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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 Department of the Air Force Instruction (DAFI) implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic Control, Airfield, Airspace and Range Management*. This DAFI applies to all civilian employees and uniformed members of the United States Space Force, 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 DAFI 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. It establishes responsibilities, procedures, and restrictions for the safe control and operation of vehicles and equipment on airfield ramps, aprons, taxiways, and runways. Compliance with the Attachments [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) and [9](#) in this instruction is mandatory. Ensure all records generated as a result of processes

prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Form 847 from the field through the appropriate functional chain of command. This DAFI may be supplemented at any level, however major or field command supplements to include interim changes to previously approved supplements must be routed to Headquarters Air Force Flight Standards Agency (AFFSA), Director of Airfield Operations (AO) for coordination prior to certification and approval. Unit (wing or base) supplements to this DAFI must be routed to the responsible major or field command OPR for AO for review and coordination prior to certification and approval. The authorities to waive wing or 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 DAFI 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 or field command OPR for AO prior to submission to the appropriate tier waiver approval authority. The Air Force Flight Standards, Airfield Operations Directorate (AFFSA/XA) is the tier waiver approval authority for non-tiered compliance items or requirements in this DAFI. See [paragraph 1.2](#) for additional guidance concerning waivers to this DAFI. 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 Department of the Air Force. The reporting requirements in this DAFI 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*.

(COLUMBUSAFB) This instruction AFPD 13-2, *Air Traffic Control, Airfield, Airspace and Range Management*, and interfaces with DAFI 13-213, *Airfield Driving*. It establishes procedures and guidelines for all personnel using Columbus AFB airfield outlining requirements for validating airfield driver training, certification, and Privately Owned Vehicle (POV) passes. It applies to all military personnel, civilian employees, civilian contract and vendor personnel, and Air Force Reserve personnel with a need to perform official duties on the Columbus AFB airfield. This instruction does not apply to the Air National Guard. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System. 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 Form 847 from the field through the appropriate functional chain of command. The authorities to waive wing or unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Compliance with attachments is mandatory.

SUMMARY OF CHANGES

This instruction revises AFI 13-213 by changing it to a DAFI, de-conflicting guidance and tier waiver authority for Foreign Object Damage (FOD) checks on Department of the Air Force (DAF) owned and/or operated airfields, clarifying wing or garrison airfield driving program manager's role and responsibility for ensuring unit program compliance and updating technical references. A margin bar (|) indicates newly revised material.

(COLUMBUSAFB) This document has been substantially revised and must be completely reviewed. Major changes include airfield diagrams, outdates forms that were from the previous airfield driving instruction that has been made obsolete due to new processes and procedures outlined in DAFI 13-213. Procedures for members both base assigned and TDY members to obtain their AF Form 483 have been updated. Procedures for maintaining the Units continuity binders have been outlined and updated. Procedures for testing and conducting refresher tests have been outlined and updated.

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CHAPTER 1 GENERAL INFORMATION

1.1. Scope and Purpose.

1.1.1. This Department of Air Force (DAF) Instruction provides guidance for developing an airfield driving program to provide safe ground vehicle operations and pedestrian control on DAF-owned and/or operated airfields. It outlines training requirements for all personnel (e.g., military, Department of Defense (DoD) civilians, contractors) who, as a part of their job, are required to drive on an airfield. Where applicable, the host wing commander or equivalent must ensure guidance outlined in the wing or base supplement to the DAFI addresses any unique applicability conditions (e.g., signed Memorandum of Agreement, Memorandum of Understanding, support agreement) to ensure compliance and support from non-DAF organizations or functions (e.g., other military services, federal or state agencies, host nation, contract, commercial companies or offices) that operate vehicles on DAF-owned and/or operated airfields. **(T-2).**

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

1.1.2.1. (ADDED-COLUMBUSAFB) All base assigned personnel (e.g., military, DoD civilian, Contractor, etc.) required to operate a vehicle on the airfield, must complete all airfield drivers' training and testing requirements outlined in this DAFI and supplement prior to issuance of an AF Form 483.

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

1.1.4. **Shared-Use Airfields.** Airfield Management personnel at shared-use airfields (i.e., 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 and situations. Authority shall not be further delegated. **(T-1).** The SAA ensures the following actions are accomplish prior to waiver approval:

1.1.5.1. Conduct a risk management assessment with the rationale for the waiver and explain (1) how complying with the requirement or 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 days after the approving commander's deployment length, whichever is shorter. Because waivers are the expression of a specific commander accepting risk, approved waivers automatically expire 30 calendar days after a change unless the 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 or Garrison Airfield Driving Program Manager (ADPM), Airfield Operations Flight Commander (AOF/CC) or civilian equivalent, Wing Safety and major or field command OPR for AO prior to submission to the appropriate Tier waiver approval authority. (T-1).

1.2.3. Units must include a risk management assessment with the rationale for the waiver and explain (1) how complying with the requirement or 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, 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 days after the approving commander's tour length, whichever is shorter. Because waivers are the expression of a specific commander accepting risk, approved waivers automatically expire 90 calendar days after a change unless the new commander renews the waiver.

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

1.2.5. The requesting office unit commander must forward a copy of the approved waiver (e.g., AF Form 679 or equivalent) to the Air Force Flight Standards, Airfield Operations Directorate (AFFSA/XA) workflow at hqaffsa.xa@us.af.mil within 30

calendar days of approval for situational awareness and process improvement considerations. **(T-1).**

1.2.6. Approved waivers become part of the approvers and requestor's official records and are appropriately filed in accordance with Air Force Instruction (AFI) 33-322. **(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 Manual (AFMAN) 13-204, Volume 1, *Management of Airfield Operations*.

2.1.5. Develops mandatory briefing and training items to provide education, training, and awareness on airfield driving and to enhance flight safety.

2.2. Major or Field Command OPR for Airfield Operations.

2.2.1. Supplements United States Air Force airfield driving guidance as applicable.

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 AFMAN 13-204, Volume 1.

2.3. Host Wing Commander or equivalent.

2.3.1. Ensures base or 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 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 or base supplements to this instruction.

2.3.4. Requests an Air Force Runway Safety Action Team through the major or field command OPR for AO when there are recurring problems with runway incursions. See AFMAN 13-204, Volume 1 for additional information.

2.3.5. Reviews runway incursion and Controlled Movement Area Violation incidents and corrective actions taken.

2.3.6. Appoints a wing or garrison airfield driving program manager in writing. (T-3).

Authority may be delegated in the wing or base supplement.

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 calendar days following the occurrence of three runway incursions (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 the Flight Safety office.

2.4.3. Approves the shape and increase or decrease in the size of the controlled movement area (CMA) with recommendations from airfield manager (AFM), wing or garrison airfield driving program manager (WADPM), 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 units ADPMs to satisfactorily manage the number of airfield drivers within an organization. Conversely, small organizations can combine or consolidate their airfield driving program. See [Attachment 4](#) for an example appointment letter.

2.5.1. (COLUMBUSAFB) The original appointment letter will remain with the Unit ADPM, and a copy forwarded to the 14 FTW ADPM. See Attachment 4 for required information and letter format.

2.5.2. Ensures replacement unit ADPMs are appointed in writing at least 30 calendar days prior to releasing the current unit ADPM. (T-3).

2.5.3. Certifies unit personnel complete the required training and testing requirements outlined in this instruction and wing or 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 or base driving privileges. Notify the wing or garrison ADPM and unit ADPM of the individuals' suspension or 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 (AOF/CC) or equivalent.

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 Department of the Air Force Manual 91- 223, *Aviation Safety Investigations and Reports*.

2.6.2.1. **(ADDED-COLUMBUSAFB)** Forwards completed AF Form 457 (USAF Hazard Report) or AF Form 651 (Hazardous Air Traffic Report) violations to 14 OSS/OSAB.

2.6.3. Notifies Major or Field command of controlled movement area violations and runway incursions the first available duty day following the incident.

2.6.3.1. **(ADDED-COLUMBUSAFB)** Reports controlled movement area violations (CMA) to airfield management.

2.6.4. Shall obtain major or field command OPR for AO coordination on wing or base supplements to this instruction prior to certification and approval. **(T-2)**.

2.6.5. Participates in the RIPWG.

2.7. Wing or Garrison ADPM. The Wing or Garrison ADPM (WADPM) will:

2.7.1. Be a 1C771 (Airfield Management) with the 7-skill level (or civilian equivalent) and appointed in writing by the host wing commander or equivalent to provide overall airfield driving program management and oversight. **(T-3)**. Authority may be delegated in the wing or base supplement. The preferred grade of the wing or garrison ADPM is technical sergeant/E- 6 (or above) or civilian equivalent.

2.7.2. Develop a wing or 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 or base supplement to this instruction, training curriculum, and testing materials to manage unit airfield driving program. **(T-3)**.

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

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)**.

2.7.7. 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 and/or security of privately owned vehicle (POV) and government leased vehicle passes or decals. **(T-3)**. For example, achieve control and/or security by changing pass or decal colors annually or by issuing new passes or decals annually. Regardless of what method used, annually validate and issue passes or decals. **(T-3)**. **Note:** Authority must not be delegated outside airfield management. **(T-2)**. Coordinate changes to vehicle passes or decals with the security forces squadron. **(T-3)**.

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 the appropriate unit commander, ADPM and AOF/CC when an individual commits 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)**.

2.7.12. 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.

2.7.13. 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 and 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)**.

2.7.15.1. **(ADDED-COLUMBUSAFB)** Classroom training will be available via Airfield Driving Training and Certification System (ADTCS) for members with access. Members without access to ADTCS will contact their Unit ADPM for training material. **NOTE:** TDY/Contractor's personnel will be trained using provided training material.

2.7.16. Identify mission oriented protective posture training requirements in accordance with AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, Chapter 14 and publish in the wing or base supplement, 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)**.

2.7.18.1. **(ADDED-COLUMBUSAFB)** Unit airfield drivers will be tracked in ADTCS. All other airfield drivers without access to ADTCS will be documented on an electronic database maintained by the Wing ADPM.

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 or base supplement to this instruction. **(T-3)**. See [paragraph 4.34](#) for additional information.

2.7.21. Coordinate on locations designated for primary (initial) and secondary (follow-on, support) response agencies (e.g., crash recovery, security forces, and ambulance). **(T-3)**.

2.7.22. Check each unit airfield driving program, to include a copy of the unit ADPM management internal control toolset (MICT) self-assessment communicator (SAC), for compliance with this publication and wing or base supplement at least annually **(T-3)**. Report any trends, recommended improvement areas, and overall program effectiveness and compliance in writing to the unit commander. **(T-3)**. **Note:** Wing or garrison ADPM is not required to gain access to a unit's MICT program. Provide ADPMs assigned to or working in non-DAF organizations and/or functions (e.g., other military services, federal or state agencies, host nation, contract, commercial companies or offices) a copy of the unit ADPM MICT SAC as applicable.

