

BY ORDER OF THE COMMANDER  
94TH AIRLIFT WING

94TH AIRLIFT WING INSTRUCTION 13-213

1 APRIL 2013



Space, Missile, Command and Control

AIRFIELD DRIVING

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OPR: 94 OG/OGA  
Supersedes: 94AWI 13-213, 07 December 2011

Certified By: 94 OG/OGT  
(Mr. Clarence Miller)  
Pages: 58

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This instruction implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic Control, Airspace, and Range Management*. It extends the guidance of Air Force Instruction (AFI) 13-213, *Airfield Driving*, AFI 21-101, *Aircraft and Equipment Maintenance Management*, AFI 24-301, *Vehicle Operations*, AFI 40-102, *Tobacco Use in the Air Force*, AFI 91-203, *Air Force Consolidated Occupational Safety*, and AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*. It provides guidance to all flightline drivers and personnel responsible for supporting the Airfield Driving Program. It establishes policies, procedures, training requirements, unit responsibilities, and the responsibility of Airfield Driving Program Managers (ADPM) at Dobbins Air Reserve Base. This instruction applies to all host, tenant, transient, civilians at joint-use locations, and contract personnel operating vehicles on the Dobbins ARB airfield. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF Form) 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>.

#### **SUMMARY OF REVISIONS**

This document has been revised and must be completely reviewed. Major changes include new airfield markings and testing procedures. Minor changes were made throughout the instruction which include reference updates and editing errors.

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## **Chapter 1**

### **GENERAL INFORMATION**

#### **1.1. Scope and Purpose.**

1.1.1. The primary goal of the Dobbins Airfield Driving Program is to create a safe and efficient airfield environment by ensuring Dobbins Air Reserve Base has the most dynamic education and training available to all airfield drivers. Safe motor vehicle operations are absolutely essential to safe aircraft operations on the airfield. Motor vehicles present a clear and definite danger, both to aircraft and ground personnel. Carelessness, haste, and a disregard for established safety procedures are the primary sources of accidents, incidents and personnel injury with motor vehicles on the airfield.

1.1.2. This Airfield Driving Instruction (ADI) provides guidance for developing an Airfield Driving Program (ADP) to provide safe ground vehicle operations and pedestrian control on Dobbins' airfield. It outlines training requirements for all personnel (e.g. military, DoD Civilians, Contractors, etc.) who, as a part of their job, are required to drive unescorted on an airfield. Standards set forth in this instruction control all motor vehicles on the Dobbins airfield. Only personnel that are assigned duties requiring driving on the airfield will be trained. All personnel driving on the airfield will be knowledgeable of and comply with this instruction.

## Chapter 2

### RESPONSIBILITIES

#### 2.1. Wing Commander.

- 2.1.1. Designates personnel and agencies to support the Airfield Driving Program.
- 2.1.2. Annually designates Privately Owned Vehicles (POV) authorized to drive on the airfield.
- 2.1.3. Signs and certifies the base airfield driving instruction.
- 2.1.4. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension/revocation of base driving privileges. Authority may not be delegated.
- 2.1.5. Requests an AF Runway Safety Action Team (AFRSAT) through the MAJCOM OPR for Airfield Operations (AO) if there are recurring problems with runway incursions. See AFI 13-204, Volume 2, for additional information.

#### 2.2. Operations Group Commander

- 2.2.1. Reviews Controlled Movement Area Violations (CMAVs) and corrective actions taken.
- 2.2.2. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions within a six month period.
  - 2.2.2.1. The RIPWG will include Airfield Operations Manager (AOM), Airfield Manager (AFM), Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or unit ADPMs, and other organizational leadership as determined locally. See AFI 13-213, for additional information.

#### 2.3. Unit Commanders or equivalent

- 2.3.1. Appoint a primary and alternate unit Airfield Driving Program Manager (ADPM). Send appointment memorandum to 94 OG/OGA.
  - 2.3.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use most qualified SSgt/5-level or civilian equivalent available. **Note:** To ensure Unit ADPM responsibilities, IAW this instruction, are accomplished; Unit Commanders should consider appointing an Air Reserve Technician (ART) member as either the Primary or Alternate ADPM.
  - 2.3.1.2. Ensure a replacement unit ADPM is appointed in writing and trained by the Wing ADPM at least 90 days prior to releasing the current unit ADPM.
- 2.3.2. Certify unit personnel are qualified to drive on the flightline. Authority may be delegated in writing to the unit ADPM.
  - 2.3.2.1. Ensure only authorized and trained personnel operate a vehicle on the airfield.
  - 2.3.2.2. Ensure unit personnel complete the required training and testing requirements

outlined in this instruction prior to obtaining an AF IMT 483, *Certificate of Competency* to operate a vehicle on the airfield.

2.3.2.3. Appoints unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical driving test as outlined in this ADI. Trainers must have completed the AF Training Course (AF Training Course is accessible through 94 AW Training Manager). Forward a copy of the appointment letter to the Wing ADPM. **Note:** This letter may be consolidated with the unit ADPM appointment letter. See [Attachment 2](#) for an example appointment letter.

2.3.2.4. Suspends a unit member's airfield driving authorization upon suspension or revocation of their base driving privileges. Notify the unit ADPM and the Wing ADPM of the revocation/suspension.

2.3.2.5. Request for re-instatement must be approved by the unit commander, Group Commander and the 94 AW/CC. **Note:** Process request for reinstatement of airfield driving authorization according to paragraph [2.1.4](#).

2.3.2.6. Limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission.

2.3.2.7. Establish vehicle call signs for all vehicles operating in the Control Movement Area (CMA). Ensure only authorized and trained personnel operate a vehicle in the CMA. Vehicle call signs will be coordinated through Wing ADPM, and added to this instruction.

## 2.4. Wing ADPM

2.4.1. Acts as the Installation Commander's assigned representative to ensure compliance with and enforcement of this instruction IAW AFI 13-213, *Airfield Driving*.

2.4.2. Establishes the Wing Airfield Driving Program (ADP).

2.4.2.1. Develops an airfield driving instruction and reviews it annually for currency and accuracy.

2.4.3. Develops a local airfield driver's familiarization program and provides it to unit ADPMs.

2.4.3.1. Provides unit ADPMs a copy of this instruction, training curriculum, testing materials, and self-inspection checklist to manage unit ADP. **Note:** Coordinate tests with Wing Safety prior to implementation. Each test will include OPR and currency date.

2.4.3.2. Train unit ADPMs on airfield driving program requirements and provides information needed to train personnel operating vehicles on the airfield.

2.4.4. Routinely monitor ramp net radio for proper terminology/phraseology and discipline.

2.4.5. Establishes procedures to conduct random spot checks for enforcement and compliance with this ADI. At a minimum, a spot check will include a check of the driver's AF IMT 483 for accuracy/currency, the availability/currency of AF Visual Aids (e.g., AFVA 11-240, *Airports Signs and Markings*, AFVA 13-221, *Control Tower Light Signals*, AFVA 13-222, *Runway/Controlled Movement Area Procedures*), the availability/currency of the local airfield diagram, and the possession of a secured lidded Foreign Object (FO) container.

2.4.6. Inspect each unit ADP at least annually (every 12 months) for program integrity and

compliance with the ADI.

2.4.6.1. Use [Attachment 5](#) to conduct and document inspection of the unit ADP.

2.4.7. Maintain a Wing ADPM Continuity Binder or electronic equivalent in the TAB format below.

2.4.7.1. TAB A: Unit ADPM appointment letter(s).

2.4.7.2. TAB B: Airfield Driving Instruction (ADI).

2.4.7.3. TAB C: Annual Program Inspection Results.

2.4.7.4. TAB D: Unit ADPM Training Documentation.

2.4.7.5. TAB E: Current list of unit assigned airfield drivers.

2.4.7.6. TAB F: USAF Airfield Driving Computer Base Training (CBT), Training Curriculum, Test/Answer Key.

2.4.7.7. TAB G: Unit airfield driving requirements as applicable (e.g. Fire Trucks, Fuel Trucks, K-loaders, etc.).

2.4.7.8. TAB H: Airfield Violations/Corrective actions.

2.4.7.9. TAB I: References (e.g., AFMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 20 and AFI 91-203, *Aircraft Flight Line – Ground Operations and Activities* Chapter 24., AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.

2.4.7.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Digest Articles, RIPWG, E-mail notifications, etc.).

2.4.8. Conducts semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc.

2.4.8.1. Updates personnel on airfield changes, trends and special events via email advisories and unit briefings.

2.4.9. Identify, approve, and disapprove vehicular call signs that operate in the CMA.

2.4.10. Completes AF IMT 651s/457s on all CMAVs/Runway incursions and maintains a copy.

2.4.10.1 Maintains all results for current and previous calendar year CMAV events and runway incursions and the actions taken.

2.4.11. Provide unit ADPMs a standardize spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, AF IMT 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date.

2.4.12. Participates in the RIPWG.

2.4.13. Certifies all AF IMT 483, *Certificate of Competency*, upon completion of training.

2.4.14. Controls and identifies POVs authorized access to the airfield.

2.4.15. Issue Airfield Authorized Decals for command POVs operating within the airfield environment. All POV decals will be approved by the Wing Commander annually and restricted to an absolute minimum. Decals issued will be validated with a sticker for that calendar year.

## 2.5. Unit ADPM

2.5.1. Must be trained and certified to drive on the airfield.

2.5.2. Administer the unit airfield driver's training program according to AFI 13-213, *Airfield Driving* and this instruction.

2.5.3. Ensures unit personnel complete airfield driver training and certification prior to issuance of an AF IMT 483.

2.5.4. Maintain an Airfield Driving Program Continuity Binder in TAB format outlined in paragraph [2.4.7](#). **Note:** When approved by the Wing ADPM, contents from a TAB may be maintained in another location or electronically. Use the DD Form 2861, *Cross –Reference* to identify location.

2.5.6. Conducts actual day/night airfield driving orientation as required. Unit qualified airfield drivers may provide airfield driving orientation training. The unit ADPM must administer the "Practical Drivers Test".

2.5.7. Identifies, documents, and tracks personnel requiring access to the CMA, non-CMA, or restricted airfield driving as applicable (e.g. Ramp only, Daylight Hours only, etc.).

2.5.8. Ensures unit personnel who are not trained and certified to drive at night, their AF IMT 483 indicates restricted access (e.g., "*AUTHORIZED DAYLIGHT HOURS ONLY*"). If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving test is conducted and documented prior to updating the AF IMT 483.

2.5.9. Ensures unit personnel have a valid state drivers license to operate privately owned, government (may also require a Government driver license), or contractor owned/leased vehicles on the airfield.

