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SECRETARY OF THE AIR FORCE**



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

AIRFIELD DRIVING

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This instruction implements Air Force Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It establishes responsibilities, procedures, and restrictions for the safe control and operation of vehicles and equipment on airfield ramps/aprons, taxiways, and runways. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard organizations (to include contracted locations) that administer an airfield driving program. At joint, shared-use, and overseas airfields, this instruction applies to organizations that are operated and/or managed by the Department of the Air Force, as outlined in real estate documents or letters of agreement. This Air Force Instruction may be supplemented at any level, however Major Command supplements to include interim changes to previously approved supplements must be routed to Headquarters Air Force Flight Standards Agency, Director of Airfield Operations for coordination prior to certification

and approval. Unit (wing or base) supplements to this Air Force Instruction must be routed to the responsible Major Command Office of Primary Responsibility (OPR) for Airfield Operations for review and coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command and Major Command OPR for Airfield Operations prior to submission to the appropriate Tier waiver approval authority. AFFSA/XA is the tier waiver approval authority for non-tiered compliance items or requirements in this AFI. See [paragraph 1.2](#) for additional guidance concerning waivers to this instruction. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The reporting requirements in this Air Force Instruction are exempt from licensing with a report control symbol according to Air Force Instruction 33-324, *The Air Force Information Collections and Reports Management Program*.

(AFRC) This supplement implements and extends the guidance of AFI 13-213, *Airfield Driving*. This publication applies to all Air Force Reserve Command (AFRC) organizations that operate or administer functions in facilities in the airfield operations flight (AOF). It directs the administration of facilities, the use of equipment, the operations, and the training of airfield operations. It outlines duties and responsibilities of AOF members assigned to the unit level. It sets policy and describes the unit, Major Command (MAJCOM), and USAF (United States Air Force) roles for managing airfield operations at USAF locations. It does not apply to Air National Guard (ANG) units. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication Office of Primary Responsibility (OPR) for non-tiered compliance items. Refer recommended changes and questions about this publication to the OPR using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may be supplemented by lower levels; please send your supplements to the HQ AFRC/A3OA workflow at afrc.a3va@us.af.mil for coordination and approval.

SUMMARY OF CHANGES

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

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

Chapter 1— GENERAL INFORMATION	7
1.1. Scope and Purpose.....	7
1.2. Waivers.	8
Chapter 2— ROLES AND RESPONSIBILITIES	9
2.1. Headquarters Air Force Flight Standards Agency.....	9
2.2. Major Command OPR for Airfield Operations.....	9
2.3. Host Wing Commander or equivalent.....	9
2.4. Operations Group Commander or equivalent.....	9
2.5. Unit Commander or equivalent.....	10
2.6. Airfield Operations Flight Commander.....	10
2.7. Wing ADPM.	11
2.8. Unit ADPM.	13
2.9. Airfield Driving Trainers.....	16
2.10. Airfield Drivers.....	17
2.11. Airfield Management (AM).....	17
2.12. Air Traffic Control Tower.....	18
2.13. Wing Safety.....	18
2.14. Security Forces Squadron.....	18
2.15. Hospital/Medical Treatment Facility.....	19
2.16. Civil Engineer Squadron.....	19
Chapter 3— TRAINING CRITERIA AND TESTING	20
3.1. Training Curriculum.....	20

3.1.	Training Curriculum.	20
3.2.	Training Criteria.	20
3.3.	Testing Requirements.	21
3.4.	Color Vision Requirements.	23
3.4.	Color Vision Requirements.	23
Chapter 4— OPERATING PROCEDURES AND STANDARDS		25
4.1.	General.	25
4.2.	Operating a Vehicle in the CMA.	25
4.3.	Emergency removal or exit of vehicles and/or pedestrians in the event of vehicle or Air Traffic Control Tower radio failure.	25
4.4.	Airfield Driving Visual Aids/Decals.	26
4.5.	Airfield Signs.	26
4.6.	Airfield Markings.	27
4.7.	Airfield Lighting.	27
4.8.	Vehicle speed limits on the airfield.	28
4.9.	Vehicles operating in the immediate vicinity of an aircraft.	28
4.10.	Parking and chocking vehicles on the airfield.	29
4.11.	Fixed and mobile obstacle distance requirements.	29
4.12.	Control tower light gun signals.	29
4.13.	Foreign Object Damage Prevention (FOD).	30
4.14.	Use of Cellular/mobile phones on the airfield.	30
4.15.	Restricted Visibility or Night Driving Operations.	30
4.16.	Driving with Daytime Running Headlights.	31
4.17.	Operating Non-Vehicular/Equipment.	31
4.18.	Use of Perimeter, In-Field or other Airfield Roads.	32
4.19.	Runway Crossing Restriction.	32
4.20.	Emergency Responses on or near the Runway(s).	32
4.21.	Vehicle Traffic Control Devices/Lights Located On Taxiways/Runways.	32
4.22.	Airfield Driving During Blackout Conditions.	32

4.23.	Vehicle escorts and convoys on the CMA and Non-CMA.	33
4.24.	Vehicles equipped with supplemental traction devices.	33
4.25.	Vehicular traffic over in-ground fuel pit covers.	33
4.26.	Jet blast hazard areas.	33
4.27.	Disabled Vehicle.....	33
4.28.	Temporarily assigned personnel, Inspection/Survey Teams, and non-base assigned contractors.	34
4.29.	POV and Government Leased Vehicle Passes.....	35
4.30.	Reporting, Enforcement and Violation Consequences.	36
4.31.	Reissuance/Reinstatement of an AF Form 483.	36
4.32.	Reporting and documenting Controlled Movement Area Violation events.	36
4.33.	Reporting and documenting Non-CMA airfield driving incidents/violations.	37
4.34.	Airfield Diagram.	37
Figure 4.1.	Hot Spots.....	38
Chapter 5— RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES		39
5.1.	General.....	39
5.2.	Radio Techniques.	39
5.3.	Phraseology.	40
Table 5.1.	Sample Runway Crossing Phraseology.	40
Table 5.2.	Sample Read back Instructions.....	40
Table 5.3.	Sample Hold Short Instructions.....	40
5.4.	Common Use Phrases.	41
Table 5.4.	Common Use Phrases.	41
5.5.	Phonetic Aviation Alphabet.	42
Table 5.5.	Phonetic Aviation Alphabet.....	42
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		43
Attachment 2— RUNWAY INCURSION PREVENTION WORKING GROUP (RIPWG)		49
Attachment 3— AIRFIELD SIGNS, MARKING, AND LIGHTING		51

Attachment 4— UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S) APPOINTMENT LETTER	53
Attachment 5— UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAININGCHECKLIST	54
Attachment 6— AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES	57
Attachment 7— AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST	58
Attachment 8— TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST	63
Attachment 9— AIRFIELD DRIVING PROGRAM CONTINUITY BINDER	66

Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

1.1.1. This Air Force Instruction provides guidance for developing an airfield driving program to provide safe ground vehicle operations and pedestrian control on United States Air Force owned and/or operated airfields. It outlines training requirements for all personnel (i.e. military, Department of Defense Civilians, Contractors) who, as a part of their job, are required to drive on an airfield.

1.1.2. Personnel who operate a vehicle on the airfield need to be knowledgeable of and comply with the procedures outlined in this instruction and wing/base supplement.

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

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

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

1.1.5.1. Conduct a risk management assessment with the rationale for the waiver and explain (1) how complying with the requirement/compliance item impacts mission accomplishment, OR (2) cost of compliance (training, funds, equipment, facilities, guidance or manpower) creates unacceptable risk to a higher priority task; OR (3) expected cost of compliance outweighs the benefit; OR (4) personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower). **NOTE:** Waiver may be approved for a period not to exceed the requested waiver period or 30 calendar after the approving commander's deployment length, whichever is shorter. Because waivers are the expression of a specific commanders accepting risk, approved waivers automatically expire 30 days after a change unless new commander renews the waiver.

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

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

deployable air traffic control and landing systems (DATCALs) capabilities, procedures, forces, and equipment.

1.2. Waivers.

1.2.1. Units shall use the Air Force Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* to process waivers to this instruction. (T-1).

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

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

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

1.2.4. Units must provide an informational copy of all Tier 3 approved waivers to MAJCOM OPR for AO. (T-2).

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

1.2.6. **Approved waivers become part of the approver's and requestor's official records and are appropriately filed in accordance with Air Force Manual (AFMAN) 33-363.** (T-1).

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Headquarters Air Force Flight Standards Agency.

- 2.1.1. Develops United States Air Force airfield driving operations, procedures, and training standards.
- 2.1.2. Utilizes the Air Force Safety Automated System to monitor and track airfield driving and controlled movement area violations.
- 2.1.3. Reviews and provides final disposition on waiver request(s) to this instruction.
- 2.1.4. Supports Air Force Runway Safety Action Team programs, in accordance with Air Force Instruction 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*.
- 2.1.5. Develops mandatory briefing/training items to provide education, training, and awareness on airfield driving and to enhance flight safety.

