

**BY ORDER OF THE COMMANDER
ALTUS AIR FORCE BASE**



AIR FORCE INSTRUCTION 13-213

**ALTUS AIR FORCE BASE
Supplement**

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

AIRFIELD DRIVING

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This supplement defines, describes and implements airfield driving policies, responsibilities, and procedures for operating vehicles on the airfield. The contents of this instruction apply to all military and civilian personnel conducting ground vehicular operations on the airfield at Altus Air Force Base, Oklahoma. This supplement supersedes AFI 13-213_ALTUSAFBSUP_I, *Airfield Driving*, 4 September 2014. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 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 in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. It has been updated with requirements from the current version of AFI 13-213. Major changes include updating airfield driving operating procedures and standards, training requirements and standards, program management and reference materials.

- 2.7.9. The Wing ADPM may utilize the Air Mobility Command Airfield Drivers Training Program (ADTP) mass e-mail function to educate, inform and update personnel on airfield changes and trends.
- 2.7.18. The ADTP reports function will be used to monitor and track unit personnel authorized to drive on the airfield.
- 2.8.3.1. **(Added)** Utilize the ADTP to administer the airfield driver's training program.
- 2.8.3.2. **(Added)** Administer unit and wing tests through the ADTP. If the ADTP test feature is unavailable, the Unit ADPM will administer a hard-copy of the test provided by the Wing ADPM. See **paragraph 3.3** for testing requirements and procedures.
- 2.8.4. Unit ADPM's will review ADTP test failures with the trainee and provide additional training, as required.
- 2.8.9.1. **(Added)** Ensure all training documentation, certification and restriction assignment is completed prior to moving personnel to Step 4 in the ADTP process.
- 2.8.11.1. **(Added)** Unit personnel must have training for the specific equipment they operate, be thoroughly familiar with equipment operating directives, and demonstrate a need to operate a vehicle on the airfield.
- 2.8.12. The Air Mobility Command Airfield Drivers Training Program (ADTP), <https://webapps.amc.af.mil/adtp>, will be utilized for documenting and maintaining training records, associated forms and listing of unit personnel authorized to drive on the airfield.
- 2.8.15. Ensure personnel utilize the ADTP for refresher training. Refresher training completion will be documented in the ADTP and a new AF Form 483 printed with current dates. The Unit ADPM's will ensure all training is completed and a new AF Form 483 is issued.
- 2.8.17. Unit ADPMs can maintain electronic continuity binders on SharePoint. In the event of SharePoint changes, the Wing ADPM will provide Unit ADPMs with the most current information and location (e.g. hyperlink) of electronic continuity binders.
- 2.8.18. Ensure trainers are trained on how to document and certify training on **Attachment 7** and Step 2 in the ADTP.
- 2.8.22. Unit ADPMs may disseminate airfield driving related information to personnel in their unit using the mass e-mail function in the ADTP.
- 2.8.23. Document spot checks with unit/office symbol of person checked, any discrepancy noted, corrective action taken if warranted, and place an electronic copy in the continuity binder under Tab J: Miscellaneous information. The intent of the unit spot checks is for the Unit ADPM's assessment of their unit's program effectiveness and efficiency.
- 2.8.31. **(Added)** Review the ADTP monthly to review status of training and verify personnel listed in the program still have a requirement to drive on the airfield. Personnel who do not complete all training within 90 days will be removed from the system and be required to restart training.

2.8.32. **(Added)** Ensures vehicle operators possess an AF Form 1199C, *USAF Restricted Area Badge*, with open area “4” displayed, if operating in restricted areas.

2.8.33. **(Added)** Certify training items on **Attachment 7** and Step 2 in the ADTP, and administer and certify completion of required airfield driving tests {hard copy or electronic equivalent in the ADTP (Step 3 and 4) to verify competency. **NOTE:** Airfield driving trainers may certify training item completion on **Attachment 7** and Step 2 in the ADTP.

2.8.34. **(Added)** Ensure processing in/out with Unit ADPM is added to the unit’s in/out processing checklist.

2.8.35. **(Added)** Provide a local briefing/training when hosting temporarily assigned personnel, Inspection/Survey Teams and non-base assigned contractors driving route(s) do not require access on or across the CMA. See **paragraph 4.28** for guidance and procedures.

2.9.2.1. **(Added)** Certify completion of practical day and night (as applicable) airfield familiarization training on **Attachment 7** and ADTP, Step 2.

2.9.4. **(Added)** In addition to the Unit ADPM, airfield driving trainers may certify trainee’s completion of training items on **Attachment 7** and ADTP, Step 2.