2.5.10. Ensures unit personnel are qualified to operate unit specific vehicles or equipment prior to driving on the airfield. This includes any other additional training required to operate vehicles in various field conditions (e.g. blackout or Night Vision Devices (NVD), Mission Oriented Protective Posture (MOPP) gear, etc.).

2.5.11. Administers test IAW Ch. 3 of this instruction and AFI 13-213, *Airfield Driving*.

2.5.12. Documents all training on the Airfield Training and Certification Letter certified by the unit commander or unit ADPM. Retain completed training letters in the ADP Continuity Binder. **Note:** This information may be maintained in another location, see paragraph 2.5.4.

2.5.13. Submits Certification and Documentation paper, with annotated duties to perform; i.e., Airfield Authorized Driver, Authorized Daylight Hours Only, or Non-movement Areas Only. (See [Attachment 3](#)) Annotate CMA ACCESS on back of the AF IMT 483 card for personnel trained and qualified to drive in the Control Movement Areas.

2.5.14. Provides the Wing ADPM a letter, listing the vehicle(s) call sign(s) used in the CMA.

The unit commander is responsible for determining the call signs submitted to the Wing ADPM. **NOTE:** Call signs that phonically match airfield taxiway names will not be approved.

2.5.15. Conducts annual refresher training for all airfield drivers IAW this instruction (see para. [3.3.7.](#)).

2.5.16. Document completion of refresher training on the reverse side of the individual's AF IMT 483. Maintain a copy of the most current USAF Airfield Driving CBT and Runway Incursion prevention test on file in the unit. Update listing of unit personnel authorized to drive on the airfield with new refresher training due date.

2.5.17. Ensures airfield driving privileges are suspended for individuals who do not complete annual refresher training.

2.5.18. Notifies in writing the Unit Commander, Group Commander, Wing ADPM, and supervisor in writing after suspending an individual's airfield driving privileges. Develop suspension, revocation, and recertification procedures for AF IMT 483. **NOTE:** With the concurrence of the individual's commander, supervisor, and approval of the 94 AW/CC; re-issue AF IMT 483, *Certificate of Competency*, after individual has been retrained and demonstrates airfield-driving competency.

2.5.19. Report all airfield incidents/accidents to Airfield Management Operations (AMOPS) at ext. 5-4903 within 24 hours.

2.5.20. Ensures personnel on temporary duty (TDY) to Dobbins receive airfield driving familiarization orientation, briefing, and possess a valid AF IMT 483, issued by their base of assignment. Vehicles operated by TDY personnel will be equipped with appropriate diagrams and decals. Orange top-hat may be required (if applicable).

2.5.21. Sponsoring units of TDY or non-base assigned contractors will ensure all government leased and rental vehicles used on the airfield have an orange top-hat, with organizational ID, or organizational decal on both sides of the vehicle.

2.5.22. Provide classroom training to include this instruction and the Airfield Driving Presentation/Slide show.

2.5.23. Schedules personnel that will drive on the CMA for color vision testing.

2.5.23.1. Ensure personnel receive color vision testing to distinguish between red, green, white, yellow, and blue. Testing can be conducted; at a medical facility, with ATC light gun signals, night airfield orientation, or [Pseudo-Isochromatic Plates](#). Annotate the method used for color vision testing on the Airfield Driver Training Certification and Documentation, [Attachment 3](#).

2.5.24. Maintain records, associated forms and listing of all unit personnel authorized to drive on the airfield. Review and update the listing at least quarterly, forward a copy to the Wing ADPM. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, AF IMT 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date. (See [Attachment 16](#))

2.5.25. Schedules replacement ADPM training with the Wing ADPM at least 90 days prior to relinquishing unit ADPM duties. New appointment letter signed by the unit commander must

be provided prior to training.

2.5.26. Use [Attachment 5](#) or equivalent to annually conduct and document a self-inspection of unit's ADP. Correct all discrepancies noted.

## **2.6. Airfield Management (AM).**

2.6.1. Serves as the Office of Primary Responsibility (OPR) for the ADP.

2.6.2. Conducts random spot checks for enforcement and compliance with the ADI in conjunction with periodic airfield checks.

2.6.3. Routinely monitors radios for proper radio terminology/phraseology and discipline.

2.6.4. Responds to reported or suspected airfield driving violations. At a minimum, AM personnel will:

2.6.4.1. Escort individuals off of the airfield.

2.6.4.2. Confiscate individuals AF IMT 483.

2.6.4.3. Request a statement from individual(s) suspected of committing an airfield driving violation(s).

2.6.4.4. Documents and reports the incident to the Wing ADPM, AFM and AOM.

## **2.7. Wing Safety.**

2.7.1. Coordinates on lesson plans and tests for vehicle operations on the airfield. (Reference AFI 91-203, Chapter 24)

## **2.8. Security Forces Squadron (SFS).**

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

2.8.2. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM.

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

2.8.4. Provides assistance when requested by AM or the Air Traffic Control Tower (ATCT) to detain airfield driving violators and remove unauthorized persons from the airfield.

2.8.5. Complies with all procedures outlined for entry into the CMA.

## **2.9. Contracting**

2.9.1. Inform Airfield Management of all contracts that will involve the airfield environment. Ensure routes to and from airfield construction sites are approved by Airfield Management and published in the contract.

2.9.2. Inform Airfield Management of all pre-construction meetings involving contracts that will require driving within the airfield environment.

2.9.3. Ensure all contracts requiring access to the airfield state that contractors must contact Airfield Management for safety briefings on airfield driving procedures, training and testing requirements, and that compliance with this instruction is mandatory. Training, testing, and

briefing must be conducted before starting work on the airfield.

## **2.10. Air Traffic Control Tower (ATCT)**

2.10.1. Report known CMA violations and problems with vehicle operator radio communications to AM.

## **2.11. Civil Engineering**

2.11.1. Inform Airfield Management of all pre-construction meetings involving contracts that will require driving within the airfield environment.

2.11.2. Ensure all contracts requiring access to the airfield state that contractors must contact Airfield Management for safety briefings on airfield driving procedures, training and testing requirements, and that compliance with this instruction is mandatory. Training, testing, and briefing must be conducted before starting work on the airfield.

## Chapter 3

### AIRFIELD DRIVING TRAINING AND CERTIFICATION PROCEDURES

**3.1. General.** This chapter provides specific requirements for developing and implementing driver's training, testing, and certification.

#### **3.2. Issue of AF IMT 483**

3.2.1. All base assigned personnel (e.g. military, DoD civilian, Contractor, etc.) required to operate a vehicle on the airfield, must complete all airfield drivers' training and testing requirements outlined in this ADI prior to issuance of an AF IMT 483. **Note:** An Air Force Specialty Code (AFSC) or career field training (e.g. aircraft maintenance, aircrew, fire and emergency services, security forces, transportation, etc.) is not a substitute for completion of airfield driving training and testing requirements outlined in this ADI.

3.2.2. The AFM, Wing ADPM, and other designated AM representatives are responsible for signing AF IMT 483s.

3.2.2.1. Authority for signing AF IMT 483 will not be delegated outside AM.

#### **3.3. Training.**

3.3.1. This instruction is to be used as a lesson plan or study guide for authorized military, civilian, or government contract employees operating on the airfield. All airfield drivers must use this instruction to obtain an AF IMT 483, *Certificate of Competency*. Any vehicle operating on the Dobbins Air Reserve Base airfield must have a direct mission-related purpose.

3.3.2. The unit ADPM has the overall responsibility for training personnel to drive on the airfield.

3.3.2.1. Complete [Attachment 3](#) for all newly assigned or employed/hired personnel and ensure the trainee accomplishes all applicable training requirements as outlined in [Attachment 6](#) and [Attachment 7](#) of this instruction.

3.3.3. Retain completed certification documentation in the ADPM binder. **Note:** This information may be maintained in another location, see paragraph 2.5.4.

3.3.4. Completion of the most current version of the USAF Airfield Driving CBT (accessible on the Advanced Distributed Learning Website, <https://golearn.csd.disa.mil/kc/login/login.asp>) is required for all wing and/or base assigned airfield drivers prior to issuance of an AF IMT 483. **Note:** Newly assigned or hired individuals may use a prior USAF Airfield Driving CBT completion date to fulfill this requirement if date completed is within the last 12 months.

3.3.5. All wing and/or base assigned airfield drivers must receive classroom training which will consist of the Airfield Driving Slideshow presentation and a review of this instruction prior to issuance of an AF IMT 483.

3.3.6. Sponsoring units of TDY or non-base assigned contractors are responsible for providing training or an escort that possesses a valid AF IMT 483. **Note:** All contractors must be

briefed/trained by AMOPS prior to starting work. All vehicle operators must possess a valid state driver's license. Contract personnel will be escorted by the using agency or the using agency will coordinate with Security Forces Squadron to establish a Free Zone/Area.

3.3.7. Refresher Training. Refresher Training will be conducted annually and will consist of the following:

3.3.7.1. Controlled Movement Area

3.3.7.1.1. A review of this instruction.

3.3.7.1.2. Completion of the Airfield Driving CBT, *Airfield Driving*.

3.3.7.1.3. Runway Incursion prevention test.

3.3.7.2. Non-Movement Area

3.3.7.2.1. A review of this instruction.

3.3.7.2.2. Completion of the Airfield Driving CBT, *Airfield Driving*.

3.3.8. Airfield driving privileges will be suspended for individuals who do not complete annual refresher training on the first day of the preceding month after the refresher training is due (for example; refresher training due date is 12 Feb, refresher training must be completed no later than 1 Mar). **Note:** Personnel that were not able to complete refresher training (e.g. deployed, TDY, etc.) must complete it prior to driving on the airfield.

### 3.4. Testing Requirements.

3.4.1. Testing requirements for personnel who require control movement access will consist of the following written test:

3.4.1.1. General Knowledge Test.

3.4.1.1.1. This test will consist of **10** questions based upon information within this instruction. A minimum passing score of 80% (corrected to 100%) is required.

3.4.1.2. Runway Incursion Prevention Test.

3.4.1.2.1. This test will consist of **5** questions based upon the Runway Incursion Prevention Program. A minimum passing score of 100% is required.

3.4.1.3. Communications Test.

3.4.1.3.1. This test will consist of **5** questions based upon communication principles, phonetic alphabet, standard aviation phraseology, and escort phraseology/rules. A minimum passing score of 100% is required.

3.4.1.4. Airfield Diagram/Layout Test.

3.4.1.4.1. This test will evaluate each individual's ability to locate runway, taxiways, and aprons and identify Visual Flight Rule and Instrument Hold lines. A minimum passing score of 100% is required.

3.4.2. Testing requirements for personnel who do not require control movement access will consist of the following written test:

3.4.2.1. General Knowledge Test.

3.4.2.1.1. This test will consist of **20** questions based upon information within this instruction. A minimum passing score of 80% (corrected to 100%) is required.

