

**BY ORDER OF THE  
DOVER AFB COMMANDER (AMC)**



**DEPARTMENT OF THE AIR FORCE  
INSTRUCTION 13-213**

**AIR MOBILITY COMMAND  
Supplement**

**17 OCTOBER 2024**

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

**AIRFIELD DRIVING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Department of the Air Force Instruction (DAFI) 13-213 Air Mobility Command Supplement, *Airfield Driving*, dated 23 December 2020 and Air Force Policy Directive (AFPD) 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It provides guidance and procedures on the control of vehicles within the airfield environment at Dover Air Force Base. The procedures contained herein are supplemental to Air Force Manual (AFMAN) 24-306, *Operation of Air Force Government Motor Vehicles*, dated 30 July 2020 and Department of the Air Force Manual (DAFMAN) 91-203, *Air Force Occupational Safety, Fire, and Health Services*, dated 25 March 2022. This publication applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard organizations (to include contracted locations) that administer an airfield driving program. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (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, <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing, unit, delta or garrison level requirements in this publication are

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### ***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed. This instruction updates driving procedures and guidance in accordance with (IAW) DAFI 13-213 and includes all required items IAW DAFI 13-213, **Chapter 3**. Changes include change to distribution methods to airfield driving updates, testing procedures, vehicle call signs and airfield obstruction, airfield driving operating procedures, training standards, and tier waiver authority.

2.5.3. Unit Commanders delegating this authority to Unit ADPMs will ensure a delegation letter is submitted to the Wing ADPM for tracking and inspection purposes.

2.5.4. Annually certifies the number of personnel identified by the Unit ADPM authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA and provide results to the Wing ADPM via a Memorandum for Record (MFR).

2.7.1.1. **(Added)** The AOF/CC is the delegated authority to appoint the Wing ADPM.

2.7.18. **(Added)** Wing/Unit ADPMs will utilize the ADTCS reports function to monitor and track this requirement.

2.8.3. **(Added)** Must be trained (including alternate) by the Wing ADPM to manage the unit’s airfield driving program and to utilize ADTCS website.

2.8.3.1. **(Added)** Ensures the replacement Unit ADPM is trained by the Wing ADPM at least 30 days prior to relinquishing Unit ADPM duties.

2.8.8.1. **(Added)** Day and night check rides will not be completed within 24 hours of the airfield familiarization training.

2.8.12. **(Added)** The listing of unit personnel authorized to drive on the airfield will be maintained on ADTCS. **Note:** Any changes to the ADTCS website link will be provided by the Wing ADPM.

2.8.15. **(Added)** Airfield drivers will reprint their AF Form 483 after annual refresher training completion via ADTCS. **Note:** Members can also reprint a replacement AF Form 483 whenever needed **(T-2)**.

2.8.20. **(Added)** Train inspection/survey teams, non-base assigned contractors, and temporarily assigned personnel to drive on the airfield utilizing **Attachment 8**.

2.8.21. **(Added)** All Unit ADPMs will review ADTCS quarterly or when dictated by wing self-assessment timeline. Personnel who do not complete training within 90 days should be evaluated for removal or possible restarting of training.

2.8.22.1. **(Added)** Ensures rapid distribution to unit airfield drivers of airfield driving related information distributed by the Wing ADPM via email.

2.8.23.1. **(Added)** Maintain documentation of completed unit spot checks in Tab J of the unit ADPM continuity binder.

2.8.25. **(Added)** Review all test failures with the trainee and provide additional training, as required.

2.8.28.1. **(Added)** Document annual validation of the number of airfield drivers and have unit commanders certify on a memorandum for record. Provide a signed copy to the Wing ADPM.

2.8.31. **(Added)** Ensures in/out processing with Unit ADPM is added to units in/out processing checklist.

2.8.32. **(Added)** Ensure trainees complete all requirements in [Attachment 7](#) and all required training through ADTCS.

2.9.1.1. **(Added)** Must be appointed in writing using [Attachment 4](#) and attend the Unit Airfield Driving Trainers Training Course provided by the Wing ADPM.

2.9.2.1. **(Added)** Daytime and night-time check rides will not be completed within 24 hours of the airfield familiarization training.

2.12.4. **(Added)** Ensures responding emergency vehicles are given priority and will hold all other ground traffic that may interfere with emergency responses.

2.12.5. **(Added)** Maintains two-way radio communications with vehicles operating within the CMA.

2.13.7. **(Added)** Coordinates on local directives and/or operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield.

## **2.16. Civil Engineer Squadron.**

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

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

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

## **2.17. (Added) Contracting Squadron.**

2.17.1. **(Added)** Ensures contractors requiring airfield access are briefed and trained by Wing ADPM.

2.17.2. **(Added)** Ensures applicable contract work on the airfield is coordinated through sponsoring unit.

2.17.3. **(Added)** Includes all bid specifications and requests for proposals for contract work on Dover AFB airfield. Bid specifications will include requirements to furnish their own vehicle

markings, lashing amber or yellow beacon and two-way radio communications equipment for vehicles to be operated on the airfield.

3.1.1. **(Added)** All base assigned (military, DoD/contractor, etc.) personnel operating a vehicle on the airfield must be trained on local airfield driving procedures, complete the Airfield Driving computer-based training (CBT), be licensed and/or certified to operate a privately/government/contractor owned or leased vehicle and possess an AF FORM 483 endorsed for airfield driving. **Note:** Prior experience working on or near an airfield or aircraft (e.g., aircraft maintenance, aircrew, Fire and Emergency Services, Security Forces, Transportation, etc.) is not a substitute for completion of airfield driving training and testing requirements outlined in this instruction.