2.15.1. 97 MDG/SGOQ, Flight Medicine Clinic, will conduct color vision screening for personnel required to operate a vehicle on the CMA. Annotate results of color vision testing on **Attachment 7**, or provide any suitable documentation (e.g. memorandum, note) annotating color vision testing results. See **paragraph 3.4** for color vision requirements and exemptions. **NOTE:** Construction contractors operate within closed areas and do not require CMA access.

2.17. (Added) Contracting.

2.17.1. **(Added)** In accordance with AFMAN 91-203, coordinate with Airfield Management (AM) for construction and non-construction contracts.

2.17.2. **(Added)** Ensure airfield construction or other projects that affect the airfield environment contain requirements for contractor personnel.

3.1. Training materials, references and publications: Are available in the ADTP and the 97 OSS/OSAA Airfield Driving SharePoint. Referenced Air Force publications can also be downloaded from the e-Publishing website at www.e-publishing.af.mil.

3.1.1. **(Added)** Training documentation in the ADTP is a four step process; Step 1: Trainee Information, Step 2: Get Trained, Step 3: Unit Test, and Step 4: Wing Requirements (e.g. wing test).

3.1.2. **(Added)** Use the Wing ADPM developed Airfield Driver Training Lesson Plan, Airfield Driver Training PowerPoint presentation and any supplementary materials provided by Wing or Unit ADPMs, to facilitate training on **Attachment 7** training items.

3.2.1. Airfield driver training documentation and AF Form 483 issuance will be conducted using the ADTP.

3.2.1.1. **(Added)** Unit ADPMs and airfield driving trainers will ensure all training requirements have been completed and annotated accordingly in the ADTP. The airfield driving trainer and Unit ADPM will verify, validate, and annotate completion of each respective training item in the ADTP as the trainee progresses in training.

3.2.1.2. **(Added)** Required elements of **Attachment 7** are covered in the ADTP, Step 2, thus allowing training documentation and certification by the trainee, trainer or Unit ADPM.

3.2.1.3. **(Added)** Once **Attachment 7** requirements have been completed the Unit ADPM will document completion in the ADTP. Completion of Step 2 documents and certifies the trainee was trained using Attachment 7.

3.2.2. Refresher training will be conducted and documented via the ADTP. The Unit ADPM will ensure all refresher training was successfully completed for each driver. Once training and testing has been completed the driver can print a new AF Form 483, with the refresher training date printed on the back, through the ADTP. Once the new AF Form 483 is printed, the driver can dispose of the previous AF Form 483.

3.2.2.1. **(Added)** Refresher training will consist of a review of this supplement, AFI 13-213, and any supplemental material, as determined by the Wing ADPM, Unit ADPM or senior leadership.

3.2.2.2. **(Added)** The runway incursion prevention test will be included in the multiple choice refresher test through the ADTP. The refresher test is enabled by the Unit ADPM. The refresher test is a timed test and will be available for 72 hours. If the ADTP test is unavailable the Unit ADPM will administer a hard-copy of the runway incursion prevention test, provided by the Wing ADPM.

3.2.2.3. **(Added)** Personnel who do not complete annual refresher training on the first day of the preceding month, after the refresher training is due, will have their airfield driving privileges suspended until refresher training can be accomplished. Personnel who allow their annual refresher training to lapse will be required to complete the initial airfield driving training course if their suspension exceeds 60 days from deployment return or more than 30 days for all others.

3.2.2.3.1. **(Added)** The Wing ADPM will notify Unit ADPMs of suspension actions taken for not completing refresher training.

3.2.4.1. **(Added)** The Wing, Group, and Unit ADPMs or designated representative may provide classroom training as required for newly assigned personnel requiring authorization to operate a vehicle on the airfield. Classroom training will consist of items listed on **Attachment 7**.

3.2.6. **(Added)** The Wing ADPM or designated representative will issue an AF Form 483 via the ADTP after all training requirements have been successfully completed.

3.3. Tests will be administered via the ADTP by Unit ADPMs. If testing materials are not available in the ADTP the Unit ADPM will administer a hardcopy test provided by Wing ADPM, to trainees and annotate scores on **Attachment 7**. Unit tests in Step 3 and wing tests in Step 4 are enabled by the Unit ADPM for their members. Subsequent tests (if member fails) require a 24 hour wait period before retest and will be re-enabled by the Unit ADPM until member passes. Tests will include testing requirements listed in AFI 13-213. **Note:** Tests are timed and enabled for 72 hours.