2.7.23. Develop a local airfield diagram or 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.

2.7.23.1. **(ADDED-COLUMBUSAFB)** Local airfield diagram/layout test will be administered via ADTCS or as directed by the Wing ADPM.

2.7.24. Develop a written communication, general knowledge, and runway incursion on the wing or 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.

2.7.24.1. **(ADDED- COLUMBUSAFB)** Written communication, general knowledge, and runway incursion tests will be administered via the online ADTCS website, or as directed by the Wing ADPM.

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

2.7.26. **(ADDED-COLUMBUSAFB)** Conduct and document local airfield driving training for temporarily assigned personnel, Inspection/Survey Teams, and non-base assigned contractors that are not hosted by a specific unit.

2.8. Unit ADPM or equivalent. The unit ADPM must:

2.8.1. Be at least staff sergeant/E-5 (or above) or civilian equivalent. **(T-3)**.

2.8.1.1. **(ADDED-COLUMBUSAFB)** The responsible Group Commander (or equivalent) is delegated the authority to temporarily waive ADPM requirements to the

most qualified SrA/5-level when manning constraints absolutely prohibit the use of qualified personnel. Waiver must be in writing and sent to 14 FTW ADPM along with new ADPM appointment letter.

2.8.1.1.1. **(ADDED-COLUMBUSAFB)** Must receive ADPM training from the Wing ADPM prior to conducting and/or certifying unit airfield driving training.

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 or base supplement. **(T-2)**.

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

2.8.4.1. **(ADDED-COLUMBUSAFB)** Airfield driving training and certification checklist will be completed and documented via ADTCS website. Unit ADPMs will utilize DAFI 13-213, Attachment 7, to document training and certification on members who do not have access to ADTCS. The Unit ADPM is not required to maintain a copy of the Attachment 7 if the member has access to and completes the training through the ADTCS website.

2.8.4.2. **(ADDED-COLUMBUSAFB)** Review the ADTCS website at least monthly to determine progress of unit personnel in airfield driving training. Personnel who fail to complete training and certification requirements within 60 calendar days will be dis-enrolled due to inactive training and the profile will be deleted in the ADTCS website. Unit ADPM will have to set up new profile and reenroll trainee into ADTCS.

2.8.4.3. **(ADDED-COLUMBUSAFB)** Ensure personnel have completed all required training tasks prior to informing the Wing ADPM that the member is ready for licensing.

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 (e.g., ramp only or daylight hours only) **(T-3)**.

2.8.6.1. **(ADDED-COLUMBUSAFB)** If there are any additional restrictions such as Daylight Hours, Ramp, Flightline Road Only, etc., they need to be sent to the Wing ADPM for additional comments on the license.

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-COLUMBUSAFB)** Do not combine airfield familiarization and practical airfield driving check-ride together.

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

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 or leased vehicles on the airfield. **(T-3).** At overseas locations, refer to major or field 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 (e.g., blackout or night vision devices, mission oriented protective posture gear). Units with personnel operating vehicles on the airfield using mission oriented protective posture gear must have local operating procedures coordinated through the wing or garrison ADPM and approved by the requesting unit’s squadron commander. **(T-3).** The local operating procedures must include the required training outlined in AFMAN 24-306, Chapter 14. **(T-1).**

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).**

2.8.12.1. **(ADDED-COLUMBUSAFB)** As a minimum, the listing of unit airfield drivers must include (Full name, rank, unit, office symbol, AF Form 483 number, any restrictions, and date refresher training is due). Send a current copy of the list to the 14 FTW ADPM at least quarterly, or when adding or deleting drivers.

2.8.13. Ensure personnel that have (or will have) duties requiring them to operate a vehicle on the airfield in a deployed or 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 or 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.

2.8.15.1. **(ADDED-COLUMBUSAFB)** Conduct and document annual refresher training for unit personnel via ADTCS, or as directed by the Wing ADPM. Refresher training date will be documented on the back of the individual's AF Form 483 once all required refresher training has been completed. Ensure unit personnel print an updated AF Form 483 via the online ADTCS website. Individuals unable to access ADTCS will complete refresher training provided by the Unit ADPM and document the training like below.

*Airfield Driving

conferred this 10th day of December in the year of 2014

Review Completed
 10 Dec 2014 *Brant Clift*

Buy Inc. Prev Test 100%
 11 Dec 2014 *Brant Clift*

AF Form 483, Jul 13 (REV)

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12/10/2014

2.8.15.2. **(ADDED-COLUMBUSAFB)** Members that fail to complete their refresher training on time will have their airfield driving privileges revoked and will have to re-accomplish the training.

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).**

2.8.19. Attend wing or garrison ADPM semi-annual meetings and briefings regarding airfield driving. **(T-3).**

2.8.20. Ensure temporarily assigned personnel, inspection and 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 or base supplement. **(T-2).**

2.8.21. Use the unit ADPM MICT SAC to conduct and document a self-assessment of the unit's airfield driving program at least annually. **(T-3).** Provide a copy to the wing or garrison ADPM upon request for functional oversight to determine overall program effectiveness and compliance with this publication and the wing or base supplement. **(T-3).** **Note:** Unit ADPMs should contact their local MICT representative(s) for assistance with being assigned the unit ADPM MICT SAC. ADPMs assigned to or working in non-DAF organizations or functions (e.g., other military services, federal or state

agencies, host nation), contract (e.g., commercial companies or offices) can obtain a copy of the unit ADPM MICT SAC from the wing or garrison ADPM.

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

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

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 or garrison 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 or garrison ADPM via an email or memorandum for record (MFR).

2.8.29. Review current airfield information (NOTAMS, advisories and/or emails from wing or garrison 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 (1) Department of the Air Force Visual Aid (DAFVA) 11-240, *USAF Airport Signs and Markings* or (2) Federal Aviation Administration Ground Vehicle Guide to Airport Signs & Markings Dashboard sticker; DAFVA 13-222; *Runway/Controlled Movement Area (CMA)*; and airfield diagram are available for each vehicle operated on the airfield. **(T-3)**.

2.8.30.1 **(ADDED-COLUMBUSAFB)** Ensure each vehicle operating on the airfield has an DAFVA 11-240, DAFVA 13-222 and an airfield diagram. Contact the Wing ADPM if you need more copies of the above-mentioned visual aids.

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 or 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 or field 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 DAF- owned and/or 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.

2.10.5.1. **(ADDED-COLUMBUSAFB)** Driver may contact Airfield Management DSN 742-2998 for current airfield status.

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 or base airfield driving program. **Exception:** At contract locations, the AOF/CC shall be designated as the OPR for the wing or 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 or base supplement. **(T-2).** However, the contract airfield management office retains responsibility for development of the wing or 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* or electronic equivalent.

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 or electronic equivalent.

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 or garrison ADPM, and other designated airfield management (AM) representatives are responsible for determining certificate numbers and signing AF Form 483s. **Note:** Authority must not be delegated outside AM. **(T-1)**.

2.11.7.1. **(ADDED-COLUMBUSAFB)** Wing ADPM and /or AFM are responsible for approving and signing AF Form 483 once all training has been complete via ADTCS.

2.12. Air Traffic Control Tower.

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

2.12.2. Reports known airfield and 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 or base supplement to this instruction.

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

2.13.3. Coordinates with AOF/CC, or appropriate AO representatives, in investigating airfield driving incidents, hazard air traffic report (HATR) and controlled movement area violation events.

2.13.4. Notifies the AOF/CC if air traffic control or airfield management services were suspected to be involved in HATR or controlled movement area violation events as outlined in DAFMAN 91-223, Chapter 9.

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 or garrison ADPM to establish a designated response location in support of in-flight and ground emergencies 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.

2.15.1.1. **(ADDED-COLUMBUSAFB)** 14 OMRS/SGXF will administer a color vision screening IAW DAFMAN 48-123, *Medical Examinations and Standards*, or locally developed color chart. **Note:** Document results on [Attachment 7](#) **(ADDED-COLUMBUSAFB)** section III.

2.15.2. Coordinates with the wing or garrison ADPM to establish a designated response location in support of in-flight and ground emergencies or other emergency situations.

2.16. Civil Engineer Squadron.

2.16.1. Ensures contract personnel receive driver's training from the civil engineering's unit ADPM, AFM, wing or garrison ADPM or designated AM representative prior to the start of construction activities, if personnel are not escorted by a CMA and/or 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 or garrison ADPM and are included in contract documents.

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

2.17. (ADDED-COLUMBUSAFB) Contracting.

2.17.1. **(ADDED-COLUMBUSAFB)** Contracted unit personnel selected as driver trainers require a minimum of two years driving experience at Columbus AFB and must be a qualified trainer IAW company's training qualification requirements.

2.17.2. **(ADDED-COLUMBUSAFB)** Ensure airfield construction or other projects affecting the airfield environment contains a requirement for contractor personnel to comply with the provisions outlined in this regulation.

2.17.3. **(ADDED-COLUMBUSAFB)** Inform AFM and Security Forces Squadron (SFS) of contractors seeking authorization to operate vehicles on the airfield, which may affect airfield operations.

Chapter 3

TRAINING CRITERIA AND TESTING

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

3.1.1.1. **(ADDED-COLUMBUSAFB)** Airfield driver's training and certification will be documented via ADTCS or at the discretion of the Wing ADPM for members who cannot access ADTCS. All instructional training documents/materials required for airfield driver's training will be provided by the Wing ADPM.

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

3.2.1. Airfield Driving Training Documentation and Certification Checklist (see [Attachment 7](#)) or electronic equivalent to document airfield drivers' training and certification on all newly assigned or employed personnel. **(T-3)**. The checklist is available for download at the AFFSA Airfield Operations SharePoint <https://usaf.dps.mil/sites/affsa/SitePages/XAM.aspx>. Units may incorporate local requirements to Airfield Driving Training Documentation and Certification Checklist.

3.2.1.1. **(ADDED-COLUMBUSAFB)** All driving training and certification for base-assigned personnel will be conducted and documented in ADTCS for all items listed on [Attachment 7](#). For members who do not have access to ADTCS will work with their Unit ADPM for the training requirements and coordinate through the Wing ADPM for issuance. Any deviations to the ADTCS website will be coordinated through the Wing ADPM.

3.2.1.2. **(ADDED-COLUMBUS)** For base assigned contractors who are unable to access the ADTCS website due to being non-Common Access Card (CAC) holders, the Unit ADPM will complete an [Attachment 7](#), Airfield Driving Training and Certification checklist, the individual will be administered a wing airfield driving test. The Unit ADPM will create a profile in ADTCS and upon completion of training/testing will notify the Wing ADPM or designated representative to issue the license. The Unit ADPM will maintain the [Attachment 7](#) in Tab E of their continuity binder

3.2.1.3. **(ADDED-COLUMBUSAFB)** The Wing ADPM and Airfield Manager are responsible for approving AF Form 483s. Authority must not be delegated outside AM.