3.2.2.1. **(Added)** A review of DAFI 13-213 and this supplement is required.

3.2.2.2. **(Added)** Personnel who do not complete annual refresher training by the first day of the following 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)** The Wing ADPM will notify Unit ADPMs of suspension actions taken for not completing refresher training.

3.2.3.1. **(Added)** The Airfield Driving CBT will be re-accomplished when an airfield driver commits a Controlled Movement Area Violation and/or runway incursion. **(T-2)**.

3.2.6. **(Added)** All required training items are loaded on ADTCS for members to use and process.

3.3.2.1. First failure: Material review and 48-hour period before retesting. Unit ADPM will be notified so trainee can be rescheduled for testing.

3.3.2.2. Second failure: Receive additional training and recommendation for retesting from the Unit ADPM. This training will be documented on a letter from the Unit ADPM with a statement confirming that the trainee has conducted material review/remedial training and is safe to conduct airfield operations. Drivers can be rescheduled for testing upon completion of additional training and the Unit ADPM endorsement letter no earlier than seven days from the date of the failed test.

3.3.2.3. Third failure: Trainee will not be granted driving privileges. **Exception:** Unit Commander may submit a formal request to the Wing ADPM requesting a fourth test when mission requirements dictate.

3.4.2. **(Added)** The Unit ADPM must provide the Wing ADPM a MFR with the color vision test results/screening. **(Attachment 21)**.

4.2.1.1. **(Added)** Telephone coordination is not acceptable to gain access to the CMA from Air Traffic Control Tower (ATCT).

4.2.5. **(Added)** The word “Clear” may be used only when conducting radio/land mobile radio (LMR) checks with the ATCT (e.g., “Ground, AFLD 2 has you loud and clear”).

**Figure 4.1. (Added) Approved Vehicle Call Signs.**

<b>Approved Vehicle Call Signs.</b>			
<b>Base Agency/Unit</b>	<b>Vehicle Call Sign Used</b>	<b>Base Agency/Unit</b>	<b>Vehicle Call Sign Used</b>
436 AW/CC	Eagle 1	Aerial Port	Ramp 1–3
436 AW/CV	Eagle 2	Airfield Lighting	Electric 4
436 OG/CC	Eagle 3	MXS Transient Alert	Golf 1–10
436 MXG/CC	Maintenance 1	Crew Transport	Transport 2–4
436 MSG/CC	Mayor 1	EOD	Blaster Ops
436 MDG/CC	Eagle 6	Vehicle Maintenance	Mobile Maintenance 1 - 2
512 AW/CC	Cardinal 1 or Turbo 1	Safety	Slayer
512 AW/CV	Hawk 1 or Sabre 1	Rescue	Ambulance
512 OG/CC	Parrot 1 or Shark 1	Fuels	POL 1–2
Airfield Management	Airfield 1 - 4	AMXS	Raptor 3-4

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

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

4.2.8.1. **(Added)** Runway convenience crossings are not authorized and will be considered an airfield driving violation. Violators will lose driving privileges for a minimum of 14 days.

4.2.9. **(Added)** When requesting to cross the runway or access to the runway, state the runway crossing or access point and destination.

4.2.10. **(Added)** All vehicles will hold short of instrument (INST) hold lines until ATCT approval is received. **Note:** Taxiway B (north and south) and Taxiway E have INST lines. The south ramp has a CMA marking line with a stop sign to contact ATCT prior to crossing.

4.2.11. **(Added)** When driving on the runway, vehicles will stay to the immediate right of the runway centerline. **Note:** Emergency response vehicles, Airfield Management and Civil Engineering may deviate from normal traffic patterns while performing official duties.

4.2.12. **(Added)** All aircraft, vehicle drivers and/or pedestrians shall read back ATCT instructions verbatim.

4.2.13. **(Added)** When operating in the CMA, all aircraft, vehicle operators and/or pedestrians shall monitor the appropriate radio frequency or LMR channel unless being escorted. **Note:** Work

details consisting of two or more persons will assign one individual to monitor and communicate with ATCT using two-way radio communication. The individual will not communicate with any other persons/units (over a radio) while the work detail is in the CMA. Radios are primarily the work detail unit's responsibility to provide; however, Airfield Management may provide a radio on a case-by-case basis.

4.3.2.2.1. **(Added)** If radio problems occur, exit the CMA and contact ATCT via 302-677-3020, or Airfield Management via 302-677-4192/4187. DO NOT ENTER OR CROSS ANY RUNWAY OR TAXIWAY IF RADIO FAILURE IS SUSPECTED.

4.11.4.1. **(Added)** Mobile ground support equipment will be placed on the airfield (taxiways, aprons, etc.) no sooner than three hours before an arrival and must be moved no later than three hours after a departure. When such equipment is not in use, it shall be removed and stored in areas that do not violate aircraft clearance requirements for normal operating routes (marked taxilanes or taxiways) or other imaginary surfaces.

4.12.6. **(Added)** ATCT will flash the runway lights on and off at the highest setting to alert vehicles to exit the CMA until radio contact can be re-established.

4.12.7. **(Added)** If unable to contact ATCT while in the CMA, exit the CMA immediately and use other available means to contact ATCT. Call 302- 677-5263 and advise the tower controllers you are "off" the CMA and if you were experiencing radio problems.

4.13.5. **(Added)** If significant FOD is found on the airfield notify Airfield Management via 302-677-4192/4187. Airfield Management will inspect the area and contact a sweeper as necessary.

