

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



AIR FORCE INSTRUCTION 13-213

**DYESS AIR FORCE BASE
Supplement**

24 AUGUST 2021

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

AIRFIELD DRIVING INSTRUCTION

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This instruction implements Air Force Policy Directive 13-2, Air Traffic Control, Airspace, Airfield, and Range Management. It establishes responsibilities, procedures, and restrictions for the safe control and operation of vehicles and equipment on airfield ramps/aprons, taxiways, and runways. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard organizations (to include contracted locations) that administer an airfield driving program. At joint, shared-use, and overseas airfields, this instruction applies to organizations that are operated and/or managed by the Department of the Air Force, as outlined in real estate documents or letters of agreement. This Air Force Instruction may be supplemented at any level, however Major Command supplements to include interim changes to previously approved supplements must be routed to Headquarters Air Force Flight Standards Agency, Director of Airfield Operations for coordination prior to certification and approval. Unit (wing or base) supplements to this Air Force Instruction must be routed to the responsible Major Command Office of Primary Responsibility (OPR) for Airfield Operations for review and coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the Air Force Form 847, Recommendation for Change of Publication; route Air Force Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers

through the chain of command and Major Command OPR for Airfield Operations prior to submission to the appropriate Tier waiver approval authority. AFFSA/XA is the tier waiver approval authority for non-tiered compliance items or requirements in this AFI. See [paragraph 1.2](#) for additional guidance concerning waivers to this instruction. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-22, *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 Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The reporting requirements in this Air Force Instruction are exempt from licensing with a report control symbol according to Air Force Instruction 33-324, *The Air Force Information Collections and Reports Management Program*.

SUMMARY OF CHANGES

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

- 1.1.1.1. **(Added)** All personnel utilizing the Dyess AFB (DAFB) airfield shall be responsible for adhering to this supplement.
- 2.3.2.1. **(Added)** The authority to reinstate airfield driving privileges is delegated to the 7 OG/CC.
- 2.3.3.1. **(Added)** The authority to implement Runway Incursion Prevention Working Group (RIPWG) solutions/changes is delegated to the 7 OG/CC.
- 2.5.1.1. **(Added)** Mass appointment letters (units signing one appointment letter/excel document to appoint multiple members to different additional duties) may be accepted as long as it contains all required information in **Attachment 4**.
- 2.6.3.1. **(Added)** The Wing ADPM or AFM will notify Major Command in the AOF's absence.
- 2.7.8.1. **(Added)** Contractor vehicles will be issued POV cones.
- 2.7.11.1. **(Added)** The Wing ADPM Continuity Binder will be maintained on SharePoint or, if implemented by the Wing ADPM, the Airfield Driver Training Program Database (ADTP).
- 2.7.16.1. **(Added)** In order to operate on the airfield in Mission Oriented Protective Posture (MOPP) gear, members must be trained and certified using the MOPP Airfield Driving Curriculum, which is developed and maintained by the Wing ADPM.
- 2.7.16.2. **(Added)** When wearing MOPP gear while driving on the airfield, over boots will be removed, masks will not be worn in the CMA, and speed limits will be reduced IAW the curriculum.
- 2.7.22.1. **(Added)** Each December, develop and release a schedule outlining the month that each unit must assess their MICT/SAC for the following calendar year.
- 2.8.15.1. **(Added)** Annotate current refresher training completion date on the unit's Standardized Airfield Driver's (SAD) listing.
- 2.8.20.1. **(Added)** The host Unit ADPM is responsible for locally qualifying temporarily assigned personnel, Inspection/Survey Teams and non-base assigned contractors.
- 2.8.23.1. **(Added)** Develop a process to track spot checks. This may be incorporated into the standard airfield driver's list.
- 2.8.24.1. **(Added)** This can be done by digitally providing the most current curriculum.
- 2.8.28.1. **(Added)** Unit ADPMs will utilize the SAD list to validate personnel and provide results via MFR.
- 2.8.29.1. **(Added)** NOTAMs can be viewed at the Defense Internet NOTAM Service (DINS) website, <https://www.notams.faa.gov/dinsQueryWeb/> by typing "KDYS" in the "NOTAM Retrieval" field.
- 2.8.31. **(Added)** Ensure that current Unit ADPM(s) replacements are scheduled for training with the 7 BW ADPM at least 30 days prior to relinquishing duties.
- 2.11.8. **(Added)** Airfield Management personnel are authorized to issue permanent party/senior leadership POV passes and temporary/contractor POV cones.
- 2.11.9. **(Added)** Airfield Management will not escort personnel/contractors on the airfield.

3.2.2.1. **(Added)** Assigned drivers may accomplish refresher a maximum of three times before they must go through full re-training.

3.2.2.2. **(Added)** The Unit ADPM shall ensure all refresher training is completed annually (NLT the 364th day from issue or previous refresher date) for each driver. Personnel who do not complete all refresher training within this timeline are rescinded from driving on the airfield until refresher training is completed.