3.4.2.2. Airfield Diagram/Layout Test.

3.4.2.2.1. This test will evaluate each individual's ability to locate runway, taxiways, and aprons and identify Visual Flight Rule and Instrument Hold lines. A minimum passing score of 100% is required.

3.4.3. Practical Driving Test.

3.4.3.1. All personnel operating within the airfield environment must demonstrate the ability to operate a vehicle in all required areas without assistance and identify location of runways and CMA.

3.4.3.2. Individual must demonstrate the ability to contact ATCT prior to entry in CMA and on runway (*for CMA drivers only*).

3.4.4. Test Failure. Individuals whom fail to achieve the minimum passing score;

3.4.4.1. First failure; retest 3 days after date of last test. **Note:** Provide a written letter from Unit/CC to waive retesting requirements for deploying personnel. This authority may not be delegated.

3.4.4.2. Second failure; retest on a different test version, 7 days after date of last test.

3.4.4.3. Third failure; Document and complete remedial training endorsed by Unit/CC. Retest on a different test version, 15 days after date of last test.

### 3.5. Color Vision.

3.5.1. Color Vision Test is for CMA drivers only.

3.5.1.1. Testing can be conducted at a medical facility, ATC light gun signals, night airfield orientation, or [Pseudo-Isochromatic Plates](#). **Note:** No CMA access will be granted to any individual whom incorrectly identifies 5 or more Pseudo-Isochromatic Plates or cannot distinguish between red, green, white, and blue.

3.5.1.2. Individuals that are required to have normal color vision as a part of their AFSC only require verification that they successfully completed a color vision test by Hospital/Medical Treatment Facility Optometrist or off-base equivalent. The unit ADPM must still validate an individual has normal color vision and/or no waiver to the classification directory standards.

3.5.1.3. The unit ADPM must still validate an individual has normal color vision and/or no waiver to the classification directory standards.

### 3.6. Airfield Operating Procedures

3.6.1. All airfield drivers must possess an AF IMT 483, Certificate of Competency, issued by the individual's unit ADPM and endorsed by Airfield Management.

3.6.2. All vehicles normally driven on the airfield will have an orange magnetic car top hat, with organizational ID atop the vehicle or an organizational decal on both sides of the vehicle.

3.6.3. Entry onto the airfield is authorized through airfield vehicle gates. All personnel

operating a vehicle via an airfield gate will be IAW para 3.6.1. Enter restricted areas on the airfield through posted entry control points. Do not cross a red security line, either painted or roped, unless given prior permission from SFS. **Note:** Upon entering/exiting the airfield, vehicle operators must wait until the airfield gate has closed prior to proceeding to their destination.

3.6.4. No vehicle operator or pedestrian will enter the CMA without specific approval from the ATCT.

3.6.4.1. CMA entry requires two-way radio contact with the Tower. Ensure radio check with Tower prior to operating in the CMA.

3.6.4.2. CMA areas at Dobbins ARB include the runway, Veda ALZ, runway overruns, Clear zone (partial), infield, and taxiways. (See [Attachment 11](#))

3.6.4.3. Vehicle operators will state identification/call sign, position/location, and intentions/request when requesting approval from Dobbins Tower/Ground Control to enter into the CMA. Vehicle operators must read back all ATC instructions verbatim.

3.6.4.4. All vehicles operating on the airfield must use an amber rotating beacon light and/or emergency flashers when driving in the CMA, C-130 and Transient ramps.

3.6.4.5. All vehicles utilizing airfield access roads will fully stop at surface painted “stop bar” marking (See [Attachment 17](#)) before entering/crossing a taxiway or the runway. **Note:** Operators will utilize procedures identified in paragraph 3.6.4.3. prior to entering the runway.

3.6.5. Airfield Vehicle Traffic Flow. Keep aircraft to the driver’s left when approaching in a vehicle. Drive on designated driving lanes whenever possible. Drive to the right of yellow taxiway lines, using them as a roadway centerline, when operating on taxiways. Normal vehicular traffic on the C-130 ramp and Transient Ramp will enter and exit the ramp area through authorized ECPs. Routine vehicle traffic flow will be around the periphery of parking aprons and traffic to/from parked aircraft will be along marked taxiway/taxilane centerline markings, where present. Airfield Sweeper vehicles and emergency response vehicles (e.g. Airfield Management, Fire Department, Security Forces, Flight Safety, etc.) are exempt from normal traffic flow patterns while carrying out duty objectives and when responding to emergencies (See [Attachment 12](#)).

3.6.6. Night Vision Devices (NVD). Procedures for airfield driving during blackout conditions will be IAW this instruction, DARB Instruction 13-201, *Airfield Operations Instruction*, AFMAN 24-306, Ch. 18 and/or the appropriate local NVD LOP. Vehicles will normally not be driven on Dobbins ARB airfield under blackout condition, unless coordinated with Airfield Management.

3.6.6.1. NVD use will be limited to Aerial Port personnel. They will conduct NVD operations using K-loaders and forklifts for loading/off-loading only within close proximity (10-15 feet) to cargo aircraft. **Note:** In the event additional NVD activities become necessary, all personnel will be trained and certified IAW this instruction and NVD training guides.

3.6.6.2. Vehicle speed limit with NVD is 10 MPH, 5 MPH within 25 feet of an aircraft.

3.6.6.3. NVD-related accidents will be reported to Airfield Management immediately following incident during airfield operating hours. Airfield Management will notify the Wing Safety office within 24 hours.

3.6.6.4. NVD vehicle operators must have completed AMC Contingency Vehicle Operations Night Vision Goggles (NVG) Training, AMC Materials Handling Equipment Operations NVG Training, and reviewed AMC's Concept of Operations for Airlift Ground Operations in Minimum Lighting Conditions. Vehicle operators will be trained on the use of NVG and have practical familiarization with the devices.

3.6.6.5. NVD Instructors must have completed the AMC provided training. They must also be certified to drive on the airfield.

3.6.6.6. Upon completion of required airfield drivers training and AMC NVG training, ADPMs will annotate "NVD Qualified" on the certification and training document. Airfield Management will annotate on the front of AF IMT 483, "NVD Qualified".

3.6.6.7. Drivers will use a spotter and appropriate spotter signals during vehicle operations.

3.6.6.8. Refresher training will include a review of the AMC published NVG training material. This training will be conducted annually and documented on the back of AF IMT 483.

3.6.6.9. Vehicles will not operate with lights out during reduced and airfield lighting conditions. Those vehicles driven with NVG devices are limited to aircraft loading/off-loading and NVG will not be used anywhere other than within close proximity to aircraft (10-15 feet).

3.6.6.10. If vehicle operations with NVD are expanded for other activities on the CMA, two-way radio contact will be maintained. NVD vehicle routes will be predetermined and segregated from nonparticipating vehicles.

3.6.7. General Procedures. Vehicle operators on the airfield will:

3.6.7.1. Always give the right of way to taxiing aircraft.

3.6.7.2. Always stay well clear of and give way to emergency vehicles.

3.6.7.3. Remove all vehicles (except emergency) in the vicinity of any emergency aircraft.

3.6.7.4. Not drive under any part of an aircraft or between parked aircraft. Only those vehicles designed for a special purpose (K-loader, forklift, etc.) should approach the aircraft and then only with a spotter.

3.6.7.5. Remain a minimum of 25 feet in front of, or 200 feet behind an aircraft with engines running. **Note:** Beware of the danger of jet blast and prop wash on all aircraft parking ramps/aprons and the CMA. Watch for flashing beacons on aircraft to indicate the engine is running or about to start. Avoid engine run areas at all times which can blow debris or overturn vehicles.

3.6.7.6. Utilize seat belts at all times when operating a vehicle on the airfield.

3.6.7.7. Do not drive within 10 feet of a parked aircraft (except when the aircraft is being serviced, loaded or offloaded).

3.6.7.8. Always park vehicles with the vehicle operator's side of the vehicle toward the aircraft. When vacating the driver's seat on the airfield, always turn off the ignition, set the parking brake, place the gear lever in reverse gear for vehicles with manual transmissions and in the 'park' position for vehicles with automatic transmissions and leave the keys in the ignition. Chock all powered vehicles and all equipment mounted on wheels that do not have an integral braking system. All unattended vehicles will be parked so they will not interfere with aircraft being towed or taxied.

3.6.7.9. Avoid backing vehicles in the direction of an aircraft without a spotter. Chock wheels to prevent the vehicle from striking an aircraft.

3.6.8. Disabled vehicles will be relocated outside of aircraft taxi routes. Drivers will contact AMOPS at 5-4903 immediately to assess the situation and assist in having the vehicle removed from the airfield. Turn on the vehicle parking lights or emergency flashers and leave the keys with the vehicle.

3.6.8.1. Disabled vehicles will not be left unattended in the CMA.

3.6.9. Low Speed Vehicles (LSVs) that routinely use the airfield must have head-lights, amber colored rotating beacon, orange top-hat, with organizational ID, or organizational decal on both sides of the vehicle.

3.6.10. Personnel will not ride on any part of a vehicle or trailer not intended for carrying passengers. Passengers will remain seated while the vehicle is in motion.

3.6.11. Nighttime Airfield Operations. During hours of darkness or inclement weather, all vehicles will use headlights, emergency warning flashers, or rotating beacon. When parked and left unattended on the airfield, keep the rotating beacon, emergency flashers, or parking lights on at all times.

3.6.11.1. Headlights of a stopped vehicle shining towards a moving aircraft at night will be turned off immediately so the pilot's night vision will not be affected. The vehicle parking lights or emergency flasher will be turned on so its position will be known. Vehicles equipped with daytime running lights will park in a safe location with engine off, parking brake set, and emergency flashers on or move vehicle as to not blind the pilot with the headlights. **Note:** Vehicles without headlights are not authorized to operate on the airfield during inclement weather, low visibility, or during hours of darkness.

3.6.11.2. Airfield vehicles, except emergency and alert vehicles, will not operate on the airfield when visibility is less than 100 feet.

3.6.12. Control Tower Light Signals. In the event of lost radio communications with the Control Tower, air traffic controllers will use a light gun as a backup system for communicating with ground vehicles if their radios are inoperative. Vehicle operators will adhere to Control Tower light gun signal instructions.

3.6.12.1. All vehicle operators are required to know and comply with ATCT Light Gun Signals (See [Attachment 10](#)).

3.6.13. VEDA ALZ. VEDA ALZ is used by C-130 aircraft for assault landings. At times the ALZ is used for taxiing other types of aircraft. Vehicle traffic cannot enter the CMA east of Hotel taxiway and runway safety area east of Golf taxiway, north of the runway, when the

ALZ is active. When traveling on Echo taxiway, vehicles will stop/hold at the ALZ sign near Hotel taxiway. (See [Attachment 14](#))

3.6.14. Foreign Object Damage (FOD). Vehicles on the airfield are a major source of foreign objects that damage aircraft tires and are ingested into jet/prop engines.

