when individuals commit a violation?			
1.7. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?			
2. Unit Airfield Driving Program (ADPM) Manager.			
*2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
+*2.2. Are the Unit ADPM(s) trained by the wing ADPM using Attachment 3 ? If not, has the prospective ADPMs been scheduled with the DAFM or designated representative at least 30 days prior to appointment? Is it saved to TAB A of the unit airfield driving binder?			

A9.2. Unit ADP Self-Inspection Checklist (Page 2 of 4).

*2.3. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			
2.4. Does the Unit ADPM conduct spot checks with unit/office symbol of person checked, any discrepancy noted, corrective action taken? Is it reported to the Wing ADPM quarterly?			
+2.5. Does the Unit ADPM notify the unit commander and Airfield Manager or the Wing ADPM, in writing within 2 days after an individual's AF IMT 483 is revoked?			
*2.6. Does the Unit ADPM ensure "CMA qualified" airfield drivers have their color vision tested? If the AFSC exempt, is there a letter on file with the Wing ADPM?			
+2.7. Does the Unit ADPM review and update the airfield drivers listing on ADTP quarterly? Is it reported to the Wing ADPM?			
2.8. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, Certificate of Competency, endorsed for airfield driving?			
+2.9. Does the Unit ADPM conduct a self-inspection 6 months following the Wing ADPM annual inspection? Is it forwarded to the Wing ADPM and maintained in TAB C of the Unit ADP binder?			
+*2.10. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required document in accordance with 62AWI 13-213?			
+2.11. Is it reflected in the ADTP when individuals who have their driving privileges revoked or suspended? Does the ADPM physically receive the airfield driver's licenses from the individual?			
+2.12. Does the Unit ADPM attend the Semi-Annual Airfield Drivers meeting held by the Wing ADPM?			
+2.13. Does the Unit ADPM review and track annual refresher training requirements monthly? Note: Individuals who are overdue for more than 90 days will be deleted from the system and must re-accomplish all the training.			
+2.14. Has the Unit ADPM created a unit test in Step 3? Have the questions been approved by airfield management?			

A9.3. Unit ADP Self-Inspection Checklist (Page 3 of 4).

2.15. Are all training and testing materials current and accurate?			
--	--	--	--

+*2.16. Ensuring trainees receive two practical airfield orientation/ training rides, one daytime and one nighttime when required.			
+*2.17. Ensuring prospective drivers have a valid need to drive on the airfield and are emotionally, mentally, and physically able to perform flightline driver duties.			
3. TDY personnel/Non base assigned Contractors.			
3.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.			
3.2. Are TDY personnel being trained on driving requirements using Attachment 6, TDY personnel/Non-Base Assigned Contractors training checklist?			
+3.3. Are TDY personnel requiring vehicle cones being coordinated with Airfield Management?			
4. Training.			
4.1. Are potential airfield drivers receiving classroom training or one on one training by the ADPM?			
+4.2. Are potential airfield drivers with CAC access using the ADTP?			
+4.3. Are non-CAC holders being trained using the McChord IMT 603? Are Unit ADPMs sending the McChord IMT 603 to the Wing ADPM for entry into the ADTP system?			
4.4. Are potential airfield drivers receiving practical day and night airfield familiarization training?			
4.5. Are potential airfield drivers receiving check rides (trainee must be in the driver seat displaying proper operating procedures with no assistance from trainer)?			
4.6. Does the ADPM provide unit personnel with references, materials and site information necessary to complete training? Is this material readily available in the event no unit manager is available?			
4.7. Is remedial training conducted and documented in the ADTP on personnel that fail a test or commit a violation?			
4.8. Are drivers receiving training within 30 days? (AFRs and Fire Department 60days)			