3.2.2.2.1. **(Added)** Drivers that fail to accomplish refresher training within 30 days of their refresher due date passing must be completely retrained and processed as a new driver IAW **Chapter 3**. **NOTE:** Members going overdue due to a deployment/TDY lasting more than 30 days are exempt from this requirement.

3.2.2.3. **(Added)** Annual refresher training will consist of a runway incursion prevention test and an airfield diagram test. Both will be developed and provided by the Wing ADPM.

3.2.6. **(Added)** Licensed drivers that lose their **Attachment 7** or **Attachment 8** must re-accomplish training/testing completely. **NOTE:** In the event of a mass data loss, the Wing ADPM will develop procedures to ensure compliance from all units.

3.3.2.1.1. **(Added)** Material review/remedial training must be documented on **Attachment 7**.

3.3.2.2.1. **(Added)** Members must wait 7 days before retesting. Material review/remedial training must be documented on **Attachment 7**.

3.3.2.3.1. **(Added)** Members must wait 30 days before retesting. Material review/remedial training must be documented on **Attachment 7**.

3.3.2.4.1. **(Added)** After a member fails the driver's test, document remedial training on Airfield Driving Training Documentation and Certification Checklist.

3.3.2.6. **(Added)** The Wing ADPM has the authority to give a one-time waiver to re-testing time requirements for mission necessity.

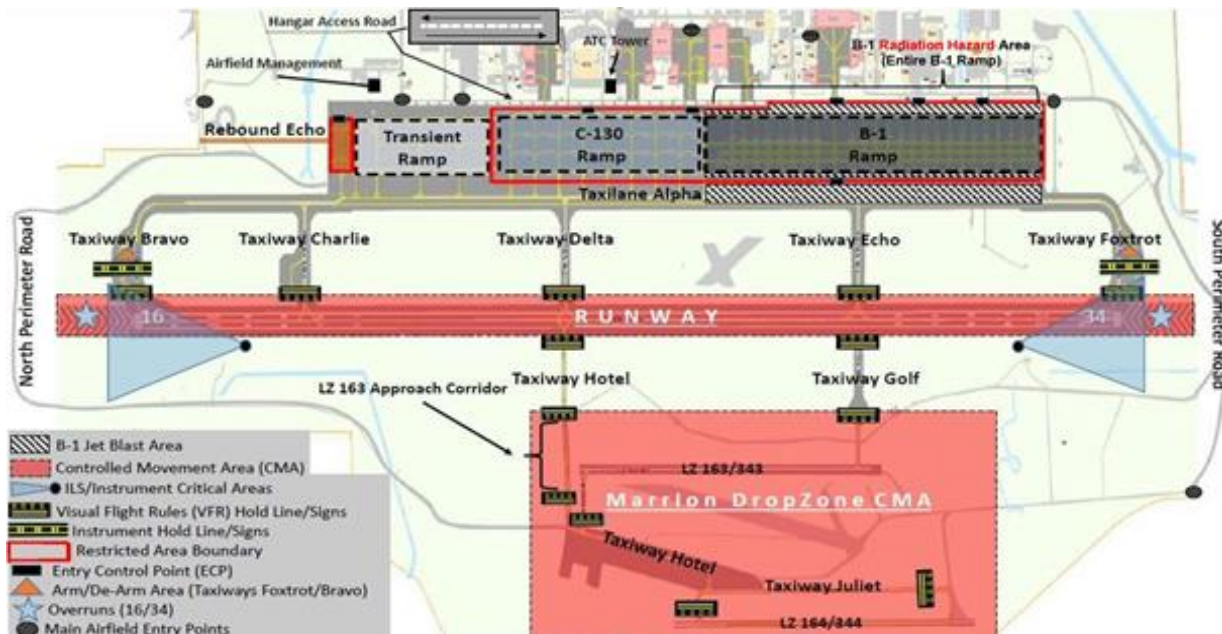
3.3.2.6.1. **(Added)** Time requirement waivers must be formally submitted by the Unit ADPM to the Wing ADPM or AFM and explain the mission impact of waiting to re-test.

3.4.4. **(Added)** The Dyess Optometry Clinic accommodates walk-in color vision testing during duty hours.

3.5. (Added) Scheduled Testing Requirements. The Wing ADPM will publish testing times, and limits on the amount of personnel testing, to SharePoint. Unit ADPMs must schedule their drivers in order for them to be allowed to test. Only Unit ADPMs are authorized to sign members up for testing.

4.2.1.1. **(Added)** There are five CMAs at Dyess. These CMAs include Runway 16/34, Landing Zone (LZ) 163/343, LZ 164/344, the LZ 163 Approach Corridor, and the Marrion Drop Zone.

Figure 4.1. Airfield Diagram.



4.2.1.2. (Added) The LZ 163/343, LZ 164/344, and LZ 163 Approach Corridor all fall within the Marrison Drop Zone CMA.