3.3.1.5.5. Practical test is documented in the ADTP, Step 2.

3.4. If not exempt per paragraph 3.4.2. Trainees will go to the 97 MDG/SGOQ, Flight Medicine Clinic (Building 46), for color vision screening. The Flight Medicine Clinic will conduct color vision screening on a walk-in basis.

3.4.3.1. **(Added)** The Unit ADPM will validate color vision screening results and check the completed box in the ADTP, Step 2. Documentation must be kept on file with the unit or may be uploaded to the unit's Airfield Driving electronic continuity binder on SharePoint.

4.2.1.1. **(Added)** The CMA encompasses the active runways, Assault Landing Zone (ALZ), overruns, and Taxiways K2 and K3, as depicted in **Attachment 10, figure A10.1** The CMA is 100 feet either side of Runways 17L/35R and 17R/35L, and the ALZ, and extends to just past the Instrument Landing System (ILS) Localizers for Runways 17L/35R and 17R/35L, and overruns of the ALZ. The Visual Flight Rules (VFR) holdlines, and corresponding signs, at the intersection of each taxiway and runway or ALZ indicates the CMA boundary at taxiway and runway intersections. The VFR holdline markings are indicated by a solid, double yellow line paralleling a dashed double yellow line and are located approximately 220 - 230 feet from the runway edge. **During hours that the control tower is operational, personnel and vehicles shall not enter the CMA without specific permission from the control tower, and must maintain direct two-way radio communication with the tower while in the CMA.**

4.2.6. Vehicle and/or pedestrian call signs are provided in **Attachment 12, Table A12.1** The Wing ADPM will maintain a master list and provide it to the Unit ADPMs in the event of changes or additions.

4.2.8.1. **(Added)** The runways will not be used for convenience as a transit route to get from one side of the airfield to the other.

4.3.2.2. If radio problems occur, exit the CMA and contact the Air Traffic Control Tower (ATCT) via commercial (580) 481-7010/DSN 866-7010 or Airfield Management Operations (AMOPS) via commercial (580) 481-6200/DSN 866-6200. **DO NOT ENTER OR CROSS ANY RUNWAY OR TAXIWAY IF RADIO FAILURE IS SUSPECTED.**

4.5.1.1. **(Added)** Runway Holding Position Signs (**Attachment 3, figure A3.1**). Runway holding position signs are located on taxiways that intersect a runway and correspond with Runway Hold Position Markings, as shown in **Attachment 3**. The runway numbers on the sign are arranged to correspond to the respective runway threshold. For example, "17L-35R" indicates that the threshold for Runway 17L is to the left and the threshold for Runway 35R is to the right. On taxiways that intersect the beginning of the takeoff runway, only the designation of the takeoff runway may appear on the sign. For example, "17R" indicates the beginning of Runway 17R. Vehicle operators or pedestrians will not proceed beyond these signs without approval from ATCT. All vehicles and/or pedestrians will "STOP" before the sign and contact ATCT to request permission to proceed onto the CMA, beyond the hold sign and marking location.

4.5.1.2. **(Added)** ILS Critical Area Holding Position Sign (**Attachment 3, figure A3.1**). The inscription “INST” is used for protection of the ILS critical area at Taxiway K2, and the inscription “ILS” is used to protect the Precision Obstacle Free Zone (POFZ) critical areas, as shown in **Attachment 11, figure 11.1 and 11.2**. Both the ILS critical area and POFZ signs correspond with Instrument Hold Position Markings. When the ILS is being used, it may be necessary to hold a vehicle or aircraft at designated taxiway locations to protect the critical areas. This prevents vehicles and aircraft on the ground from interfering with the ILS signal transmitted to an aircraft on final approach. Vehicle drivers will be instructed by ATCT to hold short of either the “INST” holding position on Taxiway K2 or POFZ holding positions (depicted by “ILS” signs) at Taxiways H, K2 and E2 when operating during the following conditions listed below.

4.5.1.2.1. **(Added)** The ILS critical area holding position procedures will be in effect when the reported ceiling is below 800 feet and visibility is less than 2 statute miles. The “INST” sign identifying the ILS holding position, collocated with “Hold Position Markings” (see 4.5.1.1), is located at Taxiway K2 prior to Runway 17R threshold, as shown in **Attachment 10, figure A10.1**.

4.5.1.2.2. **(Added)** The POFZ holding position procedures will be in effect when visibility is less than $\frac{3}{4}$ statute mile, ceiling of 250 feet or less, and an aircraft is on final approach within 2 miles of the runway threshold. The POFZ holding position “ILS” signs, collocated with “Hold Position Markings” (see 4.5.1.2.1.), is located at Taxiways H, K2 and E2, as depicted in **Attachments 10, figure A10.1, and Attachment 11, figures A11.1 – A11.2**.