2.2. Major Command OPR for Airfield Operations.

- 2.2.1. Supplements United States Air Force airfield driving guidance as applicable.
 - 2.2.1.1. **(Added-AFRC)** All AFRC units with an Airfield Driving Program (ADP) will submit their wing/base-level Airfield Driving Supplement to the HQ AFRC/A3OA via organizational email account for approval prior to implementation **(T-2)**.
- 2.2.2. Reviews and evaluates airfield driving incidents, causes, observations and recommendations.
- 2.2.3. Conducts Air Force Runway Safety Action Team programs, in accordance with AFI 13-204 Volume 2.

2.3. Host Wing Commander or equivalent.

- 2.3.1. Ensures base/tenant agencies support the airfield driving program.
- 2.3.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. Authority may be delegated in writing to a G-series ordered commander in the appropriate chain of command.
- 2.3.3. Approves publication of wing/base supplements to this instruction.
- 2.3.4. Requests an Air Force Runway Safety Action Team through the Major Command OPR for Airfield Operations when there are recurring problems with runway incursions. See AFI 13-204, Volume 2, for additional information.
- 2.3.5. Reviews runway incursion and Controlled Movement Area Violation incidents and corrective actions taken.

2.4. Operations Group Commander or equivalent.

- 2.4.1. Reviews Controlled Movement Area Violations and corrective actions taken.

2.4.2. Must convene a Runway Incursion Prevention Working Group (RIPWG) no later than 30 days following the occurrence of three runway incursion (within a six month period). **(T-2)**. See **Attachment 2** for RIPWG requirements. **NOTE:** This requirement only applies to vehicle and pedestrian runway incursions. Aircraft runway incursions should be addressed by Flight Safety office.

2.4.3. Approves the shape and/or increase/decrease in the size of the Controlled Movement Area (CMA) with recommendations from Airfield Manager (AFM), Wing Airfield Driving Program Manager (ADPM), AOF/CC, Tower Chief Controller, and Wing Safety.

2.5. Unit Commander or equivalent.

2.5.1. Shall appoint qualified primary and alternate Unit ADPMs and Unit Airfield Driving Trainers in writing in accordance with **paragraph 2.8 and paragraph 2.9 (T-3)**. **NOTE:** Ensure an adequate number of Unit ADPMs to satisfactorily manage the number of airfield drivers within an organization. Conversely, small organizations can combine and/or consolidate their airfield driving program. See **Attachment 4** for an example appointment letter.

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

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

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

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

2.5.5. Suspends a unit member's airfield driving authorization upon suspension or revocation of their civilian driver's license, and/or base driving privileges. Notify the Wing ADPM and Unit ADPM of the individuals' suspension/revocation. **NOTE:** Process request for reinstatement of airfield driving authorization according to **paragraph 4.31**

2.5.6. Participates in the RIPWG.

2.6. Airfield Operations Flight Commander.

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

2.6.2. Concurs or non-concurs with safety investigations on Controlled Movement Area Violations and Runway Incursions in accordance with Air Force Manual 91-223, *Aviation Safety Investigations and Reports*.

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

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

2.6.5. Participates in the RIPWG.

2.7. Wing ADPM. The Wing ADPM will:

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

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

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

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

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

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

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

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

2.7.6. Conduct an annual self-assessment of Wing Airfield Driving program using the Self-Assessment Communicator (SAC) loaded into Management Internal Control Toolset (MICT). **(T-2)**.

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

2.7.7. Conduct quality control measures to monitor the effectiveness of unit airfield driver training programs. See [Attachment 6](#). **(T-3)**.

2.7.8. Issue and maintain control/security of Privately Owned Vehicle (POV) and Government Leased Vehicle Passes/Decals. **(T-3)**. For example, achieve Control/Security by changing

pass/decal colors annually or by issuing new passes/decals annually. Regardless of what method used, annually validate and issue passes/decals. **NOTE:** Authority must not be delegated outside Airfield Management. **(T-2).**

2.7.9. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, or unit briefings, in order to educate, inform and update personnel on airfield changes, trends and special events. **(T-3).** Examples include but are not limited to exercises, air shows, and static displays, driving violations, runway/taxiway closures and inclement weather driving conditions.

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

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

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

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

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

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

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

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

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

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

2.7.18. Provide Unit ADPM a standardized spreadsheet (or electronic equivalent) to monitor and track unit personnel authorized to drive on the airfield. **(T-3).** The list of airfield drivers will include the individual's full name, rank, unit, AF Form 483 certificate number, restrictions (e.g. daytime or ramp only) and refresher training due date. **(T-3).**

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

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

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

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

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

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

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

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

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

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

2.8. Unit ADPM. The Unit ADPM must:

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

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

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

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

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

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

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

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

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

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

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

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

2.8.7. Ensure unit personnel who are not trained and certified to drive at night possess an AF Form 483 which indicates restricted access (i.e. "AUTHORIZED DAYLIGHT HOURS ONLY"). **(T-3)**. If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving check-ride is conducted and documented prior to updating the AF Form 483.

2.8.8. Ensure designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving check-ride on unit personnel prior to issuance of an AF Form 483. **(T-3)**.

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

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

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

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

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

- 2.8.10. Ensure unit personnel have a valid state or country driver's license to operate privately owned, government (may also require a government driver's license), or contractor owned/leased vehicles on the airfield. **(T-3)**. At overseas locations, refer to Major Command directives for additional guidance.
- 2.8.11. Ensure unit personnel are qualified to drive the vehicle(s) they are operating on the airfield. **(T-3)**. This includes any other additional training required to operate vehicles in various field conditions (i.e. blackout or NVDs, Mission Oriented Protective Posture gear).
- 2.8.12. Maintain current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **(T-3)**.
- 2.8.13. Ensure personnel that have (or will have) duties requiring them to operate a vehicle on the airfield in a deployed/contingency environment are trained and possess a valid AF Form 483 prior to deploying. **(T-3)**.
- 2.8.14. Schedule personnel that require access to the CMA for color vision testing according to the wing/base supplement to this instruction. **(T-3)**. See [paragraph 3.4](#) for additional information.
- 2.8.15. Conduct and document annual refresher training on unit airfield drivers. **(T-2)**. **NOTE:** Document completion of refresher training on the reverse side of the individual's AF Form 483. Maintain a copy of the most current refresher training completion date on file in the unit.
- 2.8.15. **(AFRC)** Ensures members utilize the ADTP database (if applicable) for all refresher training. Refresher training will be properly documented in the ADTP and a new AF Form 483 printed with current dates.
- 2.8.16. Ensure alternate Unit ADPMs and designated trainers give a practical day and night (as applicable) airfield familiarization training and practical driving check-ride to all new vehicle operators before they are allowed to drive vehicles on the airfield. **(T-3)**.
- 2.8.17. Maintain an airfield driving program Continuity Binder (or electronic equivalent) in the format outlined in [Attachment 9](#). **(T-3)**.
- 2.8.18. Train unit airfield driver trainers on how to conduct and document training for newly assigned unit airfield drivers. **(T-3)**.
- 2.8.18. **(AFRC)** Ensures trainers are trained on the use of the ADTP database (if applicable).
- 2.8.19. Attend Wing ADPM semi-annual meetings and/or briefings regarding airfield driving. **(T-3)**.
- 2.8.20. Ensure temporarily assigned personnel, Inspection/Survey Teams and non-base assigned contractors, that are hosted by the unit receive local airfield driving training as outlined in this instruction and wing/base supplement. **(T-2)**.
- 2.8.20. **(AFRC)** Ensures TDY personnel can conduct/maintain training via the ADTP database provided the temporary duty location utilizes the ADTP. Personnel not authorized Common Access Card (CAC) must be trained and tracked via [Attachment 8](#).
- 2.8.21. Use the MICT/SAC to conduct and document a self- assessment of the unit's airfield driving program at least annually. **(T-3)**.

2.8.21. (AFRC) Use a MFR, log, or electronic equivalent to document the results of the annual self-inspection. Maintain the document in Tab C of the Airfield Driving Continuity Binder. Forward a copy of the results to the Wing ADPM (T-3). **Note:** It is not the Wing ADPM's responsibility to fix units discrepancies.

2.8.22. Develop procedures to disseminate airfield driving related information (i.e. articles, training, or slides) to unit airfield drivers. (T-3).

2.8.22. (AFRC) Disseminates airfield driving related information that can be accomplished using the mass email function of the ADTP database (if applicable) or email.

2.8.23. Conduct random spot checks on unit personnel for enforcement and compliance with the wing/base supplement. (T-3).

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

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

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

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

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

2.8.28. Annually validate the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. (T-3). Provide results to the Wing ADPM via an email and/or MFR.

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

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

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

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

2.9. Airfield Driving Trainers.

2.9.1. Must possess an AF Form 483 with the same level of access (i.e. Unit Airfield Driving Program Trainers with members who require CMA access, must also have CMA access) as the personnel the trainers are training. (T-1).