4.16.1. **(Added)** Do not point headlights directly toward moving aircraft.

4.18.1. **(Added)** Runway convenience crossings are not authorized and will be considered an airfield driving violation. Violators will lose driving privileges for a minimum of 14 days.

4.18.2. **(Added)** Vehicles will give way to C-17 or larger aircraft when on ramp road from parking spot E to parking spot M due to lack of wing tip clearance.

4.18.3. **(Added)** Vehicles will give way to C-5 and B747 aircraft when on perimeter road from the civil aviation terminal, north to the end of taxiway B due to lack of wing tip clearance from taxiway B.

4.20.1.1. **(Added)** All agencies will acquire ATCT approval to enter the CMA for themselves. Do NOT assume that being called forward by an initial response agency means you are approved into the CMA.

4.20.2.1. **(Added)** Fire Department, Crash Recovery and Airfield Management are initial response agencies. All others are considered follow-on/support response agencies and will standby at the base of the air traffic control tower until called forward by the Fire Chief or incident/on-scene Commander when required.

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

4.23.3. **(Added)** Escort officials and convoy leads will brief drivers being escorted on route, speed limits, and procedures.

4.23.4. **(Added)** Convoy leads and escort personnel will maintain the convoy in a close formation and will gain runway access and crossing authorization for all vehicles from ATCT.

4.23.4.1. **(Added)** Example: “GROUND, AFLD 2 PLUS 3, REQUEST PERMISSION TO CROSS RWY 01 AT TWY B SOUTH.”

4.23.5. **(Added)** Convoy leads and escort personnel will ensure all vehicles cross the runway and notify ATCT when complete.

4.23.5.1. **(Added)** Example: “GROUND, AFLD 2 PLUS 3 IS OFF RWY 01 AT TWY ECHO.”

4.23.6. **(Added)** Convoy leads and escort personnel will take full responsibility for escorted driver’s actions and not allow escorted drivers to deviate from the escort convoy.

4.27.3.1. **(Added)** If a vehicle is not equipped with a two-way radio, but a cellular/mobile phone is available, contact Airfield Management via 302-677-4192/4187 and/or ATCT via 302-677-3020. State the nature of the problem and report your position on the airfield.

4.28.2.2. **(Added)** All temporarily assigned personnel (i.e., inspection/survey teams, jet demonstration teams, etc.) and non-base assigned contractors will receive practical training or briefing from the Wing ADPM or designated representative.

4.29.6. Passes are controlled items and are issued by Airfield Management or Wing ADPM. **Note:** Personnel requesting an annual pass will not be issued a privately owned vehicle (POV) cone.

4.29.6.1. **(Added)** Annual passes will be issued from the ADTCS system and strictly monitored by the WADPM.

4.29.6.2. **(Added)** The color of the passes will change annually and will coincide with the color of the temporary POV cone.

4.29.6.2.1. **(Added)** Blue colored passes will be issued for every even-numbered year.

4.29.6.2.2. **(Added)** Red colored passes will be issued for every odd-numbered year.

4.29.6.3. **(Added)** Personnel whose duties require an Annual Airfield Vehicle Pass will complete the memorandum in [Attachment 17](#) and then forward the request to the WAPDM (436 OSS/OSAA or via email). Airfield vehicle passes will be validated annually.

4.29.6.3.1. **(Added)** The Wing ADPM will review the request to ensure it meets AF guidance for approval.

4.29.6.3.2. **(Added)** Personnel requesting vehicle passes must meet all training requirements in this instruction.

4.29.6.3.3. **(Added)** The approved memorandum and the annual airfield pass (issued from ADTCS) will be in the vehicle when operating on the airfield.

4.29.6.4. **(Added)** When in Force Protection Condition (FPCON) Bravo and higher, POV passes are not authorized inside restricted areas. **Exception:** Coordination and approval are required by Security Forces and the AFM if POVs are allowed within the restricted areas (e.g., contracted workers performing construction on the airfield).

4.31.2.1. **(Added)** Upon completion of airfield driver training requirements, the Unit Commander will request reinstatement of airfield driving privileges in writing to the 436 OSS/CC. A template example of a reinstatement request can be found on Airfield Driving Microsoft Teams.

4.33.4. **(Added)** ) Individuals who witness an airfield driving incident/violation will provide the information outlined in DAFI 13-213, paragraphs 4.33.2 and 4.33.3, to the Wing ADPM via email [436oss.aw.airfielddriving@us.af.mil](mailto:436oss.aw.airfielddriving@us.af.mil) or via 302-677-4192/4187.

WILLIAM C. MCDONALD, Col, USAF  
Commander

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

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

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 July 2020

DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 25 March 2022

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFMAN 90-161, *Publishing and Procedures*, 18 October 2023

FAA Order 7110.65, *Air Traffic Control*, 21 March 2024

***Prescribed Forms***

AF Form 483, *Certificate of Competency*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ADPM**—Airfield Driving Program Manager