3.6.14.1. All vehicle operators will stop prior to entering the airfield and perform a FOD check. Operators will complete a thorough walk around of the vehicle to check for damaged, loose, or worn parts and inspect vehicle tires for FOD (vehicle operators will pull vehicle forward to check tire in contact with pavement). **Note:** All vehicles normally driven on the flightline will be equipped with secured and lidded Foreign Object (FO) containers.

3.6.14.2. Operators will ensure that all equipment carried on their vehicles are properly stowed and secured.

3.6.14.3. When vehicles are driven off paved surfaces, vehicle operators will conduct a thorough inspection of the tires and under frame for rocks and other debris prior to returning to paved surface (if necessary, vehicle operators may pull onto the paved surface to conduct the FOD check). **Note:** Vehicle operators must make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces.

3.6.14.4. All airfield drivers are responsible for removing and reporting FOD on the airfield; report any airfield driving problems or irregularities to WING ADPM at (678) 655-4911.

3.6.15. Airfield Speed Limits.

**Table 3.1. Airfield Speed Limits**

<b>Vehicle</b>	<b>Maximum Speed Limits</b>
General Purpose	15 MPH
Flight Line Road	15 MPH
Towed AGE Equipment	15 MPH
Special Purpose Vehicle	10 MPH
Forklifts	10 MPH
Towed Maintenance Stands (two or more)	5 MPH
All Vehicles Operating Near Aircraft	5 MPH
Towed Aircraft	5 MPH
Towed Tandem Equipment	5 MPH
Forklifts (w/in 10 ft. of aircraft)	5 MPH

**Note:** “Follow Me” Vehicles may exceed the 15 mph speed limit to accommodate optimum safe aircraft taxi speed. During emergencies, fire and crash equipment, and chase vehicles may exceed speed limits with prudence only when personnel and property are not endangered. All other vehicles will give way and stop. Vehicles involved in “Red Ball” are not authorized to exceed speed limits.

3.6.16. Cellular Phones. Cellular/mobile phones will not be used while driving on the airfield.

3.6.16.1. The use of CD player, MP-3, radio, or any type of electronic equipment/device designed to listen to music is prohibited within the CMA.

3.6.17. Critical Areas. Critical area is a specific ground area which must be protected from aircraft and vehicle parking and the unlimited movement of surface and air traffic. Critical areas are protected by Instrument (INST) hold lines painted on the airfield and collocated with INST signs (See [Attachment 17](#)). Protection of the critical area by enforcing restrictions of the CMA is essential to flight safety. Tower will advise vehicle operators when not to enter the critical areas (See [Attachments 13](#)).

3.6.18. Radio terminology/phraseology. Vehicle operators must contact the ATCT controller each and every time they proceed onto or leave the CMA.

3.6.18.1. Vehicle operators must always acknowledge all communications so ground control and other persons know that the message was received.

3.6.18.2. Always read back instructions verbatim before taking any action and allow time for correction if misinterpreted (See [Attachment 18](#)).

3.6.18.3. In the event of vehicle/ATCT radio failure:

3.6.18.3.1. ATCT will flash the runway edge lights on and off to alert vehicle operators/pedestrians on the runway to exit the runway.

3.6.18.3.2. All vehicle operators/pedestrians will immediately exit the runway and contact ATCT or AM and advise off the runway and include any pertinent information that might affect safe runway operations. **Note:** If unable to communicate via radio, use other means of communication such as cellular phone.

3.6.19. Distance requirements for fixed or mobile obstacles.

3.6.19.1. Distances for fixed and mobile obstacles can be waived with prior coordination with the AFM and approval from the Wing/CC.

**Table 3.2. Fixed or Mobile Obstacle Distances**

From:	Distance in Feet:
Taxiway	200 from centerline
Apron	150 from edge
Runway	1,000 laterally, 3,000 Clear zone

3.6.20. Motorcycles, skates, skateboards, personal bicycles, All Terrain Vehicles (ATVs), mopeds, scooters and joggers are prohibited on the airfield. **Exception:** Wing organized military fitness examinations and organization owned bicycles/tricycles operating in Non-Movement Areas only.

3.6.21. Runway Crossing. The runway will not be used for convenience to reach either side of the base. Equipment that cannot be towed via base roads may utilize the airfield. Base perimeter roads should be used as much as possible for access to the airfield. Vehicle traffic in the CMA should be kept to mission essential operations only.

3.6.21.1. When crossing the runway is required during flying operations, the preferred crossing point is at Taxiway Alpha. **Note:** Blind spots for the Tower include portions of the East and West Clear zones and part of Mike taxiway.

3.6.21.2. Units that operate K-loaders are authorized to cross the runway, due to their wide

body and low ground clearance.

3.6.22. This instruction applies to golf carts, bicycles, tricycles, and electric vehicles operating on the airfield.

**3.7. Vehicle Call Signs.** Call signs will be coordinated through Wing ADPM. **Note:** Call signs which are a part of ATC phraseology, i.e. “taxi” will not be used; see [Attachment 15](#) for list of approved call signs.

**3.8. Visual Aids.** All vehicles operating on the airfield will contain the following visual aids/decals; see [Attachment 10](#): **Note:** Decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver’s side of the vehicle so it can be flipped down for ready reference.

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

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

3.8.3. A current Airfield Diagram.

**3.9. Emergency vehicles.** Emergency vehicle speeds will be IAW this instruction (see Note following [Table 3.1](#). and [Attachment 1](#)).

3.9.1. All emergency response vehicles must have approval from the ATCT or be escorted by an authorized vehicle to enter the CMA.

**3.10. Privately Owned and Government Leased Vehicle Passes.** All POV decals will be approved by the Wing/CC annually and restricted to an absolute minimum.

3.10.1. Civilian contract vehicles must have their company name displayed on their vehicle, and display an orange/white flag, and have an amber construction light if not escorted. At times AMOPS will issue an orange magnetic car top hat, if needed.

3.10.2. Government leased vehicles must have a company decal/sticker with their organization name or an orange magnetic car top hat on their vehicle. All vehicles operating on the airfield must be marked with their organization name and have an Amber Flashing light installed. Vehicles unable to comply with the Amber light requirement must have emergency flashers or the vehicle will not be allowed in the CMA or allowed to operate during inclement weather and during hours of darkness.

3.10.3. POVs and rental vehicles with an orange magnetic car top hat issued by AMOPS or construction flag (checkered orange/white), may operate on the aircraft parking ramp and taxiways. POVs will not be driven on the runway, unless specifically authorized.

**3.11. Control Area Movement Violations (CMAV)/Runway Incursions.**

3.11.1. See [attachment 1](#) for CMAV definition.

3.11.2. See [attachment 1](#) for Runway Incursion definition. The AOM, Wing/SE, and Wing ADPM will work as a team to assign all runway incursions an operational category (e.g., Operational Error, Pilot Deviation and Vehicle/Pedestrian).

3.11.3. Personnel suspected of an airfield driving violation (i.e. speeding, expired AF IMT 483 or POV pass), at a minimum will;

3.11.3.1. Be escorted off of the airfield.

3.11.3.2. Have their AF IMT 483, *Certificate of Competency*, confiscated.

3.11.3.3. Provide Name/rank, unit, duty phone, Unit/CC or Unit ADPM.

3.11.3.4. Provide details of incident/violation (including date, time, location, nature, other pertinent facts, etc.) in a statement of events.

3.11.4. CMAV events involving the runway, i.e. runway incursions, will result in suspension of the individual's airfield driving privileges;

3.11.4.1. 1st offense; 30 to 60 days.

3.11.4.2. 2nd offense; 6 months.

3.11.4.3. 3rd offense; permanent revocation.

**Note:** Individuals who lose their airfield driving privileges must be completely retrained and recertified IAW this instruction.

3.11.5. CMAV events not involving the runway may result in a 7 to 30 day suspension of airfield driving privileges. **Note:** Completion of the USAF Airfield Driving CBT and review of this instruction is required for reinstatement of suspended driving privileges. The AFM is the governing authority concerning airfield driving violations and suspensions.

3.11.6. Unit CC, unit ADPM and AFM must be notified immediately of any CMAV event.

3.11.7. Wing ADPM will coordinate with Wing SE to inspect the unit ADP of personnel whom commit airfield driving incidents, incursions, and CMAVs. All CMAV events will be briefed at the Airfield Operations Board (AOB).

### **3.12. TDY Personnel and Non-base Assigned Contractors.**

3.12.1. All TDY personnel and non-based assigned contractors, who operate a vehicle on the airfield, must possess an AF IMT 483 and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort. **Note: Wing ADPM will issue a temporary AF IMT 483 with restrictions and expiration date, upon completion of local training/briefing by sponsoring Unit ADPM.**

3.12.2. Each driver will receive a briefing and test IAW this instruction.

3.12.3. Construction vehicles requiring entry into the CMA will be identified by flags and/or beacons.

3.12.4. All construction vehicles will be required to maintain a current airfield diagram.

3.12.5. TDY and non-base assigned contractor personnel training will be documented utilizing [Attachment 8](#).

### **3.13. Revocation of Airfield Driving Privileges.**

3.13.1. A runway incursion automatically revokes the individual's airfield driver's certification until an investigation is completed. The AF IMT 483 will not be reissued until that individual has received and completed the entire flightline driver's certification training process.

3.13.1.1. The individual's unit commander will be notified in writing of the violation, with a courtesy copy to 94 OG/CC and 94 AW/CC.

3.13.1.2. The re-certification package completed by the ADPM must be submitted through the Unit Commander, Group Commander and the 94 AW/CC, prior to submitting to the AFM for re-instatement.

3.13.1.3. For runway incursions that have an adverse impact on aircraft arrivals, departures, and flight operations; an [AF IMT 651](#), *Hazardous Air Traffic Report* (HATR), will be submitted to Wing SE.

3.13.2. Other incidents of runway incursion and other CMAV that does not impact aircraft operations, the [AF IMT 457](#), *USAF Hazard Report*, will be used and reported to the AFM to take immediate action to correct the problem or apply interim control measures. Wing ADPM and Wing SE will also be notified.

3.13.3. All CMAVs, including HATRs, regardless of impact on flight safety, must be documented in AOB minutes. Units must provide specific information (Who, What, When, Where, and How) to the WING ADPM for trend analysis.

3.13.4. Unit Commanders, Unit ADPMs, SFS, Safety, and Airfield Management personnel have authority to revoke airfield driving privileges.

### 3.14. Phonetic Aviation Alphabet

3.14.1. Some letters have similar sounds, like the letter “B” and “P”, the aviation industry uses the following words to reduce confusion. For example; Taxiway B would be referred to as Taxiway Bravo on the radio.