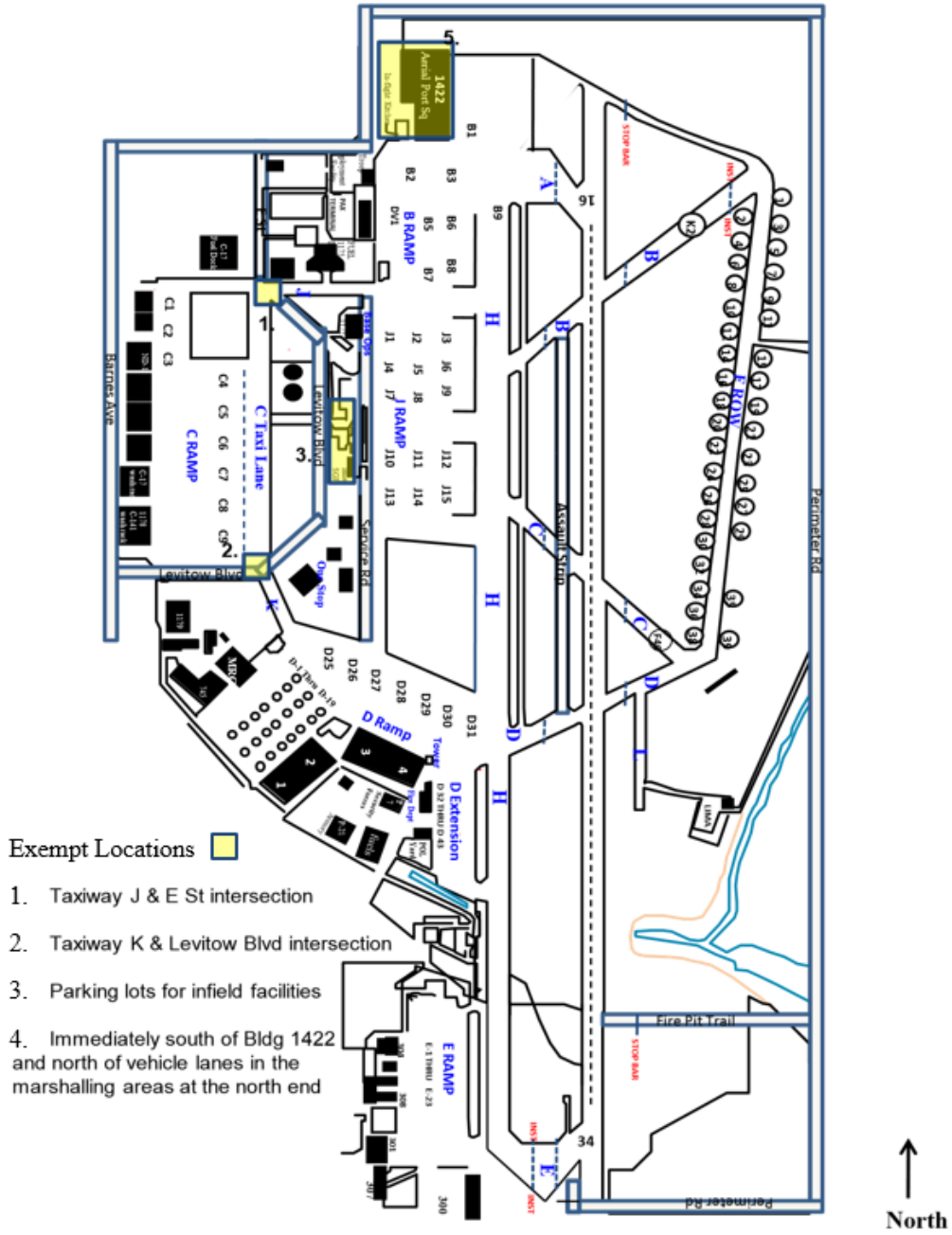
A9.4. Unit ADP Self-Inspection Checklist (Page 4 of 4).

4.9. Are drivers receiving annual refresher training within the established time lines? Are outdated cards thrown away and current cards printed out?			
+4.10. Are the all potential drivers trained to the standard of CMA access?			
+4.11. Those who are authorized in the CMA and do not enter the area often, are they reviewing procedures prior to accessing the CMA?			
+4.12. Are trainees completing the unit test (Step 3) in the ADTP?			
*4.13. Are trainees instructed on proper radio terminology when communicating with the ATCT? Are trainees that require CMA access issued a communications test?			
4.14. Are trainees shown the actual location of Runway and Instrument Hold-Lines and can they readily provide a verbal description of the Hold-Lines?			
4.15. Are trainees familiar with runway entry and exit procedures and radio “read back” requirement?			
5. Miscellaneous.			
5.1. Is AFVA 11 -240, Airfield Visual Aid Safety Placard available for each vehicle?			
5.2. Is FOD prevention and identification part of the Unit’s Airfield Driving Program?			
5.3. Are vehicles used on runways equipped with Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
SECTION III – COMMENTS/NOTES <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
(Comment on any “NO” or “N/A” items or sections.)			
SECTION IV – CERTIFICATION <i>(Completed by the Unit ADPM)</i>			
UNIT ADPM			
Name (Last, First, MI):	Rank/Grade:	Signature:	Date:
Note: Submit signed copy to the Wing ADPM and maintain a copy in Tab C in the continuity binder.			

Attachment 10

LOCATIONS EXEMPT FROM OBTAINING AIRFIELD DRIVING AUTHORIZATION

A10.1. Locations Exempt from Obtaining Airfield Driving Authorization.