**ADTCS**—Airfield Driving Training and Certification System

**AF**—Air Force

**AFDP**—Air Force Policy Directive

**AFDPO**—Air Force Departmental Publishing Office

**AFI**—Air Force Instruction

**AFM**—Airfield Manager

**AOF/CC**—Airfield Operations Flight Commander

**ATCT**—Airfield Traffic Control Tower

**CBT**—Computer-based Training

**CMA**—Controlled Movement Area

**DAF**—Department of the Air Force

**DAFI**—Department Air Force Instruction

**DAFMAN**—Department Air Force Manual

**DOD**—Department of Defense

**FOD**—Foreign Object Damage

**FPCON**—Force Protection Condition

**IAW**—In Accordance With

**INST**—Instrument

**LMR**—Land Mobile Radio

**MFR**—Memorandum for Record

**OPR**—Office of Primary Responsibility

**OSS/CC**—Operations Support Squadron Commander

**RDS**—Records Disposition Schedule

### ***Terms***

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

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

**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.

**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.

**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, *Aviation Safety Investigations and Reports*, paragraph 8.1 for reportable hazardous air traffic report reporting procedures and for reportable controlled movement area violation events.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Attachment 10 (Added)

UNIT AIRFIELD DRIVING PROGRAM MANAGER GRADE WAIVER

Figure A10.1. Unit Airfield Driving Program Manager Grade Waiver.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 436TH AIRLIFT WING (AMC)
Dover Air Force Base, Delaware 19902

[DD MMM YY]

MEMORANDUM FOR 436 OSS/OSAA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit Airfield Driving Program Manager (ADPM) Grade Waiver

1. I waive the SSgt requirement for the [Enter Unit/Office Symbol] Unit ADPM to our most qualified SrA in accordance with AFI 13-213, paragraph 2.8.1. I understand that I am the waiver authority and my signature cannot be delegated.

Table with 4 columns: RANK/NAME/E mail, OFFICE SYM, DUTY PHONE, AF IMT 483#. Row 1: [SSgt John Doe], [436 XXXX/XXXX], [677-XXXX], [XX-XXXX]

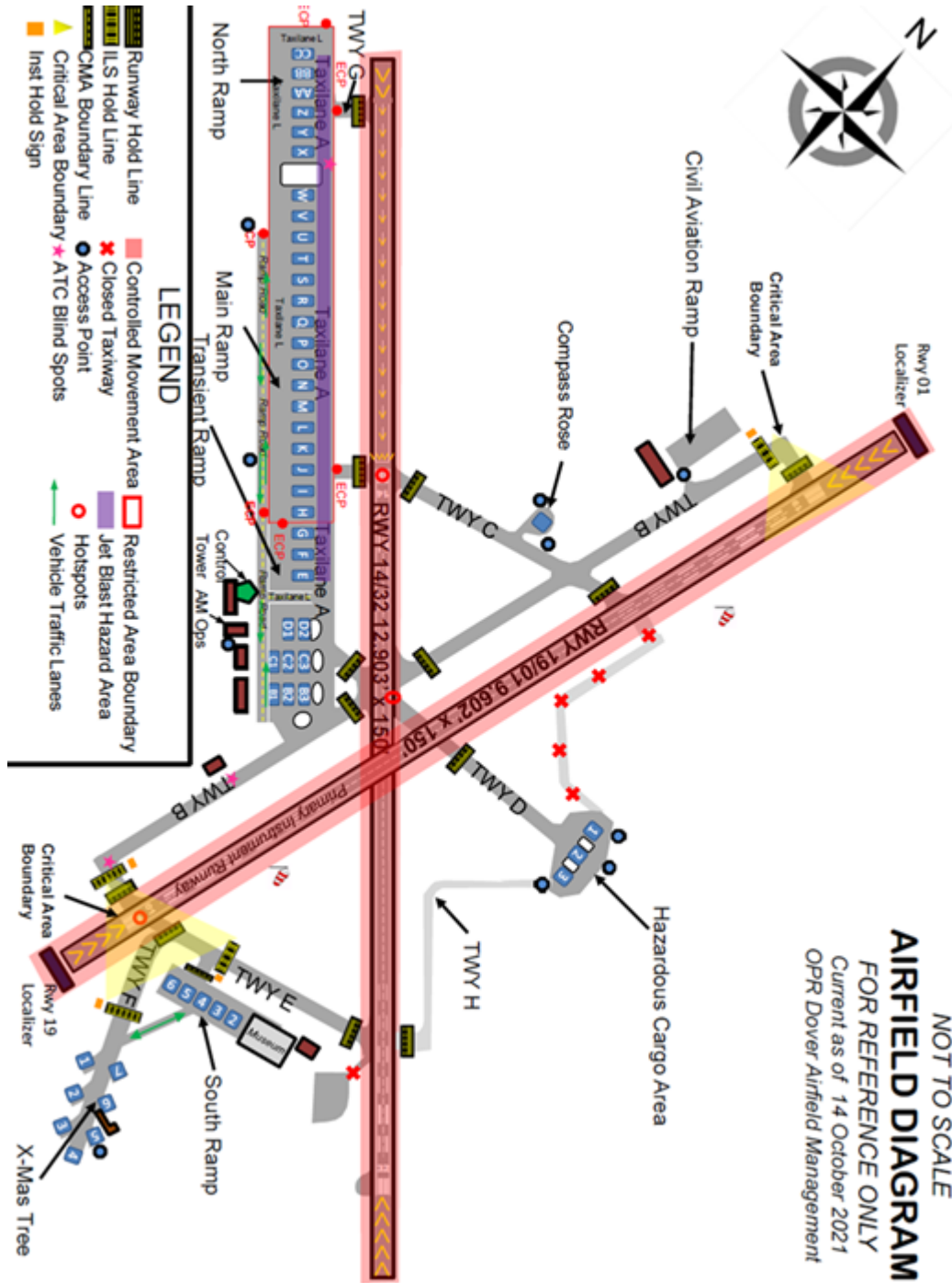
2. The reason for this waiver [include brief narrative of manning constraints. Additionally, include approximate date manning issues will be resolved].