**Table 3.3. Phonetic Alphabet**

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

3.14.1.1. Personnel requesting approval to enter the CMA will utilize proper communication with ATCT; abide by the example provided in [Attachment 18](#). Failure to use proper communication could lead to an accident. Always read back ATCT’s response to your request.

### 3.15. Smoking on the Airfield.

3.15.1. Smoking is not permitted anywhere on the airfield.

## Chapter 4

### Radio Communications Phraseology and Techniques

#### 4.1. General

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

4.1.2. Vehicle operators must maintain vigilance in monitoring air traffic control radio communications frequencies for situational awareness, especially when operating on the active runway.

#### 4.2. Radio Techniques

4.2.1. Listen before transmitting.

4.2.2. Think before keying the transmitter.

4.2.3. Keep the microphone close to your lips.

4.2.4. Wait a few seconds before calling again after releasing the microphone button.

4.2.5. Be alert to the sounds or the lack of sounds in the receiver.

#### 4.3. Phraseology

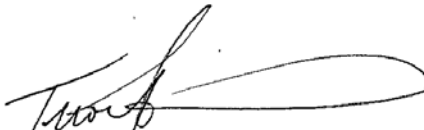
4.3.1. When proceeding onto the CMA, vehicle operators must advise the ATC controller of three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are. See [attachment 18](#).

#### 4.4 Adopted Forms

AF IMT 457, *USAF Hazard Report*

AF IMT 483, *Certificate of Competency*

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



TIMOTHY E. TARCHICK, Col, USAFR  
Commander

## Attachment 1

### GLOSSARY OF ABBREVIATION, TERMS AND ACRONYMS

Airfield –The area prepared for the accommodation of landing and take-off of aircraft, to include flightline road, West and East Clear zones, and all areas in between.

ADPM - Airfield Driving Program Manager.

AFM – Airfield Manager - manages airfield management facilities to ensure effective support to the base flying mission and transient aircrews.

AMOPS - Airfield Management Operations - provides aircrews with flight plan processing and planning services (also known as Base Operations).

AOB – Airfield Operations Board - Provides a forum for discussing, updating, and tracking various activities associated with support of the flying mission. The AOB convenes quarterly, chaired by the 94 Operations Group Commander, at a minimum.

Clear zone – An area 3,000ft x 3,000ft on the ground located at the ends of each runway, centered on the runway centerline beginning at the runway end (threshold), extending 3,000ft away from the runway.

CMA – Controlled Movement Area – Area in which two-way radio contact with ATCT is required. (See **Attachments 10 & 14**)

CMAV – Controlled Movement Area Violation – Airfield infraction caused by aircraft, vehicles, or pedestrians entering the CMA without specific control tower approval. This also includes runway incursions.

Emergency Vehicle – Fire Department, Rescue, Safety, Security Forces, Explosive Ordinance Disposal (EOD), AMOPS, and aircraft chase vehicles.

Flight Line road – The road between Hangar 737 and 747.

FOD – Foreign Object Damage - Any damage to an aircraft, engine, aircraft system, component, tire, munitions, or SE caused by a foreign object(s) (FO) which may or may not degrade the required safety and/ or operational characteristics of the aforementioned items.

Non-movement areas – Areas on the airfield where two-way radio communication is not required with ATCT. **Note:** Areas located outside of boundary identified in attachment **10**.

Non-movement Area Boundary Marking - consists of two yellow lines, one solid and one dashed. The solid line is located on the side of the non-movement area while the dashed line is located on the side of the movement area.

Overrun – Located at each end of the runway. Dimensions = 1,000 feet long by 300 feet wide. The first 300 feet of each end is paved asphalt and the remaining 700 feet is gravel.

Runway Incursion – Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. These are further classified into three operational categories:

- 1) Operational Error (OE)** – A failure of the air traffic control system that results in loss of

separation.

**2) Pilot Deviation (PD)** - The action of a pilot that results in the violation of ATC instructions, AFIs and/or FARs.

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

RDM – Runway Distance Markers – white numeral on black background, located along both sides of the runway and used to provide distance remaining information in increments of 1,000ft to pilots during takeoff and landing operations.

Runway Safety Zone/Area – Located 100 feet from each side of the runway edge. Imaginary line runs the entire length of the runway 1,000ft beyond departure end. This terminology is used when entering/exiting the runway from a grass area.

Stop Bar – Airfield marking located across a vehicle access road at the point where vehicles are required to stop and contact Dobbins Tower/Ground Control for CMA and/or runway access.

VEDA ALZ – Assault Landing Zone for C-130 aircraft. (See [Attachment 14](#))

WING ADPM – Assistant Airfield Manager - Also refers to the AFM or AMOPS.

**Attachment 2**

**UNIT AIRFIELD DRIVING PROGRAM MANAGER APPOINTMENT LETTER**



**DEPARTMENT OF THE AIR FORCE**  
AIR FORCE RESERVE COMMAND

**Date**

**MEMORANDUM FOR 94<sup>th</sup> OG/OGA**

**FROM:** (Unit Commander Office Symbol)

**SUBJECT:** Appointment of Unit ADPMs and Trainers

1. The following individuals are appointed as unit Airfield Driving Program Managers and trainers. Both ADPM and Alt ADPM have the authority to certify personnel are qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for unit assigned and TDY personnel.

<b>NAME/Email</b>	<b>OFFICE SYM</b>	<b>DP</b>	<b>483#_____</b>
Primary:			
Rank/Grade Name	OSAA	XXX-XXXX	MGE#####
Alternate:			
Rank/Grade Name	OSAA	XXX-XXXX	MGE#####

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

Rank/Grade Name	OSAA	XXX-XXXX	MGE#####
Rank/Grade Name	OSAA	XXX-XXXX	MGE#####

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

---

Commander Signature Block

### Attachment 3

## AIRFIELD DRIVER TRAINING CERTIFICATION AND DOCUMENTATION

Airfield Driver Training Certification and Documentation			
<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by the Unit ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – Civilian Drivers License Information</b> <i>(Completed by the Unit ADPM)</i>			
State of Issue:		Driver's License:	
<b>SECTION III – QUALIFICATION TRAINING</b> <i>(Completed by the Trainee and Unit Trainer)</i>			
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>
1. USAF Airfield Driving Computer Base Training. [Score:    ]			
2. Airfield Driver Training Classroom <i>(Airfield Driving Power point)</i> .			
3. Airfield Driving Qualification Training Checklist/ Curriculum.			
4. Practical Day Airfield Driver Familiarization Training (See Attachment 6, Item 4)			
5. Practical Night Airfield Driver Familiarization Training as applicable. (See Attachment 6, Item 4)			
6. CMA Environment and Restrictions			
7. Practical Driving Test. <i>(Includes day and night Familiarization Training)</i>			
8. Communications Test. [Score:    ]			
9. Airfield Diagram/Layout Test. [Score:    ]			
10. General Knowledge Test (Written). [Score:    ]			
11. Runway Incursion Prevention Test. [Score:    ]			
<b>SECTION III – Color Vision Test for CMA drivers only.</b> <i>(Testing can be conducted at a medical facility, ATC light gun signals, night airfield orientation, or <a href="#">Pseudo-Isochromatic Plates</a>)</i>			

Type Testing Used:		Normal Color Vision.	Color Blind /Deficient.
Name (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION IV – TRAINER CERTIFICATION</b> <i>(Completed by Authorized Airfield Driving Training Instructor)</i>			
I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION V – TRAINEE ACKNOWLEDGEMENT</b> <i>(Completed by Trainee)</i>			
I have received and completed all of the above training requirements and will comply with <i>Dobbins ARB, Airfield Driving Instruction 94 AW I13-213</i> . 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 of Trainee (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION VI – UNIT CERTIFICATION</b> <i>(Completed by Unit Commander or Unit ADPM)</i>			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle at <i>Dobbins ARB</i> . Check all applicable restrictions and or special access.			
<input type="checkbox"/> None <input type="checkbox"/> Other <i>(Specify)</i> <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Non-Movement Area only			
Name (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION VII – AIRFIELD DRIVING AUTHORIZATION</b> <i>(Completed by the Wing ADPM or designated representative)</i>			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF IMT483 CERTIFICATE #	

**Attachment 4**

**UNIT ADPM TRAINING CHECKLIST**

<b>UNIT ADPM TRAINING CHECKLIST</b>			
<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING</b> <i>(Completed by Trainee and Wing ADPM)</i>			
	<b>Date Completed</b>	<b>Trainee Initials</b>	<b>Wing ADPM</b>
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>Aircraft Flightline – Ground Operations and Activities</i> , Chapter 24.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management.</i>			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AFI 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver’s training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
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.			
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
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. AF IMT483 CERTIFICATE #		<b>STAMP:</b>	
<b>SECTION III – TRAINING CERTIFICATION</b> ( <i>Completed by the Trainee and Wing ADPM or designated representative</i> )			
<b>TRAINEE</b>			
I have received and completed all of the above training requirements and will comply with <i>Dobbins Air Reserve Base Airfield Driving Instruction (ADI)</i> .			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM or designated representative</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

**Attachment 5**

**UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST**

<b>UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST</b>			
<b>SECTION I – GENERAL INFORMATION</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
Unit	Office Symbol or Company Name	Date:	
<b>SECTION II – INSPECTION ITEMS</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
<b>1. Unit Commander.</b>			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?			
1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?			
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?			
1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
<b>2. Unit Airfield Driving Program (ADPM) Manager.</b>			
2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			
2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested?			

2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and date refresher training is due)?			
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
<b>3. TDY personnel/Non base assigned Contractors.</b>			
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)?			
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
<b>4. Training.</b>			
4.1. Are potential airfield drivers receiving classroom training by the ADPM?			
4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?			
4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?			
4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?			
4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			
4.6. Are drivers receiving annual refresher training within the established time lines?			
4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?			
4.8. Are trainees administered a General Knowledge Test?			