3.2.1.4. **(ADDED-COLUMBUSAFB)** 14 FTW ADPM will issue AF Form 483 for the following categories: Daytime only, Flightline Road Only, Parking Ramp Access, Airfield/Non-CMA Access or Airfield /CMA Access.

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.

3.2.2.1. **(ADDED-COLUMBUSAFB)** Conduct and document annual refresher training via the ADTCS website, or as directed by the Wing ADPM. At a minimum, this training will include Airfield Driving CBT, review of DAFI 13-213, DAFI13-213_COLUMBUSAFBSUP, and runway incursion prevention test.

3.2.2.2. **(ADDED-COLUMBUSAFB)** 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.

3.2.2.3. **(ADDED-COLUMBUSAFB)** Before reissuance of the AF Form 483, Unit Commanders, and Unit ADPM will ensure personnel with suspended driving privileges are retrained and recertified IAW this regulation. Place emphasis on the specific item that resulted in the suspension.

3.2.2.4. **(ADDED-COLUMBUSAFB)** Refresher training will be conducted in ADTCS.

3.2.2. Completion of the Airfield Driving Computer-Based Training Course (accessible on the Air Force MyLearning Website, <https://lms-jets.cce.af.mil/moodle/>) is a mandatory, one-time requirement. **(T-1)**. Place the initial training date on the Airfield Driving Training Documentation and Certification Checklist (see **Attachment 7**) for personnel who previously completed the training.

3.2.3. Classroom training as determined in wing or base supplement.

3.2.3.1. **(ADDED-COLUMBUSAFB)** The Unit ADPMs or appointed trainer(s) will provide classroom training required for newly assigned personnel designated to operate a vehicle on the airfield.

3.2.3.2. **(ADDED-COLUMBUSAFB)** Training material will be located in ADTCS. For individuals who cannot access ADTCS will the provided training material provided by the Wing ADPM. Unit ADPM can download Air Force publications at www.e-publishing.af.mil.

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

3.2.5. **(ADDED-COLUMBUSAFB)** When CMA access is required, the trainer will take the trainee on the airfield and request ATCT to conduct a light gun signal test. Trainee will call the colors back to ATCT and explain the meaning of each signal to the trainer.

3.2.5.1. **(ADDED-COLUMBUSAFB)** ATCT light gun signal training will consist of, completing USAF Airfield Driving CBT, review of DAFI 13-213, para. 4.12 and practical light gun test with ATCT.

3.2.5.2. **(ADDED-COLUMBUSAFB)** Review the HQ AFFSA/A3AV Runway Incursion Prevention briefing provided by the 14 FTW ADPM.

3.2.6. **(ADDED-COLUMBUSAFB)** Trainees will complete training requirements within 60 days from the initial start of training. **Note:** The initial date, on the front of the AF Form 483, will reflect the completion of the Airfield Driving CBT or Runway Incursion test completion.

3.3. Testing Requirements. Base assigned personnel (e.g., 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 if the minimum test questions are covered and clearly defined by sections (e.g., General Knowledge, Communication, Runway Incursion Prevention, Airfield Diagram or Layout Test).

3.3. Testing Requirements. (COLUMBUSAFB) 14 FTW ADPM will provide Unit ADPMs with testing materials, as outlined in DAFI 13-213 Ch.3. Unit ADPMs will administer the provided testing material and annotate date/scores on **Attachment 7 (ADDED-COLUMBUSAFB)**.

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

3.3.1. **(ADDED-COLUMBUSAFB)** Unit ADPMs will proctor the airfield driving test in a sterile environment using ADTCS. When applicable, ADPMs may also administer a written version of the Wing Test for personnel without access to ADTCS. Test results will be documented on the ADTCS website or on the [Attachment 7](#) if members do not have access to ADTCS.

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 and procedures.

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.

3.3.1.4. 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 and CMA drivers only*).

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

3.3.1.5.5.1. **(ADDED-COLUMBUSAFB)** Check-ride completion will be document in ADTCS. If unable to access ADTCS, document completed training on [Attachment 7](#).

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

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

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

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

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

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

3.3.2. 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 or 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.

3.3.2.1. **(ADDED-COLUMBUSAFB)** Individuals will report to the 14 Medical Group's Flight Medicine Clinic for vision screening. Vision screenings are on a walk-in basis during duty hours. BOMC/Optomery personnel will annotate results on [Attachment 7 \(ADDED-COLUMBUSAFB\)](#) Section III..

3.3.2.2. Individuals that fail to pass the color vision test can be issued a Flight Line Road Only, Parking Ramp Only, or Airfield/Non-CMA Access as annotated on their AF Form 483 "ramp only" AF Form 483. **NOTE:** Access to the CMA must not be granted. **(T-1)**.

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

3.3.2.4. 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.

3.4. (ADDED-COLUMBUSAFB) AF Form 483 Issuance.

3.4.1. Unit ADPM will (once training is complete):

3.4.1.1. Verify all tests and [Attachment 7 \(ADDED-COLUMBUSAFB\)](#) are complete in ADTCS.

3.4.1.2. Notify Wing ADPM of individuals completion of training in ADTCS and awaiting AF Form 483. If training was not completed in ADTCS, attach Airfield Driving CBT certificate, [Attachment 7 \(ADDED-COLUMBUSAFB\)](#), and test answer sheet together and bring the completed package to 14 FTW ADPM for final approval and issuance of AF Form 483.

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.

4.1.1. (ADDED-COLUMBUSAFB) All vehicles operating on the Columbus airfield and Columbus Auxiliary Airfield (Gunshy) will be IAW DAFI 13-213, AFMAN 91-203 Ch.24 para.13, this supplement and any other applicable directives, standards, and technical orders.

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 or rotating beacon lights and/or emergency or hazard warning flashers when driving in the CMA. **(T-1).**

4.2.5. Vehicles operating in the CMA daily 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. **(T- 3).**

4.2.6. Vehicle operators and/or pedestrians operating on the CMA must use a distinct approved call sign (e.g., Airfield 1, Chief 1, Sweeper 1, or Transient Alert 1) coordinated by the wing or garrison ADPM to avoid duplicating, confusing, or different agencies using similar names. **(T-2).** To avoid confusion that could lead to runway incursions or 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 (e.g., taxiway, ramp, alpha, bravo, or one-eight). **(T-2).** Call signs shall be annotated in the wing or base supplement to this instruction. **(T-2).**

4.2.6. **(COLUMBUSAFB)** See [Attachment 13](#) **(ADDED-COLUMBUSAFB)** for approved call signs.

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

4.2.9. **(ADDED-COLUMBUSAFB)** When entering CMA during favorable weather conditions; and when the airfield lights are not illuminated, stop approx. 100' (two taxiway light fixtures) from the VFR hold-line and contact ATCT.

4.2.10. **(ADDED-COLUMBUSAFB)** During inclement weather conditions (Ceiling less than 800' OR Visibility less than 2 miles) and/or airfield lights are illuminated during the day, the instrument hold line markings will be used to protect the Instrument Landing System (ILS) critical areas. Vehicles will hold short behind the instrument hold line unless granted permission from the ATCT to proceed to the VFR hold line. This is a protected area to prevent interference with aircraft landing systems.

4.2.11. **(ADDED-COLUMBUSAFB)** Driving on Columbus's auxiliary airfield (GUNSHY).

4.2.11.1. When manned, contact GUNSHY RSU before entering the CMA. Be sure to read back all instructions verbatim.

4.2.11.2. When unmanned, stay vigilante and keep your eyes and ears open.

4.2.11.2.1. Proceed and stop and the runway hold line.

4.2.11.2.2. Turn on your vehicles hazard lights or light bar if equipped.

4.2.11.2.3. Roll down your windows and look and listen for any aircraft in the area. If no aircraft are in the area, proceed onto the CMA to complete your task and exit as soon as possible.

4.2.11.3. In the event you are in the CMA and an aircraft is about to land, immediately exit the CMA (i.e., nearest taxiway, access road or into the grass) and contact Airfield Management at 662-434-2996 or 2993.

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 and/or 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 and/or 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.

4.3.2.3. **(ADDED-COLUMBUSAFB)** Should radio problems occur, exit the CMA and contact ATCT (662) 434-3563 or AMOPS (662) 434-2998. IF YOU SUSPECT RADIO FAILURE, DO NOT ENTER OR CROSS ANY RUNWAY.

4.3.3. **(ADDED-COLUMBUSAFB)** ATCT/RSU controller will initiate via radio, light gun signal or by raising/lowering the intensity of the runway/taxiway edge lights for emergency withdrawal of vehicles/personnel from the CMA. After receiving notification from ATCT/RSU, all personnel and equipment will immediately move to an area outside the CMA (beyond the distance remaining markers/VFR Hold lines).

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. DAFVA 11-240, *USAF Airport Signs and Markings*. **(T-2). Note:** The ground vehicle guide to airport signs & markings dashboard or visor sticker is the Federal Aviation Administration (FAA) equivalent to DAFVA 11-240 and may be used by units located at shared-use airfields.

4.4.2. DAFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*. **(T-2).**

4.4.3. A current locally developed airfield diagram (provided by wing or garrison ADPM). **(T-2).**

4.4.4. Hot spots when depicted on a different airfield diagram. **(T-2).**

4.4.5. 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.

4.4.6. 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.

4.5.1.1. **(ADDED-COLUMBUSAFB)** Runway Hold Position Signs. Runway Hold position signs are located on taxiways that intersect a runway and correspond with Runway Hold position markings. The numbers on the sign correspond to the respective runway threshold. For example, "13C-31C" ([Attachment 3 Figure A3.1](#))

(ADDED-COLUMBUSAFB) indicates that the threshold for Runway 13C is to the left and the threshold for Runway 31C 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, “31C” ([Attachment 3 Figure A3.1](#) **(ADDED-COLUMBUSAFB)**) indicates the beginning of Runway 31C. Vehicle operators/pedestrians will not proceed beyond this sign without approval from ATCT.

4.5.1.2. (ADDED-COLUMBUSAFB) Instrument Landing System (ILS) Critical Area Holding Position Sign. The inscription “INST” ([Attachment 3 Figure A3.1](#) **(ADDED-COLUMBUSAFB)**) is for the protection of the ILS critical areas at Twy E, F, and M. The ILS critical area signs correspond with Instrument Holding Position Markings. When the ILS is in use, 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. ATCT will instruct vehicles/pedestrians to hold short of the “INST” hold sign on Twy E, F, M, or the runway edge lights will be lit when operating during the following conditions stated in para 4.2.10.

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.

4.5.2.5.1. (ADDED-COLUMBUSAFB) These signs provide additional instructions for vehicle traffic only. The “Contact Tower” signs ([Attachment 3 Figure A3.1](#)) is located where assistance with situational awareness has historically shown the requirement.

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 DAF owned 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.

4.6.1.1. (ADDED-COLUMBUSAFB) Runway markings at Columbus AFB will include a runway designation number and letter (13 or 31 with a “R”, “C” or “L”), centerline, threshold (piano keys), side-stripes and fixed distance markings. For further information, refer to UFC 3-260-04 Ch. 5.