3. If you have any questions or concerns, please contact [Enter Unit ADPMInfo].

XXXX X. XXXXX, Lt Col, USAF
Commander

Attachment 11 (Added)  
AIRFIELD DIAGRAM

Figure A11.1. Airfield Diagram.



**Attachment 12 (Added)****AIRFIELD SIGNS AND MARKINGS**

**A12.1. Airfield sign indicates you are approaching a Runway Instrument Hold Line (red background indicates a mandatory action).**

**Figure A12.1. Runway Instrument Hold Sign.**



**A12.2. Airfield marking used to denote an Instrument Hold Line—approx. 650' from Runway edge.**

**Figure A12.2. Instrument Hold Line Pavement Marking.**



**A12.3. Airfield marking depicts a VFR Hold Line–200' Runway edge.**

**Figure A12.3. VFR Hold Line Marking.**



**A12.4. Enhanced Taxiway Markings inform the pilot/vehicle driver they are approaching a hold marking and must contact ATCT before proceeding across the hold marking.**

**Figure A12.4. Enhanced Taxiway Marking.**



**A12.5. Airfield Marking used to delineate movement area under control of ATCT from non-movement area.**

**Figure A12.5. CMA Boundary Line.**



A12.6. This airfield sign informs you are on Runway 32 (black background indicates location) and approaching Runway 01/19 (red background indicates a mandatory action).

Figure A12.6. Runway 32 Sign.



A12.7. This picture indicates the South Ramp (S) is to your left, and you are approaching an Instrument Hold Line.

Figure A12.7. South Ramp Sign.



A12.8. This sign states you are on Taxiway Bravo (black background indicates location) and are approaching Taxi Lane Alpha (yellow background indicates information; notice the direction the arrow is pointing).

Figure A12.8. Taxiway Bravo Sign.



**A12.9.** This sign states your location on Taxiway Bravo (black background indicates location) and are approaching Runway 14-32 (red background indicates mandatory action).

**Figure A12.9.** Taxiway Bravo and Runway 14/32 Sign.



**A12.10.** This sign gives you four pieces of information. You are located on Runway 32 (black background). You are approaching Taxiway Bravo to the very left (notice down arrow), Taxiway Delta to the left (notice up arrow), and Taxiway Bravo again to the right (notice up arrow).

**Figure A12.10.** Taxiway Sign.



**A12.11.** FOD checkpoint sign. This sign indicates where vehicles will stop and check for FOD and loose obstacles.

Figure A12.11. FOD Checkpoint Sign.



**Attachment 13**

**AIRFIELD LIGHTING FIXTURES**

**Figure A13.1. Taxiway Light Fixture. Raised Light with Blue Lens.**



**Figure A13.2. High Intensity Runway Light.**



**A13.1. A light fixture with dual alternating yellow light signals intended to warn a pilot or driver of a ground vehicle that they are about to enter a runway.**

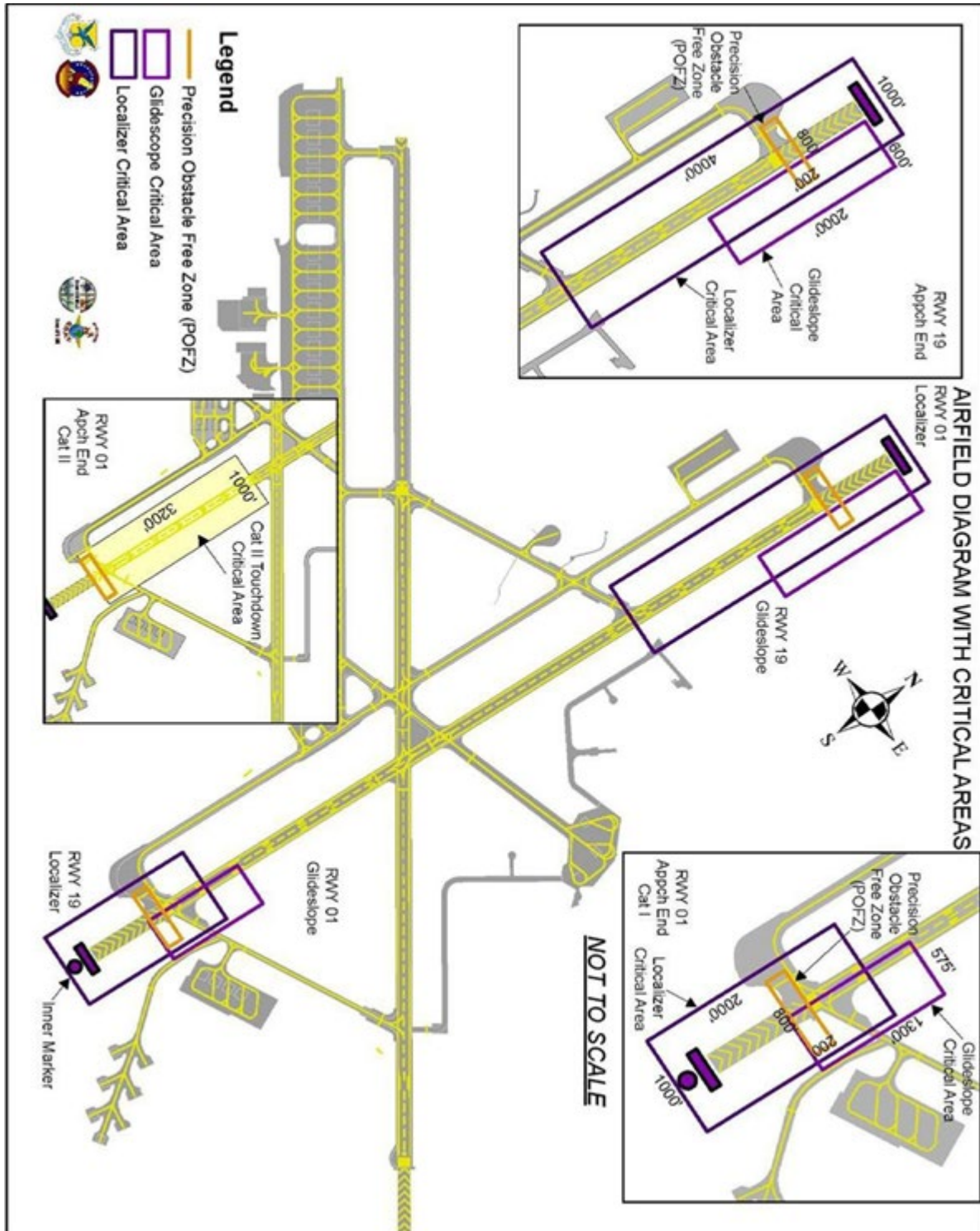
**Figure A13.3. Elevated Runway Guard Light (Wigwag).**