4.9. Are trainees administered a Runway Incursion Prevention Test?			
4.10. Are trainees administered a Communication Test to individuals requiring CMA access?			
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio “read back” requirement? (A random interview of unit vehicle operators may be conducted.)			
<b>5. Miscellaneous.</b>			
5.1. Is AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit’s Airfield Driving Program?			
5.3. Are vehicles used on taxiways and runways equipped with Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
5.5. Does ADPM have a current copy of 94 AWI 13-213			
<b>SECTION III – COMMENTS/NOTES</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
<b>SECTION IV – CERTIFICATION</b> <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
<b>UNIT ADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

**Attachment 6**

**CONTROL MOVEMENT AREA (CMA) DRIVING QUALIFICATION TRAINING  
CHECKLIST (CURRICULUM)**

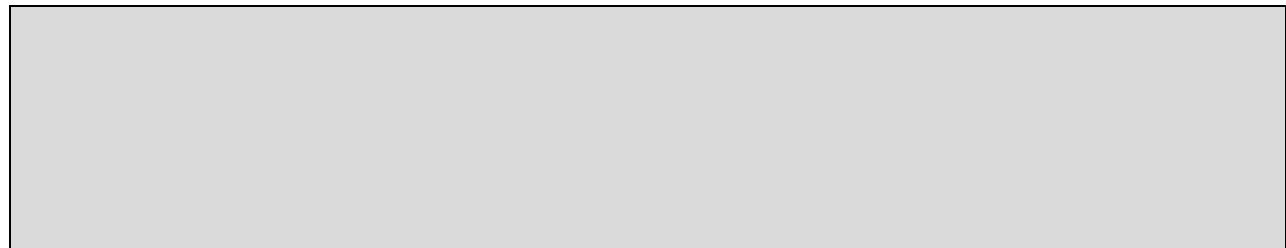
<b>CONTROL MOVEMENT AREA AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)</b>
---

<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by Unit ADPM)</i>				
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone	
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>	<b>Not Available (N/A)</b>
<b>1. Definitions and terms.</b> 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				
1.23. Fixed/Mobile Obstacle				

1.24. Airfield Management				
1.25. Air Traffic Control Tower (ATCT)				
<b>2. Vehicle operator requirements.</b> 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 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 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 operation of bicycles, tricycles, etc. on the airfield.				
2.11. Emergency Response Vehicle requirements.				
2.12. Vehicle Escort/Convoy Driving procedures as applicable.				
<b>3. Aircraft Operations.</b> Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.				
3.1. Right of Way.				
3.2. Taxiing.				
3.3. Jet Blast safety requirements.				
<b>4. Practical Day and Night (as applicable) Airfield Familiarization Training.</b> 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.				
<b>5. Local Airfield Basics.</b> 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				
5.2. 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				
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.				
5.3.6. Non Standard Airfield Markings.				
5.3.7. Aircraft Arresting Gear Markings.				
5.4. Familiarize trainee with the locations of airfield Navigational Aids and Visual Approach Aids.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.6. Familiarize trainee with the location of Free Zones.				
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 Jet Blast hazardous locations on the airfield.				
5.10. Familiarize trainee with runways(s) configuration (e.g. dimensions, location, designation, etc.).				
5.11. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with Controlled Movement Area Boundaries.				
5.13. Familiarize trainee with Congested Areas.				
<b>6. Communications.</b> 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.				
<b>7. Other.</b>				
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. <b>Note:</b> 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. <b>Note:</b> Required for all personnel that require assess on or across the runway.				



**SECTION III – TRAINING CERTIFICATION** *(Completed by the Trainee, Unit ADPM and Wing ADPM)*

**TRAINEE**

I have received and completed all of the above training requirements and will comply with 94 AWI 13-213, 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:
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**UNIT ADPM**

I certify that the above individual has completed all local training requirements outlined in 94 AWI 13-213, Airfield Driving Instruction (ADI). Check all applicable restrictions.

None

Other (*Specify*)

Daylight Hours only

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
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**WING ADPM or designated representative** *(as required)*

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
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**Attachment 7**

**NON-MOVEMENT AREA DRIVING QUALIFICATION TRAINING CHECKLIST  
(CURRICULUM)**

<b>NON-MOVEMENT AREA DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)</b>
--

<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by Unit ADPM)</i>				
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone	
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>	<b>Not Available (N/A)</b>
<b>1. Definitions and terms.</b> 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/Hazardous Cargo Area				
1.14. Arm/De-Arm Area				
1.15. Aircraft Arresting Gear				
1.16. ILS Critical Area				
1.17. Mandatory Signs				
1.18. Taxiway Guidance and Information Signs				
1.19. Emergency Response Vehicle				
1.20. Circle of Safety				
1.21. Restricted Area				
1.22. Entry Control Point				

1.23. Fixed/Mobile Obstacle				
1.24. Airfield Management				
1.25. Air Traffic Control Tower (ATCT)				
<b>2. Vehicle operator requirements.</b> 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 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 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 operation 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.				
<b>3. Aircraft Operations.</b> Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.				
3.1. Right of Way.				
3.2. Taxiing.				
3.3. Jet Blast safety requirements.				
<b>4. Practical Day and Night (as applicable) Airfield Familiarization Training.</b> 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.				

<b>5. Local Airfield Basics.</b> Training Outcome(s): Trainee must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following airfield markings.				
5.1.1. Taxiways.				
5.1.2. Taxiway Centerline.				
5.1.3. Vehicle Stop Bars.				
5.1.4. VFR Hold Line.				
5.1.5. Non-Movement Area Boundary Marking.				
5.2. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.3. Familiarize trainee with the location of Free Zones.				
5.4. Familiarize trainee with the reduced visibility/inclement weather driving techniques.				
5.5. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.				
5.6. Familiarize trainee with Jet Blast hazardous locations on the airfield.				
5.7. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
<b>6. Communications.</b> 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. Light Gun Signals (Description of ATCT Light Gun signals).				
<b>7. Other.</b>				
7.1. Review ADI.				
7.2. Runway Incursion Prevention Training.				

<b>SECTION III – TRAINING CERTIFICATION</b> <i>(Completed by the Trainee, Unit ADPM and Wing ADPM)</i>			
<b>TRAINEE</b>			
I have received and completed all of the above training requirements and will comply with 94 AWI 13-213, 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:
<b>UNIT ADPM</b>			
I certify that the above individual has completed all local training requirements outlined in 94 AWI 13-213, Airfield Driving Instruction (ADI). Check all applicable restrictions.			
<input checked="" type="checkbox"/> Non-Movement Area only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other ( <i>Specify</i> )			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM or designated representative</b> <i>(as required)</i>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

**Attachment 8**

**TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST**

<b>TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST</b>			
<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by the AFM, Wing ADPM or Unit ADPM)</i>			
Name or Company Name (Last, First, Middle Initial)	Call Sign	Work Location	Phone
<b>SECTION II – QUALIFICATION TRAINING</b> <i>(Completed by the Trainee, Unit ADPM or designated Trainer)</i>			
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>
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.			
10. Explain use of ATCT Light Gun Signals			
11. Explain the different types of airfield violations and their consequences.			
12. Identify the proper radio terminology and phraseology.			

13. Provide a local Airfield Diagram/Taxiway Layout.			
14. Identify all restricted areas and entry control points.			
15. Explain Escort procedures.			
16. Identify all Control Movement Area boundaries.			
17. Identify Free zones.			
18. Explain Lay-down area, haul route & markings. Brief using ETL 04-2, <i>Standard Airfield Pavement Marking Schemes</i>			
19. Explain use of vehicle lights and flags, safety around construction area, and barricades.			
20. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
21. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
22. Explain procedures for reporting an accident or vehicle maintenance problems.			
23. Temporary Airfield Waiver, Dig Permit, <i>AF Form 10, Dig Permit.</i>			
24. FAA Form 7460-1, <i>Notice of Proposed Construction or Alteration</i> and FAA Form 7460-2, <i>Notice of Actual Construction or Alteration.</i>			

**SECTION III – TRAINING CERTIFICATION** (*Completed by Trainee, Unit ADPM and Wing ADPM or designated representative as required*)

**TRAINEE**

I have received and completed all of the above training requirements and will comply with 94 AWI 13-213, 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:
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**UNIT ADPM**

I certify that the above individual has completed all local training requirements outlined in 94 AWI 13-213, Airfield Driving Instruction (ADI). Check all applicable restrictions.

- Ramp only                       Other (*Specify, i.e. Free Zone*)  
 Daylight Hours only         Non-Movement Areas only

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
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**WIND ADPM or designated representative (*as required*)**

Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
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1. All contractors working on Dobbins ARB airfield will be given this training prior to starting work. All drivers must have this briefing/training.
2. Please advise contract and TDY personnel to keep the briefing guide, diagram, and AFVA 11-240 sticker. Contact Airfield Management Ops at (678) 655-4903 for help or assistance on the airfield.
3. Provide copy of UFC 3-260-01, *Airfield and Heliport Planning and Design Criteria, Section-14, Construction Phasing Plan and Operational Safety on Airfields During Construction*.
3. Please sign this document. Signing this documentation means you understand, as a company representative, and will ensure all company employees abide by the flightline driving rules and all items briefed.

Date: \_\_\_\_\_

Trainer: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Attachment 9**

**SAMPLE AF IMT 483, CERTIFICATE OF COMPETENCY**

<b>CERTIFICATE OF COMPETENCY</b>		CERTIFICATE NO. MGE 13-001
NAME <i>(Last, First, Middle Initial)</i> PUBLIC, JOHN Q.		DATE 20090909
COMMAND AFRC	INSTALLATION DOBBINS ARB, GA	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF <b>AIRFIELD AUTHORIZED DRIVER</b>		
TYPED NAME, TITLE AND ORGN JOHN DOE, AAFM, 94 OG/OGA	SIGNATURE	

**AF IMT 483, 19850201, V2**

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER
	CMA ACCESS	

**AF IMT 483, 19850201, V2**

**(REVERSE)**

Authorizations

1. AIRFIELD AUTHORIZED DRIVER (CMA ACCESS)
2. AIRFIELD AUTHORIZED, DAYLIGHT HOURS ONLY (CMA ACCESS)
3. AUTHORIZED AIRFIELD ROAD ONLY
4. AUTHORIZED NON-MOVEMENT AREAS ONLY
5. NVD QUALIFIED

