

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

**ELLSWORTH AIR FORCE BASE
INSTRUCTION 13-213**

3 JUNE 2025

Space, Missile, Command, and Control

AIRFIELD DRIVING



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This instruction implements Air Force Policy Directive (AFPD) 13-2, Air Traffic Control, Airspace, Airfield, and Range Management. This instruction consolidates Air Force Instruction (AFI) 13-213, Airfield Driving; AFI 24-301, Vehicle Operations; Air Force Manual (AFMAN) 24-306, Manual for Wheeled Vehicle Driver; Training Circular 21-305-02, Training Program for Night Vision Goggle Driving Operations, AFI 91-203, Air Force Consolidated Occupational Safety Instructions, Chapter 24, Aircraft Flightline – Ground Operations and Activities, and Unified Facilities Criteria 3-260-01, *Airfield and Heliport Planning and Design*; and establishes procedures and standards relating to the operations of vehicles both motorized (self-propelled) and non-motorized (non-self-propelled) on the airfield. The requirements set forth in this instruction apply to units and personnel assigned, attached, or on temporary duty to Ellsworth Air Force Base (AFB), including all military, civil service, contractor, and vendor personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This publication defines the roles and responsibilities for the Airfield Driving Program. This publication also establishes

vehicle requirements, driving rules and responsibilities, airfield marking, and consequences of violations for Ellsworth AFB.

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Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

1.1.1. This Airfield Driving Instruction (ADI) provides guidance for 28 BW Airfield Driving Program (ADP). Its purpose is to provide safe ground vehicle operations and pedestrian control on Ellsworth AFB airfield. It outlines training requirements for all personnel (e.g. military, DOD Civilians, Contractors, etc.) who, as a part of their job, are required to drive unescorted on an airfield.

1.1.2. Personnel required to drive on the airfield must be knowledgeable of and comply with the procedures outlined in AFI 13-213, AFI 13-213, AFGSC Sup1, *Airfield Driving* and this instruction.

1.1.3. In today's complex airfield environment, there are incidents involving aircraft, pedestrians, and ground vehicles at United States Air Force (USAF) airfields that lead to property damage and personnel injury. One of the most hazardous incidents for an airfield driver to be involved with is a runway incursion. A runway incursion is a major violation to the protected area of a surface designated for the landing and take-off of aircraft that has 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 a failure to follow procedures, inadequate vehicle operator training, and loss of situational awareness. Therefore, strict adherence to the procedures in this instruction is essential to preventing aircraft-vehicle mishaps and personnel injury on the airfield.

Chapter 2

RESPONSIBILITIES

2.1. Bomb Wing (BW) Commander (CC).

2.1.1. Designates personnel and agencies to support the ADP.

2.1.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. See AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, and Chapter 2 for additional information. Authority must not be delegated.

2.1.3. Approves publication of the ADI.

2.1.4. Requests an Air Force Runway Safety Action Team (AFRSAT) through the Major Command (MAJCOM) Office of Primary Responsibility (OPR) for Airfield Operations (AO) if there are recurring problems with runway incursions. See AFI 13-204, Volume 2, for additional information.

2.1.5. Reviews runway incursion and Controlled Movement Area Violation (CMAV) incidents and corrective actions taken.

2.2. Wing Airfield Driving Program Manager (ADPM).

2.2.1. Deputy Airfield Manager (DAFM) serves as the Wing ADPM to provide overall ADP management and oversight. The Wing ADPM must be a minimum TSgt/E-6 or civilian equivalent. The preferred grade is MSgt/E-7.

2.2.2. Develops an ADI to establish the Wing ADP. The ADI and any changes/revisions must be coordinated through Air Force Global Strike Command (AFGSC) Airfield Operations Staff prior to implementation IAW AFI 13-213.

2.2.3. Reviews ADP, ADI, to include procedural guidance, training/testing materials, diagrams, figures, for currency and accuracy at least annually. Maintains documentation of review for at least one (1) year.

2.2.4. Uses [Attachment 3](#) to conduct and document training for unit ADPMs.

2.2.5. Provides unit ADPMs a copy of the ADI, training curriculum, and testing materials to manage unit ADP.

2.2.6. Conducts unit ADP inspections using [Attachment 4](#). Units will be inspected every 12 months. Inspections will focus on program integrity, compliance and support. Information copies will be provided to unit commanders within five (5) duty days. To maintain the integrity of the program and training process, Wing ADPM may perform no-notice Staff Assistance Visits (SAV) on units. Unit commanders also may request an inspection at any time.

2.2.6.1. Validates overall effectiveness of program management. Discuss trends or unit problems identified during random SAV, recent violations/infractions, actions taken and other related issues.

2.2.7. Conducts quality control measures to monitor the effectiveness of unit airfield driver training programs.

2.2.8. Maintains a master record of current Ellsworth AFB authorized drivers and POV passes derived from unit ADPM input.

2.2.9. Briefs status of ADP at the Airfield Operations Board (AOB), to include:

2.2.9.1. Annual unit inspection results (units visited and units scheduled for next quarter).

2.2.9.2. Random spot check results.

2.2.9.3. Changes or problems with accomplishing airfield driver's training.

2.2.9.4. Runway Intrusions/ CMAV. All CMAVs, regardless of impact on flight safety, must be documented in the AOB minutes to include a detailed description of each incident (who, what, when, where and how, type vehicle/aircraft involved, and action taken to prevent a reoccurrence). Highlight any trends.

2.2.10. Maintains a record of all runway incursions, actions taken and results for the current and previous calendar year.

2.2.11. Notifies unit commander and unit ADPM within 24 hours upon revoking an individual's airfield driving privileges.

2.2.11.1. Notifies MAJCOM OPR within 24 hours of a CMAV/Hazardous Air Traffic Report (HATR) incident.

2.2.12. Monitors radios for proper terminology/phraseology and discipline.

2.2.13. Conducts semi-annual meetings with all unit ADPMs. Provide guidance and brief airfield driving issues/concerns/incidents that occurred to include runway intrusions, controlled movement area violations, safety violations, changes to driving procedures, current or pending airfield construction projects that will impact normal driving operations, prevention of FOD, and any trend data on violations and inspection results.

2.2.13.1. Will use a Memorandum for Record (MFR) to document semi-annual meeting minutes, and maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder and on the Airfield Drivers Share Point page.

2.2.14. Participates in the Runway Incursion Prevention Working Group (RIPWG).

2.2.15. Provides unit ADPM a standardize spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, AF IMT 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher training due date.

2.2.16. Conducts random spot checks for enforcement and compliance with the ADI. At a minimum, a spot check will include a check of the driver's AF IMT 483 for accuracy/currency, the availability/currency of AF Visual Aids (e.g., AFVA 11-240, AFVA 13-221, AFVA 13-222) and the availability/currency of the local airfield diagram.

2.2.16.1. Violations detected during spot checks will be reported to the Air Field Manager (AFM), AOF/CC, individual's Unit Commander and ADPM.

2.2.16.2. Results of spot checks will be reported and documented in the "status of airfield driving" section of AOB.

2.2.17. Maintains a Wing ADPM Continuity Binder or electronic equivalent in the TAB format below.

2.2.17.1. TAB A: Unit ADPM appointment letter(s).

2.2.17.2. TAB B: ADI.

2.2.17.3. TAB C: Annual Program Inspection Results.

2.2.17.4. TAB D: Unit ADPM Training Documentation.

2.2.17.5. TAB E: Current list of unit assigned airfield drivers.

2.2.17.6. TAB F: USAF Airfield Driving Computer Based Training (CBT), Training Curriculum, Test/Answer Key.

2.2.17.7. TAB G: Unit airfield driving requirements as applicable (e.g. Fire Trucks, Fuel Trucks, K-loaders, etc.).

2.2.17.8. TAB H: Airfield Violations/Corrective actions.

2.2.17.9. TAB I: References (e.g., AFMAN 24-306, Chapter 20, AFI 91-203, Chapter 24, AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc.) **Note:** References may be a paper or electronic copy.

2.2.17.10. TAB J: Miscellaneous information (e.g. Meeting Minutes, Digest Articles, RIPWG, etc.).

2.2.18. Coordinates on unit airfield driving lesson plans and tests.

2.2.19. Ensures unit ADPMs provide appropriate training to TDY personnel and non-base assigned contractors based on type, location, time and duration of work. See paragraph 3.2.1. for additional information.

2.2.20. Will provide unit ADPMs with updates such as; airfield changes, trends and special events via quarterly newsletters and emails as needed.

2.2.21. Wing ADPM will coordinate with the Weapons Standardization Section (WSS) via the unit ADPM to ensure an End of Runway (EOR) training plan adequately addresses expected aircraft/maintenance vehicle parking locations from a day and nighttime operational perspective.

2.2.22. Wing ADPM will incorporate specific test questions to the Airfield Driving General Knowledge Test focusing on the wingtip clearance reduction for aircraft with long wingspans; tailored to hammerheads, taxiways, areas unique to the airfield.

2.3. Operations Group (OG) CC or equivalent.

2.3.1. Reviews CMAVs and corrective actions taken.

2.3.2. Implements and chairs a RIPWG if there are more than three runway incursions within a six month period. **Note:** The RIPWG shall convene within 30 days after the third runway incursion.

2.3.2.1. The RIPWG will include OSS/CC, AOF/CC, AFM, Wing ADPM, Tower Chief Controller, Wing Safety, Unit Commanders and/or unit ADPMs, and any other organizational leadership, such as Civil Engineering (CE) for any infrastructure changes

i.e.; signs or lighting, as required to help prevent future CMAVs/HATRs. Unit ADPMs will attend RIPWGs involving their unit drivers. RIPWG will take the following actions:

2.3.2.1.1. Analyze each runway incursion and corrective actions taken.

2.3.2.1.2. Evaluate the airfield driving operating procedures/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed.

2.3.2.1.3. Develop strategies to prevent the reoccurrence of runway incursions. Examples include but are not limited to:

2.3.2.1.3.1. Increase or improve local training or testing materials.

2.3.2.1.3.2. Implement mandatory briefings to all airfield drivers, aircrew and Air Traffic Control (ATC) personnel, as applicable.

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

2.3.2.1.3.4. Increase penalty for CMAVs.

2.3.2.1.3.5. Alter the shape and/or increase the size of the CMA.

2.3.2.1.3.6. Determine if additional signage, markings, and lighting are needed in high-risk areas. Examples of additional signs, markings, and lighting include the following:

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

2.3.2.1.3.6.2. 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 CE and SE and a work order request to change is implemented uniformly over the entire airfield.

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

2.3.2.1.3.6.4. Painting FAA enhanced taxiway centerline marking prior to the runway hold position markings. **Note:** This option requires coordination with CE and SE and a work order request to change is implemented uniformly over the entire airfield.

2.3.2.1.3.6.5. Installing runway guard lights, if applicable.

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

2.3.2.1.3.6.7. Procuring vehicle-tracking devices to include Global Position System (GPS), ground radar, or video surveillance. **Note:** Coordinate with MAJCOM OPR for AAO prior to the procurement and/or use of new systems/technology.

2.3.2.1.3.6.8. Installing additional FM radio repeaters for Air Traffic Control and the base station/ramp net.

2.3.2.1.3.6.9. Installing Location Signs.

2.3.2.1.3.7. Coordinate with MAJCOM OPR for AO prior to implementing new procedures and /or purchasing airfield support systems such as signs, marking and lighting.

2.3.2.1.3.8. When required, ensure an airfield waiver is processed and approved.

2.3.2.2. When held, provide a summary of the RIPWG's analysis and recommendations during the next AOB.

2.3.2.3. Publish minutes of the RIPWG and provide an informational copy to the MAJCOM OPR for AO within 30 calendar days.

2.4. Airfield Operations Flight (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 USAF and FAA guidelines.

2.4.1. Participates in the RIPWG.

2.4.2. Reviews/concurs on all Class E CMA violations report submittals.

2.4.3. Works with Wing Safety and Wing ADPM to assign all runway incursions an operational category (e.g., Operational Error, Pilot Deviation and Vehicle/Pedestrian) defined in AFI 13-213, for trend analysis.

2.4.3.1. Ensures these classifications are annotated in the recommendation section of the AF Form 457, *USAF Hazard Report* or narrative section of the AF IMT 651, *HATR*.

2.5. Unit Commander or equivalent.

2.5.1. Appoint a primary and alternate unit ADPM in writing (normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer) to manage training and testing requirements of unit personnel that are required to operate a vehicle on the airfield. Forward a copy of the appointment letter to the Wing ADPM.

2.5.1.1. Provide an updated ADPM appointment letter to the Wing ADPM annually or upon change of appointment.

2.5.2. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use most qualified SSgt/5-level or civilian equivalent available. **Note:** Group Commander (or equivalent) is delegated authority to waive this requirement. Unit ADPMs must possess an AF IMT 483 with the same level of access as the personnel he/she is training (i.e. Unit ADPMs with members who require CMA access, must also have CMA access). Forward a copy of the waiver to the Wing ADPM.

2.5.3. Ensures a replacement unit ADPM is appointed in writing and trained by the Wing ADPM at least 30 days prior to releasing the current unit ADPM.

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

2.5.5. Certify personnel are qualified to drive on the airfield. Authority may be delegated to unit ADPMs.

2.5.5.1. Forward delegation letter (if applicable) to the Wing ADPM. Ensure delegation letter is accurate and current. Note: All letters of appointment, delegation, and/or grade waivers must be dated with the current calendar year.

2.5.6. Ensure unit assigned personnel complete the required training and testing requirements outlined in this ADI prior to obtaining an AF IMT 483 to operate a vehicle on the airfield.

2.5.7. Suspends airfield driving authorization upon suspension or revocation of a unit member's civilian driver's license, and/or base driving privileges. Notify the Wing ADPM and unit ADPM of the individuals' suspension/revocation. Reinstatement requests must be processed according to paragraph 8.4.

2.5.8. Ensures unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations (e.g. consist of two or more units) should consider having more than one unit ADPM to provide effective program management and quality training, thus reducing the potential for airfield driving violations and runway incursions. Conversely, small organizations (e.g. normally a flight level or smaller) can combine and or consolidate their ADP with a unit.

2.5.9. Appoints unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical driving. Trainers must have completed the AF Training Course. Forward a copy of the appointment letter to the Wing ADPM. **Note:** This letter may be consolidated with the unit ADPM appointment letter.

2.5.9.1. Annotate the Air Force Training Course (AFTC) completion date on the appointment letter. Unit ADPMs must maintain a copy of AFTC certificates for all airfield driving trainers/task certifiers.

2.5.9.1.1. Unit trainers must have a least 1 year of local airfield driving experience. The appropriate Group Commander or equivalent may waive this requirement. Forward a copy of the appointment letter and waiver (if applicable) to the Wing ADPM.

2.5.10. Reviews individual's AF Form 1313, *Driving Record* (located at Security Forces), to determine their qualifications before permitting them to operate a vehicle and or equipment on the airfield.

2.5.11. Ensures unit ADPMs and designated trainers give a practical day and night (as applicable) airfield familiarization training and practical driving test to all new vehicle operators before they are allowed to drive vehicles on the airfield.

2.5.12. Ensures unit airfield drivers limit their access on or across the runway to mission essential duties only.

2.5.13. Ensure the number of POV passes is kept to an absolute minimum needed to support mission requirements.

2.5.14. Ensure contractors under their supervision follow the rules outlined in Chapter 5.

2.5.15. Ensure escorts are provided for their contractor personnel working on the airfield. Examples: CE Squadron must provide escorts for painters or other construction workers conducting repair/construction work on the airfield.

2.5.16. Participates in the RIPWG.

2.6. Unit ADPM and Alternate.

2.6.1. Must be trained and certified to drive on the airfield.

2.6.2. Administers the unit airfield driver's training program according to AFI 13-213, AFI 13-213 AFGSC Sup., and this ADI.

2.6.3. Ensures unit personnel complete all the required airfield driver training and certification prior to issuance of an AF IMT 483.

2.6.4. Identifies, documents, and tracks personnel as requiring access to the CMA, non- CMA, or restricted airfield driving as appropriate (e.g. Ramp only, Daylight Hours only, etc).

2.6.5. Ensures unit personnel who are not trained and certified to drive at night AF IMT 483 indicates restricted access (e.g., "AUTHORIZED DAYLIGHT HOURS ONLY"). If the individual later requires driving on the airfield at night, ensure the practical airfield familiarization training and practical driving test is conducted and documented prior to updating the AF IMT 483.

2.6.6. Ensures designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving test on unit personnel prior to issuance of an AF IMT 483.

2.6.6.1. The unit ADPM will place emphasis on operations in and around hammerheads, taxiways, and areas unique to the airfield to mitigate mishaps in these reduced wing tip clearance areas.

2.6.7. Ensures unit personnel authorized to drive on the CMA have completed all the required training and AF IMT 483 is annotated "CMA Access" by Airfield Management.

2.6.8. Ensures unit personnel have a valid state driver's license to operate privately owned, government (may also require a Government Driver License), or contractor owned/leased vehicles on the airfield.

2.6.9. Ensures unit personnel are qualified to drive the vehicle(s) they will be operating on the airfield. This includes any other additional training required to operate vehicles in various field conditions (e.g. blackout or Night Vision Devices (NVD)).

2.6.10. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **Note:** This data may be maintained electronically. Update the listing of all unit personnel authorized to drive on the airfield at least quarterly and forward an information copy to the Wing ADPM.

2.6.11. Ensures deploying personnel are fully trained and possess a valid AF IMT 483 for airfield driving.

2.6.12. Conducts and documents annual refresher training on unit airfield drivers. At a minimum, annual refresher training will include: A review of the ADI, completion of the USAF Airfield Driving CBT, *Airfield Driving*, runway incursion prevention test (at least 5 questions with a minimum passing score of 100%) and completion of the airfield diagram layout test. **Note:** Unit ADPMs will ensure all ADP testing material is secured in a controlled environment.

2.6.12.1. Documents completion of refresher training on the Annual Refresher Training Checklist and annotate the date on the reverse side of the individual's AF IMT 483. Maintains a copy of the most current refresher training completion date on file in the unit.

2.6.12.1.1. The Annual Refresher Training Checklist is created and maintained by the Wing ADPM and can be found on the Ellsworth Airfield Driving Share Point page.

2.6.13. Maintains an ADP Continuity Binder in the TAB format outlined in paragraph 2.2.17.1-10.

2.6.14. Trains unit airfield driver trainers on how to conduct and document training of newly assigned unit airfield drivers. Maintain a copy of this training in TAB D of the unit ADP Continuity Binder.

2.6.14.1. Unit Airfield Driving Trainers.

2.6.14.1.1. Must have completed the AFTC and have a least 1 year of local airfield driving experience.

2.6.14.1.2. Must be trained by their unit ADPM. Appointment letters must be forwarded to the Wing ADPM.

2.6.14.1.3. Must be trained to drive on the airfield and possess a current AF IMT 483 issued at Ellsworth AFB.

2.6.14.1.4. Must regularly perform duties involving driving on the airfield.

2.6.14.1.5. Must remain knowledgeable and qualified on airfield driving rules, procedures, and tasks for which they train or certify others.

2.6.14.1.6. Will conduct training IAW the unit's training program and this instruction.

2.6.15. Attends Wing ADPM semi-annual meeting and/or briefing regarding airfield driving.

2.6.16. Ensure TDY personnel and non-base assigned contractors who are hosted by the unit receive local airfield driving training as outlined in this ADI and [Attachment 7](#). The local airfield driving training may be provided by unit ADPM's only for TDY personnel and non-base assigned contractors who do not require access on or across the CMA.

2.6.17. Use [Attachment 4](#) to conduct and document a self-inspection of unit's ADPM's at least annually. Recommend accomplishing the self-inspection at the mid-way point of the annual inspection performed by the Wing ADPM. Maintain this form in binder (TAB C) and forward a copy of the inspection results to the Wing ADPM.

2.6.18. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit airfield drivers.