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

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

2.10. Airfield Drivers.

2.10.1. Possess a valid AF Form 483 or be escorted by a vehicle operator that possesses a valid AF Form 483. **NOTE:** A valid AF Form 483 must be in the driver's possession when operating a vehicle and/or non-vehicle equipment on the airfield. **(T-1).**

2.10.2. Comply with all governing directives and safety practices while driving on Air Force owned/operated airfields.

2.10.3. Review and understand airfield signage and markings.

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

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

2.10.6. Ensure appropriate vehicle lights (high beams, flashers, beacons, and strobes) are operational prior to driving in the operational area.

2.10.7. Use service roads whenever possible to minimize time spent on taxiways and runways.

2.10.8. Use correct terminology during radio transmissions.

2.11. Airfield Management (AM).

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

2.11.2. Conducts random spot checks for enforcement and compliance of the airfield driving program in conjunction with periodic airfield checks. Annotate spot checks on the Air Force Form 3616, *Daily Record of Facility Operations*.

2.11.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the Air Traffic Control Tower or through the monitoring of radio frequencies. Document corrective actions on an AF Form 3616.

2.11.4. Imposes and publishes restricted driving routes as required.

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

2.11.6. Participates in the RIPWG.

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

2.12. Air Traffic Control Tower.

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

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

2.12.2. Reports known airfield/Controlled Movement Area violations and problems with vehicle operator radio communications to Airfield Management. Assists Airfield Management in identifying and locating violators or any unauthorized personnel and vehicles.

2.12.3. Participates in the RIPWG.

2.13. Wing Safety.

2.13.1. Coordinates on wing/base supplement to this instruction.

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

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

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

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

2.13.5. Participates in the RIPWG.

2.13.6. Reviews Controlled Movement Area violations for trends.

2.14. Security Forces Squadron.

2.14.1. Monitors airfield vehicle operations.

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

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

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

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

2.14.6. Provides assistance when requested by Airfield Management or the Air Traffic Control Tower to apprehend airfield driving violators (e.g. Controlled Movement Area Violation, speeding, expired POV, runway incursion) and remove unauthorized personnel from the airfield.

2.14.7. Participates in the RIPWG.

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

2.15. Hospital/Medical Treatment Facility.

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

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

2.16. Civil Engineer Squadron.

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

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

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

Chapter 3

TRAINING CRITERIA AND TESTING

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

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

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

3.2.1. Attachment 7, Airfield Driving Training Documentation and Certification Checklist (available for download at the AFFSA Airfield Operations SharePoint® website <https://cs2.eis.af.mil/sites/10539/a3a/default.aspx> or electronic equivalent to document airfield drivers' training and certification on all newly assigned or employed/hired personnel. **(T-3). Units may incorporate local requirements to Airfield Driving Training Documentation and Certification Checklist.**

3.2.1. (AFRC) For ADTP users, required elements of **Attachment 7** will be created in Step 2 by the Wing ADPM thus allowing training documentation/certification by the trainee and Unit ADPMs.

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

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

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

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

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

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

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

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

3.2.3. Completion of the United States Air Force Airfield Driving computer based training (accessible on the Advanced Distributed Learning Website, <https://golearn.adls.af.mil/login.aspx>) is a mandatory, one-time requirement. **(T-1).** Place the initial training date on **Attachment 7, Airfield Driving Training Documentation and Certification Checklist** for personnel who previously completed the training.

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

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

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

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

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

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

3.2.5. Practical day and night (as applicable) airfield familiarization training. (T-1). At a minimum, the practical airfield drivers training involves taking the individual out on the airfield to show them how to get to and from their work areas. Trainers will use **Attachment 7, Airfield Driving Training Documentation and Certification Checklist** to document completion of training. (T-3).

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

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

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

3.3. Testing Requirements. Base assigned personnel (i.e. military, DoD civilian or contractor) required to operate a vehicle on the airfield must pass all required tests prior to issuance of an AF Form 483. (T-1). Training and testing materials should be made available in the predominant host nation language as applicable. All tests shall be administered closed book. (T-1). **NOTE:** Written tests may be consolidated as long as the minimum test questions are covered and clearly defined by sections (i.e. General Knowledge, Communication, Runway Incursion Prevention, Airfield Diagram/Layout Test).

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

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

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

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

3.3.1.1.2. Required minimum passing score is a 100%.

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

3.3.1.2. Communications Test. (T-1). Communication Test contains at least 5 questions with a minimum passing score of 100%. This test is mandatory for airfield drivers that required access onto the CMA. Use the Airfield Driving Training Documentation and Certification Checklist to document test results. At a minimum, the communications test is comprised of the following:

3.3.1.2.1. Basic communication principles.

3.3.1.2.2. Phonetic Alphabet.

3.3.1.2.3. Standard aviation phraseology.

3.3.1.2.4. Escort phraseology/rules.

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

3.3.1.3. General Knowledge Test. (T-1). General knowledge test contains at least 10 questions with a minimum passing score of 80% (corrected to 100%). Use the Airfield Driving Training Documentation and Certification Checklist to document test results.

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

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

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

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

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

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

3.3.1.5.4. Demonstrate the ability to contact Air Traffic Control Tower prior to entering the runways and other CMA (*Runway/CMA drivers only*).

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

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

3.3.2.1. First failure: Material review and 24 hour period before retesting. **(T-3)**.

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

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

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

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

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

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

3.4. Color Vision Requirements. Individuals that have a requirement to drive a vehicle on the CMA must pass a color vision test. **(T-1)**. Contact the base hospital/medical treatment facility Optometrist for assistance in determining the best process for administering the color vision test to drivers that operate a vehicle on the CMA.

3.4. (AFRC) Color Vision Requirements. Airfield Management Operations (AMOPS) may be approved to administer the test, if properly trained by base medical/hospital treatment facility and documented in each individual's training records. Publish the procedures in the wing/base supplement. Only the base medical treatment facility can grant permission for non-medical personnel to administer color vision tests IAW AFI 48-123. **Note:** For airfield driving purposes only, Airfield Management is the only unit authorized to be trained to perform color vision screening outside of the hospital/medical treatment personnel and document on [Attachment 7 \(T-2\)](#).

3.4.1. Individuals that fail to pass the color vision test can be issued a "Ramp Only" AF Form 483. **NOTE:** Access to the CMA must not be granted. **(T-1)**.

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

3.4.3. Unit ADPMs can use the Officer and Enlisted Classification Directory for Air Force Specialty Codes <https://www.afpc.af.mil/Classification/> to check vision requirements. Both products are available for viewing and download on the Air Force Portal.

Chapter 4

OPERATING PROCEDURES AND STANDARDS

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

4.2. Operating a Vehicle in the CMA.

4.2.1. No vehicle operator or pedestrian shall enter the CMA without specific approval from the Air Traffic Control Tower. **(T-1)**. **NOTE:** Vehicles and pedestrians with a qualified escort meet this requirement. See [paragraph 4.23](#).

4.2.2. Vehicle operators and/or pedestrians must read back all Air Traffic Control instructions verbatim. **(T-1)**.

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

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

4.2.5. Vehicles operating in the CMA on a daily basis will have a permanent radio mounted in the vehicle to communicate with the Air Traffic Control Tower. **(T-3)**. A hand-held radio should only be used as a backup or when communication is required outside the vehicle. **NOTE:** Vehicle operators must conduct an operational test of the radio before entering the airfield.

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

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

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

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

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

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

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

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

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

4.4.1. Air Force Visual Aid 11-240, *USAF Airport Signs and Markings*. **(T-2)**. **NOTE:** The Ground Vehicle Guide to Airport Signs & Markings Dashboard/Visor Sticker is the Federal Aviation Administration equivalent to AFVA 11-240 and may be used by units located at shared-use airfields.

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

4.4.3. Air Force Visual Aid 13-222, *Runway/Controlled Movement Area (CMA) Procedures*. **(T-2)**.

4.4.4. A current locally developed airfield diagram (provided by Wing ADPM). **(T-2)**.

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

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

4.5. Airfield Signs.

4.5.1. **Mandatory Sign.** A mandatory sign has white legend on red background and provides an instruction that must be followed. They denote an entrance to a runway or critical area, or other situation such as a no-entry location. At controlled airfields (with active tower), aircraft and vehicles are required to hold at the holding position unless cleared by air traffic control. At uncontrolled airfields, the intent is that traffic may only proceed beyond the sign after appropriate precautions are taken by the pilot and vehicle operators.

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

4.5.2.1. **Taxiway Direction Sign.** This sign has a black legend on a yellow background and always contain arrows oriented to the approximate direction of the turn. These signs indicate directions of other taxiways leading out of an intersection.

4.5.2.2. **Taxiway Location Sign.** This sign has a yellow legend on black background and identifies the taxiway on which an aircraft or vehicle operator is located.

4.5.2.3. **Destination Sign.** This sign indicates the general direction to a remote location.

4.5.2.4. **Boundary Sign.** This sign indicates important boundaries such as Instrument Landing System critical areas and runway approach areas.

4.5.2.5. Other signs are used to provide specific information such as noise abatement procedures, check points, and others.

4.5.3. **Runway Exit Sign.** A runway exit sign is located prior to the runway/taxiway intersection on the side and in the direction from which the aircraft is expected to exit.