Attachment 14

ILS CRITICAL AREAS

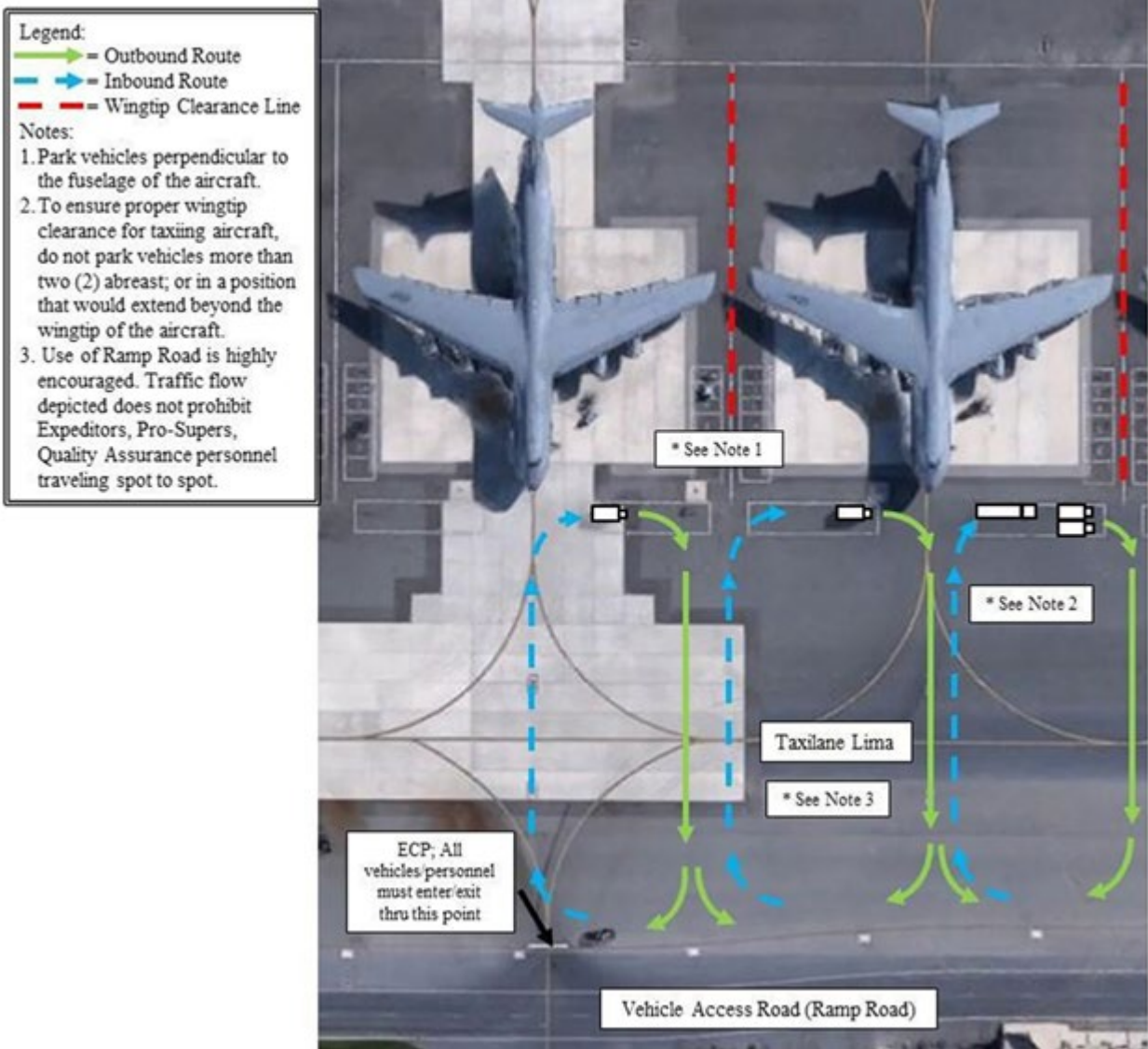
Figure A14.1. ILS Critical Areas.



Attachment 15

VEHICLE PARKING AND TRAVEL ON THE RAMP

Figure A15.1. Vehicle Parking and Travel on The Ramp.