Figure 4.2. (Added) Marrison Drop Zone CMA.



4.2.6.1. (Added) Vehicle operator/pedestrian call sign listing for Dyess is located in [Attachment 11](#).

- 4.2.9. **(Added)** During published airfield closures, the CMA is uncontrolled. Personnel requiring access to the CMA must coordinate with Airfield Management prior to the closure.
- 4.4.6.1. **(Added)** Decals may be accessed from government issued electronic tablets (i.e. iPad).
- 4.6.4.1. **(Added)** Instrument Hold Positions are located on Taxiways Bravo and Foxtrot.
- 4.8.5.1. **(Added)** Hangar Access Road — 15 miles per hour.
- 4.8.13.1.1. **(Added)** General purpose vehicles – 25 miles per hour.
- 4.14.1. **(Added)** Usage must be in compliance with AFI 31-101, Integrated Defense.
- 4.15.4.1. **(Added)** Airfield Management will notify airfield construction and maintenance contractors, 7th BW and 317th MOCs, and Transient Alert.
- 4.17.3. **(Added)** Segways, bicycles, and tricycles are not authorized for use on the airfield. All other non-vehicle/equipment use must be approved by the AFM/Wing ADPM and must have a direct mission requirement for its use.
- 4.17.4. **(Added)** Aerospace Ground Equipment (AGE) and grounds contract equipment are authorized for use of the airfield.
- 4.22.1.6. **(Added)** Drivers will not drive with NVDs at Dyess.
- 4.23.2.1. **(Added)** Escort officials may escort a maximum of four vehicles into the CMA. NOTE: Fire Department may exceed this amount when responding to an emergency.
- 4.26.4. **(Added)** Dyess has a permanent airfield criteria waiver on file for B-1 jet blast behind both Alpha and Bravo rows on the B-1 ramp. Procedures for operating in this area are located in Dyess Air Force Base Instruction (DAFBI) 13-204, Airfield Operations and Base Flying Procedures. Reference [Attachment 10](#) for visual location of jet blast.
- 4.29.1.1. **(Added)** POV cones and decals are utilized on the airfield.
- 4.29.1.1.1. **(Added)** POV decals are issued to Wing Commanders, Vice Commanders, Group Commanders, and Group Deputy Commanders only.
- 4.29.1.1.2. **(Added)** POV cones are issued to contractor personnel and temporarily assigned personnel (with a requirement) on a daily basis.
- 4.29.3.1. **(Added)** Temporary/Contractor personnel are responsible for obtaining POV cones at the start of their work day and returning the cones at the end of the work day. NOTE: Contractors operating on the airfield during a closure may obtain a cone prior to the closure; however, the cone must be displayed IAW this instruction.
- 4.29.3.2. **(Added)** Temporary/Contractor personnel using sub-contractors (i.e. concrete companies) must contact the Wing ADPM with the vehicle information and further guidance.
- 4.29.6.1. **(Added)** Government leased vehicles are considered to be government vehicles and do not require a POV passes.
- 4.29.6.2. **(Added)** Permanent party contractor vehicles (i.e. Boeing/Trax/TA) are exempt from POV pass requirements as long as they have a company decal affixed to the vehicle.

4.29.8.1. **(Added)** Proof of insurance must be provided to Airfield Management upon issuing a permanent party/senior leader or temporary/contractor POV pass. The contractor/contracting representative is responsible for updating Airfield Management before expiration of insurance.

4.29.10. **(Added)** POV cones will be magnetically affixed to the exterior of the approved vehicle and must be visible to Airfield Management and Security Forces while the vehicle is on the airfield. POV decals must be displayed on dashboard of approved vehicles while the is on the airfield. Violations do not include mandatory items inspected during spot checks.

4.29.10.1. **(Added)** Violations include, but are not limited to, speeding, expired and/or absent POV pass/cone, no AF Form 483 in possession, conducting improper FOD checks, cutting off follow-me vehicles/aircraft.

4.30.3.1.1. **(Added)** First Offense. Members must be escorted off airfield and must be retrained by appointed Unit ADPM or trainer. Unit ADPM or trainer will notify Airfield Management of training completion by emailing 7OSS.OSAA.AMOPS@us.af.mil.

4.31.2.1. **(Added)** For CMA related reinstatements, the 7th Operations Support Squadron (OSS) Commander is responsible for Airfield Management at Dyess and will coordinate on requests being sent to the OG/CC for approval. The OG/CC is the approval authority for reinstatement.

4.31.2.2. **(Added)** For Non-CMA related reinstatements, the 7th OSS Commander is responsible for Airfield Management at Dyess. The OSS/CC is the approval authority for reinstatement.

4.33.1.1. **(Added)** The Wing ADPM will report airfield driving incidents/violations to the Unit ADPM within three duty days. The Unit ADPM is responsible for reporting the incident/violation to the Unit Commander.

4.34.9.1. **(Added)** Dyess does not currently have any reported blind spots.