4.6.1.2. (ADDED-COLUMBUSAFB) Chevron markings in the overruns are yellow in color to identify areas not intended for aircraft use. Refer to UFC 3-260-04 para. 5.2.12, Airfield and Heliport Marking.

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.

4.6.2.1. (ADDED-COLUMBUSAFB) Taxiway centerline marking ([Attachment 3 Figure A3.2 \(ADDED-COLUMBUSAFB\)](#)) consist of a single continuous yellow line to identify the designated path of travel on taxiways, through parking ramps, and to aircraft parking locations.

4.6.2.2. (ADDED-COLUMBUSAFB) Taxiway and apron edge markings ([Figure A3.2. \(ADDED-COLUMBUSAFB\)](#)) consist of a continuous double yellow line to define the taxiway and apron boundaries from the shoulder.

4.6.2.3. (ADDED-COLUMBUSAFB) Taxiway and apron shoulder (deceptive) markings, identifies the pavement not for aircraft use. For further information, refer to UFC 3-260-04 Ch. 6.

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 and/or pedestrians shall not cross the runway hold position or proceed onto the runway without first obtaining permission from the air traffic 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.

4.6.4.1. **(ADDED-COLUMBUSAFB)** ILS (Instrument Hold Lines) critical area ([Figure A3.2. \(ADDED-COLUMBUSAFB\)](#)) is marked prior at the intersection of Twy E and Twy F, and Twy M before merging onto the center runway. The VFR hold line located on Twy F1 adjoining the center runway, Twy A adjoining the inside runway, and Twy M1 adjoining the center runway serves as an instrument hold line.

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

4.6.6. **(ADDED-COLUMBUS)** White STOP bars are located across the RSU access roads prior to the taxiway. Vehicles will stop and conduct a rollover FOD check before proceeding onto the taxiway. ([Attachment 3 Figure A3.2. \(ADDED-COLUMBUSAFB\)](#)).

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.

4.7.1.1. **(ADDED-COLUMBUS)** Columbus AFB runway lighting consists of runway edge, runway end and threshold lights ([Attachment 3 Figure A3.3. \(ADDED-COLUMBUSAFB\)](#)). Runway lights outline the lateral and longitudinal limits of the usable surface of the runway.

4.7.1.2. **(ADDED-COLUMBUS)** Runway end lights consist of two sets of five (red) lights and defines the end of the operational runway surface for aircraft for landing, rollout, or takeoff. The runway end lights are usually co-located with the opposite end threshold lights.

4.7.1.3. **(ADDED-COLUMBUS)** Threshold lights consist of a line of (green) lights providing positive identification of the beginning of the operational **runway surface**.

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](#).

4.7.4.1. **(ADDED-COLUMBUSAFB)** Taxiway end lights consist of two amber colored lights located directly across from the end of a taxiway to indicate the end of the useable surface ([Attachment 3 Figure A3.3. \(ADDED-COLUMBUSAFB\)](#))

4.7.5. **(ADDED-COLUMBUSAFB)** Refer to UFC 3-535-01, Visual Air Navigation Facilities for further information.

4.8. Vehicle speed limits on the airfield. No vehicle (including motorcycle--s, 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). Note:** Vehicles responding to red balls (emergency airfield scenarios), exercises and precautionary landings are not authorized to exceed posted airfield 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 and/or 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.

4.8.5.1. (ADDED-COLUMBUSAFB) Driving lanes are located on the T-1, T-6 and T-38 parking ramps and run perpendicular to the nose/tail of the aircraft. Driving lane speed limit is 10 mph. When driving or parked, the driver's side of the vehicle will face the aircraft cockpit. The taxi lane centerline will indicate the dividing line for traffic flow. Procedures and standards for vehicles operating in the immediate vicinity of an aircraft will be IAW AFMAN 91-203, Ch. 24.13.

4.8.6. Aircraft Parking Ramp — 15 miles per hour.

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

4.8.7.1. (ADDED-COLUMBUSAFB) Airfield access roads (RSU and ATCALS/Weather equipment) — 15 mph.

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 or base supplement to this instruction.

4.8.13.1.1. (ADDED-COLUMBUSAFB) General-purpose vehicles will not exceed 35 mph. Exception: Emergency vehicles may exceed the limit when responding to actual emergencies.

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.

4.9.3.1. **(ADDED-COLUMBUSAFB)** Vehicles will not drive through designated aircraft parking spots or under aircraft shelters unless towing an aircraft in/out of that spot.

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

4.9.4.1. **(ADDED-COLUMBUSAFB)** Vehicles will give way to taxiing aircraft while driving on the airfield. When driving on Twy A, F1 or M1, pull over to the furthest most point of usable pavement and wait for aircraft to pass. All other taxiways and hammerheads, drivers will proceed onto the taxiway shoulder and wait for aircraft to pass. Note: If the driver is not a qualified marshaller, the driver can give the thumbs up to the pilot. The thumbs up indicates the pilot has enough wingtip clearance to Pass.

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 or 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.

4.11.1.1. **(ADDED-COLUMBUSAFB)** Vehicles on the airfield are mobile obstacles and must comply with all applicable rules. Exception: Emergency and authorized maintenance vehicles.

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.

4.11.2.1. **(ADDED-COLUMBUSAFB)**. Apron obstacle clearance is 30 ft. from the apron edge. Obstacles include vehicles (parked or moving) and ground support equipment etc.

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

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

4.11.4.1. **(ADDED-COLUMBUSAFB)** Mobile ground support equipment may be placed on the airfield (taxiways, aprons, etc.) no earlier than three hours of arrival and must be removed no later than three hours after departure.

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 or 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:

4.13.3.1. Inspect the vehicle tires (pull forward to check tire in contact with pavement). **(T-1).**

4.13.3.2. Ensure all external vehicle components are secured. Secure 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 airfield. **(T-1).**

4.13.3.3. A thorough walk around of the vehicle to check for damaged, loose, or worn parts. **(T-1).**

4.13.4. Refer to DAFI 21-101, *Aircraft and Equipment Maintenance Management*, Chapter 11 and AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, Chapter 24 for additional information.

4.13.5. **(ADDED-COLUMBUSAFB)** If “NO FOD CHECK REQUIRED” is transmitted over the crash net, its intent is for AMOPs or emergency response personnel only. All other drivers will continue to conduct FOD checks when entering the airfield.

4.13.6. **(ADDED-COLUMBUSAFB)** When a significant amount of FOD found on the airfield, notify AMOPS via radio or commercial at (662) 434-2998/2861 or DSN 742-2998. AMOPS will inspect the area and contact a sweeper as needed.

4.14. Use of cellular or mobile phones on the airfield.

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

4.14.1.1. **(ADDED-COLUMBUSAFB)** IAW AFI 21-101_AETCSUP paragraph 1.15.1. (AETC), Personal (non-government issue) electronic and communication devices (cell phones, pagers, portable music/video players, electronic games) are not authorized on the flight line, munitions maintenance areas, hangars, and/or other industrial work areas unless the 14 FTW/MX leadership authorizes key personnel their use for the performance of official business.

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.

4.15.1.1. **(ADDED-COLUMBUSAFB)** Vehicles will use low beam headlights during night operations.

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.).

4.15.2.1. **(ADDED-COLUMBUSAFB)** Vehicles will use low beam headlights during night operations.

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

4.15.7. Vehicle headlights shining towards a moving aircraft at night shall be turned off immediately to prevent affecting the pilot's night vision and will remain off until the aircraft is out of range. **(T-1).** However, vehicle parking lights or emergency flashers are turned on, so its position is known. Headlights shall be turned on prior to moving the vehicle. **(T-1).**

4.15.8.

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

4.17. Operating Non-Vehicular Equipment. Examples of non-vehicular 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 or base supplement. Unless otherwise directed, personnel operating non- vehicular equipment are exempt from state and/or country driver's licensing requirements. However, personnel operating non-vehicular equipment must complete airfield driver's qualification training in accordance with this instruction. **(T-1).**

4.17.2. 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.

4.17.2.1. **(ADDED-COLUMBUSAFB)** Bicycles and Tricycles will follow the same general rules of the airfield to include having an AF Form 483. They will remain within the confines of the aircraft parking ramps, Flightline Road and hanger area.

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

4.17.4. **(ADDED-COLUMBUSAFB)** Vehicles not authorized on the airfield are personal motor homes (recreational vehicles), trucks with cab-over type campers, motorcycles, mopeds, and scooters.

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. **(ADDED-COLUMBUSAFB) Exceptions:** Airfield Management and vehicles responding to an emergency or in the performance of their duties (i.e., Fire Department, Safety, Security Forces, Medical personnel, aircraft maintenance, Barrier Maintenance and USDA).

4.18.1. **(ADDED-COLUMBUSAFB)** Vehicles and personnel requiring access to areas on the airfield, outside of CMA, will use the following routes:

4.18.1.1. **(ADDED-COLUMBUSAFB)** Areas between the inside and center runway (Sunfish RSUs #1 and #4, Glideslope antennas, etc.):

4.18.1.1.1. **(ADDED-COLUMBUSAFB)** Primary: Proceed to Twy G, merge left onto Twy E, merge right onto Twy H. Sunfish RSU access road is located on the Northside of Twy H. Proceed onto Sunfish RSU access road to either RSU 1 or 4.

4.18.1.1.2. **(ADDED-COLUMBUSAFB)** Alternate: Access the airfield through the SAC area via Independence Ave. Continue Twy M onto the North Hammerhead. RSU access road is located south of Twy A1 near the stop light. Note: A rollover FOD check is required before entering the SAC area and crossing Twy K. When entering the SAC area and before crossing Twy K, be sure to look both ways for taxiing aircraft.

4.18.1.2. **(ADDED-COLUMBUSAFB)** Areas between the center and outside runways (Gin Fizz RSUs #2 and #5, Live Oak RSUs #3 and #6, TACAN, etc.):

4.18.1.2.1. **(ADDED-COLUMBUSAFB)** Primary: Follow South Perimeter Road; merge onto F1 RSU access road. Proceed across Twy F1 to GinFizz RSU 5 or merge right onto Twy F1 and proceed onto Live Oak RSU access road for Live Oak RSU 3 and 6. To access GinFizz RSU 2, continue north on Live Oak RSU access road to Twy M1, merge left onto Twy M1 until you get to M1 access road and turn left to GinFizz RSU 2.

4.18.2.2.2. **(ADDED-COLUMBUSAFB)** Alternate: Follow the North Perimeter Road, merge right onto M1 access road, and proceed across Twy M1 until you reach Ginfizz RSU 2. Note: A rollover FOD check is required before crossing Twy F1 and Twy M1. Before crossing, be sure to look both ways for taxiing aircraft.

4.19. Runway Crossing Limitations. Limit runway crossing at locations known to have communication, signal problems, and/or air traffic control tower visual blind spots, as applicable.