4.5.4. Examples of mandatory and informational signs are included in [Attachment 3](#).

4.6. Airfield Markings. Airfield markings vary greatly depending on location. The following are common markings present at most USAF own and/or operated airfields.

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

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

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

4.6.4. **Instrument Hold Positions.** These markings are normally placed farther from the runway than the Visual Flight Rules hold position. These markings consist of two solid yellow lines, two feet apart, extending across width of taxiway, connected by pairs of solid yellow lines ten feet apart, on black background. Hold positions are used during Instrument Flight Rules conditions or instrument approach procedures. Instrument Flight Rules hold positions protect Instrument Landing System critical areas to ensure an aircraft's instrument reception is not disrupted during flight. These hold positions are used any time the weather falls below a ceiling less than 800 feet and/or visibility less than 2 miles.

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

4.7. Airfield Lighting.

4.7.1. Runway edge lights are white except for the last 2,000 feet (600 meters) on an instrument runway, which are yellow (caution zone indication to the pilot). The runway edge lights may be capable of providing small amounts of omnidirectional light.

4.7.2. Taxiway edge lights are blue.

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

4.7.4. Examples of airfield lighting are included in [Attachment 3](#).

4.8. Vehicle speed limits on the airfield. No vehicle (including motorcycles, mopeds, bicycles or tricycles) shall be operated at a speed in excess of that deemed reasonable and prudent for existing traffic, road and weathers. **(T-2).** Emergency vehicles will not automatically assume the right of way. **(T-2).** The following speed limits are for vehicles that operate on the flightline: **NOTE:** Vehicles responding to Red Balls (emergency airfield scenarios), exercises and precautionary landings are not authorized to exceed posted flightline speed limits. Speed limits on the airfields are designated as follows:

- 4.8.1. Vehicle Parking Areas — 5 miles per hour.
- 4.8.2. Vehicles in close proximity to aircraft (within 50 feet) — 5 miles per hour.
- 4.8.3. Aircraft towing speed — 5 miles per hour.
- 4.8.4. Blackout/Night Vision Operations — 10 miles per hour.
- 4.8.5. Designated traffic lanes on the ramp or taxiway in congested areas or within 200 feet of aircraft parking areas — 15 miles per hour.
- 4.8.6. Aircraft Parking Ramp — 15 miles per hour.
- 4.8.7. Airfield or Perimeter Road — 15 miles per hour.
- 4.8.8. Aerospace Ground Equipment — 15 miles per hour.
- 4.8.9. During reduced visibility or when snow and ice are present on paved surfaces, reduce speed to 10 mph maximum. Defer vehicle operation when possible and limit to mission essential.
- 4.8.10. Snow and ice removal vehicles operate at a speed that facilitates safe operations.
- 4.8.11. “Follow Me” vehicles may exceed the 15 mph flightline speed limit when necessary to accommodate the safe taxiing speed of aircraft.
- 4.8.12. During emergencies, all emergency response vehicles, e.g., aerospace rescue firefighting equipment, ambulances, Airfield Management and Security Forces, may exceed speed limits only with due regard for the safety of persons and property.
- 4.8.13. Taxiways:
 - 4.8.13.1. General purpose vehicles — 15 miles per hour. Exception: Vehicle operators may exceed this speed limit when published in an approved wing/base supplement to this instruction.
 - 4.8.13.2. Special purpose vehicles (e.g. tractors, tugs, forklifts, or sweepers).— 10 miles per hour.
- 4.8.14. Active Runways. Drivers should assume a prudent and reasonable speed depending on nature of business on the runway as well as weather conditions.

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

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

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

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

4.9.4. Vehicle operators must yield and give right of way to aircraft in motion. **(T-1)**.

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

4.10. Parking and chocking vehicles on the airfield.

4.10.1. Never drive vehicles under any part of the aircraft.

4.10.2. Vehicles shall not be backed or parked within 25 feet of any aircraft, unless authorized for operations such as loading or unloading, servicing or towing. **(T-1)**. A spotter shall be posted when backing a vehicle towards an aircraft. **(T-1)**. Prepositioned wheel chocks shall be used to prevent vehicles backing into aircraft. **(T-1)**.

4.10.3. Unattended vehicles shall be parked with the driver's side facing the aircraft and so it will not interfere with aircraft being towed or taxied. **(T-1)**. **NOTE:** Local guidance should address procedures at locations where right-hand drive vehicles/equipment are utilized.

4.10.4. Ignition shall be turned off; keys left in the ignition; and the gear lever put in reverse gear for manual transmissions, and in 'park' for automatic transmissions. **(T-1)**.

4.10.5. All vehicles parked and left unattended will have brakes set or chocks placed in front of and behind a rear wheel, or one chock placed between the tandem wheels of dual (tandem) axle vehicles. **(T-1)**. Only alert and emergency vehicles responding to an alert or emergency are exempt from these requirements. **NOTE:** Aerospace Ground Equipment towing vehicles may be placed in neutral or park with parking brake set and engine left running during equipment hitching and unhitching operations. Turn off Aerospace Ground Equipment towing vehicles when the driver seat is vacated for any other purpose.

4.11. Fixed and mobile obstacle distance requirements.

4.11.1. The lateral clearance distance from taxiway centerline to fixed or mobile objects is 200 feet. Do not leave vehicles parked or unattended within 200 feet of the taxiway centerline.

4.11.2. The lateral clearance distance from the apron boundary edge to fixed or mobile obstacle is based on the Air Force apron boundary criteria outlined in Unified Facilities Criteria 3-260-01, *Airfield and Heliport Planning and Design*, Table 6-1 Rule 15.

4.11.3. The lateral clearance distance from the runway centerline is 1000 feet. When operating within this area, do not park and leave a vehicle or equipment unattended.

4.11.4. Do not park aerospace ground equipment or vehicles within any runway, taxiway, taxilane, or apron obstacle clearance distances.

4.12. Control tower light gun signals. Air traffic controllers use a light gun as a backup system for communicating with aircraft or ground vehicles if their radios stop working. When a vehicle operator experiences a radio failure on a runway or taxiway, vacate the runway as quickly and safely as possible and contact the Air Traffic Control Tower or Airfield Management by other

means, such as a cellular/mobile phone to advise of the situation. If this is not practical, then the driver, after vacating the runway, should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun. All vehicle operators must know and comply with light gun signals **(T-1)**. Light gun signals are as follows:

- 4.12.1. **Steady Green Light:** “Cleared to cross,” “Proceed,” “Go”.
- 4.12.2. **Steady Red Light:** “STOP! Vehicle will not be moved.”
- 4.12.3. **Flashing Red Light:** “Clear taxiway/runway.”
- 4.12.4. **Flashing White Light:** “Return to starting point.”
- 4.12.5. **Red and Green Light:** “General warning. Exercise extreme caution.”

4.13. Foreign Object Damage Prevention (FOD). All vehicle operators will:

- 4.13.1. Check tires for FOD after returning to pavement if driving on unimproved surfaces (for example, to avoid taxiing aircraft or if performing runway repairs). **(T-1)**.
- 4.13.2. Make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (e.g. dirt or grass). **(T-1)**.
- 4.13.3. At a minimum, a FOD check will consist of the following: **(T-0)**.
 - 4.13.3.1. Inspect the vehicle tires (pull forward to check tire in contact with pavement). **(T-0)**.
 - 4.13.3.2. Ensure all external vehicle components are secured. Secure any/all items loaded on payload vehicle, to include all tie-down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the flightline area. **(T-0)**.
 - 4.13.3.3. A thorough walk around of the vehicle to check for damaged, loose, or worn parts. **(T-0)**.
- 4.13.4. Refer to AFI 21-101, Chapter 11 and Air Force Manual 24-306, *Operation of Air Force Government Motor Vehicles*, Chapter 12 for additional information.

4.14. Use of Cellular/mobile phones on the airfield.

- 4.14.1. Only use the hands free capabilities of cellular/mobile phones while driving on the airfield (i.e. texting and driving or holding the phone in your hand to talk while driving is not authorized.)
- 4.14.1. **(AFRC)** Cellular/mobile phone use while driving on the airfield is limited to emergencies only (e.g. radio failure, vehicle breakdown). Use of hands-free devices are authorized for emergency use. Drivers shall exit the CMA, runway or taxiway, if able, and ensure the vehicle is in the “park” gear prior to usage.
- 4.14.2. The wearing of other portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited. Use of these devices impairs driving and prevents recognition of emergency signals, alarms, or radio calls.