4.34.10.1. **(Added)** Dyess does not currently have any reported communication dead spots.

4.34.11.1. **(Added)** Dyess does not currently have any complex runway/taxiway intersections.

4.34.12.1. **(Added)** The Marrion Drop Zone is considered confusing for airfield drivers. The airfield diagram and [paragraph 4.2.1.2](#) can be referenced for clarification.

4.34.15.1. **(Added)** See [paragraph 4.36](#) and airfield diagram for radiation hazard areas

4.34.15.2. **(Added)** Report additional vehicle operator hazards to Dyess Airfield Management.

4.35. (Added) Unique Requirements.

4.36. (Added) Procedures to Avoid/Use Caution in Aircraft Radiation Hazard Areas.

JOSE E. SUMANGIL, Colonel, 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

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

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

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

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

AFECD, 31 October 2017

AFOCD, 31 October 2017

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

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

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

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

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

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

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

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

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

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

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

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

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

DAFBI 11-250, *Airfield Operations and Base Flying Procedures*

Prescribed Forms

AF Form 483, *Certificate of Competency*

Adopted Forms

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

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

AF Form 3616, *Daily Record of Facility Operation*

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

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

ADPM—Airfield Driving Program Manager

AF—Air Force

AFECD—Air Force Enlisted Classification Directory

AFFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFM—Airfield Manager

AFMAN—Air Force Manual

AFOCD—Air Force Officer Classification Directory

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFSAS—Air Force Safety Automated System

AFVA—Air Force Visual Aid

AO—Airfield Operations

AOB—Airfield Operations Board

AOF—Airfield Operations Flight Commander

CC—Commander

CMA—Controlled Movement Area

FAA—Federal Aviation Administration

FOD—Foreign Object Damage

HATR—Hazardous Air Traffic Report

MFR—Memorandum for Record

MICT—Management Internal Control Toolset

NOTAM—Notice to Airmen

NVD—Night Vision Device

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

RIPWG—Runway Incursion Prevention Working Group

SAC—Self-Assessment Communicator

SAD—Standardized Airfield Driver’s List

UFC—Unified Facilities Criteria

Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Hot Spot—A runway safety related problem area or intersection on an airfield. Typically, it is a complex or confusing taxiway/taxiway or taxiway/runway intersection. A confusing condition may be compounded by a miscommunication between a controller and a pilot, and may cause an aircraft separation standard to be compromised. The area may have a history of surface incidents or the potential for surface incidents.

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

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

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

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

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

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

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

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

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

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

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

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

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

Runway Incursion—Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. Runway incursions have the potential to result in aircraft endangerment and loss of life. While there are several factors involved in a runway incursion, the leading causes of these incidents result from failure to follow procedures, inadequate vehicle operator training, and loss of situational awareness. These are further classified into three operational categories:

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

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

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

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

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

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

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

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

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

Attachment 2

RUNWAY INCURSION PREVENTION WORKING GROUP (RIPWG)

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

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

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

A2.4. RIPWG. The RIPWG will:

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

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

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

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

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

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

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

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

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

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

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

A2.4.2.5. Installing runway guard lights if applicable.

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

A2.4.2.7. Installing Location Signs.

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

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

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

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

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

Attachment 3

AIRFIELD SIGNS, MARKING, AND LIGHTING

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













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

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


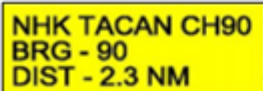







	Inbound Destination
	TACAN Checkpoint Sign
	Distance Remaining
<p style="text-align: center;">EXAMPLE</p>	<p style="text-align: center;">TYPE OF MARKING</p>
	Holding Position
	ILS Critical Area/POFZ Boundary
	Taxiway/Taxiway Holding Position
	Non-Movement Area Boundary
	Taxiway Edge
	Dashed Taxiway Edge

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



Attachment 4

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

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

[Date]

MEMORANDUM FOR 213 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit Airfield Driving Program Managers and Trainers

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

NAME/Email	OFFICE SYM	DP	483 # _____
------------	------------	----	-------------

PRIMARY:**ALTERNATE:**

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

NAME/Email	OFFICE SYM	DP	483 # _____
------------	------------	----	-------------

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

XXXX X. XXXXX, Lt Col, USAF
Commander

Attachment 5

UNIT AIRFIELD DRIVING PROGRAM MANAGER TRAINING CHECKLIST

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

UNIT AIRFIELD DRIVING PROGRAM MANAGER CHECKLIST			
SECTION I TRAINEE INFORMATION (Completed by the Wing Airfield Driving			
Name: (Last, First, MI)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
AF Form 483 Number	Restrictions (CMA or Ramp access?)		
SECTION II QUALIFICATION TRAINING (Completed by Trainee and Wing Airfield Driving Program Manager)			
	Date Completed	Trainee Initials	WG ADPM Initials
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>Manual for the Wheeled Vehicle Operator</i> , Chapter 18 and 20.			
4.2. AFMAN 91-203, <i>Air Force Occupational Safety Fire and Health Standards</i> , Chapter 24			
4.3. Air Force Instruction 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			

5. Testing requirements to include testing security/compromise.			
6. Color vision testing requirements. See Air Force Instruction 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's training requirements.	Date Completed	Trainee Initials	WG ADPM Initials
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violations Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			
12. Temporarily assigned personnel/Non-based assigned contractors briefing and/or training requirements.			
13. Escort procedures.			
14. Procedures for issuing, revoking and reissuing an AF Form 483, <i>Certificate of Competency</i> .			