4.19.1. **(ADDED-COLUMBUSAFB)** No known communications, radio signal problem areas, or visual blind spots in the CMA on the airfield.

4.19.2. **(ADDED-COLUMBUSAFB)** Vehicles will use low beam headlights during night operations.

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). (ADDED-COLUMBUSAFB)** **NOTE:** All emergency response vehicles will adhere to proper radio communications and CMA access procedures.

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

4.20.2.1. **(ADDED-COLUMBUSAFB)** Primary (initial) emergency responders for an aircraft emergency are fire department, medical, safety, aircraft crash/recovery and AMOPS. 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-COLUMBUSAFB)** Vehicles not directly involved, during an aircraft accident/incident, will immediately leave the affected area.

4.20.4. **(ADDED-COLUMBUSAFB)** Dependent upon aircraft location, follow-on/support vehicles will stage on the taxiway edge at the following locations:

4.20.4.1. **(ADDED-COLUMBUSAFB)** North end - Twy L for Inside runway, Twy M for Center runway, and Twy M1 for outside runway.

4.20.4.2. **(ADDED-COLUMBUSAFB)** South end - Twy H or Twy J for inside runway, Twy F for center runway, and Twy F1 for outside runway.

4.21. Vehicle Traffic Control Devices or Lights Located on Taxiways and Runways. When the vehicle traffic control device and/or light is activated, vehicle operators must come to a complete stop until the device and/or light is turned off. **(T-1).** Vehicle operators must visually check for crossing aircraft or vehicles before proceeding. **(T-1).**

4.21.1. **(ADDED-COLUMBUSAFB)** Airfield does not have any vehicle control devices/lights. Vehicle operators will adhere to all signs and markings identifying the CMA boundary.

4.22. Airfield Driving During Blackout Conditions.

4.22.1. Units operating vehicles on the airfield using night vision devices must have local operating procedures coordinated through the wing or garrison ADPM and approved by the requesting unit's squadron commander. **(T-3)**. The local operating procedure must include the items below and require vehicle operators to follow the guidance outlined in AFMAN 24-306, *Section 12D—Vehicle Operations Using Night Vision Devices and Operations Under Blackout (BO) Conditions*. **(T-3)**. **(ADDED-COLUMBUSAFB) Note:** There are no NVD operations on the airfield.

4.22.1.1. Driver and assistant driver responsibilities.

4.22.1.2. NVD-related accident reporting procedures.

4.22.1.3. Airfield driving and night vision device (NVD) licensing procedures. **Note:** Annotate "NVD Qualified" on the AF Form 483.

4.22.1.4. Qualification and 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 always visible by, and near, the escort official. **(T-2)**. The escort official is responsible for relaying air traffic control tower control instructions and/or communication for the escorted group.

4.23.2. Escort officials must be trained and 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.

4.23.3. (ADDED-COLUMBUSAFB) One escort official can escort two or more vehicles on the CMA as long as the escorted vehicles are within 250 ft. of each other.

4.24. Vehicles equipped with supplemental traction devices.

4.24.1. Tire chains may only be used on airfield pavements after obtaining coordination and 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. **(ADDED-COLUMBUSAFB) NOTE:** Supplemental traction devices (e.g., tire chains, studded tires, etc.) are not authorized on the airfield.

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 and vehicles and areas authorized to use studded tires in the wing or 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 marshallers.

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

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

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

4.26.4. **(ADDED-COLUMBUSAFB)** Use caution on Flightline Road as aircraft taxiing to/from parking will turn with their exhaust pointed at the road.

4.27. Disabled Vehicle.

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

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

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

4.27.2. Operators of other radio-equipped vehicles (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. **(ADDED-COLUMBUSAFB) NOTE: Contact Airfield Management at (662) 434-2998.**

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 and Survey Teams, and non-base assigned contractors.

4.28.1. Do not grant temporarily assigned personnel, inspection and 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 or base supplement.

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

4.28.2.1. The wing or garrison ADPM or as delegated in the wing or base supplement to the unit ADPM may provide a local briefing and/or training when temporarily assigned personnel, inspection and 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 and unit of the individual that received the local briefing and/or 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.

4.28.2.1.3. **(ADDED-COLUMBUSAFB)** TDY and non-base assigned contractor personnel with a valid AF Form 483 from another duty station will be given an in-depth briefing and airfield orientation tour (day and night), or as required for mission accomplishment by Unit ADPM or Unit driving trainers prior to the individual being authorized to drive on the airfield. On the back of the Individual's AF Form 483, write in the date, CAFB and access area permitted to drive.

4.28.2.1.4. **(ADDED-COLUMBUSAFB)** Higher Headquarters (HHQ) Inspection Teams. HHQ inspectors requiring local airfield driving privileges must possess a valid AF Form 483 from their home base and receive a local airfield driving training/briefing prior to driving on the airfield. The Unit ADPM or trainer will sign and date the inspectors travel orders, which will act as their airfield driver's license. The inspectors must keep the signed copy (travel orders) when driving on the airfield.

4.28.2.1.5. **(ADDED-COLUMBUSAFB)** Contractors and Vendors. The Wing ADPM or AFM may grant temporary airfield access to contractors and vendors. The Wing ADPM or AM will give an in-depth briefing on airfield operations and exact routes to and from the work area prior to airfield access.

4.28.2.2. The wing or garrison ADPM or designated representative may provide local airfield driving training via handouts and/or 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 or garrison 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 and/or briefing, forward an information copy to the wing or garrison 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.

4.29.1.1. **(ADDED-COLUMBUSAFB)** Vehicle passes are issued to those individuals requiring immediate and direct access to the work area on the airfield. Vehicle passes are required for all POV and Government leased vehicles.

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 and/or 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 or garrison airfield driving program for approval.

4.29.3.1. **(ADDED-COLUMBUSAFB)** Wing ADPM will issue a vehicle pass for contractor vehicles (i.e., trucks, tractor-trailers, vans, etc.). Non-vehicular/equipment type items (dozers, backhoe, front-end loader etc.) do not require a vehicle pass. Exempt: Base assigned contractors with properly marked company logo or office

branch (i.e., L3, DynCorp, T-Square LSC, Olgoonik LLC, etc.) are not required to have a vehicle pass.

4.29.4. Each POV owner, user or 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 or decal are endorsed by the individual's unit commander or company, contractor representative. At a minimum, the MFR or local form or electronic equivalent contains the following information:

4.29.5.1. Owner or User.

4.29.5.2. Organization or Company.

4.29.5.3. Duty Phone.

4.29.5.4. Vehicle Make, Model, Year, Color, License Plate Number and State where vehicle is registered.

4.29.5.5. Pass or Permit number.

4.29.5.6. Area of Operation(s) and/or location.

4.29.5.7. Justification.

4.29.5.8. Effective period or dates.

4.29.6. POV and government leased vehicles passes or decals are differentiated in the wing or base supplement.

4.29.6.1. **(ADDED-COLUMBUSAFB)** Use Attachment 14 **(ADDED-COLUMBUSAFB)** when requesting an annual vehicle pass.

4.29.6.1.1. **(ADDED-COLUMBUSAFB)** Passes issued on an annual basis will not extend beyond the calendar year.

4.29.6.1.2. **(ADDED-COLUMBUSAFB)** Annual Vehicle pass colors will change annually.

4.29.6.1.3. **(ADDED-COLUMBUSAFB)** Base assigned contractors will review their vehicle listings annually and forward a copy to 14 FTW ADPM.

4.29.7. Maintain vehicle passes or decals supportive information in accordance with Air Force RDS, Table 13-01, Rule 01.00.

4.29.7.1. **(ADDED-COLUMBUSAFB)** Place vehicle passes in the driver's side dash or sun visor when on the airfield. Note: Individual, who requested the vehicle pass, will not loan or sub-issue the pass to other personnel.

4.29.7.2. **(ADDED-COLUMBUSAFB)** Passes are required to be legible, recognizable, and visible when on the airfield. Contact AMOPS to replace lost or faded passes.

4.29.8. A valid (active commercially obtained insurance at or above State law minimums for the state where the installation is located) is required to operate a POV on DAF-owned and/or operated airfields.

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

4.29.10. **(ADDED-COLUMBUSAFB)** Report loss or stolen vehicle passes to the AMOPs office immediately.

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.

4.30.1.1. **(ADDED-COLUMBUSAFB)** Notify the 14 FTW ADPM, Unit ADPM, and Unit Commander when a revocation or suspension occurs. See Attachment 15 for example memorandum.

4.30.1.2. **(ADDED-COLUMBUSAFB)** The Unit ADPM will notify the Unit's Commander and the 14 FTW ADPM of suspension actions taken for not completing refresher training.

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

4.30.2.1. Escort individuals off the airfield.

4.30.2.2. Confiscate individual's AF Form 483.

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

4.30.2.4. Document and report the incident to the wing or garrison 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 calendar days.

4.30.3.2. Second Offense. Loss of airfield driving privileges for a period of 60 calendar 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 calendar 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. Reinstatement of an AF Form 483.

4.31.1. Prior to reinstatement of airfield driving privileges, individuals will complete all training criteria and testing requirements outlined in [Chapter 3](#) of this instruction. (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.

4.32.1.1. (ADDED-COLUMBUSAFB) Wing ADPM, 14 SFS, 14 FTW Safety, or any individual in the area observing the violation will detain and remove the vehicle operator from the affected area and escort the violator to AMOPS.

4.32.2. The wing or garrison ADPM will notify the unit commander of the individual who committed a runway incursion within three duty days of the alleged incident. (T-3).

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

4.32.4. The wing or garrison 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 or base supplement. The wing or garrison 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 (e.g., grade, 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 (e.g., runway or taxiway intersection, distance from threshold or overrun.)

4.32.6. The wing or garrison ADPM maintains a copy of the AF Form 651s and/or AF Form 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 DAFMAN 91-223.) A copy of the final runway incursion Air Force Safety Automated System (AFSAS) report may be obtained from wing safety.

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

4.33.1. The wing or garrison ADPM will report airfield driving incidents and/or violations to the unit commander and the unit ADPM within three duty days. **(T-3)**. Include the following:

4.33.2. Name and grade of the individual, unit, duty phone, unit commander or unit ADPM.

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

4.33.4. **(ADDED-COLUMBUSAFB)** Individuals who witness an airfield driving incident/violation will provide as much of the available information to the 14 FTW ADPM during normal duty hours (0730L – 1630L) at (662) 434-2996, and after duty hours to AMOPS at (662) 434-2998.

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, ramps or aprons, visual flight rules, and instrument holding position signs and markings.