4.5.2.4. Boundary Sign. These signs are used to identify the exit boundary of a runway protected area and instrument holding position protected area. This runway protected area boundary sign has a black inscription that depicts a holding position marking on a yellow background. The instrument holding position protected area boundary sign has a black inscription that depicts the ILS/INST holding position marking on a yellow background. Vehicle operators can use these signs as a guide when to report back to ATCT when they have exited a runway or ILS/POFZ critical area.

4.6.2.1. **(Added)** Taxilane Wingtip Clearance Marking. This marking is used to define the limits of the designated taxi route and ensure appropriate wingtip clearance for aircraft taxiing through the parking aprons. These markings consist of two yellow broken stripes, as depicted in **Attachment 3, figure A3.2**, labeled “dashed taxiway edge,” and are located along the length of Taxilanes A, B, C, B1, and B2. Vehicle operators will park or drive vehicles behind this marking when approached by an oncoming aircraft to ensure appropriate wingtip clearance is provided between aircraft taxiing through parking aprons.

4.6.6. **(Added)** Restricted Area Marking. Restricted areas are identified by a solid red line on the pavement surface as depicted in **Attachment 10, figure A10.2**. Entrance is limited to authorized personnel only and the AF Form 1199C must be properly marked, worn and visible. Restricted area entry/exit is made through the Entry Control Points (ECP) at locations as depicted in **figure A10.2**. See Altus AFB Integrated Defense Plan (IDP) 31-101 for most current Restricted Area/ECP Map.

4.6.7. **(Added)** Vehicle Traffic Lanes. Vehicle traffic lanes are identified by a solid white line along both sides of Taxilanes A and B on the parking ramps, as depicted in **Attachment 10, figure A10.3**.

4.6.8. **(Added)** Nonstandard Markings. See Altus AFB Instruction 13-204, *Airfield Operations Procedures and Programs*, for approved nonstandard markings.

4.7.3. The airfield on Altus AFB does not have taxiway centerline lights.

4.8.13.1. Speed limits on Taxiways C, D, E1, E2, F, G, H, J, K1, K2, K3, L and M will not exceed 35 miles per hour.

4.9.6. **(Added)** Vehicles operating on Taxiway C, south of parking Spot 47 to Spot 1, are not always visible by the ATCT due to parked aircraft. Vehicle operators will maintain situational awareness when operating on Taxiway C, behind the aforementioned aircraft parking spots.

4.9.7. **(Added)** See AFMAN 91-203, Chapter 24 for additional guidance.

4.11.2.1. **(Added)** The lateral clearance distance from the edge of all ramps and aprons to a mobile obstacle is 50 feet from the wingtip of any aircraft. To ensure separation from any aircraft in the Air Force inventory, vehicles should park a minimum of 125 feet from edge of pavement to ensure proper clearance.

4.13.5. **(Added)** If significant FOD is found on the airfield contact AMOPS via radio or commercial at (580) 481-6200 or DSN 866-6200. AMOPS will inspect the area and contact a sweeper as necessary.

4.17.4. **(Added)** Personnel operating non-vehicular/equipment will follow all required protective equipment and training requirements.

4.18.1. **(Added)** Use of the airfield for convenience is prohibited. North perimeter road (Corsair St) is designated as the primary means for all traffic to gain access to areas north and west of the runways. RAPCON Road, which leads to Fire Station #2 access road, is outside of the CMA and does not require ATCT permission for transit to Fire Station #2. The fire station access road is between Runway 17R/35L and ALZ 175/355; personnel will stop at the white stop bars located 200 feet prior to Runway 17R/35L or ALZ 175/355 and contact ATCT. Personnel must also stop and contact ATCT at the white stop bar 200 feet prior to Runway 17R/35L on the abandoned midfield taxiway, eastside of Runway 17R/35L, across from Taxiway F.

4.19.1. **(Added)** There are no runway crossing restrictions due to radio or visual blind spots at Altus AFB, but crossing a runway or landing zone for convenience is prohibited. See [paragraph 4.3](#) for guidance in the event of vehicular or radio problems or failure.

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

4.20.3. **(Added)** During an aircraft accident or incident, all vehicles not directly involved with the situation will immediately leave the affected area as soon as possible.

4.21.1. **(Added)** There are no vehicle control devices/lights on the airfield. Vehicle operators will adhere to all signs and markings identifying the CMA boundary.