15. Participate with the Unit ADPM on an actual training session and practical check ride.			
16. AF Form 483 CERTIFICATE #:			
SECTION III TRAINING CERTIFICATION (Completed by the Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager or designated representative)			
Unit Airfield Driving Program Manager			
I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and wing/base supplement.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
Wing Airfield Driving Program Manager			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.			

Attachment 6

AIRFIELD MANAGEMENT QUALITY CONTROL MEASURES

A6.1. Airfield Management should:

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

A6.1.2. Conduct random spot checks for enforcement and compliance with **Chapter 3** of this instruction and wing/base supplement.

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

A6.2.1. The availability/currency of the local airfield diagram.

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

A6.2.3. The availability/currency of Air Force Visual Aids (i.e., AFVA11-240, AFVA 13-221, AFVA 13- 222)

A6.2.4. **(Added)** Airfield Management will conduct an on-the-spot VFR/IFR hold line test and annotate results IAW **Chapter 2, para 2.11.2**. **NOTE:** Members failing this test will be subject to penalties located **Chapter 4, para 4.30.3**.

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

A6.3.1. **(Added)** The Wing ADPM will notify the Unit Commanders and Unit Airfield Driving Program Managers of violations for their respective units, at a minimum, on a quarterly basis. The AFM and Airfield Operations Flight Commander are briefed at the quarterly AOB.

A6.4. Wing ADPM will:

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

A6.4.2. Assess each unit's airfield driving program at least annually for program integrity and compliance. **NOTE:** Use MICT/SAC to validate the annual check of the unit's airfield driving program. **(T-3)**.

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

A6.4.4. **(Added)** Units found to have significant safety concerns in their program must be re-assessed/validated within 45 days.

A6.4.4.1. **(Added)** Significant safety concerns include missing or outdated training materials, refresher testing materials, and/or refresher tracking materials. Units must have satisfactory programs in order to generate new drivers.

A6.4.4.2. **(Added)** Egregious mismanagement, determined by the Wing ADPM, requires the Unit ADPM to go through Unit ADPM training again.

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 Completed	Trainee's Initials	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.			
14. 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.			

15. 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.							
NOTES:							
Testing at Airfield Management							
<i>Test version</i>	1 st Version ____	2 nd Version ____	3 rd Version ____	4 th Version ____			
<i>Date of test</i>	Date:	Date:	Date:	Date:			
<i>AMOPs Initials</i>							
16. Airfield Diagram/Layout Test (min 100%)							
	Score:	Score:	Score:	Score:			
17. General Knowledge Test (min 80%)							
	Score:	Score:	Score:	Score:			
18. Runway Incursion Prevention Test (min 100%)							
	Score:	Score:	Score:	Score:			
19. Communication Test (min 100%)							
	Score:	Score:	Score:	Score:			
Remedial Training Complete (For use after a failure)	Date:	Date:	Date:	Date:			
	ADPM Initials	Trainee Initials	ADPM Initials	Trainee Initials	ADPM Initials	Trainee Initials	ADPM Initials

SECTION III - Color Vision Test for CMA drivers only. (Completed by Hospital/Medical			
Results: Pass / Fail (Circle one)		N/A – Members AFSC/ _____ exempt IAW ECD	
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 representative)			
Approved	Disapproved	AF Form 483#:	
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 8

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

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

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

5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft.			
6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			
13. Identify all restricted areas and entry control points.			
14. Identify all Control Movement Area boundaries.			
15. Identify Free zones, when applicable.			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			