4.34.2. Airfield access points.

4.34.3. Restricted area boundaries and/or entry control points.

4.34.4. Control area boundary.

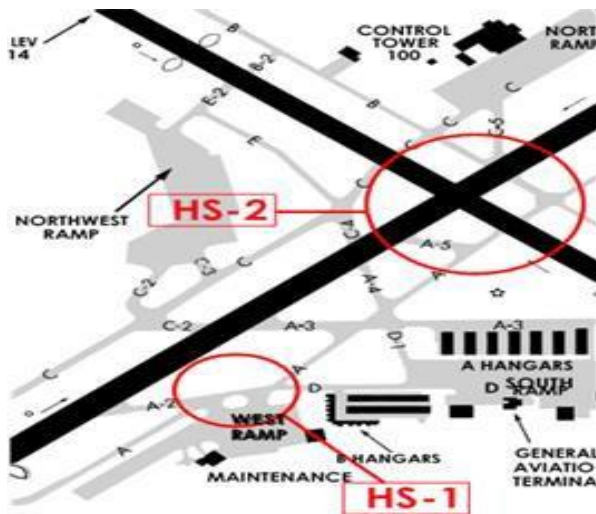
4.34.5. Vehicle traffic lanes and traffic flow.

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 and/or taxiway intersections.

4.34.12. Other confusing or ambiguous areas identified on airfield.

4.34.12.1. **(ADDED-COLUMBUSAFB)** There are three hot spots located on the airfield in which heightened diligence is required due to risk of runway incursion. See **(ADDED-COLUMBUSAFB) Attachment 10, Airfield Diagram.**

4.34.12.1.1. **(ADDED-COLUMBUSAFB)** Intersection of runway 13R/31L, taxiway A, A1 and L intersection.

4.34.12.1.2. **(ADDED-COLUMBUSAFB)** Intersection of runway 13R/31L and taxiway M.

4.34.12.1.3. **(ADDED-COLUMBUSAFB)** Intersection of runway 13R/31L and taxiway J and E. for locations of Hot Spots on Columbus AFB.

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.

4.34.16.1. **(ADDED-COLUMBUSAFB)** CMA at Columbus AFB and GUNSHY include runways, overruns, and all areas within 100' of a runway ((Columbus) Attachment 10 and 11).

4.35. (ADDED-COLUMBUSAFB) Tobacco products on the airfield.

4.35.1. **(ADDED-COLUMBUSAFB)** Tobacco products are prohibited on the flightline.

4.35.2. **(ADDED-COLUMBUSAFB)** Designed tobacco use areas are located near the maintenance buildings west of Flightline Road and must have an approved smoking can/chimney. Note: The Facility Manager is responsible for the cleanliness of the area.

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 and/or 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 and/or 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 point/intersection).”</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>
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 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

JOSEPH T. GUASTELLA JR, Lt Gen, USAF
Deputy Chief of Staff, Operations

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

AFPD 13-2, *Air Traffic Control, Airfield, Airspace and Range Management*, 3 January 2019
DAFI 33-360, *Publications and Forms Management*, 1 December 2015
AFMAN 13-204 Volume 1, *Management of Airfield Operations*, 22 July 2020
DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020
AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 July 2020
DAFI 31-101, *Integrated Defense*, 25 March 2020
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 22 July 2019
DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020
AFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020
AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 11 December 2018
DAFMAN 91-223, *Aviation Safety Investigations and Reports*, 14 September 2018
Air Force *Enlisted Classification Directory (AFECD)*, 31 October 2017
Air Force *Officer Classification Directory (AFOCD)*, 31 October 2017
DAFVA 11-240, *USAF Airport Signs and Markings*, 4 August 2021
DAFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*, 30 July 2009
UFC 3-260-01, *Airfield and Heliport Planning and Design*, 4 February 2019
FAA Order 7110.65Z, *Air Traffic Control*, 17 June 2021
FAA AC 150/5340-1M, *Standards for Airport Markings*, 10 May 19
Federal Aviation Administration *Pilot Controller Glossary*

Prescribed Forms

AF Form 483, *Certificate of Competency*

(ADDED-COLUMBUSAFB) COLMBUSAFB FORM 1, *Flightline Driver's and VCO/VCNCO Training and Certification*

Adopted Forms

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*

Abbreviations and Acronyms

ADPM—Airfield Driving Program

(ADDED-COLUMBUSAFB) ADTCS –Airfield Driving Training and Certification System Manager

AF—Air Force

AFECD—Air Force Enlisted Classification Directory

AFSA—Air Force Flight Standards Agency

AFSA/XA—Air Force Flight Standards Agency Airfield Operations Directorate

AFI—Air Force Instruction

AFM—Airfield Manager

AFMAN—Air Force Manual

AFOCD—Air Force Officer Classification Directory

AFPD—Air Force Policy Directive

AFSAS— Air Force Safety Automated System

AO—Airfield Operations

AOFC— Airfield Operations Flight Commander

CMA—Controlled Movement Area

DAF—Department of the Air Force

DAFI— Department of the Air Force Instruction

DAFV— Department of the Air Force Visual Aid

DoD—Department of Defense

FAA—Federal Aviation Administration

FOD—Foreign Object Damage

HATR—Hazardous Air Traffic Report

MFR—Memorandum for Record

MICT—Management Internal Control

Toolset

NVD—Night Vision Device

OPR—Office of Primary

Responsibility

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

RIPWG—Runway Incursion Prevention Working Group

SAA—Senior Airfield Authority

SAC—Self-Assessment Communicator

UFC—Unified Facilities Criteria

WADPM—Wing or Garrison Airfield Driving Program Manager

Terms

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

(ADDED-COLUMBUSAFB) Airfield-CMA Access-- Individuals allowed to operate a vehicle on any portion of the airfield. Vehicle operator must contact ATCT before entering any portion of the CMA.

Airfield Driving Program Manager (ADPM)—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 (AM)—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 and repairs, airfield driving program, snow and 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, local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

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

(ADDED-COLUMBUSAFB) Airfield-Non/CMA Access -- Individuals allowed access to operate a vehicle on the any portion of the airfield except for the CMA.

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 or field command OPR for AO 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 and longitude as the approach end of runway.

Controlled Movement Area (CMA)—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 access (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. 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 DAFMAN 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.

(ADDED-COLUMBUSAFB) Flightline Road Only—Individuals are allowed to operate a vehicle on Flightline Road only. Vehicle operators will not cross the double yellow apron boundary lines for any reason.

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 or operational characteristics of the aforementioned items.

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

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

Host Wing/Garrison Commander (or equivalent)—The individual with ultimate responsibility for operating the airfield.

Hot Spot—A location on an airfield (e.g., runway, taxiway) with a history or potential risk of collision or runway incursion, and where heightened attention by pilots, vehicle operators and pedestrians are necessary.

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 or Field Command—For the purpose of this publication, 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 or Field Command also refers to the OPR for AO in this instruction.

Mission Oriented Protective Posture—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 proximity in these areas, so it is vital to maintain a safe distance between the 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., hold line) on paved taxiways or ramps and the designated runway safety area.

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

(ADDED-COLUMBUSAFB) RAMP ACCESS ONLY— Individuals are allowed access to operate a vehicle on the T-1, T-6, T-38, and Transient parking ramp. Also Ramp access allows drivers to operate on the aircraft maintenance hangar area, and Flightline road. Individuals are not authorized to operate a vehicle on taxiway.

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—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 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, DAF instructions, DAF manuals 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 and currency of the driver's Air Force Form 483 and the availability and currency of the local airfield diagram, Department of the Air Force Visual Aids (e.g., DAFVA 11-240, DAFVA 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 publication, the term unit is equivalent to a squadron, also known as the basic unit in the United States Air Force organizational structure. For the United States Space Force, the term unit is typically equivalent to a Delta. The United States Space Force has squadrons subordinate to Deltas.

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 to prevent future occurrences.

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

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

A2.4. RIPWG. The RIPWG will:

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

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

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

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

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

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

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

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

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

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

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

A2.4.2.5. Installing runway guard lights if applicable.

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

A2.4.2.7. Installing Location Signs.

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

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

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

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

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

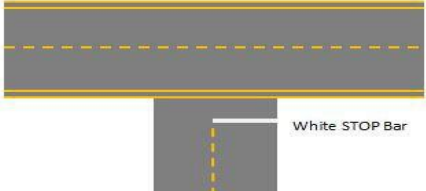
Attachment 3

AIRFIELD SIGNS, 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 A3.1 (COLUMBUSAFB) Airfield signs, Marking, and Lighting Part 1.

	Runway Hold Position Signs Indicates that the threshold for Runway 13C is to the left and the threshold for Runway 31C is to the right.
	Runway Hold Position Signs On taxiways that intersect the beginning of the takeoff runway, only the designation of the takeoff runway may appear on the sign
	Instrument Hold Sign Protection of the ILS critical areas at Twy E, F, and M.
	Other Signage The “Contact Tower” signs is located where assistance with situational awareness has historically shown the requirement. Provides additional instructions for vehicle traffic only.
	Taxiway centerline marking. Designated path of travel on taxiways, through parking ramps, and to aircraft parking locations.
	White stop bar marking. White edge lighting is used to indicate the lateral limits of the usable surface of the runway.

	Runway lights. Runway lights are white and located along the edge of the runway.
	Taxiway Edge Lighting Blue edge lighting is used to define the lateral limits and direction of a taxiing route.
	Taxiway end lights Located at intersection of Twy L and Twy A Twy B and Twy A Twy H and Twy E Twy G and Twy E