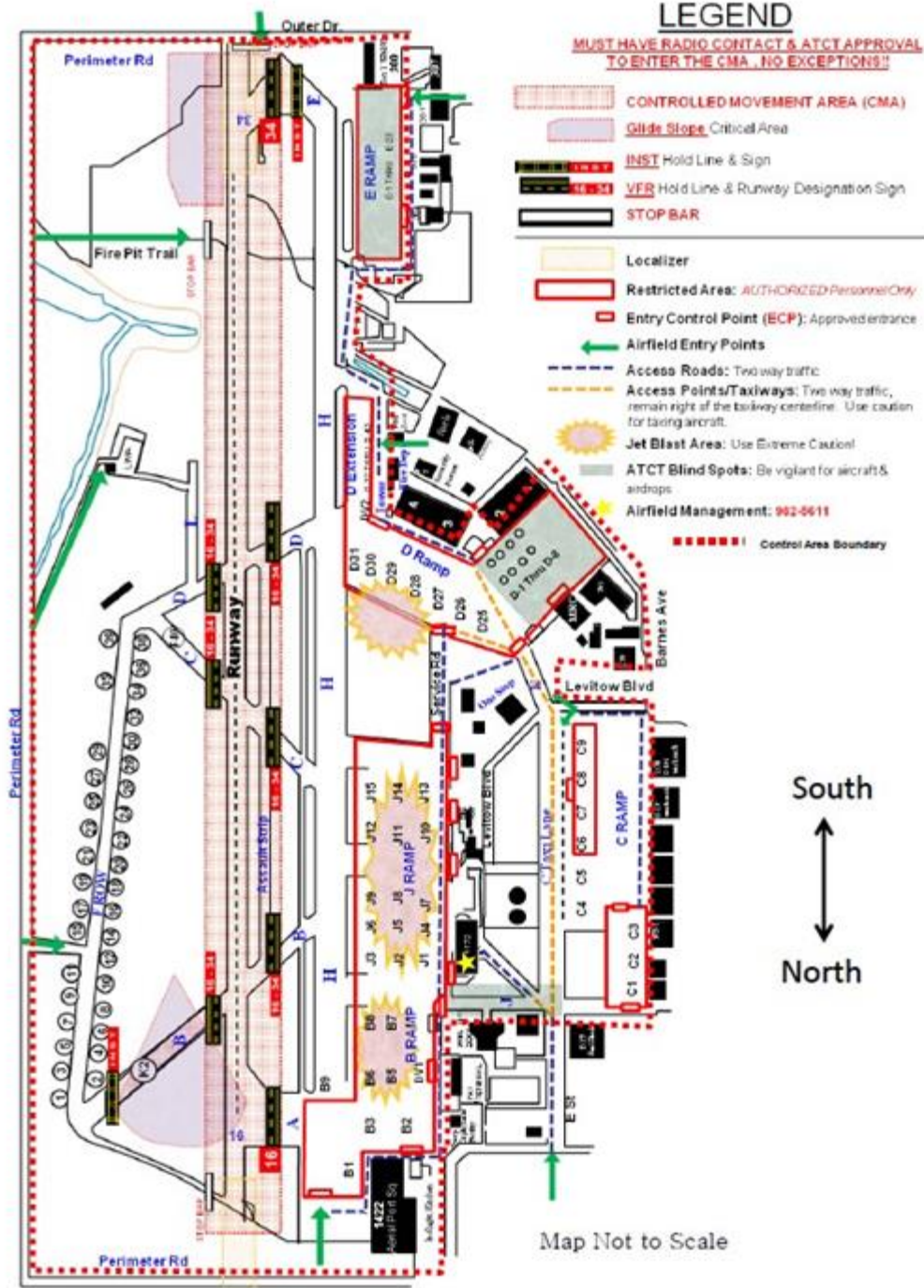


Map Not To Scale

Attachment 11

MCCHORD AIRFIELD DIAGRAM

A11.1. McChord Field Airfield Diagram.



Attachment 12
AF VISUAL AIDS

A12.1. AFVA 11-240, USAF Airport Signs and Markings. *NOTE:* Not valid for training when not viewed/printed in color.

Airport Signs – Action and Purpose	ATCT LIGHT GUN SIGNALS	Airport Markings
<p>15-33 RUNWAY HOLD SIGN: At Immediate Intersection</p> <p>5 RUNWAY HOLD SIGN: At End Intersection</p> <p>5-APCH APPROACH HOLD SIGN: On Intersecting Taxi Intersection</p> <p>ILS ILS HOLD SIGN: Hold Sign at ILS/POZ Critical Area</p> <p>NO ENTRY SIGN: Entry Not Authorized</p> <p>A TAXIWAY LOCATION SIGN: Taxi on Which Vehicle/Aircraft is Located</p> <p>15 RUNWAY LOCATION SIGN: Runway on Which Vehicle/Aircraft is Located</p> <p>TOWER FREQUENCY</p>	<p>RUNWAY HOLD SIGN: Boundary of Runway Protected Area</p> <p>INSTRUMENT HOLD SIGN: Instrument Hold Position</p> <p>DIRECTION SIGN: Defines Direction & Designation of Intersecting Taxi(s)</p> <p>RUNWAY EXIT SIGN: Defines Direction & Designation of Exit Taxi from Runway</p> <p>33 OUTBOUND DESTINATION SIGN: Defines Direction to Take-Off Runway</p> <p>27-33 OUTBOUND DESTINATION SIGN: Outbound Destination Sign to Different Runways</p> <p>STEADY GREEN → Cleared to Cross, Proceed or Go</p> <p>FLASHING GREEN → Not Applicable</p> <p>STEADY RED → STOP</p> <p>FLASHING RED → Clear the Taxiway / Runway</p> <p>FLASHING WHITE → Return to Starting Point on Airport</p> <p>ALTERNATING RED/GREEN → Exercise Extreme Caution</p> <p>15-33 Runway Hold Position</p> <p>ILS ILS Critical Area Markings</p>	<p>RUNWAY HOLD POSITION: Hold Short of Runway</p> <p>INSTRUMENT HOLD POSITION: Hold Short During Instrument Conditions (Ceiling 900 Feet and/or Visibility 2 Miles)</p> <p>RUNWAY STOP BAR: Hold Short of Runway on Intersecting Roads</p> <p>TAXIWAY/TAXIWAY HOLDING POSITION: Hold Short of Intersecting Taxiway When Directed by ATIS</p> <p>TAXIWAY EDGE: Defines Edge of Usable Full Strength Taxiway Pavement, Adjoining NOT Usable</p> <p>TAXIWAY/TAXIWAY HOLDING POSITION: Defines Edge of Taxiway Where Adjoining Pavement or Apron is Available for Taxi</p> <p>GROUND FREQUENCY</p> <p>AFVA 11-240, USAF Airport Signs and Markings</p> <p>AFVA 11-240.1, May 2013 Replaces AF 11-213 CPL: HULP/AFM/AFM USAF Airport Signs and Markings</p>
PREVENT RUNWAY INCURSIONS - - "READ BACK" ALL TOWER INSTRUCTIONS VERBATIM!		

A12.2. AFVA 13-222, Runway/Controlled Movement Area Procedures.

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

RUNWAY/CONTROLLED MOVEMENT AREA (CMA) PROCEDURES:

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

AFVA 13-222, 30 July 01, Procedures AF 13-222, OPR:AFPOA
Revised 02/07. There are no restrictions on this publication.