4.15. Restricted Visibility or Night Driving Operations.

- 4.15.1. Do not point headlights toward taxiing aircraft or towing operations to prevent blinding pilot or tow vehicle operators.
- 4.15.2. Use flashing or parking lights at night when vehicles are temporarily parked on any part of the aircraft ramp. This does not apply to vehicles parked in a designated parking area.
- 4.15.3. Do not operate fueling and explosive loaded (laden) vehicles on the airfield when visibility is less than 300 feet unless approved by the host wing commander.
- 4.15.4. Do not operate vehicles on the airfield when visibility is less than 100 feet. **Exception:** Emergency and/or alert vehicles may be operated when necessary to accomplish the mission.
- 4.15.5. Use a walking guide with a flashing or luminescent wand during emergency movement of alert vehicles when visibility is under 50 feet.
- 4.15.6. Vehicle operator must stop and hold at instrument hold markings/signs when conditions are less than a reported ceiling of 800 feet or 2 miles visibility. **(T-1).**
- 4.15.7. Vehicle headlights shining towards a moving aircraft at night shall be turned off immediately to prevent affecting the pilot's night vision and will remain off until the aircraft is out of range. **(T-1).** However, vehicle parking lights or emergency flashers are turned on so its position is known. Headlights shall be turned on prior to moving the vehicle. **(T-1).**

4.16. Driving with Daytime Running Headlights. During restricted visibility, night time operations or in the vicinity of taxiing aircraft, must park vehicles with daytime running headlights in a safe location with headlights off, parking brake set, and emergency flashers on. **(T-1).**

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

4.17.1. Non-vehicular/equipment operators are required to know requirements in this instruction and wing/base supplement. Unless otherwise directed, personnel operating non-vehicular equipment are exempt from state and/or country driver's licensing requirements. However, personnel operating non-vehicular equipment must complete Airfield Driver's qualification training in accordance to this instruction. **(T-1).**

4.17.1.1. **(Added-AFRC)** The Wing ADPM or Airfield Manager is the approving authority for non-vehicular/equipment on the airfield. The Wing ADPM will ensure the list of authorized non-vehicular/equipment is annotated in the wing/base supplement to this instruction. At a minimum, training will consist of the following **(T-1)**:

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

4.17.1.1.2. **(Added-AFRC)** Airfield Diagram/Layout Test.

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

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

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

4.17.2. Tricycles parked on the airfield will have a braking device engaged to prevent inadvertent movement. **(T-1)**. For night use, equip bicycles and tricycles with an operating headlight and reflectors or reflective tape. Equip non-vehicular/equipment with forward and rear lamps if operated at night.

4.17.3. Place all non-vehicular/equipment parked on the airfield so as not to impede aircraft or traffic flow.

4.18. Use of Perimeter, In-Field or other Airfield Roads. Runway(s), taxiway(s), or CMAs shall not be used for convenience. **(T-3)**. To the max extent possible, utilize perimeter, in-field, or other airfield roads.

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

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

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

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

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

4.22. Airfield Driving During Blackout Conditions.

4.22.1. Units operating vehicles on the airfield using Night Vision Devices (NVD) must have a Letter of Procedure coordinated through the Wing ADPM and approved by the requesting unit's squadron commander. **(T-3)**. The Letter of Procedure includes at a minimum, requirements laid out in AFMAN 24-306, Section 14D, and the following:

4.22.1.1. Driver and assistant driver responsibilities.

4.22.1.2. NVD-related accident reporting procedures.

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

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

4.22.1.4. Qualification/Annual refresher training requirements.

4.22.1.5. NVD instructor qualification requirements.

4.22.2. Use hazard warning flashers or infrared strobe mounted on the vehicle's roof during periods of reduced airfield lighting (or blackout conditions) so the Air Traffic Control Tower and aircrew can observe vehicles on the airfield. **NOTE:** Vehicles must maintain two-way

radio communications with the Air Traffic Control Tower while operating within the CMA. **(T-1).**

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

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

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

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

4.24. Vehicles equipped with supplemental traction devices.

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

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

4.25. Vehicular traffic over in-ground fuel pit covers. Do not stop, park or drive vehicles over any portion of in-ground fuel pit covers.

4.26. Jet blast hazard areas. Remain alert for jet blast hazard indicators such as operational aircraft anti-collision lighting and/or undercarriage (landing gear) lighting turned on or the presence of jet engine start observers, fire guards, or aircraft marshalls.

4.26.1. Remain at least 25 feet to the front and 200 feet to the rear of aircraft with engines running.

4.26.2. Remain clear of taxiing traffic and do not pass within 200 feet behind aircraft with engines running.

4.26.3. Do not operate vehicles within 100 feet of a helicopter with rotors in motion. **NOTE:** Vehicle operators must use extreme caution when driving in the vicinity of helicopters conducting hover checks. **(T-1).**

4.27. Disabled Vehicle.

4.27.1. When a vehicle has a malfunction that prevents operation under its own power, use every means to alert taxiing aircraft in the vicinity. At a minimum, the ground vehicle operator conduct the following:

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

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

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

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

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

4.27.4.1. Do not leave vehicles unattended in the CMA.

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

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

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

4.28.2. Temporarily assigned personnel, Inspection/Survey Teams and non-base assigned contractors must possess an AF Form 483 (or other Federal/DoD agency equivalent) and be trained on the wing/base airfield driving procedures to operate a vehicle on the airfield without an escort. **(T-1)**.

4.28.2.1. The Wing ADPM or as delegated in the wing/base supplement to the Unit ADPM may provide a local briefing/training when temporarily assigned personnel, Inspection/Survey Teams and non-base assigned contractors driving route(s) do not require access on or across the CMA.

4.28.2.1.1. Use **Attachment 8** to document the name/unit of the individual that received the local briefing/training.

4.28.2.1.2. Issue a temporary AF Form 483 with the restriction “Ramp Access Only” or “Non-CMA Only” and expiration date.

4.28.2.2. The Wing ADPM or designated representative may provide local airfield driving training via handouts/PowerPoint slides and airfield diagrams in lieu of practical training or briefing.

4.28.2.3. Maintain a MFR signed by the unit commander (or equivalent) or contractor lead and approved by the Wing ADPM (or as delegated) in lieu of **Attachment 8**. Include the following on the MFR:

4.28.2.3.1. Individual’s full name and rank.

4.28.2.3.2. Home unit AF Form 483 certificate number.

- 4.28.2.3.3. The effective dates of the temporary duty assignment or site visit.
- 4.28.2.3.4. The statement: "Access on or across the CMA is not authorized."
- 4.28.3. The local briefing and/or training materials should be made available in host nation language where applicable.
- 4.28.4. If the Unit ADPM accomplishes the local training/briefing, forward an information copy to the Wing ADPM.
- 4.28.5. Maintain a file copy of **Attachment 8** and/or signed MFR in accordance with Air Force Records Distribution Schedule (**RDS**), Table 33-42, Rule 04.00.

4.29. POV and Government Leased Vehicle Passes.

- 4.29.1. POV on the airfield are discouraged and are restricted to an absolute minimum.
- 4.29.2. Prior to requesting issuance of a vehicle pass, Unit Commanders and/or host Unit Commanders should exhaust all means of obtaining a Government Owned Vehicle. This includes, but is not limited to, signing-out a Government Owned Vehicle from Transportation/Vehicle Operations for one-time use-
- 4.29.3. Company and/or contractor representative vehicle passes are issued to fulfill contractual obligations only. Requests for vehicle passes by temporarily assigned personnel are coordinated through Unit ADPM and forwarded to the Wing Airfield Driving Program for approval.
- 4.29.4. Each POV Owner/User/Operator must possess a valid driver's license or host nation driver's license and current AF Form 483. **(T-1)**.
- 4.29.5. Request for a vehicle pass/decals are endorsed by the individual's Unit Commander or Company/Contractor representative. At a minimum, the MFR or local form/electronic equivalent contains the following information:
 - 4.29.5.1. Owner/User.
 - 4.29.5.2. Organization/Company.
 - 4.29.5.3. Duty Phone.
 - 4.29.5.4. Vehicle Make, Model, Year, Color, and License Plate/State.
 - 4.29.5.5. Pass/Permit number.
 - 4.29.5.6. Area of Operation(s)/location.
 - 4.29.5.7. Justification.
 - 4.29.5.8. Effective period/dates.
- 4.29.6. POV and Government Leased vehicles passes/decals are differentiated in the wing/base supplement.
- 4.29.7. Maintain vehicle passes/decals supportive information in accordance with Air Force RDS, Table 13-01, Rule 01.00.
- 4.29.8. Maintain proof of insurance for the length of the pass.

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

4.30. Reporting, Enforcement and Violation Consequences.

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

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

4.30.2.1. Escort individuals off of the airfield.

4.30.2.2. Confiscate individual's AF Form 483.

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

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

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

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

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

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

4.30.4. **Consequences (CMA).**

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

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

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

4.31. Reissuance/Reinstatement of an AF Form 483.

4.31.1. Prior to reinstatement of airfield driving privileges, individuals will complete all provisions of airfield driver training outlined in [Chapter 3. \(T-3\)](#).

4.31.2. Upon completion of airfield driver training, Unit Commanders request reinstatement of airfield driving privileges in writing to the Unit Commander responsible for Airfield Management, or as delegated.

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

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

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

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

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

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

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

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

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

4.32.5.1. Individual's information (i.e. Rank, job title, organization, temporary duty assignment, or base assigned).

4.32.5.2. Individual's experience working on or near the airfield and date trained.

4.32.5.3. If individual was authorized on the airfield and/or CMA.

4.32.5.4. If individual completed all training required to operate a vehicle on the airfield.

4.32.5.5. Approximate location where the Controlled Movement Area Violation occurred (i.e. runway/taxiway intersection, distance from threshold or overrun).