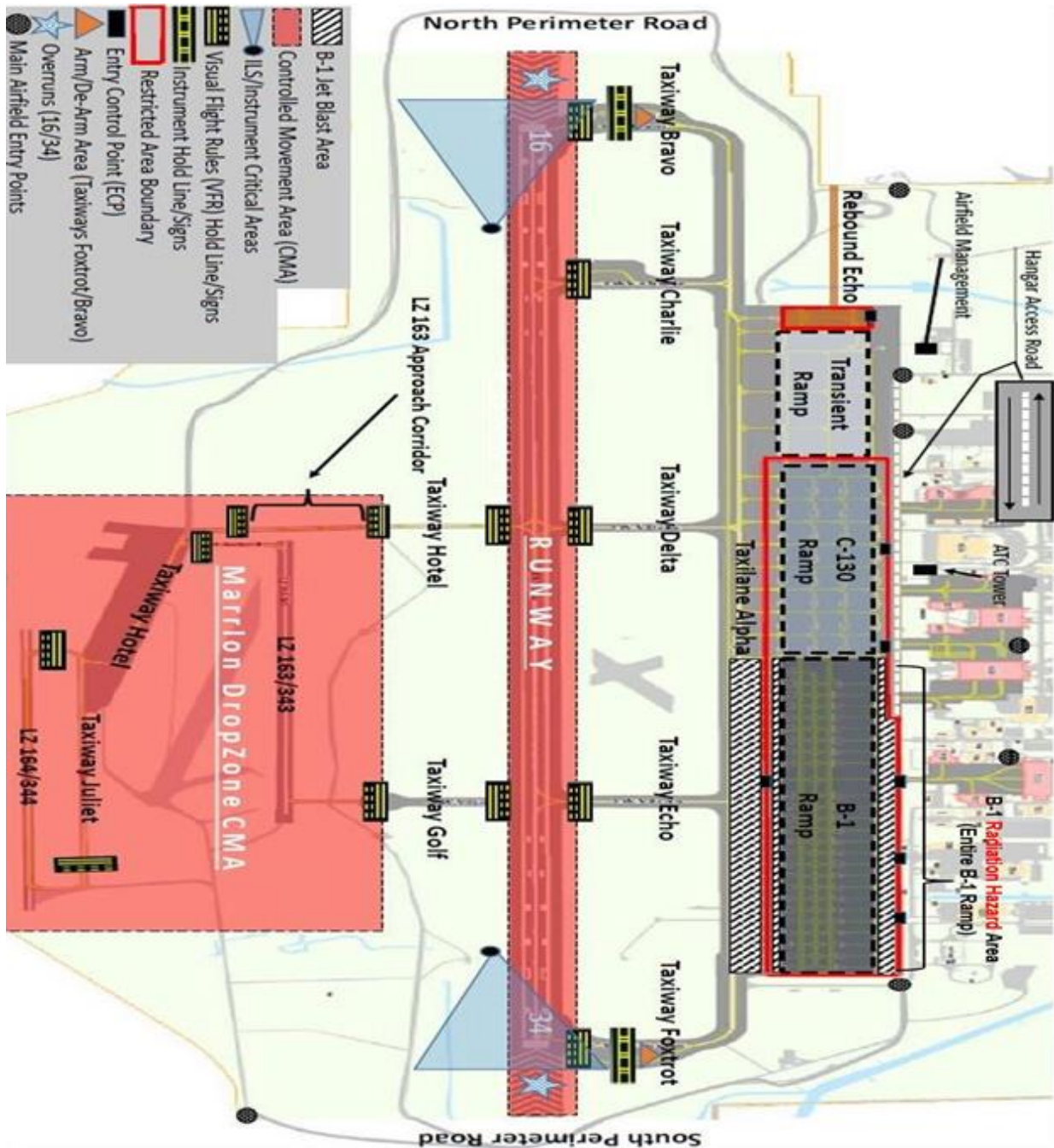
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable			
18. Explain procedures for reporting an accident or vehicles maintenance problems.			
SECTION III - TRAINING CERTIFICATION (Completed by Trainee, Unit Airfield Driving Program Manager and Wing Airfield Driving Program Manager, as required)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with Air Force Instruction 13-213 and (if applicable) wing/base supplement. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower.			
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT AIRFIELD DRIVING PROGRAM MANAGER			
I certify that the above individual has completed all training requirements outlined in Air Force Instruction 13-213 and (if applicable) wing/supplement. Check all applicable restrictions.			
Ramp Only	Daylight Hours	Other (Specify):	
Name: (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING AIRFIELD DRIVING PROGRAM MANAGER OR DESIGNATED REPRESENTATIVE (as required)			
Name: (Last, First, MI):	Rank, Civilian Grade or	Signature:	Date:
NOTE: A local form may be used as long as it includes all information listed above.			

Attachment 9**AIRFIELD DRIVING PROGRAM CONTINUITY BINDER**

- A9.1. TAB A:** Unit Airfield Driving Program Manager appointment letter(s). At a minimum, the appointment letter must be signed by the current unit commander/equivalent and on file with the Wing ADPM. (T-3).
- A9.2. TAB B:** Air Force Instruction 13-213 and Wing/Base Supplement.
- A9.3. TAB C:** Annual Program Assessment Results.
- A9.4. TAB D:** Unit Airfield Driving Program Manager Training Documentation.
- A9.5. TAB E:** Current list of unit assigned airfield drivers. At a minimum, the list of airfield drivers include the individual's full name, rank, unit, Air Force Form 483 certificate number, restrictions (i.e. daytime or ramp only) and refresher training due date.
- A9.6. TAB F:** United States Air Force Airfield Driving computer based training, Training Curriculum, Test/Answer Key.
- A9.7. TAB G:** Unit airfield driving requirements as applicable (i.e. Fire Trucks, Fuel Trucks, or K-loaders).
- A9.8. TAB H:** Airfield Violations/Corrective actions.
- A9.9. TAB I:** References (i.e., AFMAN 24-306, Chapter 12, AFMAN 91-203, Air Force Occupational Safety Fire, and Health Standards, **Chapter 24**, and AFI 21-101).
- A9.10. TAB J:** Miscellaneous information (i.e. Meeting Minutes, Digest Articles, RIPWG, etc.).