4.26.4. **(Added)** Due to excessive jet blast, personnel will use caution when operating vehicles on or within vicinity of Taxiways L and H when aircraft are present.

4.29.1. Vehicle passes will only be issued to those individuals whose job requires immediate and direct access to the work area on the airfield. Vehicle passes and airfield driver training (AF Form 483) are not required for personnel driving to or parking at work facilities, buildings 193, 285, 433, 435, 514, 517, and 518. Vehicle passes are required for contractor vehicles operating on the airfield within designated work areas if they are not clearly marked with identification (e.g. business placards, etc.) that distinguishes them from regular vehicles.

4.29.1.1. **(Added)** Vehicle pass requests for base-assigned personnel will be submitted to the Wing ADPM through the ADTP for approval. For contractors and non-base assigned personnel, vehicle pass requests will be submitted to the Wing ADPM by memorandum for processing and approval.

4.29.1.1.1. **(Added)** Vehicle passes are issued on an annual basis; no pass will be issued beyond the calendar year in which it was issued.

4.29.3.1. **(Added)** Contractor vehicle passes will be limited to the absolute minimum.

4.29.3.2. **(Added)** Contractor vehicle passes will be issued to contractor type vehicles (i.e., trucks, tractor trailers, vans, etc.) if not clearly marked (e.g. business identification, placards, etc.).

4.29.6. POV passes will be differentiated by color from Government Leased vehicle passes.

4.29.10. **(Added)** Vehicle passes will be placed in the driver's side dash or sun visor of the vehicle at all times while on the airfield. Passes will not be loaned or sub-issued to other personnel.

4.29.11. **(Added)** All passes are required to be legible, recognizable and visible when on the airfield. Contact the Wing ADPM to replace lost or faded passes.

4.29.12. **(Added)** Temporary vehicle passes will be returned to the Wing ADPM when no longer required.

4.29.13. **(Added)** Loss or theft of vehicle passes must be reported to the Wing ADPM immediately.

4.34. Airfield Diagram. The Altus AFB Airfield Diagram is depicted in [Attachment 10](#). [Attachment 10](#) is for reference only. The most current Airfield Diagram will be maintained by the Wing ADPM and is available on the Airfield Driving SharePoint site.

MATTHEW A. LEARD, Colonel, USAF
Commander

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

AFI 13-213, *Airfield Driving*

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

Altus AFB IDP 31-101, *Altus AFB Integrated Defense Plan*

Altus AFB Instruction 13-204, *Airfield Operations Procedures and Programs*

Prescribe Forms

None

Adopted Forms

AF Form 1199C, *USAF Restricted Area Badge (Yellow) (Accountable)*

Abbreviations and Acronyms

ADTP—Airfield Drivers Training Program

ALZ—Assault Landing Zone

AM—Airfield Management

AMOPS—Airfield Management Operations

ATCT—Air Traffic Control Tower

ECP—Entry Control Point

IDP—Integrated Defense Plan

ILS—Instrument Landing System

POFZ—Precision Obstacle Free Zone

VFR—Visual Flight Rules

Attachment 10 (Added)

AIRFIELD DIAGRAM

Figure A10.1. (Added) Airfield Diagram.