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

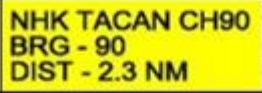
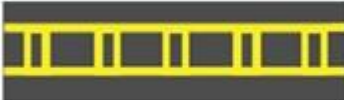
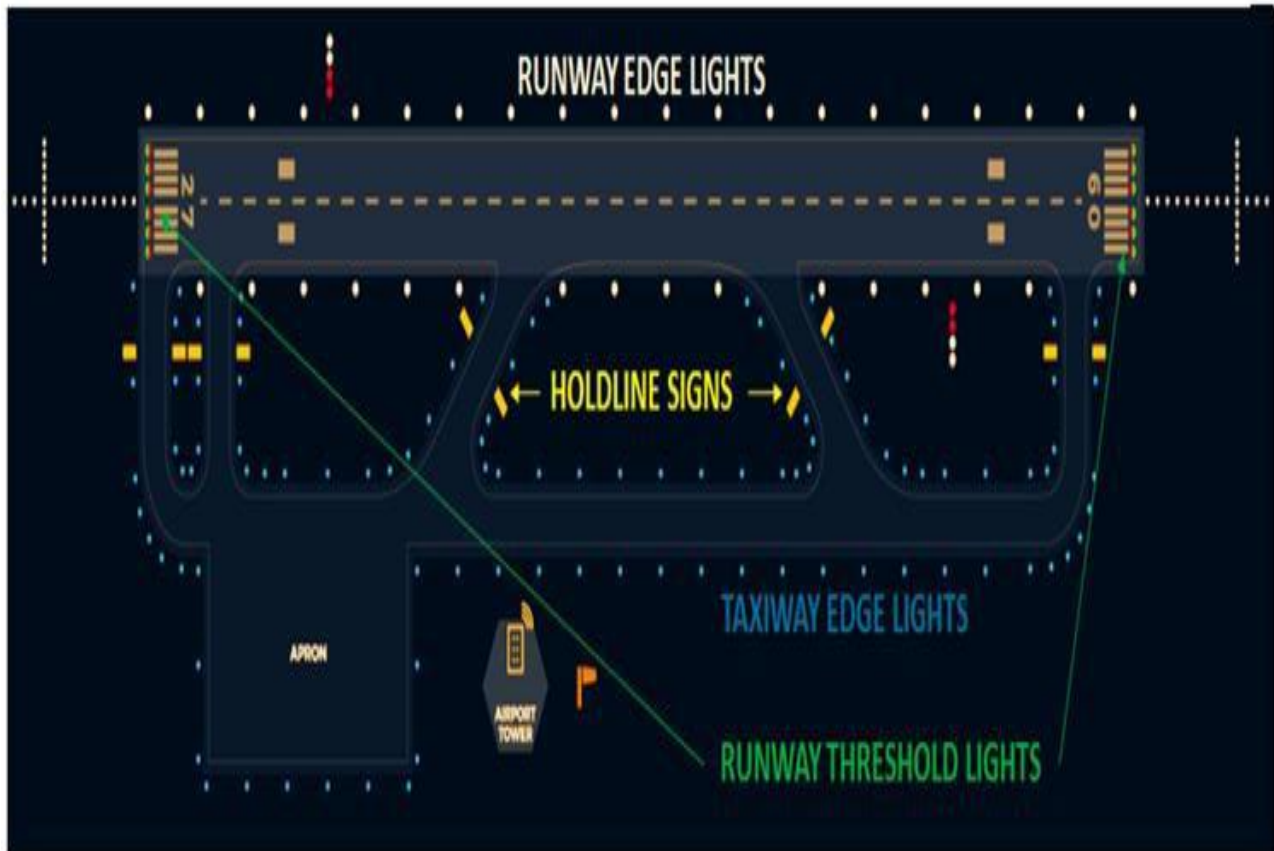
	Inbound Destination
	TACAN Checkpoint Sign
	Distance Remaining
EXAMPLE	TYPE OF MARKING
	Holding Position
	ILS Critical Area/POFZ Boundary
	Taxiway/Taxiway Holding Position
	Non-Movement Area Boundary
	Taxiway Edge
	Dashed Taxiway Edge

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 or garrison airfield driving program manager)			
Name: (Last, First, MI)	Grade or Civilian equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II QUALIFICATION TRAINING (Completed by trainee and wing or garrison airfield driving program manager).			
	Date Completed	Trainee Initials	WG ADPM
1. Unit Airfield Driving Program Manager (ADPM) duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives:			
4.1. Air Force Manual 24-306, <i>Operation of Air Force Government Motor Vehicles</i> .			
4.2. AFMAN 91-203, <i>Air Force Occupational Safety Fire and Health Standards</i> , Chapter 24.			
4.3. Department of the Air Force Instruction 21-101, <i>Aircraft and Equipment Maintenance Management</i> , Chapter 11.			
5. Testing requirements to include testing security and compromise.			
6. Color vision testing requirements. See Department of the Air Force Manual 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's Training:			
7.1. Local Qualification.			
7.2. Refresher.			

8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violations Consequences.			
10. Vehicle Passes (privately owned and government leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. Temporarily assigned personnel and 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 or garrison 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 Department of the Air Force Instruction 13-213 and wing or base supplement.			
Name: (Last, First, MI):	Grade or Civilian equivalent:	Signature:	Date:
Wing or Garrison Airfield Driving Program Manager			
Name: (Last, First, MI):	Grade or Civilian 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. Airfield Management should:

A6.1.1. Routinely monitor ramp net radio for proper terminology and phraseology and discipline.

A6.1.2. Conduct random spot checks for enforcement and compliance with [Chapter 3](#) of this publication and wing and base supplement.

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

following: A6.2.1. The availability and currency of the local airfield diagram.

A6.2.2. A check of the driver's Air Force Form 483 for accuracy and currency.

A6.2.3. The availability and currency of Air Force Visual Aids (e.g., DAFVA 11-240, DAFVA 13-222)

A6.3. Airfield Management. Airfield Management will:

A6.3.1. Report violations detected during spot checks to the wing or garrison ADPM. **(T-3).**

A6.3.2. Document actions taken on the AF Form 3616 or electronic equivalent.

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

A6.4.1. Report and document results of spot checks in the "status of airfield driving" section of Airfield Operations Board. **(T-3).**

A6.4.2. Check each unit's airfield driving program for integrity and compliance. **(T-3).**
See [paragraph 2.7.22](#) for additional information.

A6.4.3. Provide results to the unit's commander in writing and brief at the next quarterly Airfield Operations Board. **(T-3).**

Attachment 7

AIRFIELD DRIVING TRAINING 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 Trainer)			
	Date	Trainee's	Trainer's Initials
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. (Completion of this checklist).			
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 Approach Aids.			
5.5. Location of Restricted Area and Entry Control Points.			
5.6. Location of Free Zones as applicable.			
5.7. Location of the Fire Department, Air Traffic Control Tower (ATCT) and Airfield Management.			
5.8. Location/use of traffic control device as applicable.			
5.9. Hazardous Jet Blast locations on the airfield.			
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-ride			
8. Practical Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			
8.1. Practical Night Driving Check-ride (as applicable).			
9. Review Local AFI 13-213 supplement.			
10. USAF Airfield Driving CBT (Date Completed).			
11. Runway Incursion Prevention Training.			
12. Airfield Diagram/Layout Test [Score:]			
13. General Knowledge Test (written) [Score:]			
14. Runway Incursion Prevention Test [Score:]			
15. Communication Test [Score:]			

16. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA . Note: Required for all personnel that require access on or across taxiways, helipad, and aprons located in the CMA.			
17. Demonstrate the ability to contact ATCT for approval to enter/exit the runway . Note: Required for all personnel that require access on or across taxiways, helipad and aprons located in the CMA.			
SECTION III - Color Vision Test for CMA drivers only. (Completed by Hospital/Medical Treatment Facility Optometry)			
Results: Pass / Fail (Circle one)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	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			
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.			

Table A7.1. (COLUMBUSAFB) Airfield Driving Training Documentation and Certification Checklist.

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I - TRAINEE INFORMATION (Completed by the Unit ADPM)			
(Last, Name 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 Trainer)			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Trainee possesses a valid driver's license. State: List restrictions:			
2. Trainee possess a valid Gov Driver's License? GOV License #			
3. Airfield Driving Classroom Training (as determined locally)			
4. Airfield Driving Qualification Training Checklist/Curriculum. (Completion of this checklist).			
5. Local Airfield Familiarization. Training Outcome(s): Trainee must be familiar with knowledge of the local airfield environment.	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 Approach Aids.			
5.5. Location of Restricted Area and Entry Control Points.			
*5.6. Location of Free Zones as applicable.			
5.7. Location of the Fire Department, Air Traffic Control Tower (ATCT) and Airfield Management.			
5.8. Location/use of traffic control device as applicable.	N/A	N/A	N/A
5.9. Hazardous Jet Blast locations on the airfield.			

*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. Note: there are no ATCT and vehicle blind spots.	N/A	N/A	N/A
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 Flightline Road, parking apron/ramp and taxiways.			
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 the airfield.			
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: Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.			

7.1. Practical Day Driving Check-ride			
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 DAFI 13-213 supplement.			
10. USAF Airfield Driving CBT. (Print Certificate)			
11. Runway Incursion Prevention Training.			
12. Airfield Diagram/Layout Test (Pass 100%) Score:			
13. General Knowledge Test (written) (Pass 80%) Score:			
14. Runway Incursion Prevention Test (Pass 100%) Score:			
15. Communication Test (Pass 100) Score:			
*16. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA . Note: 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: CMA includes All personnel that require access on or across taxiways, helipad and aprons located in the CMA.			

SECTION III - Color Vision Test for CMA drivers only. (Completed by Hospital/Medical Treatment Facility Optometry)				
Results: If exempt, state why:				
Name: (Last, First, MI):		Rank, Civilian Grade or equivalent:	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:
SECTION V - TRAINEE ACKNOWLEDGEMENT (Completed by Trainee)				
I have received and completed all training requirements and will comply with my local base's Airfield Driving DAFI 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 Columbus AFB airfield.				
Check all applicable restrictions and/or special access. (Must pick one)				
Flightline Road Only ☐	Ramp Only ☐	Airfield/NON-CMA ☐	Airfield/CMA Access ☐	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): Tolerson, Tyson, L		Rank, Civilian Grade or equivalent: Ctr	Signature:	Date:

Note: * - Flightline Road and Parking Ramp access are exempt.

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 markings (i.e., runway, taxiway, apron/ramp). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (i.e., runway, taxiway, apron/ramp).			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramps and taxiways.			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft.			
6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			

16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable.			
18. Explain procedures for reporting an accident or vehicle maintenance problems.			
SECTION III - TRAINING CERTIFICATION (Completed by Trainee, Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager, as required)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and (if applicable) wing/base supplement. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Unit/Office Symbol or Company Name	Duty Phone
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:	Unit/Office Symbol or Company Name	Duty Phone
WING AIRFIELD DRIVING PROGRAM MANAGER OR DESIGNATED REPRESENTATIVE (as required)			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Unit/Office Symbol or Company Name	Duty Phone
NOTE: A local form may be used if 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 or equivalent and on file with the wing or garrison ADPM. **(T-3).**

A9.2. TAB B. DAFI 13-213, wing or 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 units assigned airfield drivers. At a minimum, the list of airfield drivers includes the individual's full name, grade (or civilian equivalent), unit, Air Force Form 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date.

A9.6. TAB F. Airfield driving computer-based training, training curriculum, test and answer key.

A9.7. TAB G. Unit airfield driving requirements as applicable (e.g., fire trucks, fuel trucks, or k-loaders).

A9.8. TAB H. Airfield violations and corrective actions.

A9.9. TAB I. References (e.g., AFMAN 24-306, Section 12; AFMAN 91-203, Chapter 24; and DAFI 21-101, Chapter 11).