2.6.19. Conducts random spot checks for enforcement and compliance with the ADI. At a minimum, a spot check will include the validation of AF IMT 483, current AFVA (e.g., AFVA 11-240, AFVA 13-221, AFVA 13-222) and a current local airfield diagram. Correct all discrepancies noted.

2.6.20. Provides classroom training.

2.6.20.1. Along with completing the Airfield Drivers CBT, day/night time orientations, and reading this ADI, unit ADPMs or appointed trainers will use the airfield drivers

training slides to train new drivers and administer a practice test. Slides and tests will be provided by the Wing ADPM.

2.6.21. Maintains current and accurate training and testing materials. Materials not provided by the Wing ADPM must be reviewed and approved by Wing ADPM.

2.6.22. Schedule individuals for color vision testing with Family Practice/Flight Medicine to ensure members can distinguish between red, green, white, yellow and blue. **Note:** Civilian employees, who aren't eligible to use military treatment facility, must provide written notice from a doctor concerning their color vision.

2.6.23. Ensure assigned vehicles under their control are properly equipped with AFVA 11-240 (Figure 6.12.), AFVA 13-221 (Figure 6.13) (optional if vehicle has an AFVA 11-240), AFVA 13-222 (Figure 6.14), current airfield diagrams (attachments 10-11), and radios capable of transmitting to the Control Tower if they are to be driven in the controlled movement area.

2.6.24. Submit POV pass requests for unit personnel to Airfield Management. Ensure POV passes are returned to Airfield Management when pass is no longer required.

2.6.25. Notify unit commander and Wing ADPM, in writing, after temporarily suspending or revoking unit personnel's airfield driving privileges, due to vehicle operation violations/incident or suspension/revocation of base driving privileges (See Chapter 8).

2.6.26. Notify unit commander and Wing ADPM, in writing, of retraining/corrective actions taken when requesting reinstatement of a member's suspended/revoked airfield driving privileges.

2.6.27. Schedules training for replacement ADPM with Wing ADPM at least 30 days prior to relinquishing unit duties. Submit updated appointment letter to Wing ADPM. **Note:** Replacement ADPM must be trained prior to assuming ADPM duties.

2.6.28. Annually validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Forward results to the Wing ADPM.

2.6.29. Participates in the RIPWG.

2.6.30. Completes and documents annual ADPM refresher training on unit ADPM responsibilities to maintain currency on the unit ADPM role.

2.7. Airfield Management Operations (AMOPS).

2.7.1. Is the OPR for the Wing ADP.

2.7.2. The AFM, Wing ADPM, and other designated Airfield Management representatives are responsible for signing AF IMT 483. This authority may not be delegated to any other agency.

2.7.3. Processes requests for POV passes (see [Attachment 8](#), POV Pass request template). The memorandum for record will be turned in to the Airfield Management and kept on file until the requested dates have expired.

2.7.4. Enforces provisions outlined in applicable instructions, manuals, and policy letters regarding vehicle operations on the airfield and suspends or revokes airfield driving privileges as required.

2.7.5. Provides airfield tours and familiarization training to commanders.

- 2.7.6. Briefs and conducts training for construction/contractor personnel.
- 2.7.7. Establishes haul routes to and from work areas on the airfield.
- 2.7.8. Imposes and publishes restricted routes as required.
- 2.7.9. Conducts random spot checks for enforcement and compliance with the ADI. At a minimum, a spot check will include the validation of AF IMT 483, current AFVA (e.g., AFVA 11-240, AFVA 13-221, AFVA 13-222) and a current local airfield diagram.
- 2.7.10. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately respond to and correct improper radio usage when notified by the ATCT or through the monitoring of radio frequencies. Document corrective actions on an AF Form 3616, *Daily Record of Facility Operation*.
- 2.7.11. Responds to reported or suspected airfield driving violations. At a minimum, Airfield Management personnel will:
 - 2.7.11.1. Escort individuals off of the airfield.
 - 2.7.11.2. Confiscate individuals AF IMT 483.
 - 2.7.11.3. Request a statement from individual(s) suspected of committing an airfield driving violation(s).
 - 2.7.11.4. Document and report the incident to the Wing ADPM, AFM and AOF/CC.
- 2.7.12. The AFM, Wing ADPM, or Non-Commissioned Officer in Charge (NCOIC), AMOPS will sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF IMT 483 for airfield driving.
- 2.7.13. Participates in the RIPWG.

2.8. Air Traffic Control Tower (ATCT).

- 2.8.1. Controls all aircraft, vehicle, and approved pedestrian traffic on the CMA by two-way radio communications or, in the event of lost communications, by light gun signals. If use of light gun signals is unsuccessful when controlling vehicle or pedestrian traffic, contact Airfield Management to have vehicle and/or pedestrian traffic escorted off the CMA.
- 2.8.2. Reports known CMA violations and problems with vehicle operator radio communications to Airfield Management. Assists Airfield Management in identifying and locating unauthorized personnel and vehicles on or near the CMA.
- 2.8.3. Immediately reports violations of this instruction, especially runway intrusions, to Airfield Management. Completes an AF Form 457 or AF IMT 651 as required and provides a copy to 28 Operations Support Squadron (OSS)/Airfield Operations Flight Staff (OSAA).
- 2.8.4. Notifies Airfield Management when improper radio use occurs. Include offender's call-sign, if known.
- 2.8.5. Activates the light gun for airfield driver's training and testing with prior coordination through Airfield Management.
- 2.8.6. Participates in the RIPWG.

2.8.7. Participates in airfield inspections to identify possible risks, hazards and vulnerabilities that could potentially lead to a runway incursion event or CMA violation. **Note:** These inspections can be consolidated into other types of joint inspections, such as inspections conducted with a local Airfield Working Group, Encroachment Management Team, or the quarterly joint airfield inspection.

2.9. Security Forces Squadron (SFS).

2.9.1. Monitors airfield vehicle operations for ADI compliance.

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

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

2.9.4. Validates POVs entering the airfield have a valid POV pass issued by Airfield Management. Apply standard security procedures concerning vehicles with expired passes or vehicles operating outside the locations authorized by their pass. Contact Airfield Management, as required, to validate a POV pass on a given vehicle.

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

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

2.9.7. Provides assistance when requested by Airfield Management or the ATCT to apprehend airfield driving violators and remove unauthorized persons from the airfield.

2.9.8. Complies with all procedures outlined for entry into the CMA.

2.9.9. Informs the Airfield Management of citations issued or incidents reported on the airfield as soon as possible but no later than (NLT) the next duty day.

2.9.10. Establishes airfield patrol procedures, issue traffic tickets and citations for infractions, removes all unauthorized vehicles from the area, and forward copies of all citations to unit commanders/First Sergeants. Infractions may include speeding, unauthorized vehicles, and unqualified operators.

2.9.11. Directs civilian personnel requiring access to the airfield to Airfield Management for processing.

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

2.9.13. Participates in the RIPWG.

2.10. Wing Safety (SE).

2.10.1. Coordinates on local directives and/or operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield.

2.10.2. Coordinates on lesson plans and tests for vehicle operations on the airfield. (Reference AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, para. 23.13).

2.10.3. Participates with the Wing ADPM in investigating airfield driving incidents, HATRs, CMA violations. Provide a copy of all Class E CMA violation report submittals (initial, status, final) to AOF/CC for review/concurrence as outlined in AFMAN 91-223.

2.10.4. Upon request, assist Airfield Management with ADP compliance IAW AFI 91- 203 Ch. 24, and AFI 11-218, *Aircraft Operations and Movement on the Ground*.

2.10.5. Participates in the RIPWG.

2.10.6. Reviews CMA violations for trends.

2.10.7. Participates in airfield inspections to identify possible risks, hazards and vulnerabilities that could potentially lead to a runway incursion event, CMA violation, or hazard to helicopter operations. **Note:** These inspections can be consolidated into other types of inspections or forums.

2.11. Civil Engineering Squadron (CES).

2.11.1. Coordinates site release dates, work schedules, and estimated start/completion dates of airfield construction/contract work with the Airfield Management, AFM/DAFM.

2.11.2. Ensures project officers, contractors, and subcontractors comply with the training, certification, and procedural requirements of this instruction prior to site release date.

2.11.3. Ensures contractors working within the CMA area have at least one person capable of operating a radio for communicating with the ATCT.

2.11.4. Ensures airfield contractors report to Airfield Management at least 24 hours before site release date and prior to initiating work each day to confirm availability. The AFM/DAFM will ensure contractor's activities do not interfere with operations and will mitigate operational impact.

2.12. Medical Group (MDG).

2.12.1. Administers color vision screening to ensure the individual has normal color vision.

2.12.2. Annotates Pass or Fail of color vision in Section 3 on the Documentation of Airfield Driver Training and Certification (see [Attachment 5](#)).

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

2.13. Contracting Squadron (CONS).

2.13.1. Ensures all contracts requiring access to the airfield state that contractors must contact Airfield Management for training on airfield driving procedures and that compliance with this instruction is mandatory.

2.13.2. Ensures routes to and from the airfield construction sites are approved by either the AFM or DAFM, and published in the contract.

2.13.3. Ensure Statement of Works (SOW) and Performance Work Statements (PWS) indicate a requirement to obtain airfield driver's licenses/briefings prior to start of work on/near the airfield. The SOW/PWS for permanent contractors must include the requirement to maintain an ADP IAW this instruction. Escort requirements will be included in contract scope of work.

2.13.4. Informs Airfield Management, AFM/DAFM, of all pre-construction meetings involving contracts that will require driving on or near the airfield or involve the use of cranes, high lifts, or other equipment that affects the airspace.

2.14. Public Affairs (PA).

2.14.1. Informs Airfield Management of all tours that will require driving on the airfield.

2.14.2. Ensures PA sponsored drivers possess an AF IMT 483 certified by Airfield Management

2.14.3. Approves requests for photography on the airfield. Provides airfield photography approval letters. Individuals must maintain the letter on their person when taking pictures on the airfield.

2.15. Vehicle Operations Flight (LRS/LGRVO).

2.15.1. Maintains procedures for immediate deployment of mobile maintenance and/or a tow vehicle when Airfield Management, Control Tower, or Command Post reports a stalled/broken down or abandoned vehicle on the airfield that impacts aircraft operations.

2.16. Airfield Drivers.

2.16.1. Complies with all the requirements in this instruction at all times.

2.16.2. Provides feedback to trainer and unit ADPM on training received.

2.17. Airfield Escorts.

2.17.1. Airfield escorts are required for safety and security purposes. All escorts for any activity on the airfield will be trained and certified to drive on the airfield and must accompany and monitor a driver who is not. The escort is responsible for the actions of an uncertified driver whether in the same vehicle or another vehicle until the non-certified member completely exits the airfield.

2.17.2. The organization or agency most directly associated with the project must provide escorts as necessary.

2.17.3. IAW Ellsworth AFB Installation Defense Plan, Appendix 2, Tab B; the escort ratio is 5:1, but can be waived by Defense Force Commander to 10:1.

Chapter 3

TRAINING CRITERIA, TESTING REQUIREMENTS, AIR FORCE INFORMATION MANAGEMENT TOOL 483 ISSUANCE, *CERTIFICATE OF COMPETANCY*

3.1. Base Assigned Airfield Drivers:

3.1.1. All base assigned personnel (e.g. military, DOD civilian, Contractor, etc.) required to operate a vehicle or non-vehicular/equipment (e.g. Segway, bicycle, tricycle, golf cart, all-terrain vehicle, mower, aerospace ground equipment, etc.) on the airfield, must complete all airfield drivers' training and testing requirements outlined in this ADI prior to issuance of an AF IMT 483. All tests will be administered closed book. **Note:** An Air Force Specialty Code (AFSC) or career field training (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 ADI. **Note:** Section II, item 1 on [Attachment 5](#) is not applicable for non-vehicular/equipment.

3.1.1.1. All safety precautions in this instruction must be fully understood by all trainees. Special attention must be given to all personnel working within the CMA to include phraseology, signs and markings training.

3.1.1.2. The attachments and visual aids in this instruction will be used to ensure all points are covered thoroughly.

3.1.1.3. Airfield Management is the only approval authorities authorized to sign AF IMT 483 for airfield driving.

Figure 3.1. AF IMT 483.

CERTIFICATE OF COMPETENCY		CERTIFICATE NO.
NAME (Last, First, Middle Initial)		DATE
COMMAND	INSTALLATION	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF		
TYPED NAME, TITLE AND ORGN		SIGNATURE

AF FORM 483, FEB 85 (EF-V1)

PREVIOUS EDITION WILL BE USED.

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER

AF FORM 483, FEB 85 (REVERSE) (EF-V1)

3.1.2. Must possess/complete the following before being issued an AF IMT 483 and driving on the airfield:

3.1.2.1. Valid state driver's license.

3.1.2.2. If required for the type of vehicle they will be operating, AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*.

3.1.2.3. Completion of the USAF Airfield Driving CBT (accessible on the Advanced Distributed Learning Website, (<https://golearn.csd.disa.mil/kc/login/login.asp>)). Print and maintain a copy of the training certificate. Provide a copy to the unit ADPM.

Personnel that don't have access to ".mil" sites may take the manual course. This course/testing materials can be obtained through either their unit ADPM or the Wing ADPM. Unit ADPMs will maintain completed manual test with trainees training documentation.

3.1.2.4. Complete unit's classroom/On-the Job Training (OJT) training. Training materials can be obtained from the Wing ADPM or from the Ellsworth AFB Airfield Driving Share Point Page
(<https://cs1.eis.af.mil/sites/ellsworth/28BW/28OG/28OSS/Airfield%20Management/Airfield%20Driving/default>). At a minimum, training will cover all items listed on Attachments 5 & 6, reviewing the Airfield Driving slides and a practice test.

3.1.2.4.1. The practical day/night airfield drivers training involves taking the individual out on the airfield to show them how to get to and from their work areas. **Note:** Individuals not receiving night orientation training/check rides will have their AF IMT 483 restricted (e.g., AUTHORIZED DAYLIGHT HOURS ONLY) and must not be allowed to operate a vehicle on the airfield during hours of darkness or inclement weather/reduced visibility. If the individual later requires nighttime authorization, the unit ADPM will conduct nighttime orientation training, a nighttime check ride, and document the training (see [Attachment 5](#)). The Airfield Management will update AF IMT 483.

3.1.2.4.2. Airfield orientations will not be conducted at dusk and counted as both day and night orientations. Night orientations must be given no earlier than one hour after sunset and day orientations no earlier than one hour after sunrise.

3.1.3. Use [Attachments 5 & 6](#), Training Documentation and Certification & Qualification Training Checklists, to conduct and document training and test results.

3.1.3.1. All personnel will be given ample time to comply with the training requirements.

3.1.3.1.1. ADPMs can consider providing training sessions for those with extensive experience and another session for those with limited or no experience. This will ease the training burden for those with the experience and ensure complete coverage for those who may need more in-depth training and explanation.

3.1.4. Airfield Driving Test (Practical). Unit ADPMs will administer the airfield driving test before sending individuals to Airfield Management for final certification. At a minimum, the individual must:

3.1.4.1. Drive the vehicle during the check-ride.

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

3.1.4.3. Identify the location of runway hold lines, runway and CMA.

3.1.4.4. Demonstrate the ability to contact ATCT prior to entry on the runway/CMA (*for Runway/CMA drivers only*).

3.1.5. Pass color vision testing with Med Group.

3.1.5.1. Schedule an eye exam with the optometry clinic to ensure individuals have normal color vision.

3.1.5.2. Personnel who possess an AFSC that requires normal color vision are exempt from color vision testing. Annotate N/A and AFSC in Section III of **Attachment 5**. **Note:** Individuals that fail to pass the color vision test can be issued a limited access AF IMT 483. If authorized, the individual will be restricted to parking ramp access only and the AF IMT 483 will be marked RAMP ONLY. The individual will not be allowed to drive in the CMA.

3.1.5.3. Refer to the Officer and Enlisted Classification Directory for AFSCs that have a mandatory requirement for normal color vision in their AFSC. Both products are available the Airfield Driving Share Point and the AF Portal. **Note:** Unit ADPM must still validate individual has normal color vision and/or no waiver to the classification directory standards.

3.1.5.4. Civilian employees who aren't eligible to use military treatment facilities will have their civilian doctor complete the color vision section of the Airfield Driver's Training and Certification (**Attachment 5**).

3.1.6. Airfield Driver's Testing Procedures and Requirements.

3.1.6.1. When all training requirements of **Attachment 6** have been conducted and all except the last four items of **Attachment 5** have been accomplished, the trainee will take the completed and signed (by Trainer, Trainee, and Unit ADPM) documents to Airfield Management, who will administer the test and issue the AF IMT 483. **Note:** For drivers that have mission essential duties that require access into the CMA, Unit ADPM will check "CMA Access" in Section VI of **Attachment 5** and "CMA Qualified" in the Unit ADPM Section of **Attachment 6**.

3.1.6.1.1. Final Airfield Driving Tests. If "CMA Access/Qualification" is annotated on **Attachments 5 & 6**, the trainee will be administered the "CMA" test, all other drivers will be administered the "Non-CMA" test. The minimum passing scores are required before the AF IMT 483 is issued. The test will cover the following requirements:

3.1.6.1.1.1. Communications Test (CMA drivers only). Individuals must pass the communication/phraseology portion of the test with a minimum passing score of 100% to ensure complete understanding of radio communication procedures. At a minimum, include the following areas on the communication test:

3.1.6.1.1.1.1. Basic communication principles.

3.1.6.1.1.1.2. Phonetic Alphabet.

3.1.6.1.1.1.3. Standard aviation phraseology.

3.1.6.1.1.1.4. Escort phraseology/rules.

3.1.6.1.1.1.5. A simulation of radio communications between a vehicle operator and ATCT. For example, initial radio contact, crossing active runway, hold short instructions, etc.

3.1.6.1.1.1.6. Review Chapter 7 of this ADI.

3.1.6.1.1.2. Airfield Diagram/Layout Test. Individuals must pass the airfield diagram/layout portion of the test with a minimum passing score of 100% to ensure

situational awareness of the environment for which they will operate a vehicle.

3.1.6.1.1.3. General Knowledge Test (Written). Individuals must pass the general knowledge portion of the test with a minimum passing score of 80% to ensure competency of the various areas associated with safely operating a vehicle on the airfield.

3.1.6.1.1.4. Runway Incursion Prevention Test. Individuals must pass the runway incursion prevention portion of the test with a minimum passing score of 100% to ensure complete understanding of how to properly proceed on the runway and reemphasize the importance of the most serious CMAV that operators must avoid.

3.1.6.1.1.5. Individuals who fail the test can retest 3 days after the first failure, 7 days after the second failure, after a third failure the individual must re- accomplish all training requirements, get an endorsement letter signed by the Unit CC and wait 14 days before they can retest.

3.1.6.2. **Attachments 5 & 6** will indicate the type of airfield access required to perform official duties and any other restrictions to be placed upon the driver.

3.1.7. Annual Refresher Training:

3.1.7.1. Annual refresher training must be accomplished by the first day of the preceding month after the refresher training is due. Refer to chapter 2, paragraph 2.6.12. for minimum requirements. Unit ADPMs will document completion of refresher training on the annual refresher training checklist and the reverse side of the AF IMT 483 and maintain a copy of the CBT and the completed test in unit ADPM files. **Note:** Unit ADPMs will ensure all ADP testing material is secured in a controlled environment.

3.1.7.2. Airfield driving privileges will be suspended until the required annual refresher training is complete. Members who have not completed refresher training within 60 days of the expected due date will have their airfield driving privileges revoked and must re-accomplish all training for reinstatement. **Note:** Personnel that were not able to complete refresher training due to reasons outside of their control (e.g. deployed, TDY, convalescent leave, etc.) must complete it prior to driving on the airfield.