Attachment 13

MCCORD AIRFIELD DRIVING GUIDE

A13.1. 62 AWWA 13-3, McChord Airfield Driving Guide.

MCCHORD FIELD FLIGHTLINE DRIVING BRIEF
(Refer to 62 AWI 13-213 for additional information)

GENERAL INFORMATION
(Prioritized)

NOTE: The Controlled Movement Area (CMA) is defined as portions of the airfield within 100 feet from the runway and assault strip. Including taxiways Bravo East and Echo from the INST hold line to the runway. All vehicles and personnel must have radio contact with tower while in the CMA.

- When driving on the flightline, vehicle operators will have in their possession:
 - A valid state or government driver's license.
 - AF IMT 483, *Certificate of Competency*, with "McChord Flightline Driving" typed in The "Duties of" block.
- If an individual is color deficient, they will not drive in the controlled movement area.
- Vehicles are not allowed on the runway, landing zone, and Bravo East without tower clearance.
- All vehicles will stop at the Runway Hold Line located at least 100 feet short of the runway/assault strip edge and must have tower clearance before entering/crossing the runway.
- All vehicles will report to tower via radio when off the CMA (controlled movement area).
- Drivers must always check for approaching aircraft and tower light gun signals while on the taxiways and runways.
- Drivers will give right-of-way to approaching aircraft and emergency vehicles, allowing 25 feet side clearance between approaching aircraft or emergency vehicles
- Do not drive closer than 25 feet in front of or 200 feet (500 feet for C5/B747) to the rear of aircraft with engines running.
- Drivers will use rotating beacon, emergency flashers, or headlights when operating in the controlled movement area.
- Vehicle headlights will be used from ½ hour before sunset to ½ hour after sunrise and during periods of reduced visibility.
- Vehicle headlights will not be projected towards taxiing aircraft.
- All vehicles will drive within designated markings whenever possible.
- Approach all parked aircraft with the driver's side of the vehicle to the aircraft. Stop or park in front or behind and perpendicular to the fuselage. Remain at least 10 feet from the aircraft.
- Do not drive between the wingtips of adjacent aircraft or over fuel pit covers.
- Vehicles leaving the traffic lanes/taxi lines will signal before making turns.
- When the driver's seat is vacant, ignition will be turned off with key left in the ignition, parking brake set, and transmission in "Park" or reverse gear if no park position.
- Do not operate vehicle within 50 feet of an aircraft being refueled/de-fueled or in process of liquid oxygen servicing.
- Vehicle will not be operated off paved surfaced except as required in mission performance.
- Vehicles reentering the hard surfaced flightline areas from unpaved areas will stop and have all tires visually inspected and cleaned of any foreign material.

Continued on reverse

A13.2. 62 AWWA 13-3, McChord Airfield Driving Guide.

MCCHORD FIELD FLIGHTLINE DRIVING BRIEF
(Refer to 62 AWI 13-213 for additional information)

SPEED LIMITS

Vehicle Parking Areas	5 MPH
Aircraft Parking Ramp (beyond 50 feet)	15 MPH
Towing Two or More Maintenance Stands	5 MPH
Within 50 feet of Aircraft	5 MPH
Special Purpose Vehicles	10 MPH

RADIO TERMINOLOGY

"ACKNOWLEDGE...."	Let me know that you have received my message
"AFFIRMATIVE...."	Yes.
"HOLD..."	Do not proceed, maintain your present position.
"SAY AGAIN...."	The message will be repeated.
"Negative..."	No, permission not granted, or that is not correct.
"OVER..."	My transmission is ended. I expect a response.
"PROCEED..."	An action word allowing you access or giving direction.
"ROGER..."	I have received all of your last transmission. (It should not be used to answer a question requiring a yes or no answer"
"STANDBY..."	The controller is busy with higher priority item and cannot answer you. If the delay is lengthy, the caller should re-establish contact.
"EXIT RUNWAY..."	Exit runway immediately.










LIGHT GUN SIGNALS

Steady Red Light	STOP-Vehicle will not be moved
Flashing Red Light	Clear active runway/taxiway immediately
Flashing White Light	Return to starting point immediately
Alternating Red and Green Light	General Warning-Exercise extreme caution
Steady Green Light	Clear to cross