Attachment 10 AIRFIELD DIAGRAM

Figure A10.1. Airfield Diagram.



Attachment 11

VEHICLE CALL SIGN LISTING

Table A11.1. Vehicle Call Sign Listing.

Unit	Call sign	Position
7 BW/CC	Bone-1	Wing Commander
317 AW/CC	Herc-1	Wing Commander
7 BW/CV	Bone-2	Vice Wing Commander
317 AW/CV	Herc-2	Vice Wing Commander
7 OG/CC	Bone-3	Operations Group Commander
7 OG/DO	Bone-6	Operations Group Director of Operations
317 OG/CC	Herc-3	Operations Group Commander
317 OG/DO	Herc-5	Operations Group Director of Operations
7 MXG/CC	Bone-4	Maintenance Group Commander
7 MXG/DO	Bone-7	Maintenance Group Director of Operations
317 MXG/CC	Herc-4	Maintenance Group Commander
317 MXG/DO	Herc-6	Maintenance Group Director of Operations
7 MSG/CC	Bone-5	Mission Support Group Commander
7 MSG/DO	Bone-8	Mission Support Group Director of Operations
7 OSS/CC	Phoenix-1	Operations Support Squadron Commander
7 OSS/DO	Phoenix-2	Operations Support Squadron Director of Operations
317 OSS/CC	Herc-7	Operations Support Squadron Commander
317 OSS/DO	Herc-8	Operations Support Squadron Director of Operations
7 OSS	Tower/Ground	Dyess Tower
7 OSS	AMOPS	Airfield Management Operations
7 OSS	Ops-1	Airfield Operations Flight Commander
7 OSS	Ops-2	Airfield Operations Flight Director of Operations
7 OSS	Airfield-1	Airfield Manager
7 OSS	Airfield-2	Deputy Airfield Manager
7 OSS	Airfield-3	Airfield Management Counter
7 OSS	Airfield-4	Airfield Management
7 OSS	Airfield-5	Airfield Management
7 OSS	RAWS-1	RAWS Section Chief
7 OSS	RAWS-2	RAWS NCOIC
7 OSS	RAWS-3	RAWS Technicians
7 OSS	RAWS-4	RAWS Technicians
7 OSS	RAWS-5	RAWS Technicians
28 BS	HAWK Lead	Top 3
28 BS	HAWK Ops	Aircrew
28 BS	HAWK XX	Alternate Aircrew Call Sign (correlates with aircraft)
7 CES	Airfield Lighting	Electric Personnel

7 CES	Airfield Lighting-2	Electric Personnel
7 CES	Sweeper-1	Airfield Sweeper Personnel
7 CES	Sweeper-2	Airfield Sweeper Personnel
7 CES	Horizontal-1	CE Horizontal Section
7 CES	Horizontal-2	CE Horizontal Section
7 CES	Horizontal-3	CE Horizontal Section
7 CES	Horizontal-4	CE Horizontal Section
7 CES	Horizontal-5	CE Horizontal Section
7 CES	Chief-1	Fire Chief
7 CES	Chief-2	Assistant Fire Chief
7 CES	Crash x/Rescue x	Fire Department Emergency Vehicles
7 CES	Engine x/Brush x	Fire Department Emergency Vehicles
7 CES	Hazmat x	Fire Department Emergency Vehicles
7 CES	U-17	Fire Department Emergency Vehicles
7 CES	Contract-1	Pavement Engineer
7 CES	Inspector-1	Pavement Inspector
7 AMXS	TA-1	Transient Alert Follow-Me Personnel
7 AMXS	TA-2	Transient Alert Follow-Me Personnel
7 BW/SE	Safety-1	Wing Safety Personnel
7 BW/SE	Safety-2	Wing Safety Personnel
7 BW/SE	Safety-3	Wing Safety Personnel
USDA	BASH-1	USDA Bird Aircraft Strike Hazard (BASH) Personnel
317 OSS	DZO	Drop Zone (DZ) Officers
317 OSS	LZO	Landing Zone (LZ) Officers
77 WPS	Slam Mobile	77th Weapons School Personnel
7 SFS	Security-1	SFS Airfield Response
7 SFS	Police-1	SFS Airfield Response
7 SFS	Roughneck-1	SFS Days Flight Chief
7 SFS	Raider-1	SFS Swings Flight Chief
7 SFS	Cobra-1	SFS Mids Flight Chief
7 SFS	Kilo-4	SFS K-9 Unit
7 SFS/CC	Defender-1	7 Security Forces Squadron Commander
7 SFS	Defender-2	SFS Operations Officer
7 SFS	Defender-3	SFS Chief
7 SFS	Defender-4	SFS Superintendent
7 LRS	Trans-1	Transportation Office
7 LRS	Trans-2	Transportation Office
7 LRS	Trans-3	Transportation Office
7 LRS	Trans-4	Transportation Office
Contractor	Contractor-1	Short/Long-term Contractor
Contractor	Contractor-2	Short/Long-term Contractor
Contractor	Contractor-3	Short/Long-term Contractor
Contractor	Contractor-4	Short/Long-term Contractor
Contractor	Contractor-5	Short/Long-term Contractor