3.2. TDY (Military/DOD) and Temporary Contract Personnel: TDY personnel, non-base assigned contractors and Inspection/Survey Teams must possess an AF IMT 483 and be trained on local airfield driving procedures to operate a vehicle on the airfield without an escort. **Note:** The Wing ADPM or the unit ADPM will provide a local briefing/training when TDY personnel and non-base assigned contractors driving route(s) do not permit access on or across the CMA. In this case, the Wing ADPM or designated Airfield Management representative will issue a temporary AF IMT 483 with the restriction “Ramp Access Only” or “Non CMA Only” and expiration date.

3.2.1. Units sponsoring TDY personnel, non-base assigned contractors or Inspection/Survey Teams will use [Attachment 7](#) to document local briefing/training or provide an escort with a valid AF IMT 483. Airfield Management will certify the home station AF IMT 483 and/or issue a temporary AF IMT 483, and POV pass as needed.

3.2.1.1. Training documentation must be maintain in accordance with Air Force RDS, Table 33-42, Rule 04.00.

3.2.2. TDY personnel require the following for authorization to drive on the airfield:

3.2.2.1. Valid home station AF IMT 483.

3.2.2.1.1. All home station restrictions (RAMP ONLY, DAYTIME ONLY, etc.) will apply while driving on Ellsworth AFB.

3.2.2.2. Local airfield familiarization training.

3.2.2.3. POV pass(es) as applicable.

3.2.2.4. A TDY/non-base assigned airfield driving briefing will be given on all safety rules, hazards, procedures, and principles, for their assigned airfield duty area, in order to maintain an appropriate level of safety. Briefing will include Ellsworth AFB ADI, Chapters 3 through 8 and all applicable attachments. Non-unit sponsored TDY personnel will be briefed in mass by Airfield Management. Coordinate at least one week in advance to schedule briefing.

3.2.3. Airfield Management will certify home station AF IMT 483 by annotating Ellsworth Airfield Authorized on the reverse side.

3.2.4. Personnel who do not have access to a Government Owned Vehicle (GOV) and are required to use their POV will contact the sponsoring unit's ADPM to request and obtain a POV pass. Sponsoring unit ADPMs will forward request to the Wing Airfield Driving Program Manager (WADPM) for approval/processing (see Chapter 4). Use [Attachment 8](#) for sample request letters.

3.2.5. All personnel will familiarize themselves with the local airfield diagram and maintain a copy in their vehicles at all times.

3.2.6. TDY personnel, Inspection/Survey Teams and non-base assigned contractors will not be granted access to the CMA unless they have completed all training and testing requirements outlined in this AFI and ADI.

3.2.7. Non-base assigned contractors will:

3.2.7.1. Have a valid state and/or GOV driver's license (on their person).

3.2.7.2. Identify a point of contact for the construction project.

3.2.7.3. Be airfield driving trained and receive a safety brief from Airfield Management utilizing [Attachment 7](#) prior to driving on the airfield or be escorted by a qualified airfield driver. Contractors must comply with the provisions of this instruction and all applicable airfield rules, policies, and procedures negotiated at pre-construction meetings. **Note:** Construction/maintenance contractors that will perform duties on the airfield for 6-plus months must complete all training and testing requirements outlined in this AFI and ADI.

3.2.7.4. Schedule the training/briefing through contracting officer or project manager.

3.2.7.5. Obtain access routes and haul routes from AFM/DAFM. **Note:** Contractors will remain within their work area, designated access routes, and haul routes. Travel outside the designated areas is a safety and security violation and may result in immediate termination of work, pending case review and retraining.

3.2.7.6. Only operate from grass or non-paved areas as a last resort when a paved surface is not practical due to mission/safety reasons. Contractors must conduct FOD checks,

cover open debris transportation vehicles (i.e., dump trucks, back hoe, front-end loaders, excavators, etc.) and police work sites to prevent FOD and wildlife attractant hazards.

3.2.7.7. Will not leave unattended or parked work vehicles in locations that create a hazard or impact aircraft operations.

3.2.7.8. Provide a work site supervisor when work involves the runways, Instrument Landing System (ILS) critical areas, approach/departure clear zones, or other areas that require communication with the Control Tower. Failure to provide a work site supervisor with the following qualifications will result in revocation of work authorization. Supervisors must:

3.2.7.8.1. Know how to properly communicate with Control Tower using a two-way radio.

3.2.7.8.2. Understand/comprehend CMA entry/exit procedures including light gun signals and runway/taxiway light operations.

3.2.7.8.3. Understand and clearly speak English.

3.2.7.9. Meet all delivery vehicles at the visitor center and escort them to Airfield Management for processing onto the airfield.

3.3. License Restrictions: Commanders and unit ADPMs will limit access to the CMA. Access will not be given, unless necessary to perform required duties.

3.3.1. Airfield Driving/CMA Access: This applies to individuals requiring access to all segments of the airfield to include ramps, taxiways, and the CMA. "CMA" will be annotated on their AF IMT 483.

3.3.2. Ramp Only: CMA access will not be given to individuals who fail color vision testing, but if a proper safety review is conducted by the optometry clinic, the individual can be granted airfield driving privileges. "RAMP ONLY" will be annotated on their AF IMT 483.

3.3.3. Daytime Use Only: This restriction applies to individuals who do not complete the nighttime orientation training/check ride. "Daytime Only" will be annotated on their AF IMT 483.

3.4. Lost/Damaged AF IMT 483:

3.4.1. Individuals who lose or have damaged (no longer legible) their AF IMT 483s must obtain their original airfield driving documentation ([Attachment 5](#)) from their unit ADPM and hand-carry it to Airfield Management who will verify the information and issue a new AF IMT 483.

3.5. Disposal of AF IMT 483:

3.5.1. Individuals will relinquish their AF IMT 483 to their unit ADPM upon Permanent Change of Station (PCS) or separation to ensure the unit airfield driver's list is updated.

3.6. Restricted Areas: Most parking ramps are permanent restricted areas or temporarily become restricted areas when aircraft are parked within their boundaries.

3.6.1. Vehicle operators require an AF Form 1199, Restricted Area Badge, to access these areas and will use the designated Entry Control Points (ECP) either on parking aprons (red/white paint) or guarded posts (building with gates). See Figure 3.2 for examples of both. Emergency response vehicles are exempt from using ECPs when responding to real world emergencies.

Figure 3.2. ECP.



Figure 3.3. ECP 1.



Chapter 4

PRIVATELY OWNED VEHICLE (POV) AND OTHER VEHICLE REQUIREMENTS

4.1. POV Pass: The term POV refers to vehicles that are privately owned by military members, DOD civilians and contractors. Individuals required to operate their POV on the airfield must be trained IAW this instruction and possess an AF IMT 483. Unit commanders and Airfield Management are responsible for limiting the number of passes.

Figure 4.1. POV Pass Sample.

ELLSWORTH TEMPORARY FLIGHTLINE PASS					
T10LS347					
Expires 30-Nov-10					
Contractor/Company		URS CORPORATION			
Operator's Name		MULTI			
Plat	754	Stat	CO	Year	2010
Make	TRAILER		Color	RED	
Authorized Areas					
WEST SIDE OF PRIDE HANGAR					
****Authorized in Restricted Areas with Escort****					
Govt POC	JERRY STYLES		POC Phone #	605-385-2677	
This pass is a controlled item and must be returned to Airfield Management Operations (385-1052) at expiration or when no longer needed, whichever is sooner. Failure to do so may result in suspension of flightline vehicle pass privileges.					
Issued By: WARREN RELAFORD, SMSgt, 38 OSS/OSA, 3-1065					
ELLSWORTH TEMPORARY FLIGHTLINE PASS					

4.1.1. Requests POV Passes must be endorsed by the individual's Unit CC or Company/Contractor representative.

4.1.1.1. The Unit ADPM or Company/Contractor representative will ensure requestors understand the limitations set forth in this chapter prior to completing the POV pass request.

4.1.1.2. The individual must fully justify the need to use their POV for the areas requested.

4.1.1.3. The vehicle will only be driven to the locations identified on the pass.

4.1.2. POV passes cannot be transferred to another person or vehicle.

4.1.3. The Airfield Management will verify the currency of the individual's AF IMT 483 prior to processing the request.

4.1.3.1. Airfield Management, AFM or DAFM will approve/disapprove each POV pass request letter.

4.1.3.2. Airfield Management will notify the requestor when the passes are ready for pick-up.

4.1.4. POV passes must be displayed on the dashboard in the front left corner of the windshield when the vehicle is operated or parked on the airfield. Passes are a controlled item and must be secured when not on the airfield. If a pass is lost or stolen, report the loss to Airfield Management immediately.

4.1.5. POV passes will only be issued for the time frame the individual requires to perform their duties and will not exceed 1 year. All passes expire on 31 December each year. Grace periods for old passes are not authorized.

4.1.6. New passes with a different color will be issued for requesting periods after 1 January of the next year. The DAFM will notify SFS of the current POV pass color.

4.1.6.1. Vehicle passes/decals will be validated during the pass color change-out.

4.1.7. Return passes to Airfield Management upon expiration or when no longer required.

4.1.8. Civilian employees who are required to perform airfield duties with their POV must contact Airfield Management to request/obtain a POV pass.

4.1.9. POV passes will be annotated as "Temporary" unless it is required for 6 or more consecutive months then it will be annotated as "PERMANENT".

4.1.10. Airfield Management will maintain vehicle pass documentation in accordance with Air Force RDS, Table 13-01, Rule 01.00.

4.2. Government Leased Vehicles: The term Government Leased vehicles refers to vehicles that are commercially owned by a private organization (e.g. rental cars).

4.2.1. In the interest of airfield security and force protection, Government Leased vehicles obtained for official government use that must access the airfield require a POV pass. These situations include vehicles for Inspection Teams/Inspector General (IG) visits, Distinguished Visitors (DV), and base and unit reception/deployment exercises.

4.3. Bicycles/Tricycles: Authorized personnel may operate bicycles in the North Docks as necessary to meet mission requirements.

4.3.1. Bicycle operators will be certified similar to other vehicle operators IAW requirements identified in this publication.

4.3.2. Bicycles are not authorized outside of the North Docks on any taxiway, apron or runway.

4.3.3. Bicycle riders require training, certification, and an AF IMT 483 issued at Ellsworth AFB.

4.3.4. Bicycle operators must comply with all other provisions in this instruction and AFI 91-203, Ch. 24.

4.3.5. Bicycle riders will abide by safety standards for reflective vests and equipment IAW AFI 91-203. Bicycle helmets will be worn with the chin strap properly attached/fastened.

4.3.6. Bicycle riders will inspect their bicycle/tricycle to ensure all items are secured and do not pose a safety or debris hazard to personnel or aircraft.

4.4. Utility Task Vehicles (UTVs):

4.4.1. Officially registered UTVs intended for government use are authorized within the parking aprons (to include North and South Docks) during daytime conditions, and for mission essential duties only. Vehicle and operators must comply with the requirements set forth in this instruction, to include possession of an AF IMT 483. Operators will not leave vehicles in an area that may be a hazard to aircraft operations. Operators will wear proper safety equipment IAW AFI 91-207, *The US Air Force Traffic Safety Program* and ELLSWORTH AFB Supplement. **Exception:** 28 BW FOD Manager may drive a UTV anywhere on the airfield with magnet-in-tow to conduct mission essential duties. 28 BW Safety personnel may drive a UTV anywhere on the airfield to conduct mission essential duties.

4.5. Recreational Vehicles (RV):

4.5.1. Recreational biking, tricycles, and use of skateboards, roller skates/blades and scooters are prohibited on the airfield.

4.5.2. RV campers, trailers, vans and other similar vehicles are only authorized on the airfield at the discretion of the Airfield Manager, for participation in special events (Airshows, Open Houses, special exercises, etc.) when it is the only source of transportation by the participant/operator.

4.6. Tracked Vehicles:

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

4.6.2. Tracked vehicles, even equipped with rubber skids/pads, damage airfield pavements and rut unpaved surfaces causing areas to collect water creating a bird/wildlife hazard.

4.6.3. Tracked vehicles and vehicles equipped with studded tires are not permitted to operate on the airfield without prior coordination/approval from Airfield Management, Safety, Transportation, CE, and the Installation CC. The Airfield Manager will designate the travel route(s) in the event a trailer is not available to haul the tracked vehicle. **Note:** To reduce spark producing potential, only non-sparking material can be used.

Chapter 5

DRIVING RULES AND PROCEDURES

5.1. Operating Procedures and Standards.

5.1.1. Personnel driving on the airfield must complete airfield driver's training or be escorted by a vehicle driver possessing a valid AF IMT 483 prior to entry to the airfield.

5.1.2. Cellular/mobile phones may be used on the airfield for official duties only. However, their usage is prohibited while driving. Drivers must stop in a safe location to use cell phones.

5.1.3. Driving during restricted visibility or night operations:

5.1.3.1. Poor weather conditions (e.g. snow, fog, rain, etc.) might obscure visual cues, roadway markings, and airfield signs. Vehicle operators must remain vigilant of their surroundings and operating boundaries. Watch out for snow removal equipment and aircraft operating in the vicinity under low-visibility conditions.

5.1.4. Vehicle Equipment Requirements:

5.1.4.1. Vehicles on the airfield must have the necessary equipment to comply with safety rules. Operators and vehicle control personnel will ensure all equipment remains secured inside the vehicle when not in use. Object and debris control is paramount when on the airfield.

5.1.5. Vehicles must be equipped with a tool for removing debris from tires during FOD checks.

5.1.6. Vehicles must have a FOD can secured inside the vehicle or in the bed (pickup trucks).

5.1.7. Vehicles must be equipped with a working flashlight for FOD checks between sunset and sunrise.

5.1.8. Vehicles operating in the CMA will be equipped with a two-way radio capable of communicating with the Control Tower or have a Land Mobile Radio (LMR) accessible. Personnel will conduct an operational test of the radio before entering the airfield. A back up LMR is highly recommended.

5.1.9. Vehicle operators must use Light-Emitting Diode/rotating beacon lights and/or emergency flashers when driving in the CMA.

5.1.10. All emergency vehicles will be lighted and/or marked IAW Technical Order (T.O.) 36-1-191. Emergency response vehicles will have red or blue light bars installed and operating when responding to emergencies.

5.2. Passengers in Vehicles:

5.2.1. Passengers will use available seat belts at all times while the vehicle is in motion.

5.2.2. Passengers shall be limited to the designed seating capacity of the vehicle during routine operations.

5.2.3. If deemed operationally necessary by the unit commander to ride in the bed of pickup trucks, occupants will sit only on the floor, not on wheel wells, with their backs against the cab and remain seated while vehicle is moving.

5.2.4. Passengers in vans will remain seated, keep their arms and legs within the vehicle body, and keep side doors closed while the van is moving. Open doors allow personnel, debris, or objects to fall from the vehicle injuring personnel or creating a FOD hazard.

5.3. Right of Way Priorities: Priorities are based on vehicles with the least amount of maneuvering capability having the higher priority. All vehicle operators will yield the right away to higher priority vehicles as follows:

5.3.1. Aircraft have the right of way at all times.

5.3.2. Initial Response Vehicles and Emergency Response Vehicles when responding to real world emergencies.

5.3.3. Do not drive past or between a “Follow-Me” vehicle and the aircraft.

5.3.4. Vehicles towing aircraft have the right of way over all other vehicles except “Follow-Me” and emergency response vehicles.

5.4. Speed Limits - Miles Per Hour (MPH): No vehicle shall be operated at a speed in excess of that deemed reasonable and prudent for existing traffic, road and weather conditions. Emergency vehicles will not automatically assume the right of way. Speed will not exceed the driver’s ability to control the vehicle or prevent safely stopping the vehicle. Vehicles will have headlights, emergency flashers, and beacons operating.

5.4.1. No Speed Limit:

5.4.1.1. General purpose vehicles on the runways. Speed will not exceed the driver’s ability to control the vehicle or safely stop the vehicle.

5.4.2. 15 MPH:

5.4.2.1. General purpose vehicles on taxiways, vehicle access roads/traffic lanes and within 200 feet aircraft parking ramps.

5.4.2.2. RED BALL responses.

5.4.2.3. General purpose vehicles towing trailers.

5.4.3. 10 MPH:

5.4.3.1. All special purpose vehicles, i.e., tractors, tugs, forklifts, sweepers, etc.

5.4.3.2. All vehicles towing a single piece of AGE or two pieces of AGE in-line.

5.4.3.3. All vehicles towing a single aircraft maintenance stand on a smooth paved surface.

5.4.3.4. All vehicles carrying or towing explosives.

5.4.3.5. All vehicles during reduced visibility or when snow and ice are present on paved surfaces.

5.4.4. 5 MPH:

5.4.4.1. All vehicles operating within 50 feet of an aircraft.

5.4.4.2. All vehicles towing aircraft.

5.4.4.3. All vehicles towing two or more pieces of AGE in tandem.

5.4.4.4. All vehicles towing a single aircraft maintenance stand on uneven pavement or non-paved surfaces.

5.4.4.5. All vehicles towing two or more maintenance stands.

5.4.4.6. When visibility is less than 100 feet.

5.4.5. Speed limit exceptions: All vehicles listed below are permitted to exceed the normal 15 mph speed limit using due care. Vehicles will not exceed what is safe for road/weather conditions and will only exceed the speed limit when personnel and property are not endangered.

5.4.5.1. During emergencies, all emergency response vehicles, i.e., firefighting equipment, ambulances, Airfield Management and Security Forces, may exceed speed limits only with due regard for the safety of persons and property. **Note:** Other drivers will stop and give way when emergency vehicles are heard or seen.

5.4.5.2. Airfield Management, Snow Removal, and the Snow Removal Control vehicle (Snow 1) in performance of their official duties.

5.4.5.3. Wildlife dispersal teams responding to an animal dispersal requirement.

5.4.5.4. "Follow Me" vehicles to accommodate aircraft taxiing speed.

5.5. Foreign Object Damage (FOD) Control/Prevention: Vehicles are major sources of foreign objects on the airfield. Debris and objects can damage aircraft if ingested or taxied over. Propeller/rotor wash and jet blast can propel debris and objects causing damage to other aircraft or injuring personnel. It is the responsibility of all individuals with access to the airfield to control/remove FOD and help prevent damage and injuries. **Note:** Notify Airfield Management of significant FOD/debris on any paved operational areas.

5.5.1. Do not wear hats on the airfield. Do not wear utility caps on the airfield. Bump caps may be worn. Winter hats and bump caps will not be worn within 50 feet of an operating aircraft engine. During inclement weather hats or hoods may be worn within 50 feet only if securely attached to the head. Hats or hoods may not interfere with the proper wear of safety equipment.

5.5.2. Personnel will only carry items essential to mission and job accomplishment and will abide by established tool inventory procedures.

5.5.3. Obey FOD checkpoint signs at designated airfield access points (See Figure 5.1). FOD checks are required whether or not there is a FOD check sign at the location the vehicle enters the airfield.

5.5.4. Prior to entering the airfield and at all FOD checkpoints, stop the vehicle, properly set transmission and parking brake, and perform a FOD check by visually checking to ensure all external vehicle components are secured. Secure any/all items loaded on payload vehicle, including all tie down device loose ends such as chains, ropes, packaging or other item that may become dislodged during movement while on the airfield. Roll the vehicle forward (2-3 feet) far enough to rotate the vehicle's tires 180 degrees and check the tires again.

5.5.4.1. Ensure onboard equipment is properly secured. Check for loose items on the vehicle floorboards, seats, or dash that can easily fall or blow out if the door is opened or the windows are rolled down while on the airfield.

5.5.5. Operators must conduct a FOD check prior to entering a taxiway or runway after using any airfield access roads.

5.5.6. Operate vehicles on hard/paved surfaces to the maximum extent possible. If operating on an unpaved surface, check and remove FOD immediately upon returning to a paved surface.

Figure 5.1. FOD Check.



5.6. FOD Reporting and Tracking: All FOD will be reported to Airfield Management and/or the FOD Manager for tracking and trend analysis to help identify routine problem areas.

5.6.1. Reportable: All man-made items (aircraft parts, tools, flashlights, line badges, hats, gloves, technical manuals, nuts, bolts, ammunition casings, parachute streamers, trash bags, etc.).