Attachment 16

VEHICLE DRIVER'S STATEMENT (OSAA FORM 4)

Figure A16.1. Vehicle Driver's Statement (OSAA Form 4).

**OSAA Form 4**

**VEHICLE DRIVER'S STATEMENT**

<b>NAME (Last, First, MI):</b>
<b>Rank, Civilian Grade or equivalent:</b>
<b>Unit/Org:</b>
<b>CAC DOD ID Number:</b>
<b>DATE:</b>
<b>TIME:</b>

*(The form contains horizontal lines for writing and a large red 'DRAFT' watermark.)*

## Attachment 17

## ANNUAL AIRFIELD VEHICLE PASS REQUEST

Figure A17.1. Annual Airfield Vehicle Pass Request.



DEPARTMENT OF THE AIR FORCE  
 HEADQUARTERS 436TH AIRLIFT WING (AMC)  
 Dover Air Force Base, Delaware 19902

DD MMY Y

MEMORANDUM FOR 436 OSS/OSAA

FROM: [Unit Commander Office Symbol / Company Name]

SUBJECT: Request for Annual Airfield Vehicle Pass for Privately Owned Vehicle (POV)

1. The individual(s) listed below have requested an Annual Airfield Vehicle Pass for the applicable POV and the vehicle will be used to perform operations directly supporting his/her primary duties. By signing this memorandum, the personnel listed understand that, under no circumstances, will the pass be authorized for personal use of their POV on the airfield.

- a. Rank / Printed Name (Last, First, MI):
- b. Organization / Office Symbol / Duty Phone:
- c. Vehicle Description (Make, Model, Year, Color):
- d. License Plate Number / State:
- e. State Driver's License Number:
- f. AF IMT 483, Certificate of Competency Number / Date:
- g. Justification / Areas of Operation:

2. \_\_\_ (Initials of Requestor) I certify that I will maintain the applicable insurance coverage on the aforementioned vehicles and I will comply with Dover AFB 13-213 while driving my POV on the airfield.

3. \_\_\_ (Initials of Requestor) I will contact 436 OSS/OSAA, Airfield Management, immediately when the pass is no longer required (e.g. prior to PCS/PCA, separation, sale of the vehicle, etc.).

[FIRST MI. LASTNAME, Rank, USAF]  
 Unit Commander

## Attachment 18

## REVOCATION OF DOVER AIRFIELD DRIVING PRIVILEGES

Figure A18.1. Revocation Of Dover Airfield Driving Privileges.



DEPARTMENT OF THE AIR FORCE  
 HEADQUARTERS 436TH AIRLIFT WING (AMC)  
 Dover Air Force Base, Delaware 19902

DDMMMYY

MEMORANDUM FOR 436 OSS/OSAA

FROM: [Unit Commander Office Symbol]

SUBJECT: Revocation of Dover AFB Driving Privileges

1. Effective immediately, I have revoked the airfield driving privileges for [Rank First Name MI Last Name] assigned to the [Unit/Office Symbol] in accordance with DAFBI 13-213, paragraphs 7.1.5-7.1.6 and AFI 13-213 (Airfield Driving), AMC Supplement, paragraph 2.5.5.
2. I have briefed [Rank Last Name] that they're no longer authorized to drive on the airfield at Dover AFB. Additionally, [he/she] understands that if they are assigned to another unit during TDY or deployment, that they are not authorized to drive on the airfield at that applicable location.
3. [Rank Last Name] understands that they must complete all training prior to issuance of another license in accordance with DAFBI 13-213, Chapter 3.
4. If you have any questions or comments concerning this issue, please contact [Unit ADPM, contact number and email address].

[FIRST NAME MI LAST NAME, Rank, USAF]  
 Commander

## Attachment 19

## REINSTATEMENT OF DOVER AIRFIELD DRIVING PRIVILEGES

Figure A19.1. Reinstatement Of Dover Airfield Driving Privileges.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 436TH AIRLIFT WING (AMC)  
Dover Air Force Base, Delaware 19902

DDMMYY

MEMORANDUM FOR 436 OSS/OSAA

FROM 436 WG/CC

SUBJECT: Reinstatement of Dover AFB Driving Privileges

1. Effective immediately, I have reinstated the airfield driving privileges for [Rank First Name MI. Last Name] assigned to the [Unit/Office Symbol] in accordance with DAFBI 13-213, paragraph 7.4 and AFI 13-213 (Airfield Driving), AMC Supplement, paragraph 2.3.2.
2. [Rank Last Name] has completed all training in accordance with DAFBI 13-213, Chapter 3.
3. If you have any questions or comments concerning this issue, please contact [Unit ADPM, contact number and email address].