Contractor	Contractor-6	Short/Long-term Contractor
Contractor	Contractor-7	Short/Long-term Contractor
Contractor	Contractor-8	Short/Long-term Contractor
Contractor	Contractor-9	Short/Long-term Contractor
Contractor	Contractor-10	Short/Long-term Contractor
7 OSS	Special-1	Spare for Temporary Assignment by Airfield Management
7 OSS	Special-2	Spare for Temporary Assignment by Airfield Management
7 OSS	Special-7	Spare for Temporary Assignment by Airfield Management
7 CES	Painter-1	IDIQ contract painter
7 CES	Painter-2	IDIQ contract painter
7 CES	Painter-3	IDIQ contract painter
7 CES	Rubber-1	IDIQ rubber removal contract
7 CES	Rubber-2	IDIQ contract painter
7 BW/CONS	CONS-1	Contracting Office Representative (COR)
7 OG	Fox-3	Supervisor of Flying (SOF)

Attachment 12

PRIVATELY OWNED VEHICLES (POV) DECAL APPLICATION

Figure A12.1. Privately Owned Vehicles (POV) Decal Application.

DYESS AIR FORCE BASE Privately Owned Vehicles (POV) Decal Application						
SECTION I - APPLICANT INFORMATION						
Name (Owner/User)			Rank		Date	
Duty Title				Duty Phone		
Organization/Company		Office Symbol			Driver 483#:	
					State License Exp:	
SECTION II - VEHICLE(S) INFORMATION (List vehicles the applicant will drive)						
Vehicle	Make	Model	Color	Year	State	License / Tag #
1						
2						
3						

SECTION III - JUSTIFICATION			
List Detailed Justification and Areas of Operation			
SECTION IV - INDIVIDUAL CERTIFICATION			
<i>I will comply with all requirements for driving on the airfield IAW DAFBI 13-213. In addition, I will contact 7 OSS/OSAA at 6-2515 prior to reassignment, separation, sale of vehicle, or when decal is no longer required.</i>			
Individual's Signature			Date
SECTION V - UNIT CERTIFICATION			
<i>I certify the above listed member does require the use of a POV on the airfield.</i>			
Unit CC Printed Name	Unit CC Signature		Date
7 OSS/OSAA Local Use Only			
Approve / Disapprove			
Authorized Official's Printed Name	Authorized Signature		Date
Pass/Permit number	Date of Issue	Effective	Expires
POV DECAL APPLICATION			
NOTE: Request must include a copy of proof of insurance.			

Attachment 13
POV CONE APPLICATION

Figure A13.1. POV Cone Application.

DYESS AIR FORCE BASE Privately Owned Vehicles (POV) Cone Application						
SECTION I - APPLICANT INFORMATION						
Name (Owner/User)			Rank		Date	
Duty Title					Duty Phone	
Organization/Company		Office Symbol			Driver 483#:	
					State License Exp:	
SECTION II - VEHICLE(S) INFORMATION (List vehicles the applicant will drive)						
Vehicle	Make	Model	Color	Year	State	License / Tag #
1						
2						
3						
4						
5						
6						
7						

SECTION III - JUSTIFICATION		
List Detailed Justification and Areas of Operation (CMA or Ramp Access?)		
SECTION IV - INDIVIDUAL CERTIFICATION		
<i>I will comply with all requirements for driving on the airfield IAW DAFBI 13-213. In addition, I will contact 7 OSS/OSAA at 6-2515 prior to reassignment, separation, sale of vehicle, or when decal is no longer required.</i>		
Individual's Signature		Date
SECTION V – UNIT/CONTRACTOR CERTIFICATION		
<i>I certify the above listed member does require the use of the listed POVs on the airfield.</i>		
Unit CC/Lead Contractor Printed Name	Unit CC/Lead Contractor Signature	Date
7 OSS/OSAA Local Use Only		
Approve / Disapprove		
Authorized Official's Printed Name	Authorized Signature	Date
NOTE: POV Cones are only valid for the work day (or airfield closure period) and must be returned to airfield management each day (or when the airfield re-opens). Additionally, cones will only be issued to vehicles with current insurance on file with Airfield Management. POV cones will be issued daily until project/mission completion.		