5.6.1.1. Bag and tag all items with the date, time, and location the item was found.

5.6.1.2. Give items to Airfield Management, Safety, or the FOD Manager only. Airfield Management and Safety will forward to the FOD Manager.

5.6.1.3. The FOD Manager will compare these items against the lost equipment/tools listing and reports findings to 28 BW/CV.

5.6.2. Non-Reportable: All natural objects (rocks, broken concrete, grass, dirt, trees, etc.).

5.7. Vehicle Rules:

5.7.1. Runway crossings are limited to vehicle operators/traffic performing mission essential duties and then only to an absolute minimum. Non-airfield access routes and perimeter road will be used as much as possible. Airfield routes are not authorized for convenience crossings or shortcuts. **Note:** When crossing a runway is required during flying operations, the preferred crossing point is the departure end.

5.7.2. When driving near an aircraft vehicle operators will drive with the driver's side toward the aircraft at all times.

5.7.3. Vehicles will not be left unattended on any taxiway, apron, runway, entrance to hangars, or area within critical clearance distances to those areas unless absolutely necessary for aircraft servicing or mission accomplishment.

5.7.4. Vehicles are prohibited from driving or parking immediately to the rear of an aircraft unless required for maintenance or loading/unloading operations. Vehicles performing maintenance at the rear of the aircraft will be parked so the vehicle does not interfere with other taxiing or engine running aircraft.

5.7.5. Vehicles will not drive within 50 feet of an aircraft unless required for towing, servicing, or loading/unloading operations. When operating within 10 feet of an aircraft, pre-positioned chocks and spotter(s) are required. Vehicles will not drive under any part of an aircraft or helicopter blade.

5.7.5.1. If an authorized, official task requires driving under any part of an aircraft, follow procedures prescribed by technical orders for that task. Guides/spotters will be posted to ensure vehicle does not contact the aircraft.

5.7.6. Vehicles will not backup towards an aircraft except as authorized in certain towing, servicing, or loading/unloading operations. Spotter(s) are required.

5.7.6.1. When backing toward an aircraft, wheel chocks will be placed between the vehicle and aircraft at the appropriate distance to ensure the vehicle does not contact the aircraft.

5.7.7. Vehicles will not drive between parked aircraft, unless there is a vacant aircraft parking space between them.

5.7.8. Vehicle operators performing On-the-Job-Training (OJT) on airfield driving will not operate a vehicle within 50 feet of an aircraft. **Note:** This restriction does not apply to fire fighting vehicles/equipment, OJT operators towing aircraft, loading or unloading vans or vehicles that are servicing aircraft.

5.7.8.1. Drivers in OJT status must be qualified to operate the vehicle while accompanied by a qualified instructor.

5.7.9. Motorized vehicles will not be permitted to operate inside aircraft hangars when aircraft are present. Aircraft tow vehicles are exempt when actually towing an aircraft in or out of the hangar.

5.7.10. Drive on the right side of taxiway surfaces. If possible, stay to the right side of the taxiway lights. Airfield Management, Safety, FOD manager, Airfield Sweeper, and vehicles engaged in towing operations, are the only vehicles authorized to drive along centerlines on a regular basis.

5.7.11. Vehicles driving on Castle Drive in front the Pride Hangar to Dock 20 must use caution.

5.7.11.1. Watch for pedestrians crossing the road between facilities and parking ramps.

5.7.11.2. Watch for jet blast/rotor hazards due to parked aircraft with their engines running.

5.7.11.3. Watch for Fire Emergency Services vehicles responding to emergencies.

5.7.12. Vehicles will not drive across the Red Carpet located in front of the Airfield Management building.

5.7.13. Vehicle operations in the North Docks will follow the designated traffic flow lanes in each Row driving clock-wise. If performance of a specific task requires operating outside of

the lanes, then the operator must drive on the right-hand side of the taxiway centerline (See [Attachment 10](#)).

5.7.14. Operators will drive parallel or perpendicular to the taxiway center line, not diagonally.

5.7.15. Vehicle operators will not drive or park their vehicle pointed at a stationary aircraft, unless mission requirements require (e.g. a K-loader approaching an aircraft).

5.7.16. Aircraft Radio Frequency (RF) Emissions. Vehicle operators that observe aircraft taxing light is illuminated and safety cones placed around a portion of an aircraft will not drive between the cones and the aircraft and must maintain a clearance distance of 113ft or greater. Driving between the cones may put the operator and passengers at risk for RF or RADAR emissions exposure or possible aircraft damage. **Note:** There will not be safety cones placed for radar testing in conjunction with engine runs, but taxing light will be illuminated.

5.7.17. Vehicle operators will maintain situational awareness at all times. If landing/taxi lights are visible and the aircraft is not chocked, then the aircraft is preparing to taxi. Vehicle operators will avoid interruption of this process by taking appropriate evasive actions.

5.8. Avoiding Aircraft: Vehicle operators will follow this guidance to prevent interfering with aircraft operations and causing an incident or mishap. It is the operator's responsibility to maintain sufficient clearance and to prevent operational interference with aircraft.

5.8.1. When an aircraft is approaching and there is not sufficient clearance, locate the nearest paved exit, proceed directly to it and wait for the aircraft to pass. If you cannot locate a paved area, quickly identify a safe non-paved area for exit. Remain away from ditches and marshy areas if possible. Conduct a FOD check IAW paragraph 5.5.4 upon reentering the paved surface.

5.9. Spotter Requirements:

5.9.1. If a situation arises where a vehicle will be within 25 feet of a taxiing aircraft and the vehicle operator cannot safely exit the area to obtain the required clearance, the vehicle operator will accomplish the following:

5.9.1.1. Stop and park the vehicle.

5.9.1.2. Turn on the emergency flasher lights and exit the vehicle.

5.9.1.3. Post themselves between the vehicle and the aircraft to act as a spotter. Operators will make sure the pilot can easily see them from the cockpit.

5.9.1.4. Carefully watch the clearance between the closest point of the aircraft (wingtip, tail, rotor tip, etc.) and the closest point of the vehicle to ensure the aircraft will not strike the vehicle.

5.9.1.4.1. If sufficient clearance exists, the operator will raise their fist above the head with the thumb extended and give the pilot the "thumbs up" signal (figure 5.2) while observing clearance until the aircraft is completely past the vehicle.

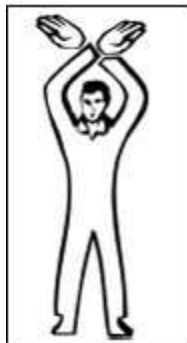
5.9.1.4.2. If less than 10 feet of clearance exists, the operator will use emergency stop hand signal IAW AFI 11-218, to stop the pilot from taxiing. Raise both hands above the head with the palms facing forward and cross the arms to form an "X" (Figure 5.3).

Once the aircraft stops, the vehicle operator will find a way to remove the vehicle from the area before the aircraft may proceed.

Figure 5.2. Affirmative All Clear or “OK” Hand Signal.



Figure 5.3. Emergency Stop Hand Signal.



5.10. Parking and Chocking Requirements: Operators will comply with parking requirements regardless of airfield area. Unattended vehicles will not be parked in aircraft movement areas.

5.10.1. Vehicles will park so they will not interfere with taxiing or towed aircraft, or potential paths of taxiing or towed aircraft.

5.10.2. Position gear lever in “Reverse” for manual transmissions or “Park” for automatic transmissions.

5.10.3. Turn the engine off.

5.10.4. Leave keys in the ignition and the doors unlocked. Vehicles with auto lock doors will have the driver’s side window rolled down to prevent locking the keys in the vehicle. This is so the vehicle can be moved in the event of emergencies or if the vehicle impedes aircraft movement.

5.10.4.1. When Force Protection Conditions (FPCON) direct locking all vehicles, the driver will remain within 25 feet of the vehicle.

5.10.5. Set the parking brake or other internal wheel lock brake. If the parking brake is inoperable, position chocks in front of and behind the driver’s side rear wheel. One chock must be placed between the tandem wheels of dual (tandem) axle vehicles. Vehicles actively responding to alerts and emergencies are exempt from this requirement.

5.10.6. Emergency vehicles that must remain in operation at the scene of an emergency may park with the engine running, but must adhere to parking procedures when the driver's seat is unoccupied.

5.10.7. Apply brakes on all wheeled AGE and maintenance equipment. Chock equipment if not equipped with brakes.

5.10.8. AGE-towing vehicles may be left in neutral with the engines running while the driver completes hook-up operations. This facilitates movement of the AGE-towing vehicle by hand to align pintle hook and tongue. Drivers will follow parking procedures if they are not driving off with the AGE equipment immediately following hook-up.

5.10.9. Aircraft-servicing vehicles, which use their engines as auxiliary power sources, may be left unattended with engine running. Use parking procedures when the driver's seat is unattended. Applicable equipment includes vehicle-mounted baggage belt conveyors, water tank trucks, truck-mounted air conditioners, fleet-servicing, high-lift trucks, fuel trucks, ambulances, and staircase trucks.

5.10.9.1. All vehicles are prohibited from driving over in-ground Centralized Aircraft Support System (CASS) pits (See Figure 5.4). Use flashlights to locate CASS pits at night/inclement weather. Damage may result to the vehicle and CASS pit.

Figure 5.4. Centralized Aircraft Support System (CASS) Pit.



5.11. Restricted Visibility, Night Operations, or Inclement Weather:

5.11.1. During periods of reduced visibility, hours of darkness, and inclement weather, turn on vehicle headlights, rotating beacon and/or four-way flashers. If windshield wipers are in use while driving, headlights must also be on.

5.11.1.1. Vehicles without properly mounted/operating headlights cannot operate on the airfield during periods of reduced visibility and/or hours of darkness. Flashlights will not be used in place of headlights to operate vehicles (bicycles, utility vehicles, equipment, etc.).

5.11.1.2. Vehicles without properly mounted/operating windshield wipers will not operate on the airfield during periods of precipitation.

5.11.2. When lightning is within 5 miles, all activity (vehicle/maintenance operations, etc.) on the airfield will cease and personnel must take appropriate shelter indoors. Emergency and alert vehicles are exempt when responding to emergencies.

5.11.3. When visibility is less than 500 feet, reduce speed to 10 MPH.

5.11.4. When visibility is less than 300 feet, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the wing commander.

5.11.5. When visibility is less than 100 feet, do not operate vehicles, except emergency and alert vehicles, on the airfield. Reduce speed to 5 MPH. Use emergency flashing lights on all vehicles parked on the airfield during periods of reduced visibility.

5.11.6. When visibility is less than 50 feet, use a walking guide equipped with a flashing light or luminescent wand for movement of emergency and alert vehicles. Walking guides ensure the vehicle does not travel faster than the person walking.

5.11.7. At night or in inclement weather, the headlights of vehicles on the airfield will be operated on low beam and not aimed directly at moving aircraft.

5.11.8. When encountering a taxiing aircraft at night, stop the vehicle, turn off the headlights and leave the parking lights on, and turn on the emergency flashers to alert aircraft of your position and preserve the pilot's night vision. Headlights will be turned back on when the aircraft is out of range.

5.11.8.1. Vehicles with daytime running lights will stop and park in a safe location, turn off the headlights and ignition, set the parking brake, and activates emergency flashers.

5.11.8.1.1. Vehicles equipped with daytime running light switches should turn off the daytime running lights.

5.11.9. Four way flashers must remain on at all times when within the airfield environment during inclement weather.

5.11.10. Operators must reduce speeds when visibility is reduced to ensure the appropriate level of safety for the conditions they are operating in.

5.12. Emergency Response Vehicle Policy:

5.12.1. Emergency vehicles will not exceed 40 MPH.

5.12.2. All drivers will remain safety conscious and alert for other vehicles and aircraft.

5.12.3. Emergency vehicles must use rotating beacons and headlights when actively responding to emergencies.

5.12.4. Emergency vehicles will maintain normal speed limits after an emergency is terminated unless proceeding directly to another emergency.

5.12.5. Emergency vehicles must obtain approval from the Control Tower prior to entering the CMA.

5.12.6. Depending on the type of emergency, Airfield Management, and either Fire Chief , SF, or incident/on- scene commander will be the primary (initial) responders.

5.12.7. The secondary (follow-on/support) agencies will standby on the airfield side of the fire station or wherever the Fire Chief or incident/on-scene commander deems appropriate. Depending on the type of emergency Safety, Medical, EOD, Bioenvironmental, SF, and crash recovery will proceed once firefighting and rescue operations are complete and they are called forward by the Fire Chief or incident/on-scene commander.

5.12.7.1. Multiple responding vehicles can have the lead vehicle contact the Control Tower for authorization. The lead vehicle must include the number of responding vehicles in the authorization request, be responsible for those vehicles while in the CMA, and report to the Control Tower when all those vehicles are off the runway and outside the CMA. **Note:** Fire Emergency Services normally does not escort other responding vehicles (crash recovery, SFS, Group/Wing commanders, etc.). These vehicles/operators must obtain approval from the Control Tower prior to entering the CMA unless prior coordinated and approved by the Fire Chief, and the Fire Chief has relayed that authorization to the Control Tower.

5.12.8. Vehicles not part of the initial response (follow-on/support agencies) must obtain separate approval from the Control Tower prior to entering the CMA and report themselves off the runway and outside the CMA.

5.13. Explosive Laden Vehicles:

5.13.1. Vehicles carrying explosives will display appropriate placards as required by AFMAN 91-201, *Explosive Safety Standards*.

5.13.2. Headlights and either a flashing light on top of the cab or emergency flashers must be on when the vehicle is loaded.

5.13.3. Vehicles will not exceed 10 MPH.

5.13.4. Vehicle operators will signal by horn and by alternating high and low beams when passing stopped vehicles and when approaching vehicles that obstruct their route.

5.13.5. Drivers must contact Control Tower via two-way radio or land line to advise of towing from LOLA to MUNS depot via taxiway Alpha North. Drivers will have windows rolled down at least one inch for situational awareness. This will assist in hearing aircraft engines when taxiing.

5.13.6. Will not be operated when visibility is less than 300 feet, unless directed by the wing commander.

5.14. Towing Aircraft and Equipment:

5.14.1. Towing speed is 5 MPH for all aircraft.

5.14.2. The maximum towing speed for Aerospace Ground Equipment (AGE), such as compressors, ground power units, oxygen carts and similar equipment is 10 MPH. General-purpose vehicles should not be used to tow these types of equipment unless properly equipped with hitches specifically designed for heavy duty towing.

5.14.3. Large pieces of AGE, when towed in tandem, will not block the driver's vision of the last item being towed.

5.14.4. Tow vehicles/operators will use safety or cotter pins to secure pintle hooks and trailer hitches.

5.15. Equipment Rules: This includes all AGE, ground support equipment and fire bottles.

5.15.1. Equipment will be stored in designated locations approved by Airfield Management, AFM/DAFM, when not in use and when the airfield is closed. Not in use is defined as no more

than three hours prior to the aircraft's arrival/use and three hours after the aircraft's departure/use.

5.15.2. Equipment will not be placed inside the minimum wing tip clearances for the largest aircraft using the pavement area. Minimum wingtip clearances for the B1 aircraft at Ellsworth AFB are 1,000 ft. from runway centerline, 200 ft. from the taxiway centerline, 120 ft. from the taxilane centerline of Alpha Middle, and 100 ft. for taxilane centerlines in the North Docks.

5.15.3. When Airfield Management finds and reports unauthorized equipment and the user does not remove it, an AF Form 457 will be filed with the Safety Office.

5.16. Airfield Grass Mowers and Heavy Equipment Operators: Applies to any large or small equipment used to cut grass, perform construction, or digging/trenching operations on the airfield.

5.16.1. Heavy Equipment Operators must possess an AF IMT 483, be qualified to operate the applicable vehicle, and able to communicate (via radio) with the Control Tower (if required). Operators will "check in" with the Control Tower every 20 minutes while in the CMA.

5.16.2. Seasonal Airfield Mowers contractors will receive the contractor brief from Airfield Management and complete [Attachment 7](#).

5.16.3. Mowers and Heavy Equipment Operators will report the location and duration of operations to Airfield Management prior to beginning and upon termination/completion of the operations each day.

5.16.3.1. Work on airfield projects during times the airfield is closed and during normal duty hours (Monday-Friday) will be coordinated with Airfield Management no later than the day prior to starting operations.

5.16.4. Mowers and Heavy Equipment Operators will use the shortest route to perimeter roads for access to opposite sides of the runway.

5.16.5. Mowers and Heavy Equipment Operators will conduct a FOD check of their equipment prior to entering the airfield, before traversing a taxiway/runway pavement, and after operations cease. Access roads to perimeter roads will be used for airfield entry and exit as much as possible. When airfield pavements must be used, they will take the shortest and most direct route.

5.17. Vehicle Malfunctions/Breakdowns: When experiencing a vehicle malfunction preventing operation under its own power use every means necessary to alert taxiing aircraft in the vicinity. At a minimum, the ground vehicle operator will:

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

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

5.17.3. If the radio is not keyed to the tower net, contact your control center or duty section and have them contact Airfield Management immediately.

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

phone, contact Airfield Management to assist in clearing the vehicle from the airfield. Airfield Management will coordinate removal through LRS/Vehicle Maintenance. **Note:** LRS/Vehicle Maintenance must assist in removal of disabled vehicles as this is a safety of flight hazard.

5.17.5. Operators of other radio-equipped vehicles (e.g. security forces, civil engineering, transportation, etc.) must make every effort to assist getting the disabled vehicle off of the airfield, especially if the vehicle is located on parking aprons, taxiways, or runway.

5.17.6. In the event of a disabled vehicle on the CMA, the vehicle operator will immediately notify ATCT and Airfield Management by any means possible to coordinate expeditious removal of the disabled vehicle from the CMA.

5.17.7. The vehicle operator will ensure the disabled vehicle is not left unattended in the CMA.

5.17.8. The disabled vehicle will be removed using any method in the quickest and safest way possible.

5.17.9. If an aircraft is taxiing toward you, flash your headlights to warn the pilot.

5.17.10. A vehicle cannot remain on a taxiway, apron or within either wing tip or clearance zones indefinitely. If a tow vehicle cannot be dispatched immediately, push the vehicle to a safe location.

5.18. Pedestrian Movement. At a minimum, pedestrians on the airfield must adhere to the following procedures:

5.18.1. Pedestrians are authorized on the airfield for official business in support of the flying mission.

5.18.2. Walk facing oncoming traffic.

5.18.3. Do not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations.

5.18.4. Do not enter the CMA without two-way radio contact and approval from the ATCT.

5.19. Accidents and Equipment/Facilities Protection: Vehicle operators must pay attention to their position relative to all airfield lights, equipment, and facilities.

5.19.1. Lights and their bases are designed to break when hit, thus limiting damage to aircraft. Airfield lights damaged by vehicles will be reported to Airfield Management immediately. Operators will check the vehicle tires and pick up any loose debris before departing the area.

5.19.2. Vehicles that hit equipment or buildings on the airfield will remain in place and contact Airfield Management or 28 SFS/S5, both agencies will respond to the location.

5.19.3. Anyone witnessing damage to pavement or coming across damaged pavement will report the location to Airfield Management immediately.

5.19.4. Report any observed fluid/chemical spills (hydraulic fluid, transmission fluid, antifreeze, fuel, oil, or other corrosive agents) on the airfield to Airfield Management immediately. Airfield Management will notify CE/Environmental to evaluate the area.

5.19.4.1. It is the owner/users responsibility to clean up all spills caused by their vehicle, equipment, or aircraft, and to restore that area to environmentally acceptable standards.

5.19.4.2. 28 CES/ Fire Emergency Services (CEF) will perform initial hazard mitigation actions, control, and containment of Class II and III hazardous material spills, including aircraft emergency related. Once the spill is contained and deemed safe by the incident commander, the owner/user organization will assume clean up responsibilities.