4.32.6. The Wing ADPM maintains a copy of the AF Form 651s/457s, actions taken, results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15.00 (see Air Force Instruction 91-202, *The US Air Force Mishap Program* and AFMAN 91-223.) A copy of the final runway incursion AFSAS report may be obtained from Wing Safety.

4.33. Reporting and documenting Non-CMA airfield driving incidents/violations.

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

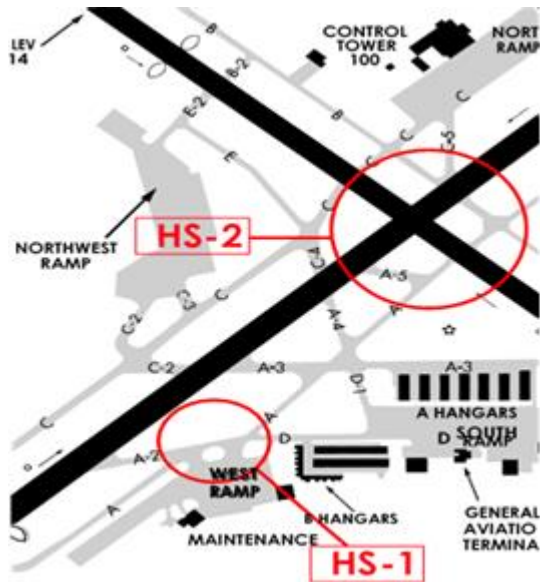
4.33.2. Name/Rank of the individual, unit, duty phone, Unit Commander or Unit ADPM.

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

4.34. Airfield Diagram. The Airfield Diagram needs to be legible when printed on 8.5" x 11" paper for placement in vehicles. Depict the following items as a minimum:

- 4.34.1. Location and a detailed description of runways, taxiways, ramp/aprons, Visual Flight Rules, and instrument holding position signs and markings.
- 4.34.2. Airfield access points.
- 4.34.3. Restricted area boundaries/entry control points.
- 4.34.4. Control area boundary.
- 4.34.5. Vehicle traffic lanes and traffic flow.
- 4.34.6. Critical area boundaries for precision navigational aids (i.e. Instrument Landing System, Precision Approach Radar, Localizer, or Precision Obstacle Free Zone) if applicable.
- 4.34.7. Location of Airfield Management and Air Traffic Control Tower.
- 4.34.8. Hot Spots (as determined locally). **NOTE:** A different diagram may be used to depict hot spots. See [Figure 4.1](#) for an example.

Figure 4.1. Hot Spots.



- 4.34.9. Limited or no visibility with the Air Traffic Control Tower blind spots (as applicable).
- 4.34.10. Communication —dead spots.
- 4.34.11. Complex runway/taxiway intersections.
- 4.34.12. Other confusing or ambiguous areas identified on airfield.
- 4.34.13. Include a legend on the airfield diagram to illustrate symbols used.
- 4.34.14. Jet Blast Hazard areas.
- 4.34.15. Other areas that pose a hazard to vehicle operators (as determined locally).
- 4.34.16. CMAs.

Chapter 5

RADIO COMMUNICATIONS PHRASEOLOGY, DISCIPLINE AND TECHNIQUES

5.1. General.

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

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

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

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

5.2. Radio Techniques.

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

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

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

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

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

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

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

5.3. Phraseology. Vehicle operators must contact the Air Traffic Control Tower controller every time they proceed onto or leave the CMA. **(T-1)**. When proceeding onto a CMA, advise the controller of three things: **WHO** you are, **WHERE** you are, and **WHAT** your intentions are. Always acknowledge all communications so ground control and other persons know that the message was received. Always give aircraft and Air Traffic Control transmissions priority unless an emergency exists. Very High Frequency and Ultra High Frequency transmissions are reserved for the primary use of aircraft and Air Traffic Control Tower personnel. A typical runway crossing transmission sequence is as follows:

Table 5.1. Sample Runway Crossing Phraseology.

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

5.3.1. Vehicle operators must read back Air Traffic Control Tower instructions verbatim. **(T-1)**. If you are unsure of what the controller has transmitted, or if you do not understand an instruction, you **MUST** ask the controller to repeat the instructions (or say again) before taking any action. **(T-1)**. Good communication only occurs when each party knows and understands what the other is saying.

Table 5.2. Sample Read back Instructions.

VEHICLE OPERATOR: Note: Airfield 1 visually scans the runway prior to entry, and then proceeds across the runway	<i>“AIRFIELD ONE UNDERSTANDS APPROVED TO CROSS (runway) AT (point/intersection). WILL REPORT WHEN OFF.” Or “AIRFIELD ONE, HOLDING SHORT (at location).”</i>
VEHICLE OPERATOR:	<i>“JACKSONVILLE TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF (runway) AT (location).”</i>
Air Traffic Control Tower:	<i>“AIRFIELD ONE, ROGER.”</i>

5.3.2. If vehicle operators are issued hold short instructions, they must provide a read back to the Air Traffic Control Tower. **(T-3)**. See example below.

Table 5.3. Sample Hold Short Instructions.

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

5.4. Common Use Phrases. Table 5.4. provides the meaning of commonly used radio phraseology.

Table 5.4. Common Use Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Go Ahead	Proceed with your message only. Note: Use of this phrase does not authorize requestor to “Go Ahead” with, or carry out, their request.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay, Expedite	Phrase used by Air Traffic Control when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	The controller or pilot should pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.

Wilco	I have received your message, understand it, and will comply with it.
-------	---

5.5. Phonetic Aviation Alphabet. Because some letters have similar sounds, like B and P, the international aviation industry uses the following words to reduce confusion. For example, Taxiway “B” would be referred to as Taxiway Bravo on the radio. Know and use the following Phonetic Aviation Alphabet:

Table 5.5. Phonetic Aviation Alphabet.

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

MARK D. KELLY, Lt General, USAF
Deputy Chief of Staff, Operations

(AFRC)

MATTHEW J. BURGER, Brig Gen, USAF
Director of Air, Space and Information Operations

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

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

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 13-204v2, *Airfield Operations Standardization and Evaluations* 31 August 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

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

AFECD, 31 October 2017

AFOCD, 31 October 2017

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

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

AFVA 11-240, *USAF Airport Signs and Markings*, 15 April 2017

AFVA 13-221, *Control Tower Light Signals*, 1 November 2001

AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*, 30 July 2009

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 21 May 2015

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

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 9 December 2016

AFI 31-101, *Integrated Defense*, 5 July 2017

AFI 91-202, *The US Air Force Mishap Program*, 24 June 2015

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

AFI 48-123, *Medical Examinations and Standards*, 5 November 2013

AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards* 11 December 2018

Prescribed Forms

AF Form 483, *Certificate of Competency*

Adopted Forms

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

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

AF Form 3616, *Daily Record of Facility Operation*

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

AF Form 847, *Recommendation for Change of Publication*

(Added-AFRC) **DD Form 2861**, *Cross Reference*

Abbreviations and Acronyms

ADPM—Airfield Driving Program Manager

(Added-AFRC) **ADTP**—Airfield Driving Training Program

AF—Air Force

AFECD—Air Force Enlisted Classification Directory

AFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFM—Airfield Manager

AFMAN—Air Force Manual

AFOCD—Air Force Officer Classification Directory

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFSAS—Air Force Safety Automated System

AFVA—Air Force Visual Aid

(Added-AFRC) **AGR**—Active Guard Reserve

AO—Airfield Operations

AOB—Airfield Operations Board

AOF—Airfield Operations Flight Commander

(Added-AFRC) **ART**—Air Reserve Technician

CC—Commander

CMA—Controlled Movement Area

FAA—Federal Aviation Administration

FOD—Foreign Object Damage

HATR—Hazardous Air Traffic Report

MFR—Memorandum for Record

MICT—Management Internal Control Toolset

NOTAM—Notice to Airmen

NVD—Night Vision Device

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

RIPWG—Runway Incursion Prevention Working Group

SAC—Self-Assessment Communicator

(Added-AFRC) TR—Traditional Reservist

UFC—Unified Facilities Criteria

Terms

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

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

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

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

Airfield Driving Program Manager—An individual appointment by the unit commander to administer the organization's airfield driving program.

Airfield Driving Trainer—An individual appointment by the unit commander to provide airfield driving training.

Airfield Facilities—Includes: runways, taxiways, parking and servicing areas, Air Traffic Control facilities, Airfield Management, navigational aids, aircraft fire suppression and rescue services and airfield lighting systems.

Airfield Management—A function that conducts airfield inspections and checks for safety and compliance with planning and design criteria. Plans, organizes and directs airfield activities to include airfield construction/repairs, airfield driving program, snow/ice removal operations, or procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system such as Flight Information Publications, aeronautical charts and maps, Notice to Airmen (NOTAM), local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

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

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

Airfield Operations Flight Commander (AOF/CC)—Responsible for the overall operation/services provided by the airfield operations flight in support of the wing flying mission and in compliance with United States Air Force and Federal Aviation Administration guidelines.