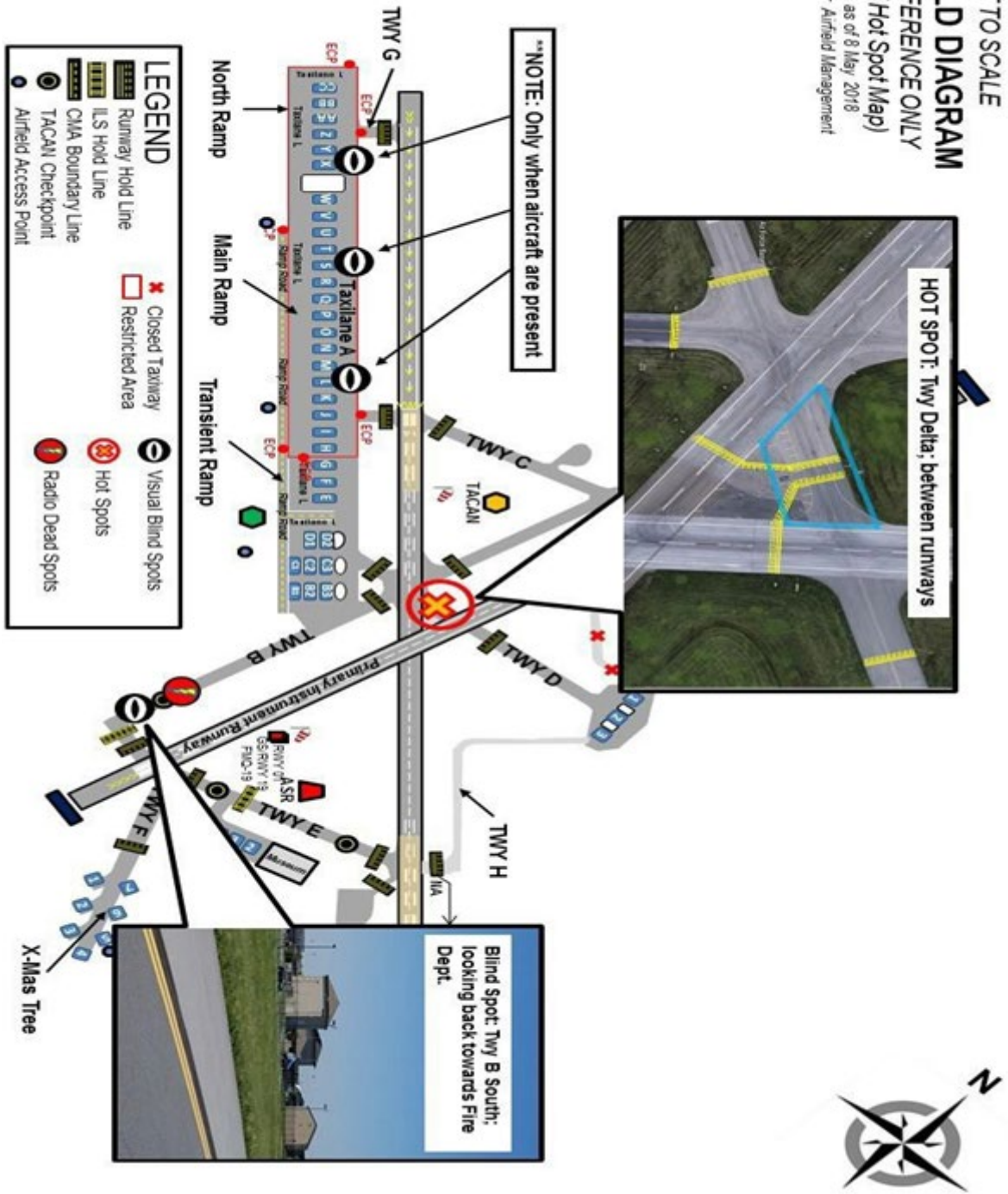
[FIRSTNAME MI. LASTNAME, Rank, USAF]  
Commander, 436th Airlift Wing

**Attachment 20**

**AIRFIELD DIAGRAM**

**Figure A20.1. Dover Airfield Diagram.**

NOTTO SCALE  
**AIRFIELD DIAGRAM**  
 FOR REFERENCE ONLY  
 (Dead / Hot Spot Map)  
 Current as of 8 May 2018  
 OPR Dover Airfield Management



Attachment 21

COLOR VISION / DRIVER'S LICENSE VERIFICATION

Figure A21.1. Color Vision / Driver's License Verification.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 436TH AIRLIFT WING (AMC)  
Dover Air Force Base, Delaware 19902

DD MMM YY

MEMORANDUM FOR 436 OSS/OSAA

FROM: [UNIT / ORGANIZATION]

SUBJECT: Color Vision / State Driver's License Verification

1. In accordance with AFI 13-213, Dover Supplement, *Airfield Driving*, paragraph 3.3.11., all individuals that have a requirement to drive a vehicle in the CMA/Runway must pass a color vision test administered by the 436th Medical Group (436 MDG). Individuals required to have normal color vision as a part of their AFSC only require verification that they have successfully completed a color vision test by 436 MDG. Color vision testing will be administered IAW AFI 48-123, *Medical Examinations and Standards* for additional information. Unit ADPMs will contact the 436 MDG (Optometry) for assistance in administering the color vision test to drivers that operate a vehicle on the CMA.

- a. *(Medical Optometry Staff Personnel Use Only)*. Please place initials in the applicable areas below and sign this memorandum.

\_\_\_\_\_ Member passed the color vision test requirements

\_\_\_\_\_ Member has successfully completed a color vision test as required by their AFSC. No test is required.

\_\_\_\_\_ Member did not pass the required color vision requirements

\_\_\_\_\_ Not applicable; Member does not require CMA/Runway access *(Can be initialed off by the Unit Airfield Driving Program Manager)*

Verified by (Please Print Name/Date): \_\_\_\_\_

Unit ADPM Signature/Stamp: \_\_\_\_\_

436 MDG Optometry Signature/Stamp: \_\_\_\_\_

2. In accordance with AFI 31-204, Chapter 2, *Air Force Motor Vehicle Traffic Supervision* and AFI 13-213, Dover Supplement, Attachment 5, a member must possess a valid state-issued driver's license before personnel are issued an airfield driver's license. 436 Security Forces Squadron (436 SFS) will validate/verify members who possess a valid state license.

- a. Please fill out the appropriate areas below and sign this memorandum

Name on License: \_\_\_\_\_