5.19.4.2.1. Class I spills involve an area less than two feet in any plane dimension (direction). Using agency fireguards, determine if these spills create a fire hazard to the aircraft or equipment. Generally, these spills need only be monitored until the aircraft is dispatched.

5.19.4.2.2. Class II spills involve an area NOT over 10 feet in any plane dimension (direction), or NOT over 50 square feet and not of a continuing nature. Post the area, using agency fireguards, and immediately notify the Fire Emergency Services and Environmental.

5.19.4.2.3. Class III spills involve an area over 10 feet in any plane dimension (direction) or over 50 square feet in total area or of a continuing nature. Post the area, using agency fireguards, and immediately notify the Fire Emergency Services and Environmental. These conditions are considered a ramp mishap (accident or incident). The senior fire official will respond with the personnel, vehicle(s) and equipment necessary to control and contain the hazardous condition until Environmental can properly dispose of the hazardous material(s).

5.20. Smoking on the Airfield:

5.20.1. Smoking is only permitted in designated smoking areas.

5.21. Obstacle Clearance Criteria:

5.21.1. An obstacle is anything that poses a threat to aircraft operations (fire bottles, maintenance stands, AGE, chocks, etc.).

5.21.2. Distances between aircraft and vehicles: All vehicle operators will maintain the following distances from aircraft with engines running, whether parked, stopped, or in motion. These distances also apply to equipment and materials.

5.21.2.1. Vehicle Parking:

5.21.2.1.1. When aircraft engines are operating or being started, no vehicle will be parked or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft. Vehicles parked at the side of the aircraft will be located clear of the wingtips, clearly visible to personnel in the aircraft cockpit.

5.21.2.1.2. Instrument (INST) Critical Areas: No vehicle, equipment or material will be parked within the ILS critical area when the ceiling is 800 feet or less and visibility is less than two miles. The ILS critical area is the area on the runway side of the instrument hold sign/markings.

5.22. Perimeter Road/Hot Cargo Pad:

5.22.1. Perimeter Road/Kenny Road: Perimeter/Kenny road is controlled at selected intersections. Permission from the Control Tower is required to cross the ILS critical area on North Perimeter Road. South Perimeter Road has traffic lights on either side of the ILS critical

area. Vehicles may drive through this area ONLY when the traffic light is green (See Figure 5.5).

Figure 5.5. Perimeter Road Controlled Intersections.



5.22.2. These roads may be blocked when required for flight/ground safety. This is most likely to occur during periods of inclement weather, low visibility, and some airfield/aircraft emergencies. Never drive around a barricade for any reason.

5.22.3. These roads may be closed if an aircraft accident/incident occurs on or near the airfield.

5.22.4. Vehicles will not stop on North or South Perimeter Road (between the traffic lights/signs) or raise any object from the ground or vehicle in this area. These locations have low flying aircraft operating directly over them and Kenny Road is located within the ILS critical area.

5.22.5. Use caution when walking and jogging along South Perimeter/Kenny Road and remain alert to aircraft operations and responding emergency vehicles.

5.22.6. Do not use the airfield as a short cut, the perimeter road will be used as much as possible or practical.

5.22.7. Hot Cargo Pad: Hot Cargo Pad (HCP) is located on the taxiway Delta West and is used by aircraft carrying hazardous cargo to include explosives, weapons, poisonous gases, hydrazine, chemicals, corrosive agents, etc It is also used by aircraft with hung guns, missiles, and rockets. Personnel and vehicles not involved in the servicing, loading, or unloading of these aircraft are prohibited from entering this area when aircraft are present. Vehicles will use caution when traveling along perimeter road and follow all directions by road guards, signs, traffic lights, and/or barricades.

5.22.7.1. All AGE will be removed from the HCP and stored in approved locations when the airfield is closed and/or when not in use. Not in use is defined as 3 hours prior to an aircraft's arrival and 3 hours after the aircraft's departure. This eliminates all obstacles that could hinder aircraft operations and allows full use of the ramp by emergency aircraft.

Chapter 6

AIRFIELD SIGNS, MARKINGS AND ATCT LIGHT GUN SIGNALS

6.1. Airfield Signs and Markings: Airfield drivers need to familiarize themselves with Ellsworth AFB's current airfield signage and markings. For the purpose of this instruction, mandatory signs and taxiway information signs will be covered as well as various markings that will be seen on our airfield.

6.1.1. Airfield Signs: Provide important guidance and control for the safe and efficient surface movement of aircraft on an airfield. Proper signage provides information on location, direction, destination, mandatory holding positions, important boundaries, and other information.

6.1.1.1. Mandatory Signs: Mandatory signs provide instruction that must be followed. They denote entrance to the runway or critical area, or other situation such as a no-entry location. These include instrument and runway hold signs. Runway and INST hold signs are located at taxiway and runway intersections, adjacent to the painted markings. Mandatory signs have white inscription on a red background (See Figure 6.1 and 6.2).

6.1.1.1.1. Runway Hold Signs: A runway hold sign informs operators they are at an intersection with a runway. It also indicates which direction to turn to get to the approach end of each runway. In Figure 6.1, runway 31 is to the left and runway 13 is to the right. The picture indicates you are at the intersection of runway 31/13. It is mandatory to stop before crossing the hold line (see Figure 6.6) associated with these signs and request approval from the Control Tower to enter or cross the runway.

Figure 6.1. Runway Hold Sign.



6.1.1.1.2. INST Hold Signs: An instrument hold sign informs operators they are at an intersection with a navigational equipment critical area. This sign (Figure 6.2) is associated with an instrument hold line (Figure 6.7) Ellsworth AFB requires that you ask permission into the CMA at the Instrument Hold lines regardless of weather or visibility. Failure to abide by instrument hold procedures can affect the navigational capability of aircraft on approach to the runway and cause a flight safety hazard.

Figure 6.2. INST Hold Sign.



6.1.1.2. Taxiway Guidance and Information Signs: Indicate direction, destination, runway exit, clear of a boundary, or other information. These signs have a black inscription on a yellow background.

6.1.1.2.1. Direction Signs: A direction sign is installed prior to an intersection. These signs indicate where a particular area (i.e. taxiway) is located at an intersection. Figure 6.3 is located on taxiway Delta East (traveling eastbound) and shows that taxiway Alpha runs both directions (North/South). Typically they are installed at the point of tangency of the taxiway intersection.

Figure 6.3. Taxiway Direction Sign.



6.1.1.2.1.1. Runway Exit Signs are installed on the side of the runway exit prior to the intersection. There are runway exit signs at taxiways B, D, F and G.

6.1.1.2.2. Taxiway Location Signs: Yellow legend and border on black background, indicating the surface on which the aircraft is operating. While primarily indicating taxiway location, these also may be used to indicate runway location at potentially confusing areas. Figure 6.4 indicates you are located on Taxiway Alpha.

Figure 6.4. Taxiway Location Sign.



6.1.1.2.3. TACAN Checkpoint signs: Provided when an airfield has a TACAN system and provides information for the pilot who verifies the operation of the navigational aid in the aircraft before takeoff. The sign includes information on the type of navigational aid, identification code, radio channel, magnetic bearing, and the distance in nautical miles to the transmitting antenna from the checkpoint marking. The sign is positioned so it will be visible to the pilot of the aircraft properly positioned on the checkpoint marking.

Figure 6.5. TACAN Checkpoint Sign.

6.1.2. Airfield Markings: There are numerous airfield markings, two of which complement mandatory signs.

6.1.2.1. Runway VFR Hold Line: Two solid six-inch wide yellow lines and two dashed six-inch wide yellow lines running across each taxiway at least 100 feet from the runway edge. The dashed lines are on the runway side of the marking. These lines are outlined in black to enhance visual identification. These are the pavement reference to Runway Hold Signs and must follow the procedures indicated in paragraph 6.1.1.1.1. See [Attachment 11](#) for locations of local VFR hold line locations. Also see Figure 6.6 for reference.

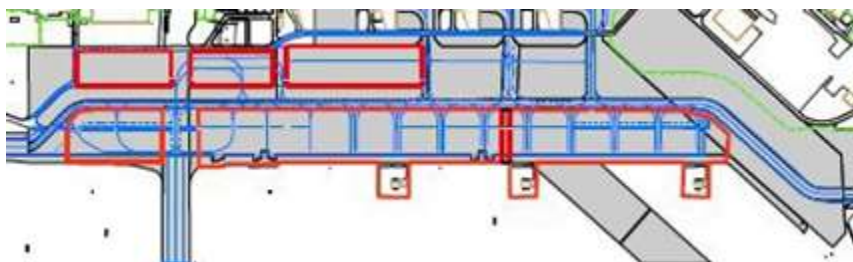
Figure 6.6. VFR Hold Line.

6.1.2.2. Runway Instrument Hold Line: Two solid yellow parallel lines with double vertical yellow stripes spaced two feet apart, with “INST” painted on the runway side of the line. These lines are outlined in black to enhance visual identification. INST hold lines are painted on taxiways at the edge of the ILS critical zones to prevent aircraft and vehicles from interfering with signals transmitted to inbound aircraft from the Instrument Landing Systems (Localizer, Glide Slope) during inclement weather or reduced visibility. INST hold lines are located on Taxiway Bravo and Taxiway Golf to protect the ILS critical zones to runway 13/31. See Figure 6.7 for reference. **Note:** Ellsworth AFB requires that you ask permission into the CMA at the Instrument Hold lines regardless of weather or visibility.

Figure 6.7. INST Hold Line.

6.1.2.2.1. Ellsworth AFB requires that you ask permission into the CMA at the Instrument Hold lines regardless of weather or visibility.

6.1.2.3. Restricted Area Boundaries: Solid six-inch wide red line with Restricted Area Signs painted on the pavement at 100 foot intervals along this line. These areas have specific ECP marked by a break in the red line with solid 3 foot high red and white lines with the words "ECP" located inside the box. When driving on the South Apron entry/exit will be through the ECPs when aircraft are present (See Figure 6.9 & 10). NEVER cross the red line in the North Docks without permission from Security Forces.

Figure 6.8. Restricted Area Boundary Line with Warning Sign North Docks.**Figure 6.9. Warning Sign South Apron.****Figure 6.10. Restricted When Aircraft are Present South Apron.**

6.1.2.4. Taxiway/Taxilane Centerline: Solid yellow line provided for pilots to taxi/navigate aircraft on the airfield. Traffic flow will be on the right side of this line.

Figure 6.11. Taxiway/Taxilane Centerline.

6.1.2.5. Taxilane Edge Markings: Double dashed yellow lines located along both sides of taxilane Alpha. All equipment and vehicles must remain on the apron side of this line to ensure proper clearance for B-1 operations.

Figure 6.12. Taxilane Edge Markings.

6.1.2.6. Vehicle Access Lane: Two parallel white lines. Vehicles are to stay in these lanes at all times unless performing in mission essential duties.

Figure 6.13. Vehicle Access Lane.

6.2. Light Signals: The Control Tower controls all traffic (aircraft, vehicles and personnel) operating in the CMA. In the event communication is lost by the Control Tower the, light gun

signals will be used. As in radio instructions, light signals must be obeyed immediately. The following light signals are designed to control vehicle traffic.

6.2.1. Light Gun Signals: (See Figure 6.14).

6.2.1.1. Steady Green Light: Clear to cross.

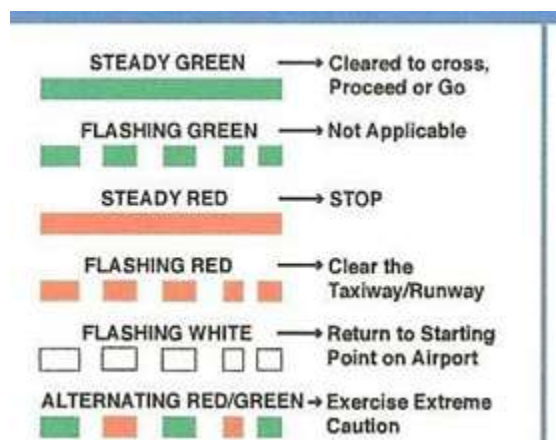
6.2.1.2. Steady Red Light: STOP. Do not move vehicle.

6.2.1.3. Flashing Red Light: Clear runway/taxiway immediately.

6.2.1.4. Flashing White Light: Return to starting point.

6.2.1.5. Alternating Red and Green Light: General warning. Exercise extreme caution.

Figure 6.14. Light Gun Signals.



6.2.2. Edge Light Signals (White): The Control Tower will raise and lower the intensity of the runway lights (lights flashing on and off) as an emergency exit signal.

Figure 6.15. Runway Edge Light.



6.2.3. Taxiway Edge Lights Signals (Blue): The Control Tower may turn the taxiway lights on and off (flashing on and off) to remove vehicles from the taxiways when vehicles fail to acknowledge them by radio or respond to light gun signals (See Figure 6.17/18). **Note:** The taxiway edge lights turn into taxiway centerline lights (green) on taxiway Alpha Middle (See [Attachment 11](#)).

Figure 6.16. Taxiway Edge Light.

6.2.4. If a vehicle operator loses radio communication with the Control Tower, they must immediately vacate the runway as safely as possible. Contact the Control Tower or Airfield Management by other means, such as cell phone, to inform them of the situation. If this is not practical, then the driver, after vacating the runway should turn the vehicle toward the tower and start flashing the vehicle headlights and wait for the controller to signal with the light gun.

6.3. Vehicle Visual Aid : At a minimum, all vehicles that operate on the airfield will contain the following AFVA/decals and diagrams: AFVA 11-240, AFVA 13-221 (optional if vehicle has an AFVA 11-240), and AFVA 13-222, current airfield diagram. Decals & diagram may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

6.3.1. AFVA 11-240, AFVA 13-221, and AFVA 13-222 may be printed from Wing ADPMs Share Point Page or obtained from Air Force Electronic Publications Library (AFEPL).

Figure 6.17. AFVA 11-240, USAF Airport Signs and Markings.

Figure 6.18. AFVA 13-221, *Control Tower Signals, Optional if AFVA 11-240 is in Vehicle.*

CONTROL TOWER LIGHT SIGNALS		
SIGNAL	FOR AIRCRAFT	FOR VEHICLES
STEADY GREEN 	CLEARED TO LAND CLEARED FOR TAKEOFF	CLEARED TO CROSS
FLASHING GREEN 	RETURN FOR LANDING CLEARED TO TAXI	NOT APPLICABLE
STEADY RED 	GIVE WAY TO AIRCRAFT STOP	STOP
FLASHING RED 	AIRPORT UNSAFE CLEAR RUNWAY	CLEAR RUNWAY
FLASHING WHITE 	RETURN TO STARTING POINT ON AIRPORT	
ALTERNATING RED & GREEN 	GENERAL WARNING SIGNAL EXERCISE EXTREME CAUTION	
AFVA 13-221, 1 November 2001 Distribution: F Certified Current 6 January 2010 Prescribed by AFI 13-203		

Figure 6.19. AFVA 13-222, *Runway/Controlled Movement Area Procedures.*

6.4. Radio Dead Spots, Hot Spots and General Hazards:

6.4.1. Dead Spots, there are no known dead spots at Ellsworth AFB, if you experience a radio problem, check equipment and then use back form of communication, i.e. cell phone, land line.

6.4.2. Blind Spots, areas not visible by the ATC Tower, are located in the north docks on the eastern portion of 70, 80 and 90 row (see [Attachment 11](#)). All airfield drivers should be aware of this when dealing with the ATC Tower.

6.4.3. Hot Spot, an area that has the potential for surface incidents. There is limited visibility when traveling northbound on taxiway alpha towards taxiway golf. Aircraft traveling from

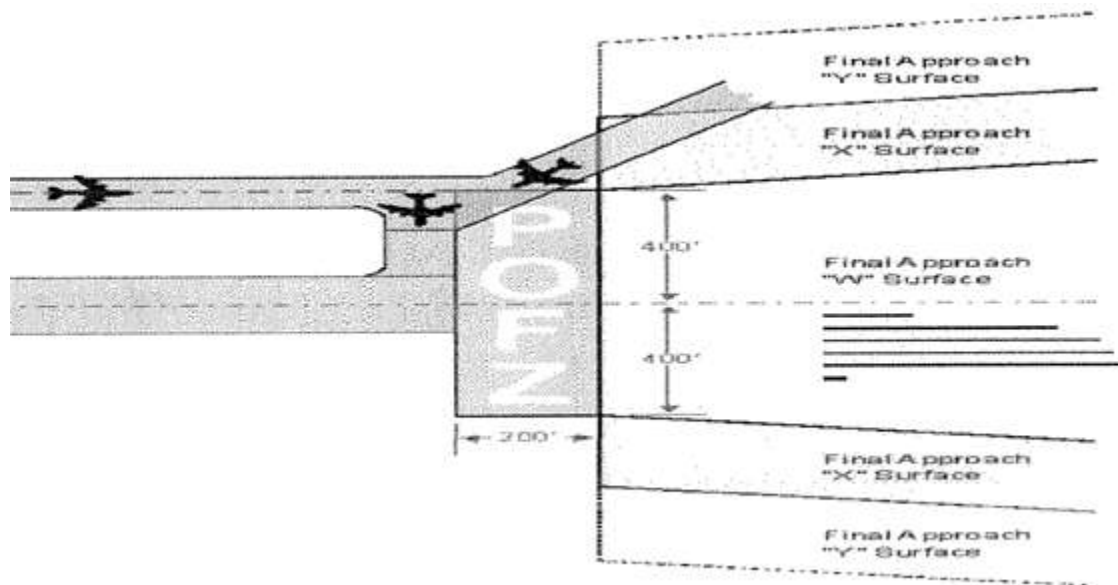
taxiway golf southbound will not be visible to northbound vehicle traffic until they approach of the hill (see [Attachment 11](#)).

6.5. Precision Obstacle Free Zone/Obstacle Clearance Surface (POFZ/OCS):

6.5.1. POFZ is located at the end of each runway. The dimensions are 800 ft (400 ft on each side of the runway centerline) and extend 200 ft from the end of the runway. POFZ is only in effect when visibility is less than 2 statute miles, ceiling of 800 ft or less and an aircraft on final approach within 2 nautical miles of the runway threshold. The OCS is the area an aircraft on the vertically-guided approach is within 2 miles of the runway threshold and the reported ceiling is below 800ft or visibility is less than 2SM to protect aircraft executing a missed approach. The North and South Hammer Heads are the areas of concern. The POFZ only applies when all three conditions exist.

6.5.2. Vehicles and aircraft must not penetrate the POFZ and OCS when active. Vehicle operators will be advised by ATCT when the POFZ and OCS are activated and are located within the boundaries outlined in paragraph 6.5.1. Follow all radio transmissions and obey runway hold line instructions. When vehicles hold short at the Instrument Hold Line then both POFZ & OCS are protected.

Figure 6.20. POFZ/OCS.



Chapter 7

CONTROLLED-MOVEMENT AREA (CMA)

7.1. CMA: The CMA consists of runway 13/31, the overruns, and a 100 foot boundary surrounding each runway and overrun, (See [Attachment 11](#)).

7.1.1. Runway 13/31 is 13,497 feet long and 300 feet wide.

7.1.2. No vehicle operator or pedestrian may enter the CMA without specific approval from the ATCT. **Exception:** Vehicles and/or pedestrians may be escorted into the CMA by another vehicle and/or pedestrian that has two-way radio contact with the ATCT.

7.1.3. All vehicles operating within the CMA must have a designated call sign. Call signs for special events, construction, and non-routine maintenance work will be assigned by Airfield Management.

7.1.4. All ground traffic (vehicles and pedestrians) within the CMA or within the ILS critical areas, to include access roads, must initiate and maintain direct two-way radio contact with the Control Tower. NEVER use the words “CLEAR”, “CLEARED” or “CLEARANCE” during transmissions. **Exception:** Vehicle operators may reply “Loud and Clear” in response to an ATCT request for radio transmission quality or clarity.

7.1.4.1. The Control Tower can be contacted on the tower net, crash net, or ground control frequencies.

7.1.5. On Taxiways Bravo, Golf, and Hotel all vehicles must stop at the INST hold lines, regardless of weather conditions, to contact the Control Tower for permission to enter the CMA. On Taxiways Delta East, Delta West, and Foxtrot contact the Control Tower at the VFR hold lines.