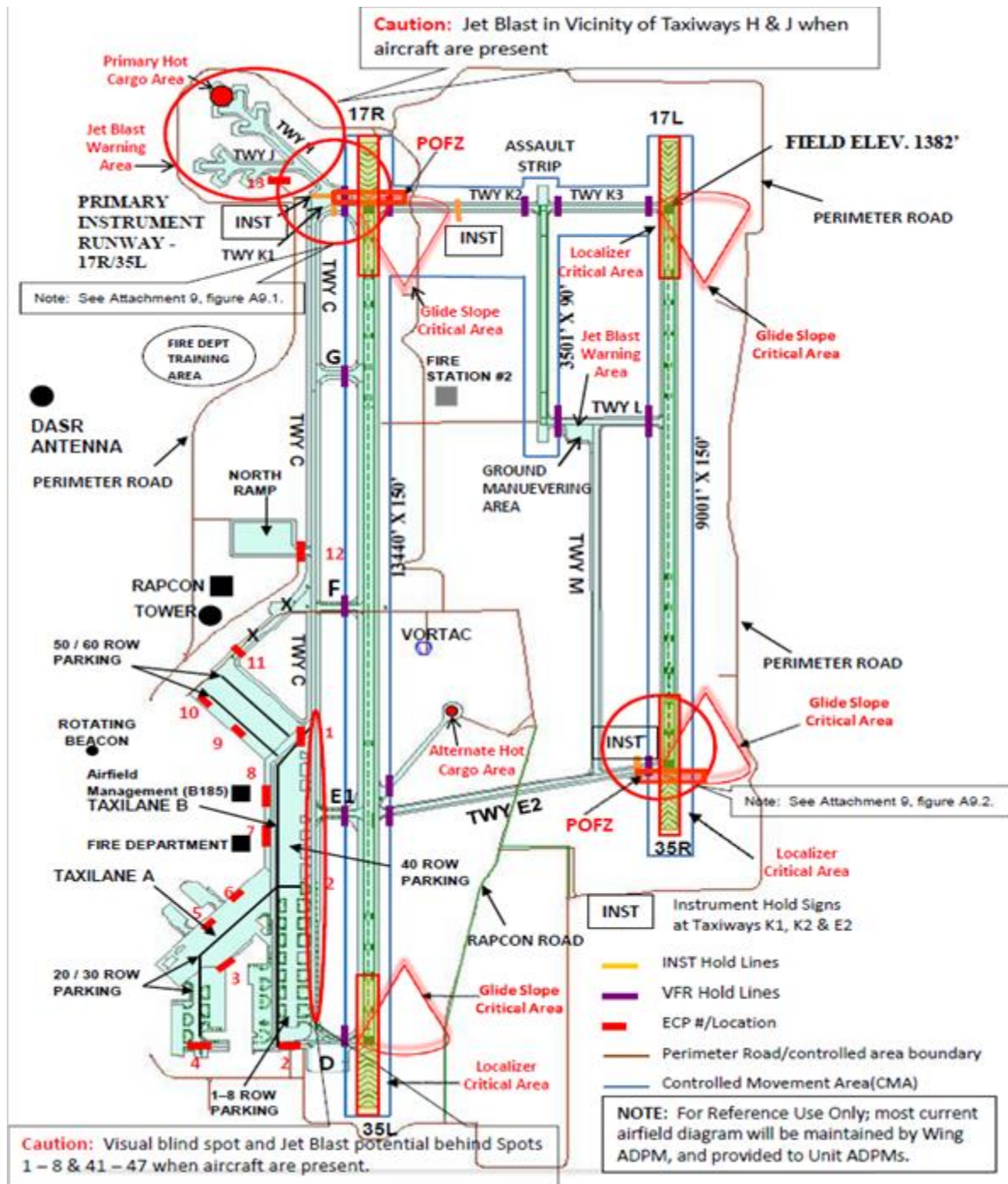


Figure A10.2. (Added) Restricted Area Boundaries/ECP Locations.