Attachment 14

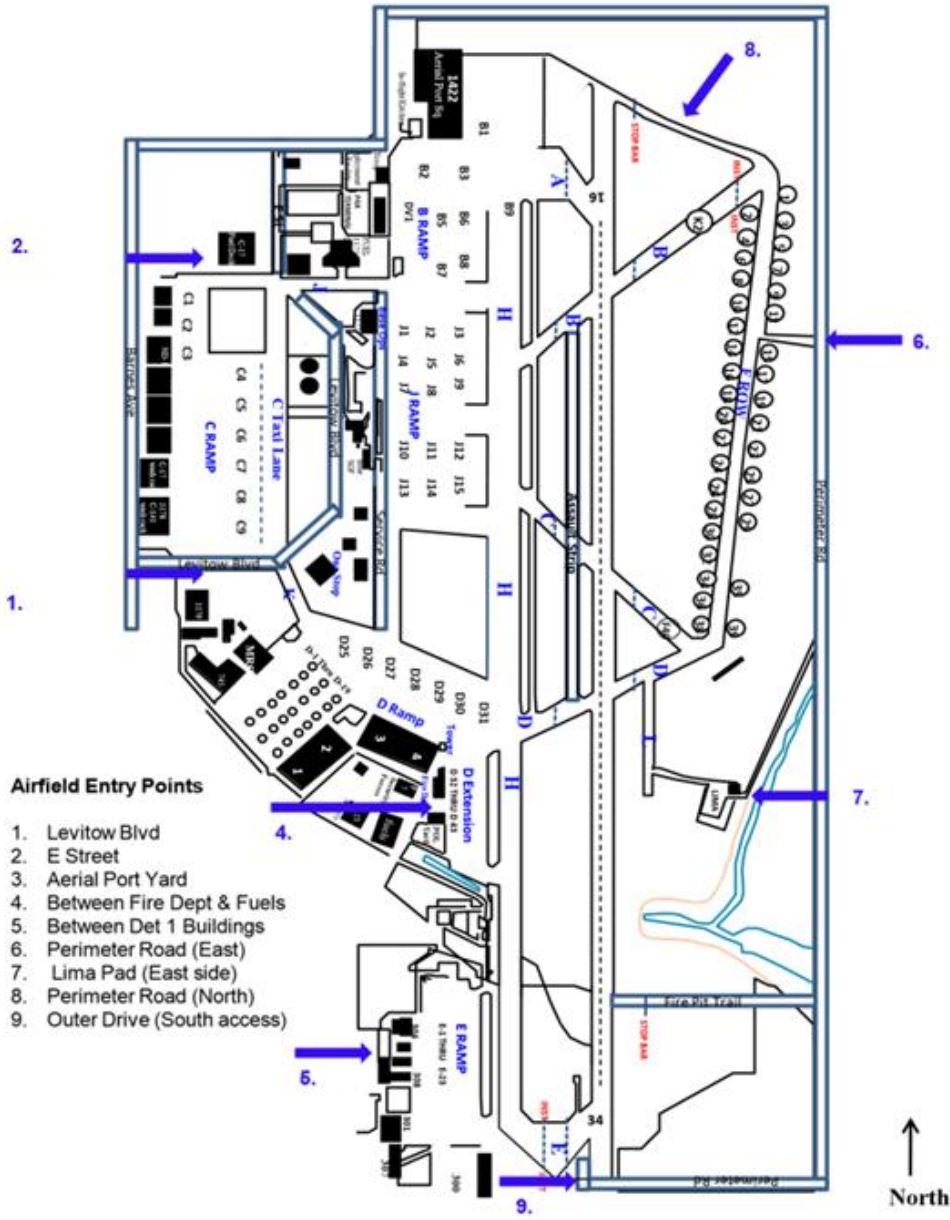
AIRFIELD MARKING, SIGNS AND LIGHTS

A14.1. Marking, Signs and Lights. *NOTE:* Not valid for training when not viewed/printed in color.

<p><u>RUNWAY HOLD LINE</u></p> <ul style="list-style-type: none"> • All taxiways intersecting the runway • Double solid and double dashed lines 	
<p><u>INST HOLD LINE</u></p> <ul style="list-style-type: none"> • Taxiways B & E • Yellow horizontal ladder 	
<p><u>WHITE STOP BAR</u></p> <ul style="list-style-type: none"> • NE road intersecting the overrun • Fire pit trail access road SE end of runway • Single 12 to 24 inch white solid line 	
<p><u>RUNWAY HOLD SIGNS</u></p> <ul style="list-style-type: none"> • All taxiways intersecting the runway • Adjacent to VFR hold line • Designates intersecting runway 	
<p><u>INSTRUMENT HOLD SIGNS</u></p> <ul style="list-style-type: none"> • Taxiway B & E • Adjacent to IFR hold line • Used in conjunction with location 	
<p><u>LOCATION SIGNS</u></p> <ul style="list-style-type: none"> • Designates operators location • May be used in conjunction with signs or holding position signs 	
<p><u>DESTINATION SIGNS</u></p> <ul style="list-style-type: none"> • Indicates destination of the airfield • May be used in conjunction with location sign 	
<p><u>AIRFIELD LIGHTS</u></p> <ul style="list-style-type: none"> • Taxiway edge light are blue • Runways edge lights are white 	
<p><u>RUNWAY GUARD LIGHTS</u></p> <ul style="list-style-type: none"> • Yellow alternating lights (wig wags) • All taxiways intersecting the runway 	