7.1.5.1. Golf carts are prohibited from operating within the CMA.

7.1.6. Vehicle operators will maintain radio contact with the Tower while in the CMA environment.

7.1.7. The Control Tower does not issue unconditional instructions/approval (blanket clearance).

7.1.8. Once approved to proceed, turn on rotating beacon lights or four-way flashers. Turn off rotating beacon lights or four-way flashers after exiting the CMA.

7.1.9. Upon exiting the CMA operators must notify the Control Tower. Further permission must be obtained for re-entry.

7.1.10. Escorting in the CMA

7.1.10.1. A vehicle with direct two-way radio contact with the control tower may escort non-radio-equipped vehicles requiring runway crossings.

7.1.10.2. Vehicle operators escorted in CMA will remain in visual and voice contact with the escort vehicle operator and must adhere to any escort instructions.

7.1.10.3. After obtaining control tower approval for crossing, the escort vehicle will ensure all vehicles cross the runway.

7.1.10.4. The escort vehicle will notify the control tower when all vehicles are beyond established hold lines.

7.1.11. In the event of a radio failure:

7.1.11.1. ATCT will flash the runway edge lights on and off to alert vehicle operators/pedestrians on the runway that there is a problem and/or emergency that requires them to immediately exit the runway.

7.1.11.2. All vehicle operators/pedestrians must exit the runway immediately. Contact ATCT or Airfield Management immediately and advise off the runway and include any pertinent information that might affect safe runway operations. If not able to communicate with ATCT or Airfield Management via radio, use other means of communication such as a cellular phone (when available). Report incident to Airfield Management immediately 605-385-1052.

7.2. Runway Snow Operations:

7.2.1. When snow operations are being conducted on the runway, a control vehicle will maintain radio contact with the Control Tower.

7.2.2. The snow control vehicle, (Snow 1), will be responsible for control of all snow removal equipment on and off the runway.

7.2.3. When directed to exit the runway, Snow 1 will immediately direct all equipment off the runway. When all personnel and equipment are out of the CMA, Snow 1 will notify the Control Tower.

7.2.4. When snow ops are being conducted on the airfield give all snow removal equipment a wide berth, so that they can accomplish their job unimpeded. Additionally, it is unsafe to drive in-between equipment or over windrows while snow removal is in progress. Do not assume the driver of snow removal equipment can see and will avoid you.

7.3. Radio Operations: Using proper radio communication mitigates misunderstandings between agencies. It is up to every individual talking on the radio to ensure transmissions are conducted in a professional manner. Slang, jargon and incorrect radio procedures can compromise safety. One of the most important items in radio communications is to speak clearly, distinctly, and in a manner ensuring others understand what you have said. Before depressing the transmission button to talk ensure someone else is not already talking on the frequency or waiting for a response. Radio transmissions should be brief and clear. **Note:** Vehicles operating in the CMA on a daily basis should have a permanent radio mounted in the vehicle to communicate with the ATCT. A hand-held radio should only be used as a backup or when communication is required outside the vehicle.

7.3.1. Proper Communications: When initiating radio communication, state the name of the agency you are calling followed by your call sign. Wait until the called agency acknowledges your transmission before proceeding. Always repeat the called agency's instruction to ensure they were received properly.

7.3.1.1. Individuals must use two-way radio communication to obtain permission from the Control Tower to proceed into the CMA and must maintain two-way radio communication with the Control Tower at all times while in the CMA.

7.3.1.2. If you receive instructions from the Control Tower and do not understand, ask the individual to “say again” and wait for the repeated message to make sure you clearly understand the instructions.

7.3.1.3. If you are having a difficult time because the individual is talking too fast, ask the individual to “speak slower” and the individual will repeat the previous transmission more slowly.

7.3.1.4. The use of the word “over” indicates your transmission is complete and you expect a response. On subsequent contact, the called agency name and word “over” may be omitted if the message requires an obvious reply and there is no danger of misunderstanding.

7.3.1.5. When the Control Tower issues time-critical instructions such as “Exit runway immediately”, the individual must acknowledge by reading back Control Tower instructions verbatim, preceded by your call sign. You must respond immediately to time-critical requests, which may include the word “expedite.”

7.3.1.6. Vehicle operators and pedestrians are required to *READ BACK ALL* Control Tower instructions verbatim when operating in, or requesting to operate in or near the CMA. Reading back instructions indicates to the Control Tower that you understood their instructions and will comply with them. When in doubt, ask the Control Tower to repeat their instructions.

7.4. Phraseology. ATCT MUST be contacted each and every time before entering and after leaving the controlled movement area. When proceeding into the CMA, vehicle operators must advise the controller of three things: WHO they are, WHERE they are located, and WHAT their intentions are. Vehicle operators must always acknowledge all communications so ATCT knows that the message was received. Vehicle operators must always give aircraft and ground control transmissions priority unless an emergency exists.

7.4.1. A typical runway crossing transmission sequence is as follows:

VEHICLE OPERATOR: *“ELLSWORTH TOWER, AIRFIELD ONE.”*

ATCT: *“AIRFIELD ONE, ELLSWORTH TOWER.”*

VEHICLE OPERATOR: *“ELLSWORTH TOWER, AIRFIELD ONE REQUEST TO CROSS RUNWAY 31 AT TAXIWAY DELTA EAST.”*

ATCT: *“AIRFIELD ONE, CROSS RUNWAY 31 AT TAXIWAY DELTA EAST.” or “AIRFIELD ONE, HOLD SHORT OF RUNWAY 31”.*

7.4.2. Always read back instructions verbatim before taking any action and allow time for correction, if misinterpreted. If you are unsure what the controller has transmitted, or if you do not understand an instruction, you MUST ask the controller to repeat it. Good communication only occurs when each party knows and understands what the other is saying.

VEHICLE OPERATOR: *“AIRFIELD ONE UNDERSTANDS APPROVED TO CROSS RUNWAY 31 AT TAXIWAY DELTA EAST. WILL REPORT WHEN OFF.” or “AIRFIELD ONE, HOLDING SHORT AT TAXIWAY DELTA EAST.”*

Note: Visually scans the runway prior to entry, and then proceeds across the runway.

VEHICLE OPERATOR: *“ELLSWORTH TOWER, AIRFIELD ONE CROSSING COMPLETE, OFF RUNWAY 31 AT TAXIWAY DELTA WEST.”*

ATCT: *“AIRFIELD ONE, ROGER.”*

7.5. Phonetic Aviation Alphabet. Vehicle operators must know and use the following Phonetic Aviation Alphabet:

Table 7.1. Phonetic Aviation Alphabet.

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

7.6. Common Use Phrases.

Table 7.2. Common Use Phrases.

What Is Said:	What It Means:
Acknowledge	Let me know you have received and understand this message.
Advise Intentions	Let me know what you plan to do.
Affirmative	Yes.
Correction	An error has been made in the transmission, and the correct version follows.
Expedite	Phrase used by ATC when such action/compliance is required to avoid an imminent situation.
Go Ahead	Proceed with your message only.
Hold/Hold Short	Phrase used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.

How do you hear me?	Question relating to the quality of the transmission or to determine how well the transmission is being received.
Immediately or without delay	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
Negative	"No" or "permission not granted" or "that is not correct."
Out	The radio conversation is ended, and no response is expected.
Over	My radio transmission is ended, and I expect
	a response.
Read Back	Repeat my message to me.
Roger	I have received all of your last transmission.
Stand By	Means the controller or pilot must pause for a few seconds, usually to attend to other duties of a higher priority. Also means to wait as in "stand by for clearance." The caller should reestablish contact if a delay is lengthy.
Unable	Indicates inability to comply with a specific instruction, request, or clearance.
Verify	Request confirmation of information.
Wilco	I have received your message, understand it, and will comply with it.

Chapter 8

ENFORCEMENT, REPORTING, AND CONSEQUENCES OF VIOLATIONS

8.1. Enforcement:

8.1.1. Airfield Management conducts random spot checks of vehicle operator's to ensure compliance with airfield driving rules and safety procedures. All AF IMT 483 spot checks will be documented. All violations are documented and reported. Common violations are: speeding, failure to yield right of way, failure to maintain safety distances or similar rules, failure to complete FOD check, failure to carry AF IMT 483 while driving on the airfield, and failure to wear seat belts.

8.1.2. Unit Commanders and unit ADPMs have authority to revoke airfield driving privileges and POV passes for personnel under their control. Airfield Management and Security Forces personnel have the authority to revoke airfield driving privileges and POV passes for all operators on the airfield. Individuals who violate the requirements in this instruction may lose their airfield driving privileges, POV pass, and/or subject themselves to other administrative/disciplinary action imposed by Security Forces, unit commanders, group commanders, and the Wing Commander.

8.1.3. Airfield Management will issue an Ellsworth AFB Airfield Citation, ([Attachment 9](#)) for airfield driving violations. A copy will be given to the individual for signature by the squadron commander then returned to Airfield Management within 10 duty days.

8.1.3.1. Violation Consequences:

8.1.3.1.1. Depending on the violation, airfield drivers who receive two citations within a 12-month period will lose their airfield driving privileges for a minimum of 6 months up to permanently.

8.1.3.1.2. Airfield drivers who commit a violation that involves an aircraft will receive a violation citation and lose driving privileges for a minimum of 30 calendar days.

8.1.4. Drivers who cannot adequately describe basic information concerning locations of taxiways, apron/parking ramps, VFR hold lines, Instrument hold lines, airfield signs, minimum safety criteria (speed limits/safety zones), proper ATC phraseology, and the controlled movement area could lose their airfield driving privileges for up to seven days.

8.1.5. All drivers who lose their airfield driving privileges must be completely retrained and re-certified by unit ADPM, endorsed by unit commander, and coordinated with Airfield Management. IAW AFI 13-213, enforcement actions can be appealed to the 28 BW/CC.

8.1.6. Any loss of privilege will comply with the penalties listed in chapter 8 and the re-certification actions listed in paragraph 8.4.

8.1.7. Airfield Management conducts daily spot checks to ensure drivers have a valid AF IMT 483.

8.2. Reporting: All violations will be reported to Airfield Management. The following individuals will be notified by either the AFM or DAFM: OSA Flight CC, the OSS CC, the violator's unit ADPM and unit CC, and the Safety Office.

8.2.1. Airfield Management will respond to all airfield driving violation reports and if necessary, escort the violator to the Airfield Management building to accomplish the appropriate documentation.

8.2.2. Security Forces will respond and provide escort, if required.

8.2.3. Airfield Management and the violator will complete the Airfield Driving Violation form ([Attachment 9](#)).

8.2.3.1. Suspensions/revocations, corrective actions imposed, and notifications will be logged on the forms.

8.2.4. Once all information has been obtained, the violator will be released to their supervisor, First Sergeant, unit commander, or construction management (for contractors) as applicable/appropriate.

8.2.5. The AFM or DAFM will forward all information pertaining to airfield driving violations to the OSA Flight CC and Safety Office for reporting/tracking and trend analysis.

8.3. CMA Violations/Runway Incursion:

8.3.1. A CMAV event is an airfield violation caused by aircraft, vehicles, or pedestrians entering the CMA without specific ATCT approval. This definition also includes runway incursions. A runway incursion is a CMAV event that involves 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, the protected area is the same as the CMA.

8.3.1.1. Along with Airfield Management; the 28 OSS unit CC and unit ADPM of the individual who committed a runway incursion will be immediately notified of the CMAV and that the incident is under investigation. The unit CC of the individual who committed a runway incursion will be notified within 24 hours or the next duty day of the alleged incident, whichever occurs first.

8.3.1.1.1. Within 24 hours of a CMAV/HATR incident Airfield Management will notify: 8.3.1.1.2. MAJCOM OPR for AO.

8.3.1.1.2.1. AFGSC A33S Airfield Operations Workflow using the template located on the Headquarters (HQ) AFGSC/A33S Airfield Operations SharePoint.

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

8.3.1.3. CMAV events that have an adverse impact on flight operations require completion of AF IMT 651. CMAV events that do not impact aircraft operations require completion of AF Form 457.

8.3.1.3.1. Runway Incursions and CMAV events will be reported to the Wing Safety Office with a courtesy copy to Airfield Management.

8.3.1.3.2. As a minimum, violators will have their AF IMT 483 and POV pass (if applicable) revoked for 30 days. Unit commanders may impose more severe penalties. (See paragraph 8.3.3., Revocation/Suspension).

8.3.1.3.3. The violator must be retrained by their unit ADPM, to include all requirements listed in Chapter 3. A letter of reinstatement from the unit commander must accompany the training paperwork to Airfield Management (see [Attachment 13](#)).

8.3.1.3.4. The AOF/CC, Wing Safety and Wing ADPM will work as a team to assign all runway incursions an operational category for trend analysis. The AOF/CC will ensure these classifications are annotated on AF Form 457 or AF IMT 651. See AFI 13-213 para. 3.2.8.3.2.2.

8.3.1.4. The AF Form 651 and/or AF Form 457 must include the following information in the narrative section:

8.3.1.4.1. Individual's information (e.g. rank, job title, organization, TDY, or base assigned).

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

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

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

8.3.1.4.5. Approximate location where the CMAV occurred (e.g. runway/taxiway intersection, distance from threshold or overrun etc.).

8.3.1.5. As part of the investigation the Wing ADPM and Wing Safety will inspect the unit ADP of personnel that commit the runway incursion. Emphasis will be placed on how the unit trained the individual and their compliance with the ADI. The results will be reported to the Unit Commander.

8.3.1.6. CMAV events must be briefed at the AOB.

8.3.1.6.1. A detailed description will be provided of each incident to include; What, When, Where, How, type vehicle/aircraft involved and action taken to prevent a reoccurrence.

8.3.1.6.2. Any trends will be highlighted (e.g. annual/biannual chart showing upward or downward incident rate as applicable).

8.3.1.7. The Wing ADPM must maintain a copy of the AF IMT 651s and AF Form 457s, actions taken, results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15. A copy of the final runway incursion Air Force Safety Automated System (AFSAS) report may be obtained from Wing Safety and/or MAJCOM OPR for AO.

8.3.2. Airfield Management will be notified when Security Forces apprehends a vehicle operator who enters an active restricted area without using an ECP (crossed the red line designating the restricted area boundary).

8.3.3. Revocation/Suspension:

8.3.3.1. First violation: 30-day suspension of privileges.

8.3.3.2. Second violation: 6-month suspension of privileges.

8.3.3.3. Third violation: Permanent revocation of privileges.

8.3.4. The Wing ADPM will maintain a copy of the AF IMT 651s and AF Form 457s, actions taken, results and supporting documentation in accordance with Air Force RDS, Table 13-06, Rule 15.00. A copy of the final runway incursion AFSAS report can be obtained from Wing Safety and/or MAJCOM OPR for AO.

8.3.5. The Wing ADPM is responsible for taking immediate actions to correct any identified systematic problems and ensuring interim control measures are applied until permanent corrections are made.

8.4. Recertification/Reinstatement of Privileges:

8.4.1. To recertify and reinstate airfield driving privileges (for personnel not permanently suspended/revoked), the violator must be retrained on all items in Chapter 3.

8.4.1.1. First suspension/revocation, the unit ADPM must accomplish the training.

8.4.1.2. Second suspension/revocation Airfield Management will evaluate that unit's airfield driving training program before the unit ADPM accomplished re-training.

8.4.2. A letter of reinstatement from the unit commander must accompany the training paperwork to 28 OSS/OSAA (see [Attachment 13](#)).

GENTRY W. BOSWELL, Colonel, USAF
Commander, 28th Bomb Wing

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

AFI 11-218, *Aircraft Operations and Movement on the Ground*, 28 Oct 2011
AFI 13-213, *Airfield Driving*, 1 Jun 2011
AFI 13-213 AFGSC Sup. I, *Airfield Driving*, 13 Jun 2016
AFI 21-101, *Aircraft and Equipment Maintenance Management*, 21 May 2015
AFI 24-301, *Vehicle Operations*, 05 May 2016
AFI 31-204, *Air Force Motor Vehicle Supervision*,
AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, Ch. 24, 15 Jun 2012
AFI 91-207, *The US Air Force Traffic Safety Program*, 12 Sep 2013
AFMAN 24-306_IP, *Manual for Wheeled Vehicle Driver*, 1 Jul 2009
AFMAN 91-201, *Explosive Safety Standards*, 12 Jan 2011
AFMAN 91-223, *Aviation Safety Investigations and Reports*, 16 May 2013
AFPD 13-2, *Air Traffic, Airfield, Airspace and Range Management*, 07 Aug 2007
AFVA 11-240, *USAF Airport Signs and Markings*, 1 May 2013
AFVA 13-221, *Control Tower Light Signals*, 01 Nov 2001
AFVA 13-222, *Runway/Controlled Movement Area Procedures*, 30 Jul 2009
FAA AC 150/5340-1, *Standards for Airport Markings*
TC 21-305-2, *Training Program for Night Vision Goggle Driving Operations*
T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*
UFC 3-260-01, *Airfield and Heliport Planning and Design*
ELLSWORTH AFB Installation Security Plan
ELLSWORTH AFB Supplement

Prescribed Forms

None

Adopted Forms

AF IMT 483, *Certificate of Competency*
AF IMT 651, *Hazardous Air Traffic Report*
AF Form 457, *USAF Hazard Report*
AF Form 1199CG, *USAF Restricted Area Badge*

AF Form 1313, *Driver Record*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

AF Form 3616, *Daily Record of Facility Operation*

Abbreviations and Acronyms

ADI—Airfield Driving Instruction

ADLS—Advanced Distributed Learning Service

ADP—Airfield Driving Program

ADPM—Airfield Driving Program Manager

AF—Air Force

AFB—Air Force Base

AFEPL—Air Force Electronic Publications Library

AFFSA—Air Force Flight Safety Agency

AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFM—Airfield Manager

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Inspection Management System

AFRSAT—Air Force Runway Safety Action Team

AFSAS—Air Force Safety Automated System

AFSC—Air Force Specialty Code

AGE—Aerospace Ground Equipment

AMOPS—Airfield Management Operations

AO—Airfield Operations

AOB—Airfield Operations Board

AOF—Airfield Operations Flight

APC—Armored Personnel Carrier

ATCT—Air Traffic Control Tower

BW—Bomb Wing

CASS—Centralized Aircraft Support System

CBT—Computer Based Training

CC—Commander

CE—Civil Engineering
CES—Civil Engineering Squadron
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
DAFM—Deputy Airfield Manager
DOD—Department of Defense
DOT—Department of Transportation
DSN—Defense Switching Network
DV—Distinguished Visitors
ECP—Entry Control Point
EOR—End of Runway
FAA—Federal Aviation Administration
FOD—Foreign Object Damage
GOV—Government Owned Vehicle
GPS—Global Position System
HATR—Hazardous Air Traffic Report
HCP—Hot Cargo Pad
IAW—In accordance with
ICAO—International Civil Aviation Organization
IG—Inspector General
ILS—Instrument Landing System
IMT—Information Management Tool
INST—Instrument Holding Position
LMR—Land Mobile Radio
LRS/LGRVO—Logistics Readiness Squadron
MAJCOM—Major Command (refers to the MAJCOM OPR for AO in this AFI)
MDG—Medical Group
MFR—Memorandum for Record
MPH—Miles Per Hour
NAMO—NCOIC, Airfield Management Operations
NAMT—NCOIC, Airfield Management Training
NCOIC—Non-Commissioned Officer in Charge
NLT—No Later Than

NOTAM—Notices to Airmen

NVD—Night Vision Device

OCS—Obstacle Clearance Surface

OG—Operations Group

OJT—On-the-Job-Training

OPR—Office of Primary Responsibility

OSAA—Airfield Management

OSS—Operations Support Squadron

PA—Public Affairs

PCS—Permanent Change of Station

POFZ—Precision Obstacle Free Zone

POV—Privately Owned Vehicle

PWS—Performance Work Statements

RDS—Records Disposition Schedule

RIPWG—Runway Incursion Prevention Working Group

RV—Recreational Vehicle

RWY—Runway

SAV—Staff Assistance Visit

SE—Safety

SFS—Security Forces Squadron

SOF—Supervisor of Flying

SOW—Statement of Work

TACAN—Tactical Air Navigation

TDY—Temporary Duty

USAF—United States Air Force

UTV—Utility Task Vehicle

VCNCO—Vehicle Control Noncommissioned Officer

VCO—Vehicle Control Officer

VFR—Visual Flight Rules

VORTAC—Very High Frequency Omni-directional Range Tactical Air Navigation

WADPM—Wing Airfield Driving Program Manager

WSS—Weapons Standardization Section

Terms

Acknowledge—Let me know that you have received my message.