# Attachment 10

## AIR FORCE VISUAL AIDS

Airport Signs – Action and Purpose	ATCT LIGHT GUN SIGNALS	Airport Markings
<p><b>15-33</b> RUNWAY HOLD SIGN: At Intermediate Intersection</p> <p><b>5</b> RUNWAY HOLD SIGN: At End Intersection</p> <p><b>5-APCH</b> APPROACH HOLD SIGN: On Intersecting Twy Intersection</p> <p><b>ILS</b> ILS HOLD SIGN: Hold Sign at ILS/POFZ Critical Area</p> <p><b>NO ENTRY SIGN:</b> Entry Not Authorized</p> <p><b>A</b> TAXIWAY LOCATION SIGN: Twy on Which Vehicle/Aircraft is Located</p> <p><b>15</b> RUNWAY LOCATION SIGN: Rwy on Which Vehicle/Aircraft is Located</p> <p><b>15-33</b> RUNWAY HOLD SIGN: Boundary of Rwy Protected Area</p> <p><b>INST</b> INSTRUMENT HOLD SIGN: Instrument Hold Position</p> <p><b>KE</b> DIRECTION SIGN: Defines Direction &amp; Designation of Intersecting Twy(s)</p> <p><b>A→</b> RUNWAY EXIT SIGN: Defines Direction &amp; Designation of Exit Twy from Rwy</p> <p><b>33→</b> OUTBOUND DESTINATION SIGN: Defines Direction to Take-Off Rwy</p> <p><b>27-33→</b> OUTBOUND DESTINATION SIGN: Outbound Destination Sign to Different Rws</p>	<p><b>STEADY GREEN</b> → Cleared to Cross, Proceed or Go</p> <p><b>FLASHING GREEN</b> → Not Applicable</p> <p><b>STEADY RED</b> → STOP</p> <p><b>FLASHING RED</b> → Clear the Taxiway / Runway</p> <p><b>FLASHING WHITE</b> → Return to Starting Point on Airport</p> <p><b>ALTERNATING RED/GREEN</b> → Exercise Extreme Caution</p> <p><b>15-33</b> Runway Hold Position</p> <p><b>ILS</b> INST Critical Area Markings</p>	<p><b>RUNWAY HOLD POSITION:</b> Hold Short of Rwy</p> <p><b>INST</b> INSTRUMENT HOLD POSITION: Hold Short During Instrument Conditions (Ceiling 800 Feet and/or Visibility 2 Miles)</p> <p><b>STOP</b> RUNWAY STOP BAR: Hold Short of Rwy on Intersecting Roads</p> <p><b>TAXIWAY/TAXIWAY HOLDING POSITION:</b> Hold Short of Intersecting Taxiway When Directed by ATC</p> <p><b>TAXIWAY EDGE:</b> Defines Edge of Usable Full Strength Taxiway Pavement. Adjoining NOT Usable</p> <p><b>TAXIWAY/TAXIWAY HOLDING POSITION:</b> Defines Edge of Taxiway Where Adjoining Pavement or Apron is Available for Taxi</p>
<b>TOWER FREQUENCY</b>		<b>GROUND FREQUENCY</b>
References: UFC 3-535-01, Visual Air Navigation Facilities, ETL 04-2, Standard Airfield Pavement Marking Schemes and Aeronautical Information Manual (AIM)		AFVA 11-240, USAF Airport Signs and Markings

PREVENT RUNWAY INCURSIONS - - "READ BACK" ALL TOWER INSTRUCTIONS VERBATIM!

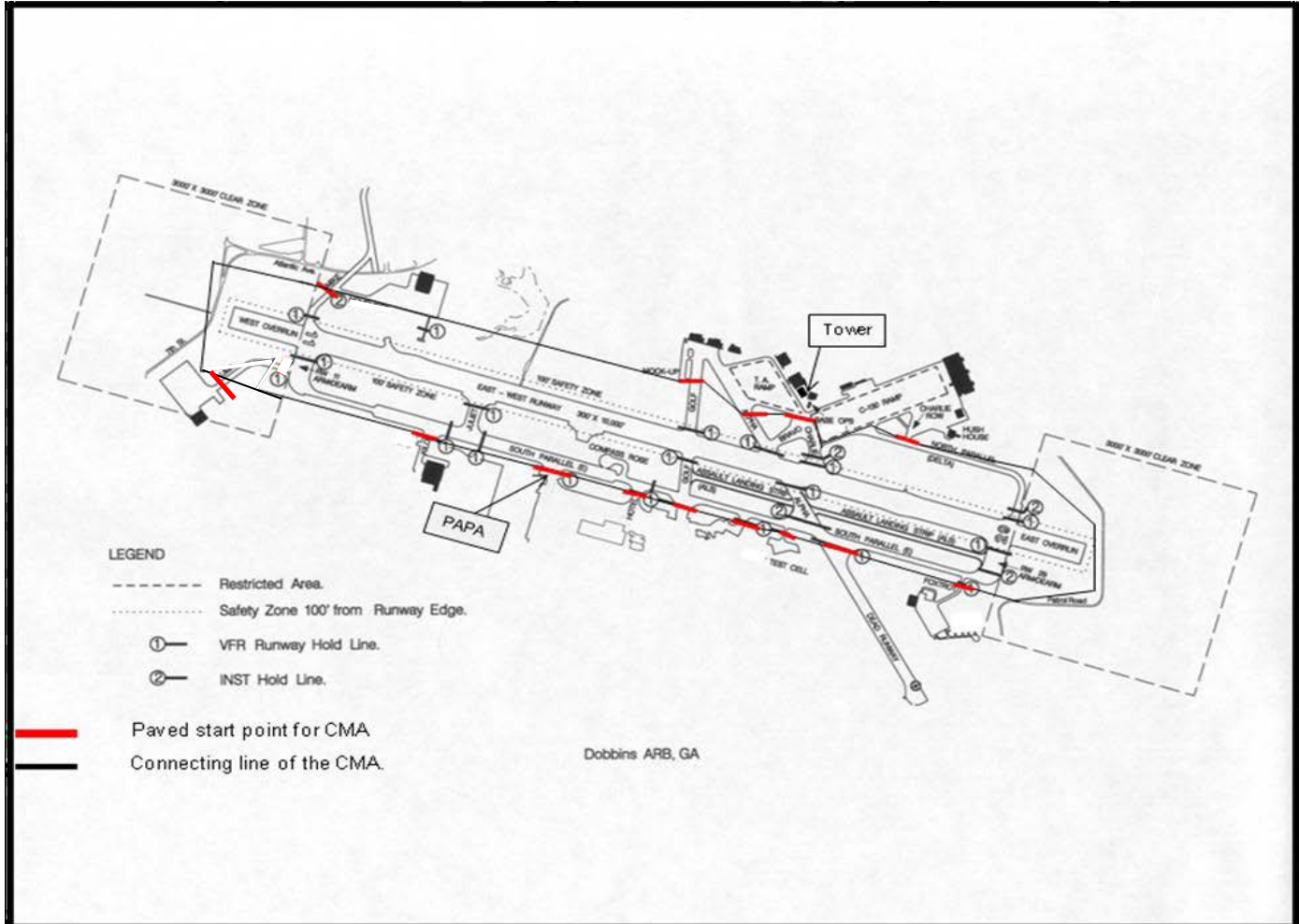
DRIVERS ARE NOT AUTHORIZED ON THE AIRFIELD WITHOUT CURRENT DRIVER'S TRAINING AND AF IMT 483, CERTIFICATE OF COMPETENCY.

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

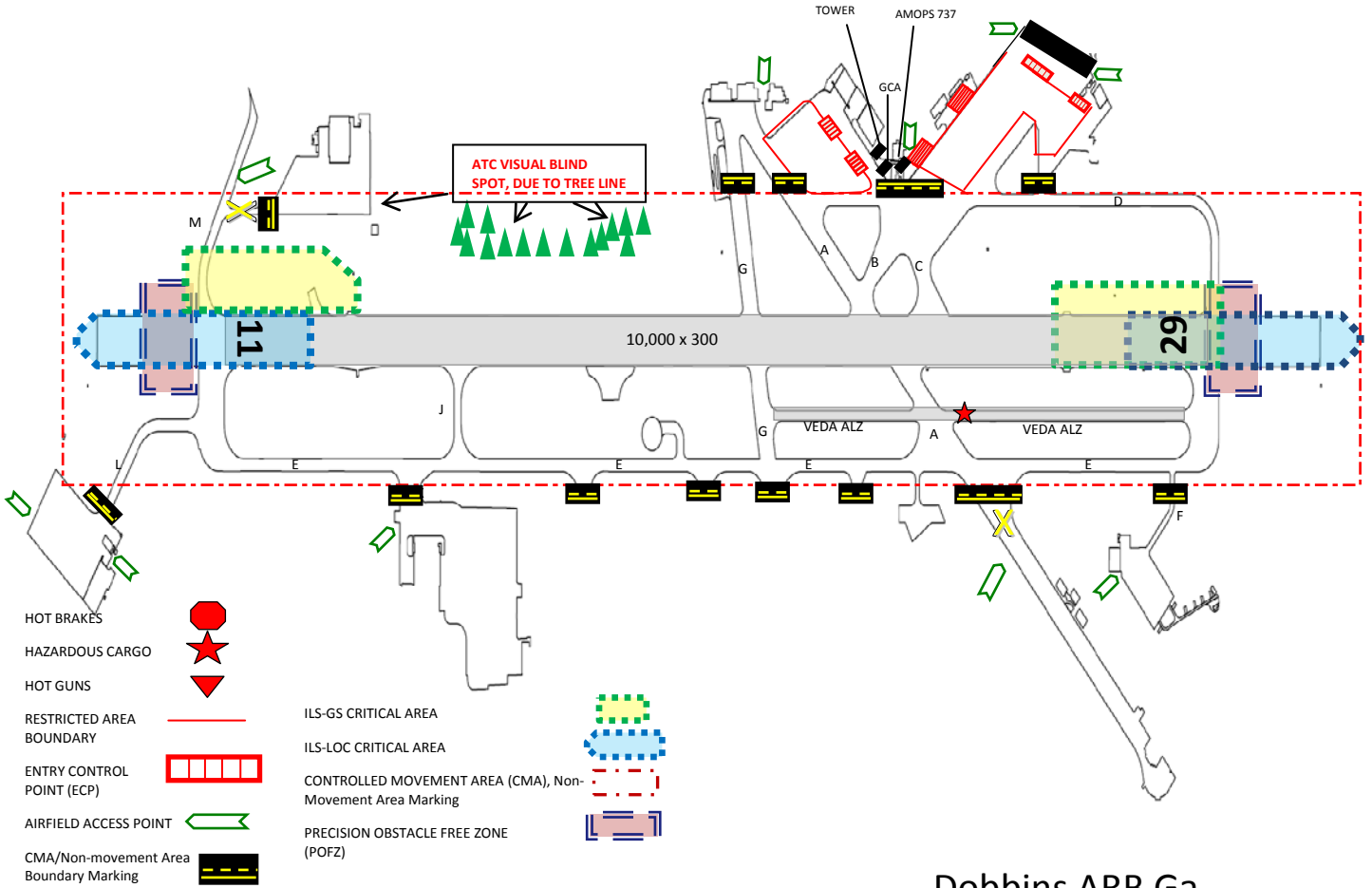
AFVA 13-222, 30 July 09 Prescribed by AFI 13-213 OPR: AFFSA  
Releasability : There are no restrictions on this publication