Air Force Runway Safety Action Team—Composed of AFFSA and/or Major Command OPR for Airfield Operations functional experts used to analyze, report and determine corrective actions required to reduce the number of Controlled Movement Area Violations on the airfield. Air Force Runway Safety Action Team functional experts evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

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

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

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

Controlled Areas—Controlled areas are legally defined areas containing Protection Level 4 resources. Only authorized personnel, designated by a unit commander, have access to controlled areas.

Controlled Movement Area—As defined in Airfield Operation Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control Tower approval for (normally via two-way radio contact with the Air Traffic Control Tower).

Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. NOTE—This definition is used in lieu of "movement area" as defined in the Federal Aviation Administration Pilot Controller Glossary. Also called Controlled Movement Area.

Controlled Movement Area Violation Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific Air Traffic Control Tower approval. This definition includes runway incursions and infractions caused by communication errors. Refer to AFMAN 91-223 paragraph 9.1 for reportable Hazardous Air Traffic Report reporting procedures and for reportable Controlled Movement Area Violation events.

Departure End of Runway—The end of runway available for the ground run of an aircraft departure. The end of the runway that is opposite the landing threshold, sometimes referred to as the stop end of the runway.

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

Government Owned Vehicles—Vehicles that are owned or leased by the US government.

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

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

Hot Spot—A runway safety related problem area or intersection on an airfield. Typically, it is a complex or confusing taxiway/taxiway or taxiway/runway intersection. A confusing condition may be compounded by a miscommunication between a controller and a pilot, and may cause an

aircraft separation standard to be compromised. The area may have a history of surface incidents or the potential for surface incidents.

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

Light Gun—A handheld directional light signaling device which emits a brilliant narrow beam of white, green, or red light as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot actions where radio communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.

Major Command—For the purpose of this instruction, includes all United States Air Force Major Commands plus the Air National Guard Readiness Center, Air Force Reserve Command, Direct Reporting Units, and Field Operating Agencies. Major Command also refers to the OPR for Airfield Operations in this instruction.

Mission- Oriented Protective Posture (MOPP)—A flexible system of protection against chemical, biological, radiological, and nuclear contamination in which personnel are required to wear only that protective clothing and equipment appropriate to the threat level, work rate imposed by the mission, temperature, and humidity.

Parking Ramp/Apron—Areas where aircraft are parked, loaded and unloaded and serviced between flights. Vehicles and aircraft operate in close proximity in these areas, so it is vital to maintain a safe distance between your vehicle and aircraft. Always yield to aircraft and never drive under an aircraft or its wings. Slow speed and extreme caution are required in these areas.

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

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

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

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

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

Risk Management Assessment—is a decision-making process to systematically evaluate possible courses of action, identify risks and benefits, and determine the best courses of action for any given situation.

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

Runway Hold line—A designated boundary intended to protect the runway environment. Found at the point a taxiway/runway intersect and runway/runway intersect.

Runway Incursion—Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-

off of aircraft. Runway incursions have the potential to result in aircraft endangerment and loss of life. While there are several factors involved in a runway incursion, the leading causes of these incidents result from failure to follow procedures, inadequate vehicle operator training, and loss of situational awareness. These are further classified into three operational categories:

Operational Error—A failure of the air traffic control system that results in loss of separation.

Pilot Deviation—The action of a pilot that results in the violation of Air Traffic Control instructions, Air Force Instructions and/or Federal Aviation Regulations.

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

Runway Incursion Prevention Working Group (RIPWG)—This group provides a forum for analyzing and discussing each runway incursion to determine corrective actions and strategies to prevent future occurrences.

Spot Check—A spot check is conducted randomly for the purpose of enforcement and compliance with airfield driving procedures. Spot checks include but are not limited to the accuracy/currency of the driver's Air Force Form 483 and the availability/currency of the local airfield diagram, Air Force Visual Aids (i.e., AFVA11-240, AFVA 13-221, AFVA 13- 222).

Taxilane—Ramp space between rows of parked aircraft used to maneuver aircraft to and from parking spots and taxiways.

Taxiway—A paved surface for taxiing aircraft from parking ramp to runway.

Unit—For the purpose of this instruction, the term unit is equivalent to a Squadron, also known as the basic unit in the United States Air Force organizational structure. Squadrons are usually made up of several flights (typically four), and commanded by a field grade officer.

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

Attachment 2

RUNWAY INCURSION PREVENTION WORKING GROUP (RIPWG)

A2.1. Program Objectives. The main objective of a RIPWG is to analyze each runway incursion and corrective actions taken in an effort to prevent future occurrences.

A2.2. Program Scope. A RIPWG is used to evaluate the airfield driving operating procedures/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed. The RIPWG Functional experts will assess all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

A2.3. Attendees. The RIPWG includes Operations Support Squadron Commander, Airfield Operations Flight Commander, AFM, Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or Unit ADPMs, and other organizational leadership as determined locally.

A2.4. RIPWG. The RIPWG will:

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

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

A2.4.1.2. Implement mandatory briefings to all airfield drivers, aircrew and Air Traffic Control personnel, as applicable.

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

A2.4.1.4. Increase penalty for Controlled Movement Area Violations.

A2.4.1.5. Alter the shape and/or increase the size of the Controlled Movement Area (Controlled Movement Area).

A2.4.2. Determine if additional signage, markings, and lighting are needed in high-risk areas. **(T-3). NOTE:** Coordinate with Major Command OPR for Airfield Operations prior to implementing new procedures and /or purchasing airfield support systems such as signs, marking and lighting. Examples of additional signs, markings, and lighting projects include the following:

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

A2.4.2.2. Increasing visibility of runway hold position markings by increasing the width of the yellow stripes from six to 12 inches. **NOTE:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

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

A2.4.2.4. Painting Federal Aviation Administration enhanced taxiway centerline marking prior to the runway hold position markings. **NOTE:** This option requires coordination with Civil Engineer and Wing Safety and a work order request to change is implemented uniformly over the entire airfield.

A2.4.2.5. Installing runway guard lights if applicable.

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

A2.4.2.7. Installing Location Signs.

A2.4.3. Consider procuring vehicle-tracking devices to include Global Position System, ground radar, or video surveillance. **(T-3). NOTE:** Coordinate with Major Command OPR for Airfield Operations prior to the procurement and/or use of new systems/technology.

A2.4.4. Consider installation of additional FM radio repeaters for Air Traffic Control and the base station/ramp net. **(T-3).**

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

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

A2.4.7. Publish minutes of the RIPWG and provide an informational copy to the Major Command OPR for Airfield Operations within 30 calendar days. **(T-3).**

Attachment 3

AIRFIELD SIGNS, MARKING, AND LIGHTING

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













EXAMPLE	TYPE OF SIGN
	Mandatory: Hold position for taxiway/ runway intersection
	Mandatory: Holding position for runway/runway intersection
	Mandatory: Holding position for runway approach area
	Mandatory: Holding position for ILS critical area/precision obstacle free zone
	Mandatory: No entry
	Taxiway Location
	Runway Location
	Runway Safety Area / OFZ and Runway Approach Area Boundary
	ILS Critical Area/POFZ Boundary
	Direction: Taxiway
	Runway Exit
	Outbound Destination

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


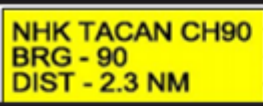







	Inbound Destination
	TACAN Checkpoint Sign
	Distance Remaining
<p style="text-align: center;">EXAMPLE</p>	<p style="text-align: center;">TYPE OF MARKING</p>
	Holding Position
	ILS Critical Area/POFZ Boundary
	Taxiway/Taxiway Holding Position
	Non-Movement Area Boundary
	Taxiway Edge
	Dashed Taxiway Edge

Figure A3.3. Airfield Signs, Marking, and Lighting Part 3.

Attachment 4

**UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S)
APPOINTMENT LETTER**

Figure A4.1. Unit Airfield Driving Program Manager and Trainer(s) Appointment Letter.

[Date]

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit Airfield Driving Program Managers and Trainers

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

NAME/Email	OFFICE SYM	DP	483 # _____
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PRIMARY:**ALTERNATE:**

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

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

XXXX X. XXXXX, Lt Col, USAF
Commander

Attachment 5

UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAINING CHECKLIST

Table A5.1. Unit Airfield Driving Program Manager Training checklist.

UNIT AIRFIELD DRIVING PROGRAM MANAGER CHECKLIST			
SECTION I TRAINEE INFORMATION (Completed by the Wing Airfield Driving Program Manager)			
Name: (Last, First, MI)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II QUALIFICATION TRAINING (Completed by Trainee and Wing Airfield Driving Program Manager)			
	Date Completed	Trainee Initials	WG ADPM
1. Unit Airfield Driving Program Manager (ADPM) duties and responsibilities.			
2. Appointment of unit			
3. Runway incursion			
4. Governing Directives.			
4.1. Air Force Manual 24-306, <i>Manual for the Wheeled Vehicle Operator</i> , Chapter 18 and 20.			
4.2. AFMAN 91-203, <i>Air Force Occupational Safety Fire and Health Standards</i> ,			
4.3. Air Force Instruction 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include testing			
6. Color vision testing requirements. See Air Force Instruction 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's training requirements.	Date Completed	Trainee Initials	WG ADPM Initials
7.1. Local Qualification.			