Attachment 15 AIRFIELD ENTRY POINTS

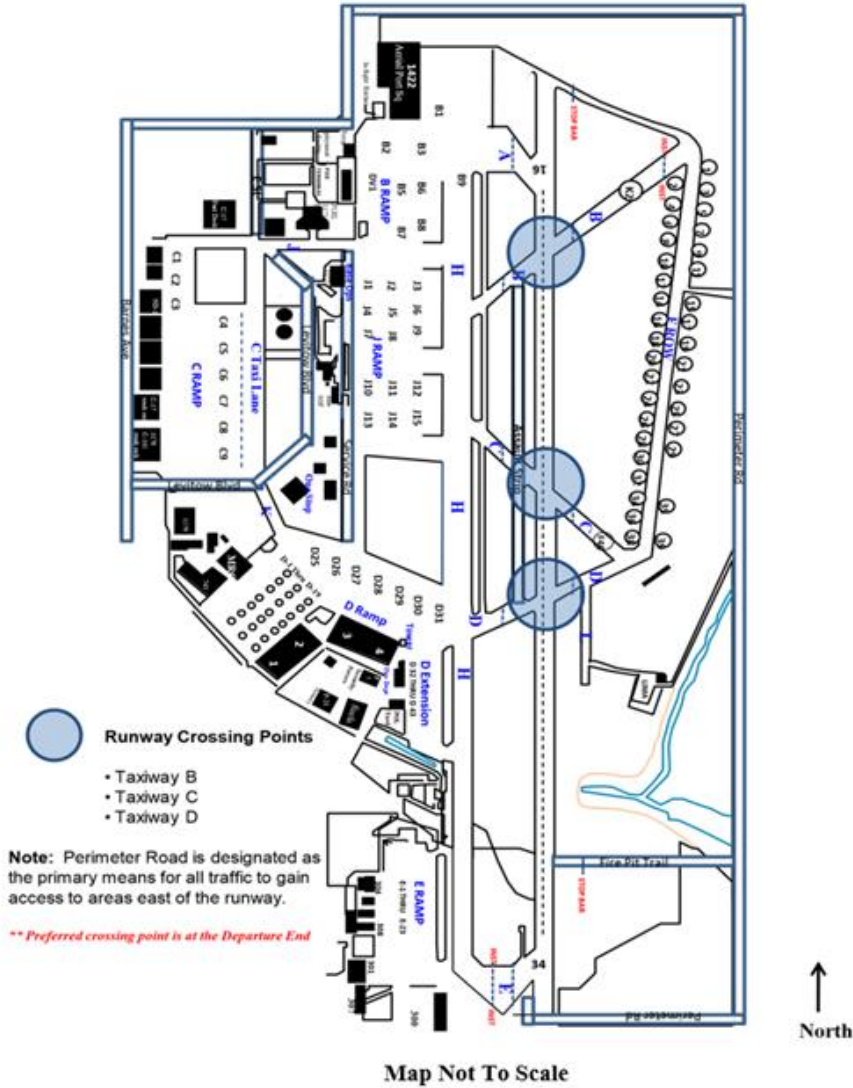
A15.1. Airfield Entry Points.



Attachment 16

RUNWAY CROSSING POINTS

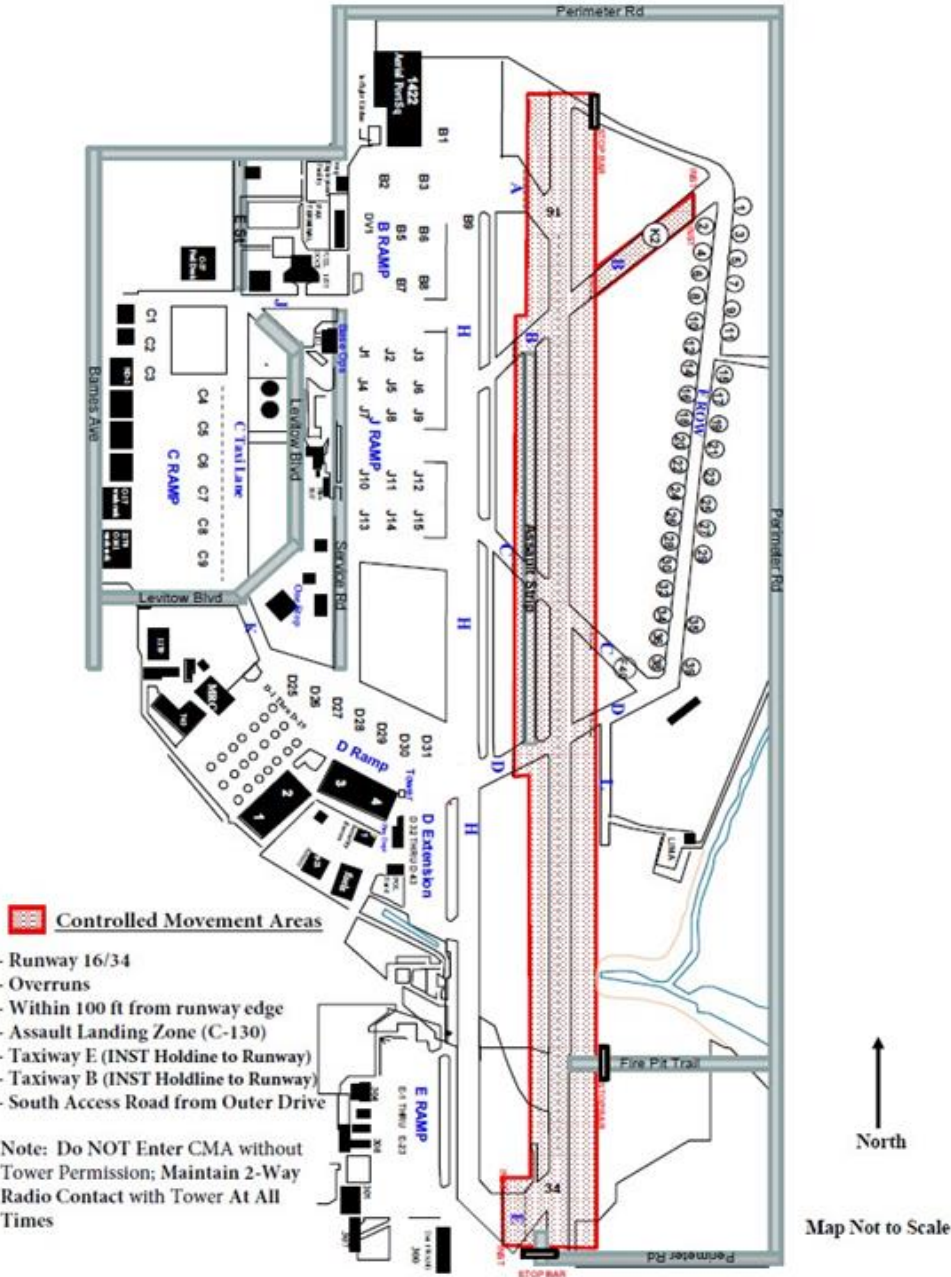
A16.1. Runway Crossing Points.