# Attachment 11 CMA DIAGRAM





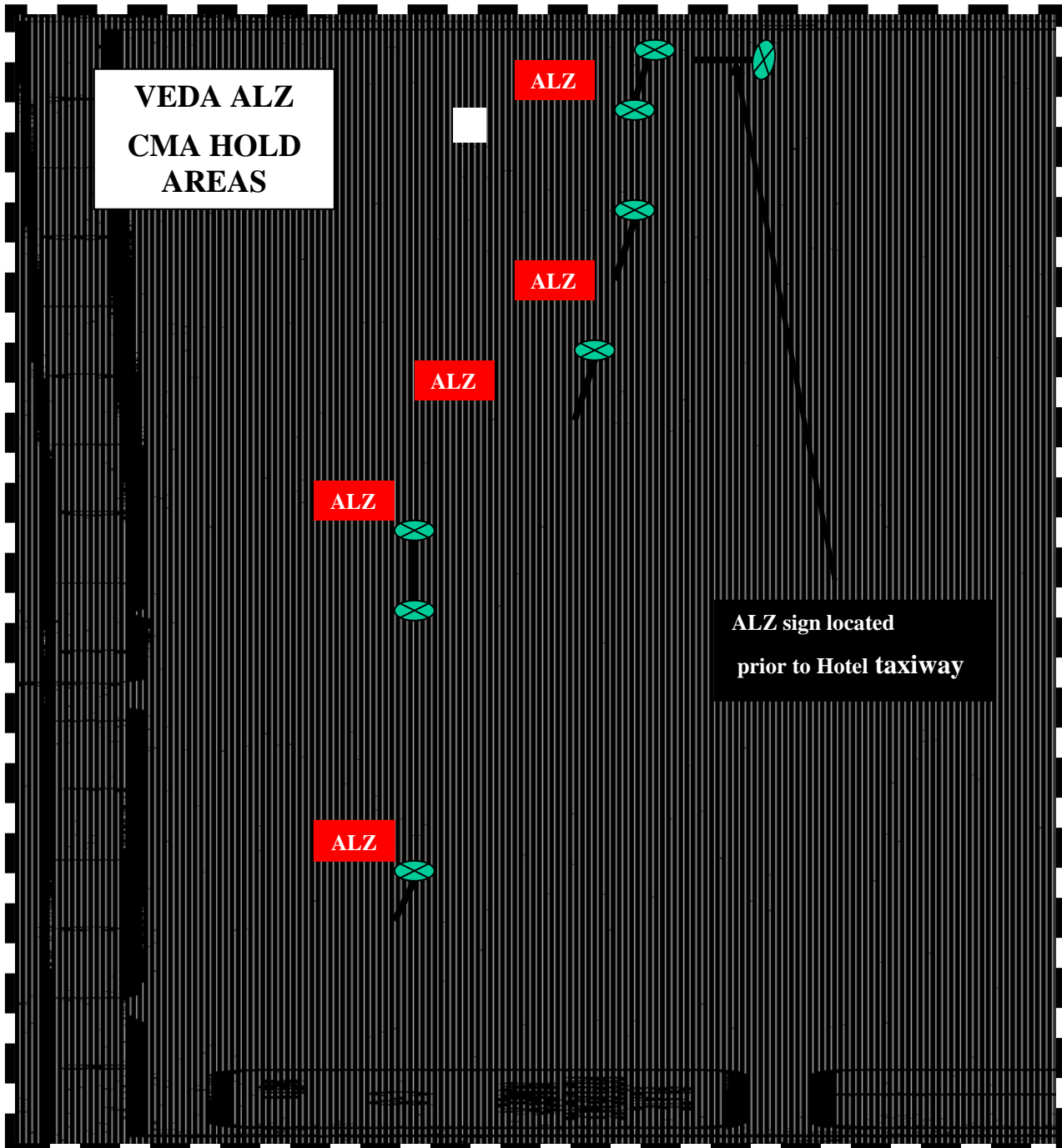
# Attachment 13 DOBBINS ARB AIRFIELD DIAGRAM



**Dobbins ARB Ga.**  
**Airfield Diagram**  
*Current as of 15 Feb 2013*  
*Not to Scale*

Attachment 14

VEDA ALZ CMA HOLD AREAS



**Attachment 15**  
**CALLSIGN LISTING**

<b>Title</b>	<b>Callsign</b>
Airfield Manager	Airfield - 1
Assistant Airfield Manager	Airfield - 2
Airfield Management Ops	Airfield - 3
Airfield Management QAE	QAE - 1
94 CE	CE - 1
94 CE (QAE)	CE - 2
94 CE (Project Engineer)	CE - 3
94 CE (Inspector)	CE - 4, 5, 7
94CE (Supervisor Engineer)	CE - 6
94 CE (Engineering Tech)	CE - 8
94CE (Industrial Engineering Tech)	CE - 9
94 CE (Environmental)	Environmental - 1
94 AW/SE	Safety - 1, 2, 3
DMS Lighting	DMS Lighting
DMS Electrician	Electrician-1
DMS Mower	Mower-1,2,3 Weed-Wacker Heavy
94 ADF	Aerial Delivery
94 AES/CC/CCE	Panther - 1
94 AES	Panther - 2, 3, 4
94 AES Ops	Aeromed 1 - 5
Transient Alert	TA - 1, 2
Airfield Sweeper	Sweeper - 1
Base Fuels	Fuels - 3, 16, 157, 158, 166, 174, 198, 442, 1077
700 AS	700 OPS - 1, 2
700 AS/DOOL	Life Support - 1

Base Fire Department	Chief-1,2 Inspector-1 Engine- 47, 48 Crash - 41, 42, 44, 45, 46 Unit- 480 Rescue - 43
Explosive Ordinance Disposal	EOD - 1, 2, 3
94 MXG/CC	Maint - 1
94 MXG/CD	Maint - 2
94 MXS/CC	Maint - 3
94 MXS/SUPT	Maint - 4
94 AMXF/CC	Maint - 5
94 AMXF/SUPT	Maint - 6
94 MOF/CC	Maint - 7
94 MOF/SUPT	Maint - 8
Production Supt	Victor - 1
QA/Supv	Tango - 1
Expeditor	Flex
Maintenance Ops Center	MOC
AMXF Crew Chiefs	Herk + last 2 of tail number
MX Flt Chief	Sierra - 1
AERO Shop	Sierra - 3
AGE Flt Chief	Ranger - 1
AGE Delivery	Ranger
Accessories Flt Chief	Joker - 1
Hydraulics	Joker - 2
Electro-Environmental	Joker - 3
Fuel Cell	Joker - 4
Fabrication Flt Chief	India - 1
Sheet Metal	India - 2
NDI	India - 3

Metal Tech	India - 4
Avionics Flt Chief	Raven - 1
Communication & Navigational	Raven - 3
Guidance & Control	Raven - 5
Electronic Warfare	Raven - 6
Munitions	Raven -7
Propulsion Flt Chief	Burro - 1
Propulsion Section Chief	Burro - 2
Propulsion Shop	Burro - 3, 4
Maintenance Supply Liaison	Romeo - 1, 2
ATCALs	METNAV - 1, 2, 3 Weather MX Radar MX - 1, 2 Radio MX - 1, 2, 3
Base Transportation	Vehicle Maintenance - 1, 2 Wrecker -1, 2 Bus - 1, 2
Lockheed Martin	Mobile - T43, T44 Mobile - 15 Raptor Mobile Wagon Wheel - 1 Flight Ops Mobile - 1 LAC Engine - 1, 2 LAC Chief - 1, 2 LAC Crash - 1, 32, 33, 34, 36 Rescue - 35 Haz Mat - 1 Med - 1, 2  LAC Training LAC Maintenance
Traffic Management Office	TMO - 1, 2, 3
Army Reserves	Warrior – 1, 2, 3

**Attachment 16**

**SAMPLE UNIT QUARTERLY DRIVER LISTING LETTER**

(Type Date Here)

**MEMORANDUM FOR** 94<sup>th</sup> OG/OGA

**FROM:** (Type Your Unit Address Here)

**SUBJECT:** Quarterly Listing of Authorized Airfield Drivers

Below is a list of all unit personnel authorized to drive on Dobbins ARB airfield.

<b>Name</b>	<b>Rank</b>	<b>Unit</b>	<b>Cert. Number</b>	<b>Restrictions</b>	<b>Refresher Trng Due Date</b>

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ADPM Signature Block

## Attachment 17

### Airfield Signs, Marking, and Lighting



Mandatory Sign  
(White legend on Red Background)



Taxiway Guidance Sign (Black legend on  
Yellow Background)



Taxiway Location Sign collocated w/ Mandatory  
Sign (Yellow legend and border on Black Background)



Instrument Hold Line



Visual Flight Rules (VFR) Hold Line



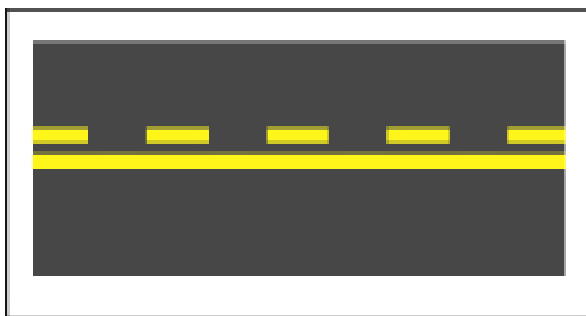
Taxiway Edge Lights



Runway Edge Light



Taxiway End Lights



Non-movement area boundary marking



Stop Bar

## Attachment 18

### Radio Communication

#### Runway Crossing Phraseology

<b>VEHICLE OPERATOR</b>	<i>“DOBBINS GROUND AIRFIELD ONE.”</i>
<b>ATCT</b>	<i>“AIRFIELD ONE, DOBBINS GROUND</i>
<b>VEHICLE OPERATOR</b>	<i>“DOBBINS GROUND, AIRFIELD ONE REQUEST TO CROSS RUNWAY at ALPHA SOUTH.”</i>
<b>ATCT</b>	<i>“AIRFIELD ONE, CROSS RUNWAY AT ALPHA SOUTH.</i>

#### Hold Short Instructions

<b>VEHICLE OPERATOR</b>	<i>“DOBBINS GROUND AIRFIELD THREE.”</i>
<b>ATCT</b>	<i>“AIRFIELD THREE, DOBBINS GROUND</i>
<b>VEHICLE OPERATOR</b>	<i>“DOBBINS GROUND, AIRFIELD THREE REQUEST TO ENTER CMA AT BRAVO TAXIWAY AND CROSS RUNWAY at ALPHA NORTH.”</i>
<b>ATCT</b>	<i>“AIRFIELD THREE, ENTER CMA AT BRAVO, HOLD SHORT OF RUNWAY.”</i>
<b>VEHICLE OPERATOR</b>	<i>“DOBBINS GROUND, AIRFIELD THREE ENTERING CMA AT BRAVO, HOLDING SHORT OF RUNWAY.</i>

**Note:** The words "clear" or "clearance" must not be used in communication with ATCT. **Exception:** Vehicle operators may reply "Loud and Clear" in response to an ATCT request for radio transmission quality or clarity. See Chapter 4 for additional information. **Note:** Keep all radio transmissions concise and simple. Maintain radio discipline utilizing proper terminology and phraseology.