Advise Intentions—Tell me what you plan to do.

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 IMT 483—This form, once signed and issued by Airfield Management, is the only document that authorizes personnel to drive vehicles on the airfield. Drivers must carry their AF IMT 483 at all times while operating a vehicle on the airfield. This requirement applies to all vehicles: GOV, POV, long-term contractor, and registered equipment.

AF Runway Safety Action Team—AFRSAT teams are composed of AFFSA and/or MAJCOM functional experts used to analyze, report and determine corrective actions required to reduce the number of CMAV on the airfield. AFRSAT functional experts will evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

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

Airfield—The area bounded by the perimeter fence to the north, the tree line to the east and south, and the airfield fence to the west. It includes all buildings, facilities, entrances, perimeter/Kenny road; paved or concrete surfaces where aircraft can take off, land, taxi, towed, or parked, and all grassy areas with these boundaries (See [Attachment 10](#)).

Airfield Driving Computer Based Training—Air Force mandated computer software program used to aid in the training of airfield drivers. Program is located on the Advanced Distributed Learning System (ADLS) through the AF Portal.

Airfield Driving Instruction—Formerly known as the flight line driving instruction. Establishes local operations, procedures and training standards for driving a vehicle on the airfield. Also called ADI.

Airfield Driving Program Manager—The civilian or military individual selected by the squadron/unit commander to administer the organization's vehicle program, to include operation of vehicles on the airfield and associated training.

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

Airfield Management—The function that plans coordinates and monitors airfield maintenance/support; provides flight planning assistance, and coordinates Notices to Airmen (NOTAM) and other activities to ensure a safe airfield environment. Includes the Airfield Manager (AFM), Deputy Airfield Manager (DAFM), NCOIC Airfield Management Operations (NAMO), NCOIC Airfield Management Training (NAMT), and all AMOPS personnel.

AMOPS—Previously known as Base Operations, 28 OSS/OSAA is located in Building 7501, Defense Switch Network (DSN) 675-1052. Maintains general situational awareness of airfield activities and serves as the AFM's representative during emergency response situations.

Assesses airfield operations/situations, determines operational requirements, and imposes airfield

restrictions as needed (e.g., closing/suspending operations on aprons, taxiways and runways). Briefs Airfield Management personnel on emergency and operational activities.

Airfield Manager—Responsible for the overall management of Airfield Management facilities and services to provide a safe, efficient and effective airfield environment for aircraft operations. Manage the airfield environment to support base, transient and tenant unit flying operations according to USAF, DOD, Department of Transportation (DOT), International Civil Aviation Organization (ICAO), and FAA publications. 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—Responsible for the overall operation/services provided by the airfield operations flight in support of the wing flying mission and in compliance with USAF and FAA guidelines.

Apron—Paved surface used to park aircraft. Also referred to as a pad or ramp.

Authorized Personnel—Personnel required to be on the airfield by the nature of their duties and have the permission of the installation and/or unit commander.

Circle of Safety—A circular area extending 10 feet beyond the wingtips, nose and tail of an aircraft. Vehicles are prohibited within this area except when the vehicle is used to service an aircraft.

Contractor Vehicles—Vehicles operating on the airfield to fulfill terms of a contract. All contractor vehicles must display a valid POV pass.

Clear—ATC term used between pilots and air traffic controllers, not authorized for use by personnel operating motor vehicles on the airfield.

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—Defined as the runway, overruns, including an area extending 100 feet out from each side of the runways, overruns. These areas require two-way radio communication with the Control Tower (See [Attachment 11](#)).

Controlled Movement Area Violation Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific ATCT approval. This definition includes runway incursions and infractions caused by communication errors. Refer to AFMAN 91-223 paragraphs 1.3.2.6. for reportable HATR reporting procedures and 1.3.2.7. for reportable CMAV events.

Deputy Airfield Manager—Supervises airfield operations and airfield maintenance activities to ensure safe, effective and efficient airfield operations. Develops and manages the ADP and functions as AFM during their absence.

Emergency Response Vehicles—Any vehicle that is required to respond to aircraft or airfield emergencies. Emergency response vehicles include, but are not limited to vehicles assigned to Airfield Management, Security Forces, Fire Emergency Services, Crash Recovery, Safety and Ambulance. Non-emergency vehicles must give way to all emergency response vehicles.

Vehicles responding to emergencies are required to operate flashing lights, rotating beacons or hazard/warning flashers to have priority of operation. Vehicles responding to emergencies must yield the right-of-way to all aircraft, "Follow-Me vehicles, and vehicles towing aircraft.

Fire Lane—A painted access road designated for Fire Emergency Services vehicles responding to emergencies. Currently there is a fire lane starting at Fire Department and going across Castle Drive onto the Transient Ramp.

Fixed/Mobile Obstacles—Are any items, pieces of equipment, or objects that can be hazardous to aircraft operations on the Airfield that is not already coordinated through and approved by Airfield Management, or is not already identified and tracked as part of the airfield waiver package. Equipment critical to supporting aircraft can be prepositioned no earlier than 3 hours prior to use and must be relocated to an appropriate holding area no later than 3 hours after use. **Note:** With the exception of parking areas 60 row through 100 row and South Ramp spots 1-15 no aircraft will taxi or be towed within 25 feet of an obstruction.

Expedite—Used by ATC when prompt compliance is required to avoid the development of an imminent situation.

Flightline—Primarily consist of those areas where aircraft operations and maintenance occurs (runways 13/31, taxiways, aircraft parking ramps, hangars) and often used synonymously with Airfield.

Foreign Object Damage—Used to denote an object (loose material natural or man-made) that could cause damage to an aircraft or to personnel.

General Purpose Vehicles—Designed for moving personnel or material and for towing trailers or semi-trailers. A vehicle that satisfies general automotive transport needs.

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.

Hold or Hold Short—Used by ATC to indicate you must stay where you are currently located or for you to hold at the Runway Hold line/VFR hold line prior to receiving approval into the CMA.

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.

Immediately—Used by ATC when such action compliance is required to avoid an imminent situation.

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.

Limited Visibility—Airfield Management may restrict movement on the Airfield during snow operations or fog. All vehicle traffic will be limited to official business only and all aircraft tows will require coordination with Airfield Management. Vehicles needing to operate during limited visibility will have to be coordinated through Airfield Management.

Major Command (MAJCOM)—For the purpose of this instruction, includes all USAF Major Commands plus the Air National Guard Readiness Center, Air Force Reserve Command, Direct Reporting Units, and Field Operating Agencies.

Negative—No, or permission not granted, or that is not correct.

Out—The conversation is ended and no response is expected.

Over—My transmission is ended; I expect a response.

Pad—Paved surface used to park aircraft. Also referred to as an apron or ramp but primarily used when referring to areas used for hazardous aircraft operations (hazardous cargo, arm/de-arm areas, engine run-up areas, etc.). Also includes the HCP.

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.

Precision Obstacle Free Zone—A section of airspace above an area beginning at the runway threshold, at the threshold elevation, and centered on the extended runway centerline.

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

Proceed—Authorization to begin/continue on approved routes.

Radiation Emissions Safety Distance—The safe distance for vehicles in front of a B-1 with its taxi light on is 113ft.

Ramp—Paved surface used to park aircraft. Also referred to as an apron or pad. Ramps include the South Ramp, DV Ramp, and Transient Ramp. Ramps are located on the east side of the airfield.

Read Back—Repeat my message back to me.

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 will indicate the boundaries.

Roger—I understand and have received all of your transmission.

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

Runway Edge Lights—Lights evenly spaced along the edge of the runway. Normally white, but amber lights used in the last 1,000 feet.

Runway Edge Stripe—Solid white line three feet wide that runs the length of the edge of a runway.

Runway Environment—The runway, the area within 100 feet of the runway edges, to include: overruns, taxiways leading to the runway beyond the runway hold line and grassy areas adjacent to the runway, (also known as controlled movement area), the area within the lateral limits of the approach lights, and the approach/departure clear zones.

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

Runway Intrusion—A CMA violation that is an unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing by aircraft regardless of impact on safety. These incidents can occur by aircraft, vehicles, and pedestrians and are usually caused by communication errors.

Say Again—Used to request a repeat of the last transmission. Usually specifies transmission was not understood or received.

Special Purpose Vehicles—Designed for a special requirement, including aircraft tugs/towing vehicles, K-Loaders, aircraft stair trucks, baggage loaders, forklifts, etc.

Stand By—To pause while other duties of a higher priority are attended to. Also means to standby for clearance/approval.

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

Taxiway—Paved surface used for taxiing aircraft to and from aircraft parking areas and runways. Includes Alpha (A), Bravo (B), Delta (D), Foxtrot (F), Golf (G), Hotel (H).

Taxiway Centerlines—Single six inch wide solid yellow line running down the center of a taxiway.

Taxiway Lights—Blue lights spaced evenly along taxiway edges.

Taxiway Edge Stripes—Two parallel six inch wide solid yellow lines that run the length of the outer edge of a taxiway. Aircraft movement is not authorized beyond these lines.

Unattended Vehicle—Defined as no one in the driver's seat.

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

Utility Task Vehicles—Vehicles classified/registered by the military as equipment (Four wheeler, Mule, etc.).

Vehicle Movement Area Markings—White markings six inches wide, similar to standard street markings, indicating areas dedicated to vehicle movement.

Vehicle Stop Bar—A single solid white line marked on access and perimeter roads. These serve the same purpose as stop signs and holdlines, depending on the location and relationship to the CMA.

Vicinity of an Aircraft—Area within 25 feet in front and 200 feet to the rear of an aircraft with engines operating or within 25 feet of an aircraft, front, back and sides without engines running.

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.

Wing Commander—The individual with ultimate responsibility for operating the airfield. **Wing-tip Clearance Lines**—A single six inch wide dashed yellow line on hardstands, taxiways, ramps and parking aprons. These indicate the closest an obstacle can be to the taxiway.

Without Delay—With a sense of urgency, proceed with approved instructions in a rapid manner.

Words Twice—Communication is difficult. Please say every phrase twice.

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

Attachment 2

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

MEMORANDUM FOR 28 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

1. The following individuals are appointed as unit Airfield Driving Program Managers (primary/alternate) and trainers. Individuals have received training IAW AFI 13-213 and the Ellsworth AFB Airfield Driving Instruction. 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 TDY personnel.

NAME/Email	OFFICE SYM	DP	483 # _____
PRIMARY:			
MSgt Ann B. Smith	OSAA	XXX-XXXX	BLK#####
Email: Ann.Smith@blank.af.mil			
ALTERNATE:			
TSgt John E. Doe	OSAA	XXX-XXXX	BLK#####
Email: John.Doe@blank.af.mil			

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

NAME/Email	OFFICE SYM	DP	483 # _____
TSgt Jane C. Davis	OSAA	XXX-XXXX	BLK#####
AFTC Date: DAS:			
Email: Jane.Davis@blank.af.mil			
SSgt Michael Johnson	OSAA	XXX-XXXX	BLK#####
AFTC Date: DAS:			
Email: Michael.Johnson@blank.af.mil			

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

XXXX X. XXXXX, Lt Col, USAF
Commander

Attachment 3

UNIT ADPM TRAINING CHECKLIST

Table A3.1. Unit ADPM Training Checklist.

UNIT ADPM CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by Trainee and Wing ADPM)</i>			
	Date Completed	Trainee Initials	WING ADPM
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306, <i>Manual for the Wheeled Vehicle Operator</i> .			
4.2. AFOSHSTD 91-100, <i>Aircraft Flightline – Ground Operations and Activities</i> , Chapter 6.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AFI 48- 123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			

12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF IMT 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit AFPM on an actual training session and practical check ride.			
16. AF IMT 483 CERTIFICATE #	STAMP:		
SECTION III – TRAINING CERTIFICATION (<i>Completed by the Trainee and Wing ADPM or designated representative</i>)			
TRAINEE			
I have received and completed all of the above training requirements and will comply with Ellsworth AFB Airfield Driving Instruction (ADI).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 4

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST

Table A4.1. Unit Airfield Driver Program Self Inspection Checklist.

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST			
SECTION I – GENERAL INFORMATION <i>(Completed by the Wing ADPM or Unit)</i>			
Section I – TRAINEE INFORMATION <i>(Completed by Wing ADPM)</i>			
Unit	Office Symbol or Company Name		Date:
SECTION II – INSPECTION ITEMS <i>(Completed by Wing ADPM or Unit ADPM)</i>			
	Yes	No	N/A
1. Unit Commander			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?			
1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?			
1.5. Is the unit commander notified when individuals commit a violation?			
1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?			
1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
2. Unit Airfield Driving Program (ADPM) Manager			
2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			
2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?			
2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol, AF			

IMT 483 number, any restrictions and date refresher training is due)?			
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
3. TDY personnel/Non base assigned Contractors			
3.1. Are TDY personnel/Non base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.			
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
4. Training			
4.1. Are potential airfield drivers receiving classroom training by the ADPM?			
4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?			
4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?			
4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?			
4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			
4.6. Are drivers receiving annual refresher training within the established time lines?			
4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?			
4.8. Are trainees administered a General Knowledge Test?			
4.9. Are trainees administered a Runway Incursion Prevention Test?			
4.10. Are trainees administered a Communication Test to individuals requiring CMA access?			

4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio "read back" requirement? (A random interview of unit vehicle operators may be conducted.)			
5. Miscellaneous			
5.1. Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit's Airfield Driving Program?			
5.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
SECTION III – COMMENTS/NOTES <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
SECTION IV – CERTIFICATION <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
UNIT ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 5

AIRFIELD DRIVING TRAINING

Table A5.1. Documentation and Certification Checklist.

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
Section I – TRAINEE INFORMATION <i>(Completed by Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by Trainee and Unit)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Trainee possesses a valid Driver's License (<i>List restrictions</i>). [St.]			
2. Trainee possesses a valid Government Driver's License.			
3. USAF Airfield Driving Computer Base Training. [Score:]			
4. Airfield Driver Training Classroom.			
5. Airfield Driving Qualification Training Checklist/ Curriculum. (See Attachment 6)			
6. Practical Day Airfield Driver Familiarization Training (See Attachment 6, Item 4)			
7. Practical Night Airfield Driver Familiarization Training as applicable. (See Attachment 6, Item 4)			
8. Practical Driving Test. Includes day and night (as applicable)			
9. Communications Test. [Score:] (CMA drivers only)			
10. Airfield Diagram/Layout Test. [Score:]			
11. General Knowledge Test (Written). [Score:]			
12. Runway Incursion Prevention Test. [Score:]			
SECTION III – Color Vision Test for CMA drivers only. <i>(Completed by Hospital/Medical Treatment Facility Optometry For)</i>			
Check applicable. Normal Color Vision. Color Blind/Deficient.	N/A AFSC: _____		
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:

SECTION V – TRAINEE ACNOWLEDGEMENT *(Completed by Trainee)*

I have received and completed all of the above training requirements and will comply with Ellsworth AFB Airfield Driving Instruction (ADI). 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 (ATCT).

Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
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SECTION VI – UNIT CERTIFICATION *(Completed by Unit Commander or Unit)*

I certify that the above trainee has successfully completed all training requirements to operate a vehicle at Ellsworth AFB. Check all applicable restrictions and or special access.

Ramp only

Daylight Hours only CMA Access

Other (*Specify*)

Name (Last, First, MI):	Grade:	Signature:	Date:
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SECTION VII – AIRFIELD DRIVING AUTHORIZATION *(Completed by the Wing ADPM)*

☐ Approved ☐ Disapproved	AF IMT 483 CERTIFICATE #
--	--------------------------

Name (Last, First, MI):	Grade:	Signature:	Date:
-------------------------	--------	------------	-------

SECTION VIII – CONTROLLED MOVEMENT AREA AUTHORIZATION

(Completed by the Wing ADPM or designated representative)(All airfield driving and CMA training)

☐ Approved ☐ Disapproved	AF IMT 483 CERTIFICATE #
--	--------------------------

Name (Last, First, MI):	Grade:	Signature:	Date:
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Attachment 6

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST CURRICULUM

Table A6.1. Airfield Driving Qualification Training Checklist Curriculum.

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
Section I – TRAINEE INFORMATION <i>(Completed by ADPM)</i>				
Name (Last, First, MI)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone	
SECTION II – INSPECTION ITEMS <i>(Completed by Wing ADPM or Unit ADPM)</i>				
	Date Completed	Trainee's Initials	Trainer's Initials	N/A
1. Definitions and terms. Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.				
1.1. Runway				
1.2. Controlled Movement Area (CMA)				
1.3. Controlled Movement Area Violation (CMAV)				
1.4. Runway Incursion				
1.5. Taxiway				
1.6. Ramp/Apron				
1.7. Foreign Object Damage (FOD) control/prevention				
1.8. Overrun				
1.9. Taxilane				
1.10. Light Gun				
1.11. Jet Blast				
1.12. Vehicle Service Road				
1.13. Hot Cargo Area				
1.14. Arm/De-Arm Area				
1.15. Aircraft Arresting Gear				
1.16. ILS Critical Area				
1.17. Mandatory Sign				
1.18. Informational Sign				
1.19. Emergency Response Vehicle				
1.20. Circle of Safety				
1.21. Restricted Area				
1.22. Entry Control Point				
1.23. Fixed/Mobile Obstacle				
1.24. Airfield Management				
1.25. Air Traffic Control Tower (ATCT)				

2. Vehicle operator requirements. Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield.				
2.1. Use of vehicle lighting (e.g. Daytime Running, Rotating/IR beacons, hazard/emergency flashers).				
2.2. Procedures for reporting an accident or vehicle maintenance problems.				
2.3. Vehicle parking and chocking requirements.				
2.4. Use of perimeter and infield roadways.				
2.5. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.				
2.6. Speed limits for vehicles operating on an apron/ramp and taxiway.				
2.7. Requirements for operating a vehicle within the immediate vicinity of aircraft.				
2.8. Procedures for reporting and removing FOD.				
2.9. Restricted visibility and/or night driving.				
2.10. Procedures for operating of bicycles, tricycles, etc. on the airfield.				
2.11. Use of traction control devices as applicable.				
2.12. Emergency Response Vehicle requirements.				
2.13. Vehicle Escort/Convoy Driving procedures as applicable.				
3. Aircraft Operations. Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.				
3.1. Right of Way.				
3.2. Taxiing.				
3.3. Jet Blast safety requirements.				
3.4 Aircraft Radio Frequency (RF) emissions				
3.5 Aircraft RF emissions. Aircraft Taxing light will be illuminated and safety cones will be in place. Stay clear, safe operating distance is 113ft. Note: There will not be safety cones placed for radar testing in conjunction with engine runs, but taxing light will be illuminated.				
3.6 Aircraft RF emissions with engines on/off				
4. Practical Day and 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.				

5. Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following airfield lighting.				
5.1.1. Runway.				
5.1.1.1. Edge Lights.				
5.1.1.2. Approach Lights.				
5.1.2. Taxiway.				
5.1.2.1. Edge Lights.				
5.1.2.2. Centerline Lights.				
5.1.2.3. Guard Lights (as applicable).				
5.2. Familiarize trainee with the following airfield signage.				
5.2.1. Runway Hold Sign.				
5.2.2. Taxiway Location Sign.				
5.2.3. ILS Critical Area Sign.				
5.2.4. Direction Sign.				
5.2.5. Distance Remaining Sign.				
5.3. Familiarize trainee with the following airfield markings.				
5.3.1. Runway.				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. VFR Hold Line.				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas.				
5.3.5. Non-Movement Area Boundary Marking as applicable.				
5.3.6. Non Standard Airfield Markings as applicable.				
5.3.7. Aircraft Arresting Gear Marking as applicable.				
5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				

5.6. Familiarize trainee with the location of Free Zones as applicable.				
5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques.				
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.				
5.9. Familiarize trainee with the location and use of traffic control devices.				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.				
5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Hot Spots as required locally.				
5.16. Identify Smoking Areas as applicable.				
6. Communications. Training Outcome(s): Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications.				
6.2. Procedural Words and Phrases.				
6.3. Aviation Phonetic Alphabet.				
6.4. Aviation Terminology.				
6.5. Procedures for Contacting the ATCT. Note: Required for all personnel that require access on or across in the CMA.				
6.6. Light Gun Signals (Description of ATCT Light Gun signals).				
6.7. ATCT and or vehicle blind spots.				
7. Other.				
7.1. Review ADI.				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. Note: Required for all personnel that require access on or across in the CMA.				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. Note: Required				

for all personnel that require access on or across in the CMA.					
SECTION III – TRAINING CERTIFICATION <i>(Completed by the Trainee, Unit ADPM and Wing ADPM)</i>					
TRAINEE					
I have received and completed all of the above training requirements and will comply with Ellsworth AFB Airfield Driving Instruction (ADI). 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 (ATCT).					
Name (Last, First, MI):		Rank, Civilian Grade or equivalent:		Signature:	Date:
UNIT ADPM					
I certify that the above individual has completed all local training requirements outlined in Ellsworth AFB ADI. Check all that apply. Ramp only Daylight Hours only CMA Qualified Other (<i>Specify</i>):					
Name (Last, First, MI):		Rank, Civilian Grade or equivalent:		Signature:	Date:
WING ADPM or designated representative.					
Name (Last, First, MI):		Rank, Civilian Grade or equivalent:		Signature:	Date:

Attachment 7

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST
Table A7.1. TDY Personnel/Non-Base Assigned Contractors Training Checklist.

TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM or Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by Trainee, Unit ADPM or designated Trainer)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational local airfield signs			
2. Explain the different types of airfield markings (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield markings			
3. Explain the different types of airfield lighting systems (e.g. 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/ramp and taxiways			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient aircraft			
6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield			
9. Identify methods/practices to prevent a runway incursion			
10. Explain the different types of airfield violations and their consequences			
11. Identify the proper radio terminology and phraseology			
12. Provide a local Airfield Diagram			
13. Identify all restricted areas and entry control points			
14. Identify all Control Movement Area boundaries			
15. Identify Free zones, when applicable			

16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area			
17. Explain procedures for Night Driving, Reduced visibility and Inclement weather, when applicable			
18. Explain procedures for reporting an accident or vehicle maintenance problems			
SECTION III – TRAINING CERTIFICATION <i>(Completed by the Trainee, Unit ADPM and Wing ADPM as required)</i>			
TRAINEE			
I have received and completed all of the above training requirements and will comply with Ellsworth AFB Airfield Driving Instruction (ADI). 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 (ATCT).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in Ellsworth AFB ADI. Check all applicable restrictions. Ramp only Daylight Hours only Other (<i>Specify</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative (as required)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
Notes: 1. Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for items 12 and 16 above.			

Attachment 8

REQUEST FOR ELLSWORTH AFB PRIVATELY OWNED

Figure A8.1. Sample: Request for Ellsworth AFB Privately Owned Vehicle Pass.

[Date]

MEMORANDUM FOR 28 OSS/OSAA FROM:

Subject: Request for Ellsworth Privately Owned Vehicle Pass(es)

1. [Individual or company name] requests privately owned vehicle pass(es) for the following vehicle(s).

<u>Vehicle plate number</u>	<u>State</u>	<u>Year</u>	<u>Make & Model</u>	<u>Color</u>
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2. The table below identifies the following individuals as authorized operators for this company, in order to perform work required on Ellsworth AFB flight line.

<u>Name of Operator(s)</u>	<u>Position</u>	<u>License No.</u>	<u>State</u>	<u>Duty Ph</u>
XXXX X. XXXX	Snuffer	00000000	SD	

3. The vehicles and personnel will be operating in the _____ area of the airfield.

4. Identify area(s) on airfield the vehicle will be used. (e.g. North Docks, South Docks, etc.)

5. Provided brief justification for need (e.g. Vehicle will be used to transport men and equipment from ...). Identify why you specifically need access on the flightline

6. Provide dates the pass is needed for and work order/project number and description of work

7. My government POC/phone number is:

8. I understand that if my operations require a change to vehicle(s) or operator(s), I will provide an updated request letter to Airfield Management, prior to allowing the substitute vehicle to operate on the airfield.

POC Signature Block Unit Commander

or

Company/Contractor representative 385-0000

1st Ind: 28 OSS/OSAA

POV Pass request is approved/disapproved. POV Pass #:

Deputy Airfield Manager or
Designated Airfield Management Representative

Attachment 9

EAFB AIRFIELD VIOLATION CITATION

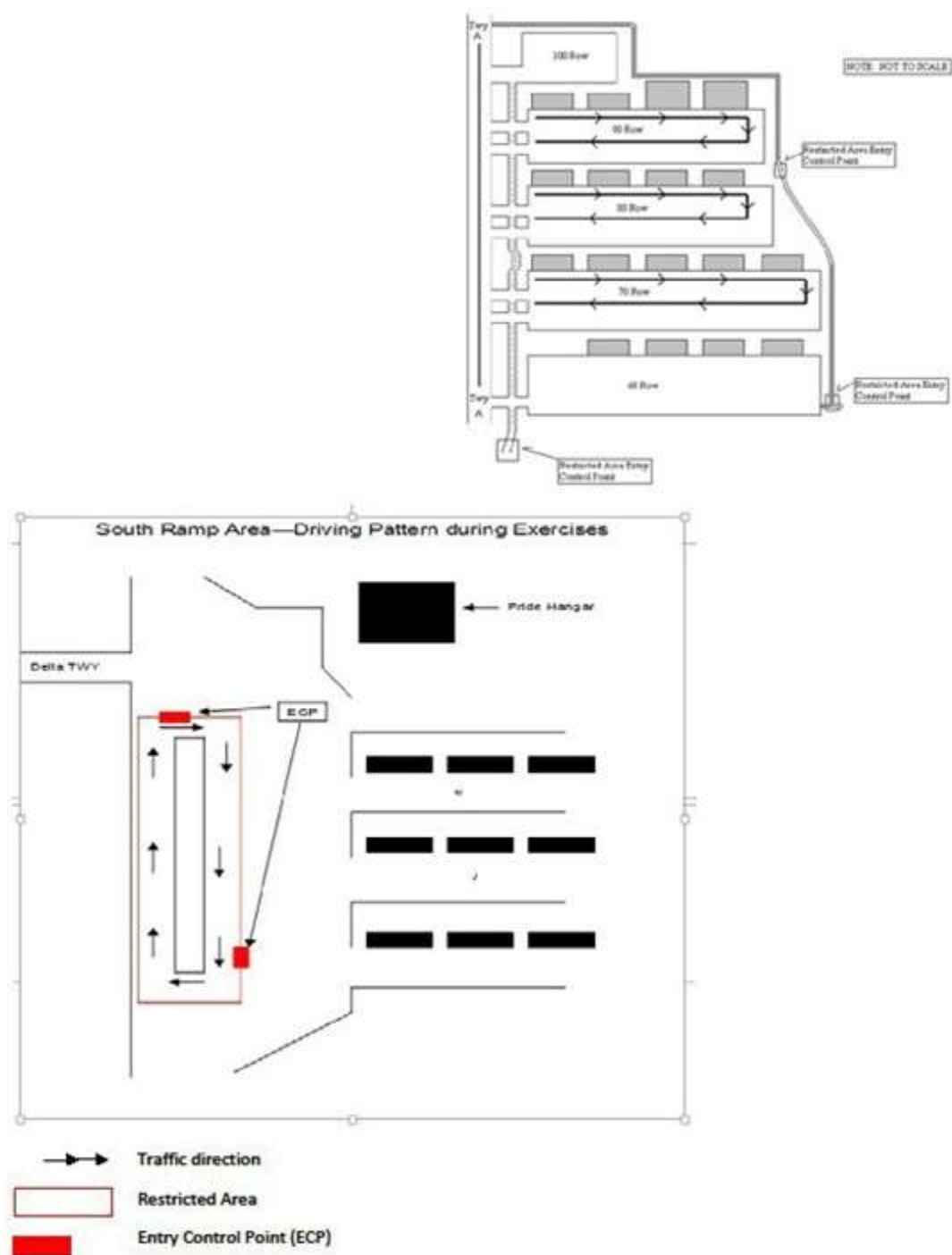
Figure A9.1. EAFB Airfield Violation Citation.

EAFB AIRFIELD VIOLATION		
The person named below committed a violation set forth at the time and location on the date shown, and was issued this airfield citation.		
Name (Last, First, MI)		
Rank/Grade		
Organization/Duty phone:		
AF IMT 483		
Make/Type Vehicle		License/Registration Number
Date	Time	Location
Speeding MPH		Failure to yield to aircraft
Illegally cross/enter runway		Vehicle parked pointing at aircraft
No chocks		Failure to accomplish FOD check
Driving under aircraft		No/improper license
No FOD can		Vehicle illegally on airfield
Improper tow		No beacon/flashers
Other		
Remarks		
Name/Rank of person issuing citation		
Return signed copy to 28 OSS/OSAA within 10 days		
Squadron Commander Signature		Date
Note: Directions: Forward this citation/violation to your Unit Airfield Drivers Program Manager. Attain Unit/CC signature and provide a copy to 28OSS/OSAA (Airfield Management).		

Attachment 10

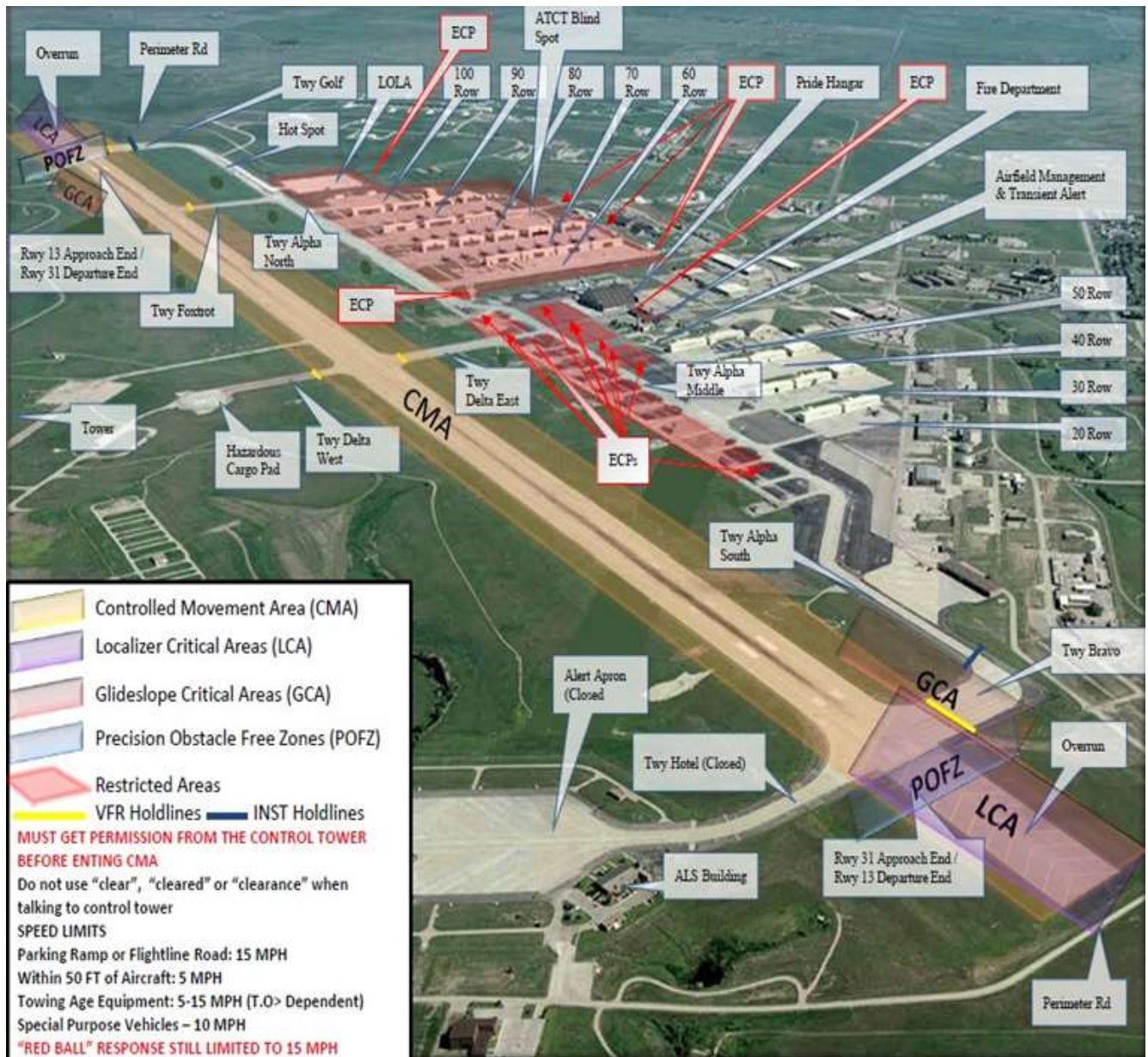
EAFB AIRFIELD DIAGRAM I

Figure A10.1. EAFB Airfield Diagram I.



EAFB ARFIELD DIAGRAM II

Figure A11.1. EAFB Airfield Diagram II.



Attachment 12
RADIO CALL SIGN LISTINGS

<u>Agency/Office</u>	<u>Call sign</u>
28 BW/CC	Raider 1
28 BW/CV	Raider 2
28 OG/CC	Raider 3
28 OG/CD	Raider 3-2
28 OG Supervisor of Flying	Foxtrot
28 MXG/CC	Raider 4
28 MXG/CD	Raider 4-2
28 MXG/MXEM	Delta Chief
28 MXG/MXL	Weapons Chief
28 BW/Chief of Safety	Safety 1
28 BW/Flight Safety	Safety 2
28 BW/Ground Safety	Safety 3
28 BW/Weapons Safety	Safety 4
28 BW/Command Post	Rushmore
28 OSS/CC	Gryphon 1
28 OSS/DO	Gryphon 2
28 OSS/ADO	Gryphon 3
OSS/OSA-Airfield Ops Flight CC	Ops 1
28 OSS/OSAA-Airfield Manager	Airfield 1
OSS/OSAA-Deputy Airfield Manager	Airfield 2
28 OSS/OSAA-Ops Vehicle	Airfield 3-4
MXG QA	METNAV 1-9
Transient Maintenance	TA

Airfield Lighting	AFLD Lightning
28 CES Horizontal Super	Horizontal 1
28 CES Horizontal	Horizontal 2-12
28 CES Snow Control	Snow 1/Snow 2
28 CES	CE 10-150
Maintenance Ops Sq/CC	MOS1
28 MXS Commander	Eagle 1
28 MXS Maintenance Supervisor	Eagle 2
28 MXS Superintendent	Eagle 3
28 MXS Asst. Superintendent	Eagle 4
28 MXS Fuels (x2260/2259)	Eagle 18
28 MXS Fuels Airfield	Eagle 19
28 MXS Fuels Airfield alt	Eagle 20
28 MXS Fuels Airfield alt	Eagle 21
28 MXS Maintenance Flight Chief (x4297)	Eagle 30
28 AMXS/CC	Bomber
28 AMXS MOO	Bomber1
28 AMXS Maintenance Superintendent	Bomber Chief
28 AMXS Production Superintendent	Bomber Super
37 AMU OIC	Tiger MX
37 AMU Chief	Tiger Chief
37 AMU Production OIC	Tiger 3
37 AMU Lead Production Superintendent	Tiger 4
37 AMU Production Superintendent	Tiger Super
37 AMU Production Expeditor	Tiger 7
AGE Flight Chief	Ranger 1
AGE Production Super	Ranger 2
Shift Supervisor	Ranger Super

34 AMU OIC	Thunder MX
34 AMU Chief	Thunder Chief
34 AMU Production OIC	Thunder 3
34 AMU Lead Production Superintendent	Thunder 4
34 AMU Production Superintendent	Thunder Super
34 AMU Production Expediter	Thunder 7
34 AMU APG Expediter	Thunder 8
28 MUNS Superintendent	MUNS Chief
28 MUNS Production OIC	AMMO 1
28 MUNS Munitions Flight Chief	AMMO 2
28 MUNS Armament Flightline Support	Viper 1
28 MUNS Armament Superintendent	Viper Super
28 MUNS Viper Base Station	Viper Base
28 MUNS NCOIC Inspection	Sherlock 1
28 MUNS NCOIC Line Delivery	Reaper 1
28 MUNS Line Delivery Base Station	Graveyard
28 MUNS NCOIC Conventional Maint	Wolf 1
28 MUNS Conventional Maint Base Station	Wolf Den
28 MUNS NCOIC Accountability	Phantom 1
28 MSG/CC	Raider 5
28 MSG/CD	Raider 5-2
28 MDG/CC	Raider 6
28 MDG/CD	Raider 6-2
34 BS/CC	Thunder 1
34 BS/Ops Officer	Thunder 2
37 BS/CC	Tiger 1
37 BS/DO	Tiger 2
28 SFS Commander	Defender

28 SFS First Sergeant

Diamond

28 SFS Manager

Zebra

28 SFS Control Desk

Ellsworth Control

28 SF Flight Chief

Police 1

28 SF Installation Patrol

Police 2

28 SF Base Security Patrol

Sierra 1-3

Attachment 13

SAMPLE: REQUEST FOR REINSTATEMTN OF AIRFIELD DRIVING PRIVILEGES

[Date]

MEMORANDUM FOR 28 OSS/OSAA

FROM: Unit Commander Office Symbol SUBJECT: Airfield Driving Reinstatement Request

1. I am requesting that airfield driving privileges be reinstated to Amn John E. Doe in order to operate vehicles on the airfield in the course of his primary duties. Amn John E. Doe's airfield driving privileges were revoked on 27 May 2011 due to a speeding violation. Amn John E. Doe's has been fully retrained on airfield driving procedures and is aware of the consequences of future violations.
2. In accordance with EAFB 13-213, *Airfield Driving*, unit commanders will process a request for airfield driving reinstatement 30 days after revocation of airfield driving privileges, accompanied by the required training paperwork to be taken to Airfield Management. As an essential part of our unit, Amn John E. Doe requires reinstatement of his airfield driving authorization to perform his primary duties.
3. POC is the Airfield Manager at 385-XXXX.

XXXX X. XXXXX, Rank, USAF
Unit Commander

Attachment 14**SAMPLE: REQUEST FOR SUSPENSION/REVOCATION OF AIRFIELD DRIVING
PRIVELEDGES**

[Date]

MEMORANDUM FOR 28 OSS/OSAA

FROM: Unit Commander Office Symbol

SUBJECT: Suspension/Revocation of Airfield Driving Privileges

1. Per AFI 13-213 Para. 2.7.23, *name of individual* flightline driving privileges (Cert. No XX-XXXXAZ) have been suspended for *reason for suspension*. Individual driving privileges will not be reinstated until he/she has re-accomplished all training requirements and he/she demonstrates a thorough understanding of the importance of abiding by the airfield driving rules and regulations.
2. If there are any questions, please contact SSgt John Doe at XXX-XXXX

XXXX X. XXXXX, Rank, USAF
Unit Commander