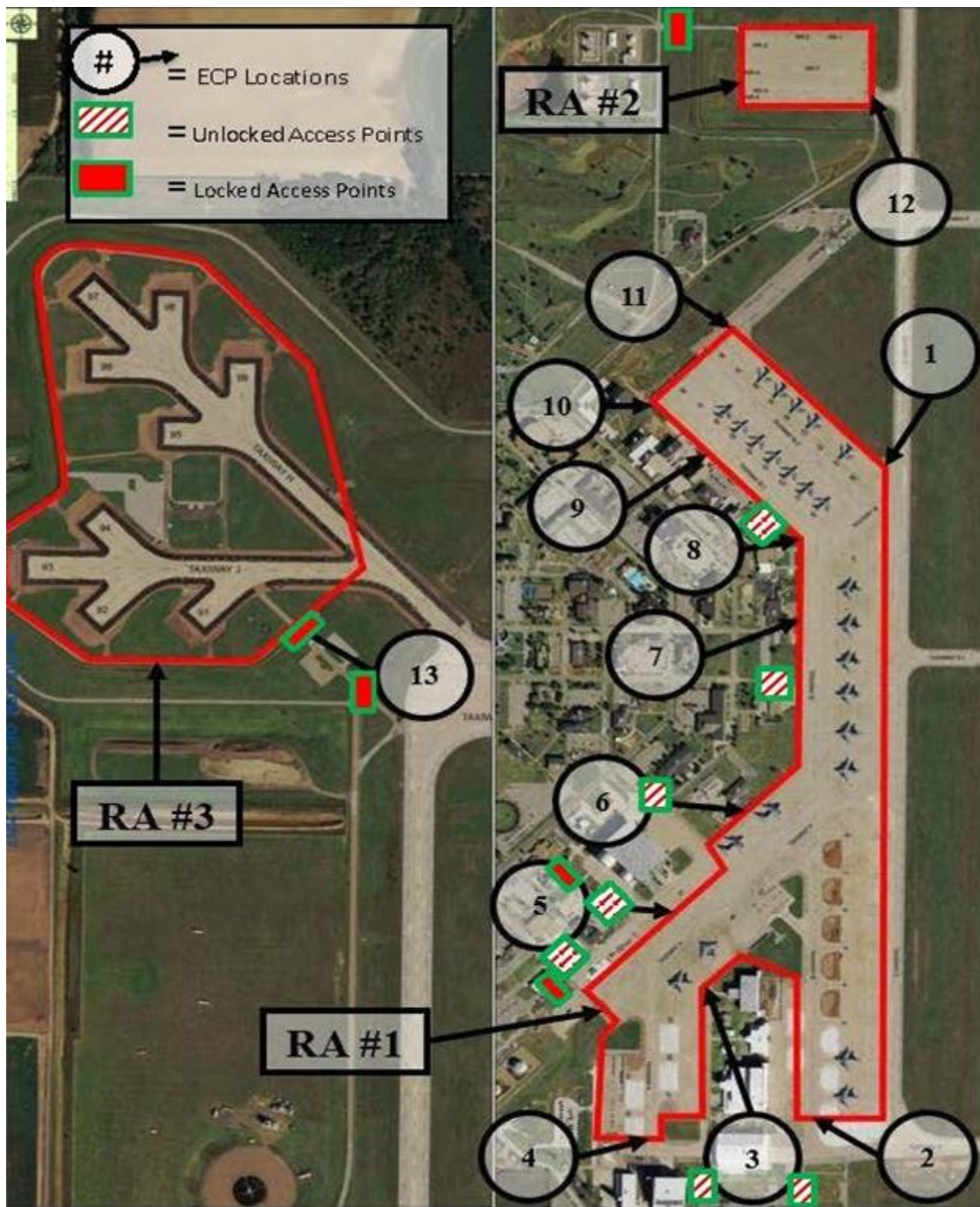
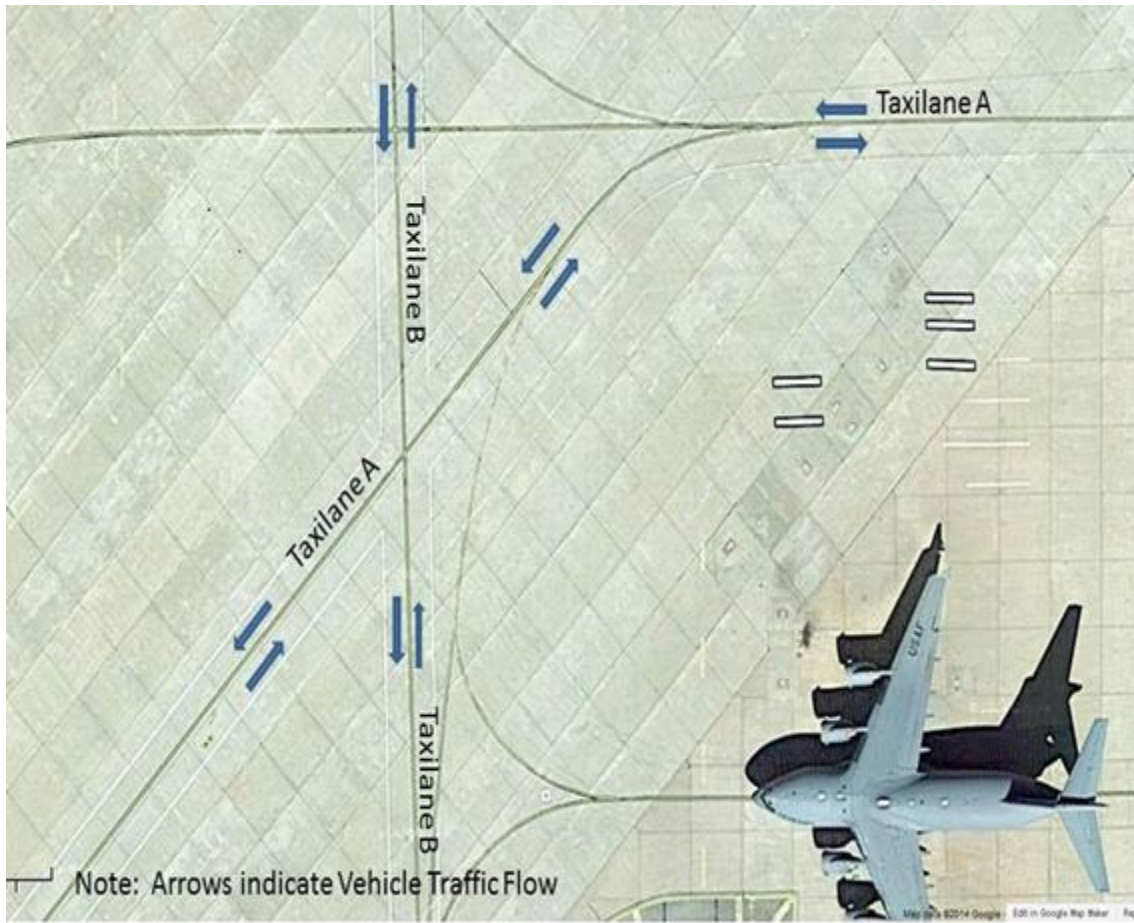