Attachment 18

CONTROLLED MOVEMENT AREAS

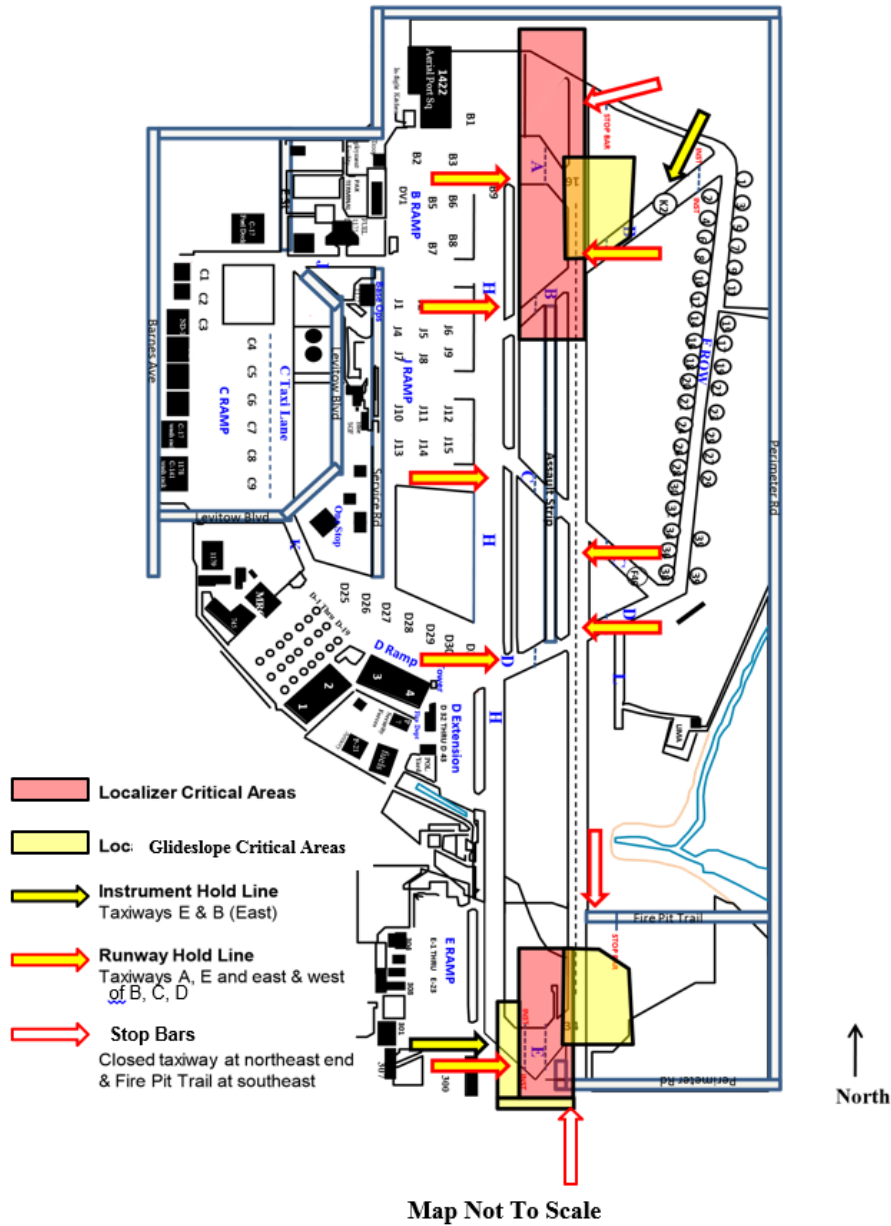
A18.1. Controlled Movement Areas.



Attachment 19

INSTRUMENT CRITICAL AREAS AND HOLD LINE LOCATIONS

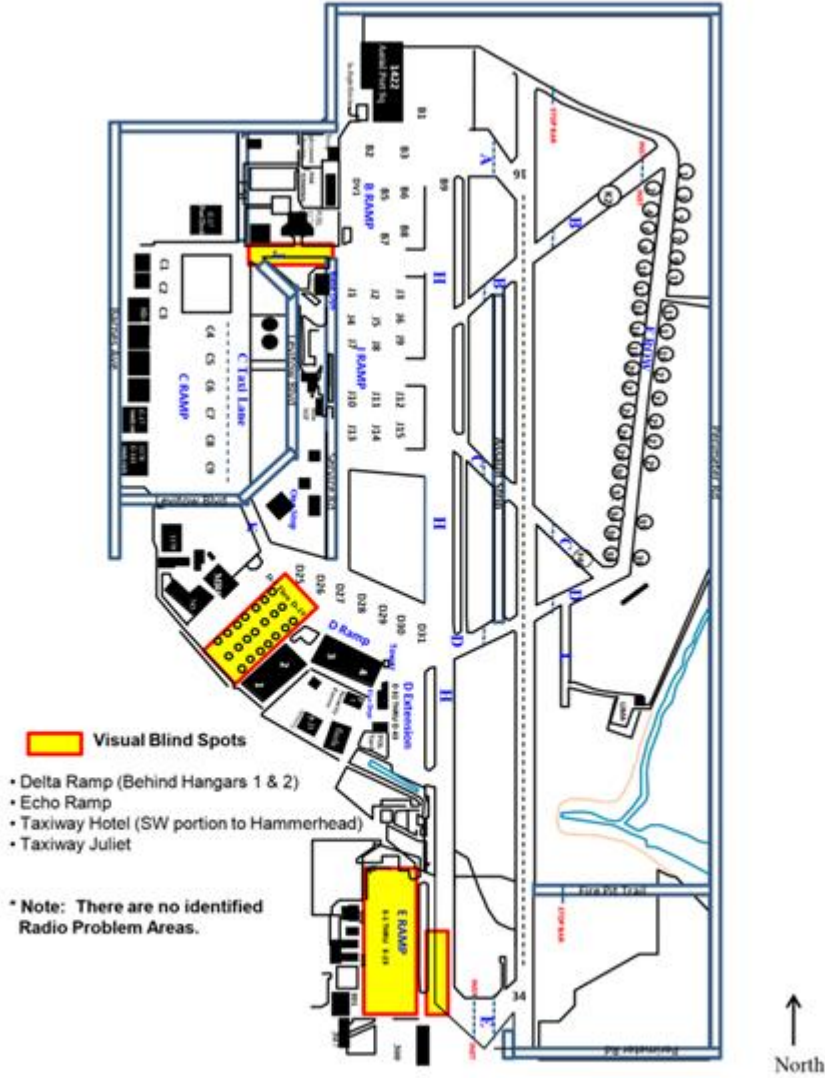
A19.1. Instrument Critical Areas and Hold Line Locations