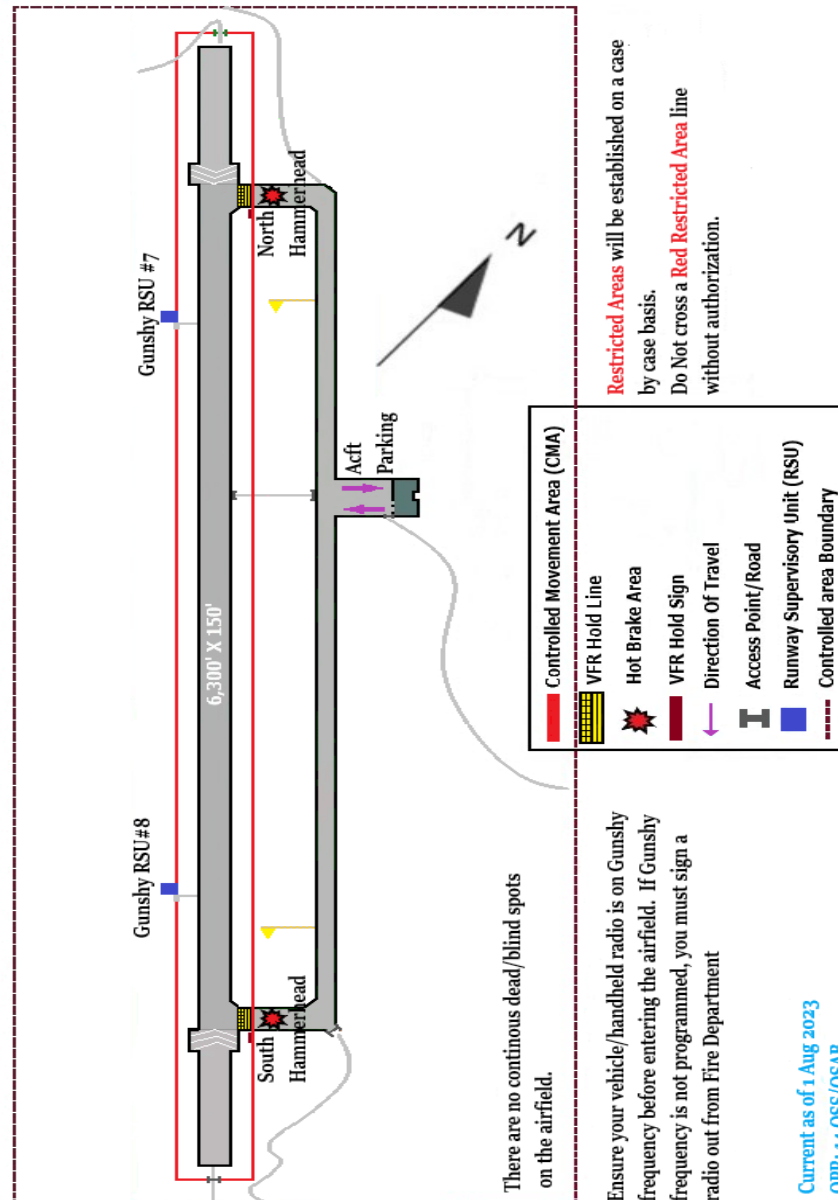
A9.10. TAB J. Miscellaneous information (e.g., Meeting Minutes, Digest Articles, RIPWG).

ATTACHMENT 11 COLUMBUS AUXILIARY AIRFIELD (GUNSHY) AIRFIELD DIAGRAM

TABLE 11.1. (ADDED-COLUMBUSAFB) AUXILIARY AIRFIELD (GUNSHY) DIAGRAM.

AUXILIARY AIRFIELD (GUNSHY) DIAGRAM

DIAGRAM NOT TO SCALE



ATTACHMENT 12

VEHICLE CALL SIGN LISTING

TABLE 12.1. (ADDED-COLUMBUSAFB) Vehicle Call Sign Listing.

WING LEADERSHIP		14TH Medical Group	
Blaze 1 - WG/CC	Blaze 4 – MSG/CC	Medic 1 – Primary	
Blaze 2 - WG/CV	Blaze 4A – MSG/CD	Medic 2 – Back-Up	
Blaze 3 - OG/CC	Blaze 5 – MDG/CC	Fire Department	
Blaze 3A - OG/CD	Blaze 6 – Mx Exc.	Chief 1	Crash 9
AIRFIELD OPERATIONS		Chief 2	Crash 10
AOF 1 – AOF Commander		Chief 3	Crash 11
AOF 2 – 13M In Training		Chief 4	Crash12
AIRFIELD MANAGEMENT OPERATIONS		Rescue 5	Crash 13
AFLD 1 – Airfield Manager		Engine 6	Crash 14
AFLD 2 – Assistant Airfield Manager		Engine 7	
AFLD 3 – Airfield Management Operations Personnel		37 FTS/41 FTS	
SAFETY		Sunfish 1	
Safety 1	Ground Safety	50 FTS	
14TH SECURITY FORCES		Live Oak 1	
Defender 4 – Flight Chief		COMMUNICATIONS	
Police 1 – Lead Police Patrol		RAWS 1	RAWS 4
Police 2 - Secondary Police Patrol		RAWS 2	RAWS 5
Police 3 – Installation Patrol		RAWS 3	Telephone Maintenance
Days Shift - Alpha-1			
Swings Shift - Bravo-1		TRANSPORTATION	
Mid Shift – Charlie 1 and Delta 1		Bus 1	Bus 2

MAINTENANCE QAE		GROUND MAINTENANACE	
QAE 1		Mower 1	Mower 3
QAE 2		Mower 2	Mower 4
M1SS CONTRACTED (ACFT MAINTENANCE)			
MX 1		Talon Branch	
Talon 1		Jayhawk Branch	
Texan 1		Texan Branch	
Texan 2		Support Branch	
IFE Tow		Jayhawk Tow	
QC			
14TH CIVIL ENGINEER			
Eng 1 – CE Commander		Eng 18 – Exterior Electric DIN	
Eng 2 – Deputy CE Commander		Eng 19 – Power Pro DIN	
Eng 3 – Chief Operations		Eng 20 – Power Pro DIN	
Eng 4 – Deputy Chief Operations		Eng 21 – Plumbing Supervisor	
Eng 5 – Facility System Manager		Eng 22 – Plumbing DIN	
Eng 6 – Facility System Manager		Eng 23 – Plumbing DIN	
Eng 7 – Heavy Repair & Facility Manager		Eng 24 – Plumbing DIN	
Eng 8 – Pavements & Equipment Supervisor		Eng 25 – Fuels	
Eng 9 – HVAC Supervisor		Eng 26 – Material Control Supervisor	
Eng 10 – Carpenter Supervisor		Eng 27 – Entomology	
Eng 10A – Carpenter		Eng 28 – Carpet/Roof QAE	
Eng 11 – Interior Electric Supervisor		Eng 29 – Grounds/Refuge/Recycling QAE	
Eng 11A – Interior Electric Supervisor		Eng 30 - Energy Manager	
Eng 12 – Interior Electric DIN		Eng 32 – Construction Management	
Eng 13 – HVAC DIN		Eng 37 – Corp of Engineers	

Eng 14 – Alarms/Controls	Eng 38 – Corp of Engineers
Eng 15 – Engineering Technician	Eng 39 – Construction Management/EET
Eng 16 – Exterior Electric Supervisor	Eng 40
Eng 17 – Exterior Electric DIN	Eng 41 – Janitorial QAE
Eng 42 – EMCS Supervisor	Eng 53 – EMCS Operator
Eng 43 – HVAC	Eng 54 – Locksmith
Eng 44 – Maintenance Engineering	Eng 55 – Plumbing Maintenance
Eng 45 – HVAC DIN	Eng 56 – Sheet Metal
Eng 46 – HVAC DIN	Eng 57 – Paint Shop
Eng 47 – Environmental Flight Chief	Eng 58 – Fire Suppression/Plumbing
Eng 48 – CEV Spill Response Team	Sweeper 1 – Airfield Sweeper
Eng 51 – Plumbing Maintenance	Sweeper 2 – Airfield Sweeper
Eng 52 – Pavements & Equipment Shop	

ATTACHMENT 13**EXAMPLE REQUEST FOR ANNUAL/TEMPORARY PRIVATELY OWNED VEHICLE
AIRFIELD PASS****TABLE 13.1. (ADDED-COLUMBUSAFB) EXAMPLE REQUEST FOR
ANNUAL/TEMPORARY PRIVATELY OWNED VEHICLE AIRFIELD PASS**

Wing or Unit Letterhead

MEMORANDUM FOR 14 OSS/OSAB

DATE:

FROM: (UNIT/OFFICE SYMBOL)

SUBJECT: Airfield Private Owned Vehicle (POV) Pass

1. Request a (Annual/Temporary) Airfield POV pass for the following individual and vehicle:

Owner/Operator Name:

Rank:

Organization:

Duty Phone:

Vehicle operating area(s):

Vehicle Year:

Color:

Make:

License Plate#:

Model:

State of Issue:

2. Effective Period/dates.

3. Justification-

SIGNATURE BLOCK

Unit Commander or Company / Contractor Representative

ATTACHMENT 14

EXAMPLE SUSPENSION/REVOCATION OF AIRFIELD DRIVER'S PRIVILEGES

TABLE 14.1. (ADDED-COLUMBUSAFB) EXAMPLE SUSPENSION/REVOCATION OF AIRFIELD DRIVER'S PRIVILEGES

Wing or Unit Letterhead

MEMORANDUM FOR 14 OSS/OSAB

DATE:

FROM: (Requesting Unit)

SUBJECT: Suspension/Revocation of Airfield Driver's Privileges

1. On (DD/MMM/YY), (Rank, Full Name) lost his/her driving privileges (on/off base).
2. (Rank and Last Name) airfield driving privileges are suspended until (DDMMYY). Notification is being provided IAW DAFI 13-213, *Airfield Driving*, and DAFI 13-213_Columbus AFB Supplement.
3. We will provide any eligible reinstatement for (Rank and Last Name) airfield driving privileges, only to perform mission essential duties, in writing to your office. The Unit ADPM will refer to AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, Ch. 2, DAFI 13-213, and DAFI 13-213_Columbus AFB Supplement, for additional information requirements.
4. If you have any questions on this subject, contact my Unit ADPM at (provide number and e-mail).

UNIT COMMANDER, Rank, USAF
Commander, xx xxxxxxxx

ATTACHMENT 15**EXAMPLE REQUEST FOR REINSTATEMENT OF AIRFIELD DRIVER' S LICENSE****TABLE 15.1. (ADDED-COLUMBUSAFB) EXAMPLE REQUEST FOR
REINSTATEMENT OF AIRFIELD DRIVER' S LICENSE**

Wing or Unit Letterhead

MEMORANDUM FOR 14 OSS/OSAB

DATE:

FROM: (Requesting Unit)

SUBJECT: Request Reinstatement of Airfield Driving Privileges

1. Requesting the reinstatement of (Rank, Full Name) airfield driving privileges. His/her driving privileges were revoked on (DD MMM YY) due to (reason for revocation).
2. (Rank and last name) has completed all provisions IAW DAFI 13-213 Ch. 3, *Airfield Driving*, and DAFI 13-213_Columbus AFB Supplement. (Rank & last name) fully understands his/her responsibilities and knowledge of driving on the airfield.
3. If you have any questions on this subject, contact the Unit ADPM at (provide number and e-mail).

Attachment: Members DAFI 13-213_Columbus AFB Supplement Attachment 7.

UNIT COMMANDER, Rank, USAF
Commander, xx xxxxxxxx