Figure A10.3. (Added) Vehicle Traffic Lanes and Traffic Flow.

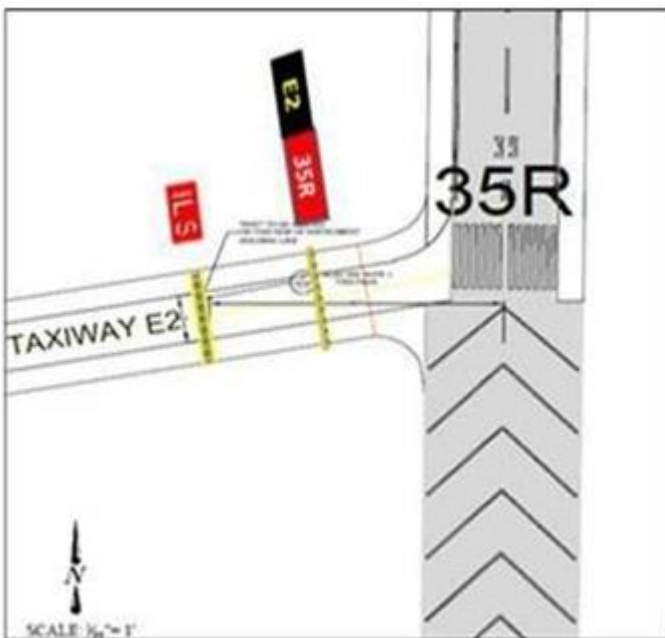


Attachment 11 (Added)
POFZ MARKING AND SIGN LOCATIONS

Figure A11.1. (Added) Taxiway K1 POFZ Markings and Signs.



Figure A11.2. (Added) Taxiway E2 POFZ Markings and Signs.



Attachment 12 (Added)

VEHICLE AND/OR PEDESTRIAN CALL SIGNS

Table A12.1. (Added) Vehicle and/or Pedestrian Call Signs.

CALL SIGN	IN USE BY	CALL SIGN	IN USE BY
Warrior 1	97 AMW/CC	POSSE 1	OSS/CC
Warrior 2	97 AMW/CV	POSSE 2	OSS/DO
Warrior 3	97 OG/CC	OPS 1	AOF/CC/DO/SO
Warrior 4	97 MSG/CC	Airfield 1	AFM
Maintenance 1	97 AMW/MXG/DOM	Airfield 2	DAFM
Maintenance 2	97 AMW/MXG/DDOM	Airfield 3	AMOPS
Warrior 7	97 OG/CD1	Airfield 4	AMOPS (as needed)
Warrior 11	97 OG/CD2	Transient 1	Transient Alert 1
Warrior 18	Supervisor of Flying	Transient 2	Transient Alert 2
Safety 1	97 AMW/SE	Sweeper 1	Airfield Sweeper
USDA 1	USDA BASH Team	RAWS 1-5	97 OSS/OSAM
Airfield Lighting	Airfield Lighting	Snowman	97 OSS/DO
Hammer 1	MXS/Director	Snow 1	Snow Removal Supervisor
Hammer 2	MXS/ Deputy Director	Snow 2-9	Snow Equipment
Quality	Quality Assurance	Power-Pro 1	Power Production 1
Talon 1	AMXS/Director	Power-Pro 2	Power Production 2
Talon 2	AMXS/Deputy	Power-Pro 2	Power Production 2
AGE 1-10	AGE Flight Chief/Sup/Drvr	CE 1-20	97 CE/Grounds
Mustang 1-7	KC46 Flight Chief/Sup/Drvr	Tanker 1-10	KC135 Flight Chief/Sup/Drvr
		Falcon 1-6	C17 Flight Chief/Sup/Drvr