7.2. Refresher.			
8. Unit ADPM Continuity			
9. Reporting, Enforcement, and Violations Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. Temporarily assigned personnel/Non-based assigned contractors briefing and/or training requirements.			
13. Escort procedures.			
14. Procedures for issuing, revoking and reissuing an AF Form 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit ADPM on an actual training session and practical check ride.			
16. AF Form 483 CERTIFICATE #:			
SECTION III TRAINING CERTIFICATION (Completed by the Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager or designated representative)			
Unit Airfield Driving Program Manager			
I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and wing/base supplement.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
Wing Airfield Driving Program Manager			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.			

Attachment 6

AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES

A6.1. Airfield Management should:

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

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

- A6.2.1. The availability/currency of the local airfield diagram.
- A6.2.2. A check of the driver's Air Force Form 483 for accuracy/currency.
- A6.2.3. The availability/currency of Air Force Visual Aids (i.e., AFVA11-240, AFVA 13-221, AFVA 13- 222)

A6.3. Airfield Management will: Report violations detected during spot checks to the AFM, Airfield Operations Flight Commander, individual's Unit Commander, and ADPM. (T-3).

A6.4. Wing ADPM will:

- A6.4.1. Report and document results of spot checks in the "status of airfield driving" section of Airfield Operations Board. **(T-3)**.
- A6.4.2. Assess each unit's airfield driving program at least annually for program integrity and compliance. **NOTE:** Use MICT/SAC to validate the annual check of the unit's airfield driving program. **(T-3)**.
- A6.4.3. Provide assessment results to the unit's commander via MFR and brief at the next quarterly Airfield Operations Board. **(T-3)**.

Attachment 7

**AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION
CHECKLIST**

Table A7.1. Airfield Driving Training Documentation And Certification Checklist.

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I - TRAINEE INFORMATION (Completed by the Unit ADPM)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Unit/Office Symbol or Company Name	Duty Phone
SECTION II - QUALIFICATION TRAINING (Completed by the Trainee and Unit			
	Date	Trainee's	Trainer's
1. Trainee possesses a valid (List State of Issue) Driver's License (List restrictions).			
2. Trainee possesses a valid Government Driver's License.			
3. Airfield Driver Classroom Training (as determined locally)			
4. Airfield Driving Qualification Training Checklist/Curriculum.			
5. Local Airfield Familiarization. Training Outcome(s): Trainee must be familiar with knowledge of the local airfield environment.	Date Completed	Trainee's Initials	Trainer's Initials
5.1. Non-Movement Area Boundary Marking as applicable.			
5.2. Non-Standard Airfield Markings as applicable.			
5.3. Aircraft Arresting Gear Markings as applicable.			
5.4. Locations of airfield Navigational Aids and Visual			
5.5. Location of Restricted Area and Entry Control Points.			
5.6. Location of Free Zones as			
5.7. Location of the Fire Department, Air Traffic Control Tower (ATCT) and Airfield			

5.8. Location/use of traffic control device as applicable.			
5.9. Hazardous Jet Blast locations on			
5.10. Runway(s) configuration (e.g. dimensions, location, designation). Also, explain and define runway approach end and departure end.			
5.11. Taxiway configuration (e.g. dimensions, location, designation).			
5.12. Controlled Movement Area Boundaries.			
5.13. Congested Areas.			
5.14. Hot Spots as required locally.			
5.15. ATCT and vehicle blind spots.			
6. Local Vehicle Operator Requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirement for operating a vehicle on the airfield.	Date Completed	Trainee's Initials	Trainer's Initials
6.1. Use of perimeter and infield roadways.			
6.2. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.			
6.3. Speed limits for vehicles operating on an apron/ramp and taxiway.			
6.4. Procedures for reporting and removing FOD.			
6.5. Restricted visibility and/or night driving.			
6.6. Procedures for operating bicycles, tricycles, etc. on			
6.7. Use of traction control devices as applicable.			
6.8. Emergency Response Vehicle requirements.			
6.9. Vehicle Escort/Convoy driving procedures as applicable.			

7. Practical Day Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
7.1. Practical Day Driving Check-			
8. Practical Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
8.1. Practical Night Driving Check-ride (as applicable).			
9. Review Local AFI 13-213 supplement.			
10. USAF Airfield Driving CBT (Date Completed).			
11. Runway Incursion Prevention Training.			
12. Airfield Diagram/Layout Test [Score:]			
13. General Knowledge Test (written) [Score:]			
14. Runway Incursion Prevention Test [Score:]			
15. Communication Test [Score:]			
16. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. Note: Required for all personnel that require access on or across taxiways, helipad, and aprons located in the CMA.			

17. Demonstrate the ability to contact ATCT for approval to enter/exit the runway . Note: Required for all personnel that require access on or across taxiways, helipad and aprons located in the			
SECTION III - Color Vision Test for CMA drivers only. (Completed by Hospital/Medical Treatment Facility Optometry)			
Results: Pass / Fail (Circle one)			
Name: (Last, First, MI):	Rank, Civilian Grade or	Signature:	Date:
SECTION IV - TRAINER CERTIFICATION (Completed by Authorized Airfield Driving Trainer)			
I certify the trainee has received all required qualification training requirement annotated above.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

I have received and completed all of the training requirement and will comply with my local base's Airfield Driving AFI 13-213 Supplement instructions. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement area without approval from the Air Traffic Control Tower (ATCT).			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
SECTION VI - UNIT CERTIFICATION (Completed by Unit Commander or Unit ADPM)			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle on _____ airfield.			
Check all applicable restrictions and/or special access.			
Ramp Only	Daylight Only	CMA Authorized	Other (Specify):
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

SECTION VII - AIRFIELD DRIVING AUTHORIZATION (Completed by the Wing ADPM or designated representative)			
Approved	Disapproved	AF Form 483#:	
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.			

Attachment 8

**TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS
TRAINING CHECKLIST**

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

TEMPORARILY ASSIGNED PERSONNEL/NON-BASED ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I - TRAINEE INFORMATION (Completed by the Unit Airfield Driving Program Manager or Wing Airfield Driving Program Manager)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Unit/Office Symbol or Company Name	Duty Phone
SECTION II - QUALIFICATION TRAINING (Completed by the Trainee, Unit Airfield Driving Program Manager or Designated Trainer)			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Explain the difference between mandatory/informational local airfield signs.			
2. Explain the different types of airfield marking (i.e. runway, taxiway, apron/ramp). Provide examples of local airfield			
3. Explain the different types of airfield lighting systems (i.e. runway, taxiway, apron/ramp). Provide examples of local airfield lighting.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramps and taxiways.			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft.			

6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram			
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the			
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when			
18. Explain procedures for reporting an accident or vehicles maintenance problems.			
SECTION III - TRAINING CERTIFICATION (Completed by Trainee, Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager, as required)			
TRAINEE			

I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and (if applicable) wing/base supplement. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower.				
Name: (Last, First, MI):		Rank, Civilian Grade or	Signature:	Date:
UNIT AIRFIELD DRIVING PROGRAM MANAGER				
I certify that the above individual has completed all training requirements outlined in Air Force Instruction 13-213 and (if applicable) wing/supplement. Check all applicable restrictions.				
Ramp Only		Daylight Hours	Other (Specify):	
Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	Signature:	Date:
WING AIRFIELD DRIVING PROGRAM MANAGER OR DESIGNATED				
Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.				

Attachment 9**AIRFIELD DRIVING PROGRAM CONTINUITY BINDER**

A9.1. TAB A: Unit Airfield Driving Program Manager appointment letter(s). At a minimum, the appointment letter must be signed by the current unit commander/equivalent and on file with the Wing ADPM. (T-3).

A9.2. TAB B: Air Force Instruction 13-213 and Wing/Base Supplement.

A9.3. TAB C: Annual Program Assessment Results.

A9.4. TAB D: Unit Airfield Driving Program Manager Training Documentation.

A9.5. TAB E: Current list of unit assigned airfield drivers. At a minimum, the list of airfield drivers include the individual's full name, rank, unit, Air Force Form 483 certificate number, restrictions (i.e. daytime or ramp only) and refresher training due date.

A9.6. TAB F: United States Air Force Airfield Driving computer based training, Training Curriculum, Test/Answer Key.

A9.7. TAB G: Unit airfield driving requirements as applicable (i.e. Fire Trucks, Fuel Trucks, or K-loaders).

A9.8. TAB H: Airfield Violations/Corrective actions.

A9.9. TAB I: References (i.e., AFMAN 24-306, Chapter 12, AFMAN 91-203, Air Force Occupational Safety Fire, and Health Standards, Chapter 24, and AFI 21-101).

A9.10. TAB J: Miscellaneous information (i.e. Meeting Minutes, Digest Articles, RIPWG, etc.).