Attachment 20

TOWER RADIO PROBLEM AREAS AND VISUAL BLIND SPOTS

A20.1. Tower Radio Problem Areas and Visual Blind Spots.

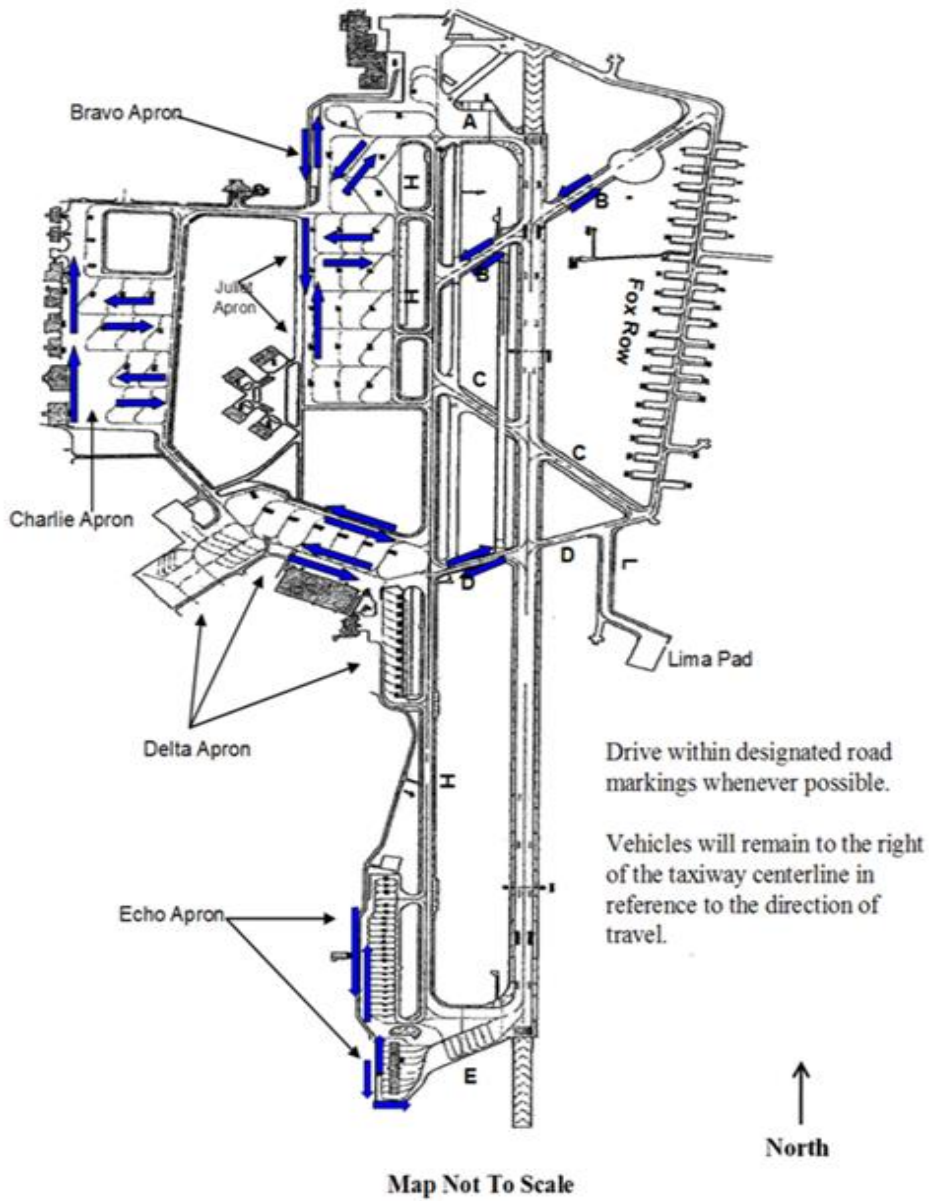


Map Not To Scale

Attachment 21

VEHICLE TRAFFIC FLOW

A21.1. Vehicle Traffic Flow.



Attachment 22 RESTRICTED AREAS

A22.1. Restricted Areas

